

Church Collection Basket Policies

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Church Name]

Dear [Recipient's Name],

We are writing to inform you of our updated policies regarding the collection basket during our services. These policies are designed to ensure transparency, accountability, and respect for our congregation's contributions.

Policy Guidelines

1. **Purpose of Collection:** All funds collected will be used for church maintenance, community outreach, and mission activities.
2. **Confidentiality:** All donations will be kept confidential and recorded securely.
3. **Frequency:** Collections will occur during each Sunday service and special events.
4. **Volunteer Roles:** Designated volunteers will manage the collection process and ensure proper handling of funds.
5. **Reporting:** Monthly financial reports will be shared with the congregation to maintain transparency.

We appreciate your generosity and commitment to our church community. If you have any questions regarding these policies, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Church Name]

[Contact Information]