

FINANCIAL PRIVACY POLICY

APPROVED BY COUNCIL AUGUST 2011



Primary Purpose:

The primary purpose of the Financial privacy Policy is to establish guidelines protecting the privacy of individuals that give financially to LCR.

General Statement:

It is the policy of LCR that anonymity will be maintained with regard to pledge amounts and actual financial giving by any worshiping member or non-member of LCR.

The Financial Secretary and volunteers (counters) that by definition must quantify and record individual giving as it is received is understandably exempt from this rule; however at no time should volunteer counters keep records or disclose individual giving with anyone other than the financial secretary.

Process:

All financial giving by individuals should be recorded and associated with an account number (envelope number). It is by **these numbers** that historical and statistical data can be produced and analyzed for reasons such as budgeting, to identify trends, and forecast future giving. Any correspondence sent to individual donors by the Financial Secretary on behalf of the Council or Pastor may be signed by the Council or Pastor, but any financial details referred to in the correspondence will only be known by the Financial Secretary.

Procedure:

It shall be the responsibility of the Treasurer and Finance Committee to summarize and interpret financial giving to the church council in terms of "groups or patterns" when presenting or discussing financial giving.

Knowledge of individual giving (by account number) should be restricted to the finance committee, financial secretary, treasurer and counters (as stated above).

Exceptions:

In keeping with the role of the Pastor of the church (to provide pastoral care and contribute to the spiritual growth of our congregation), the Pastor will be made aware if anyone in the congregation that has varied significantly from their historical giving. This variance should be considered a cause for concern, as it may be an indication that the individual has experienced an event (in or outside the church) that may warrant pastoral care.

It will be the role of the financial secretary to identify as a "Red Flag" any individual who has made a significant variance from their historical giving and advise LCR's Pastor of the individual without disclosing the specific dollar amount of the variance, however a percentage (such as 25% below past giving practice) may be appropriate.