



ST. JOHN'S LUTHERAN CHURCH  
ELCA  
GREGG HELLAND • PASTOR

## Gift Opportunity Request Form

*The following items are required for initial submission.*

Item \_\_\_\_\_

Request Date \_\_\_\_\_ Request Needed By Date (if applicable) \_\_\_\_\_

Requestor \_\_\_\_\_

Requestor phone \_\_\_\_\_ Requestor email \_\_\_\_\_

Quantity \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

*The cost and item details are not required for initial submission but will be required within a month of request in order for the item(s) to remain on the list.*

Estimated Cost \_\_\_\_\_

Item details \_\_\_\_\_

\_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ***Gift Opportunity Request Procedures***

In support of our many ministries, St. John's Lutheran Church receives requests for gifts from members of the congregation, committees and administrative staff. A process for reviewing such requests is needed so that it is clear as to the desired items are appropriate and can be made known to the congregation to be filled on a timely basis. The Stewardship Committee carries the responsibility for the Gift List and will review the Gift suggestions when submitted to/by the Committees, members of the congregation or administrative staff.

Those submitting gift ideas should fill out the attached Gift Opportunity Request Form and submit it to the Stewardship Committee for initial review. The Stewardship Committee will review the Gift Opportunity Request Forms received each month at their Committee meeting. All requests submitted to the church by noon on the first Friday of the month will be reviewed the second Monday of each month. During the Stewardship Committee meeting, the Committee will do one of the following:

1. Request additional information on the gift idea or seek input from another Committee as appropriate to evaluate the gift opportunity request. After gathering more information, the Gift idea will then go through one of the following two routes.
2. Approve the request and submit it to the Council for their approval. The Stewardship Committee will respond to the requestor notifying them of the final Council decision and will request the additional information for publication of the master Gift List.
3. Reject the request if deemed unnecessary or inappropriate and notify the Council during the next Council meeting. The committee will notify the requestor of the decision and the rationale. If applicable, the requestor will be informed if modifying their request may gain subsequent approval.

The Stewardship Committee will attempt to reach a decision within 30 days of receipt of the Gift Opportunity Request Form. Items placed on the Gift List will remain there until purchased or until the item is no longer deemed necessary. The Gift List is intended to reflect the wishes and dreams of the congregation in support of our ministries and we would encourage all members of the congregation to come up with Gift ideas and help to secure the gift items listed. The Gift List will be published on the church's website and will be maintained by the Stewardship Committee.

### ***Description of fields***

***Item*** – Description of the item(s) needed.

***Request Date*** – Date the form is filled out.

***Request Needed By Date*** – If the request is timely, please put the date that it is needed by so that the committee knows when to remove the request from the list if it has not been purchased by that date.

***Requestor*** – Name of the person or committee requesting the item. ***Phone*** is required. ***Email*** is optional.

***Quantity*** – The number of items needed. This may not be applicable in which case enter in the number one (1).

***Reason*** – The reason behind the need for the item.

***Estimated Cost*** – Research the approximate cost for the item(s). If the quantity needed is more than one, this cost is the per item cost.

***Item details*** – Any other details about the items such as brand name and model number, etc.