

POLICY: In exercising its responsibility to organize the receiving and recording of weekly church offerings, the Stewardship Committee shall use a system of Giving Numbers.

APPROVED: Stewardship Committee

DATE: January 1, 2000

GUIDELINES:

1. Giving Numbers shall be organized using the following number bands:

<i>Giving Numbers</i>	<i>Description</i>
0 – 325	Giving Numbers — Envelopes
500 – 700	Giving Numbers — PAR
800 – 999	Giving Numbers — members of congregation who don't wish envelopes nor use PAR but give to St. Paul's
1000 – up	Giving Numbers — businesses or individuals who are not members of congregation and give on a regular or casual basis

2. Giving Numbers shall be recorded and maintained in the FileMaker Pro file called "Membership"
3. Giving Numbers in the "4D" Givings Database called "Membership II" should not be changed during the year if givings are recorded for that particular Giving Number. Once the year end process has been completed and a new year started, the Giving Number may be changed.

EFFECTIVE DATE: January 1, 2000