

**Messiah Lutheran Church
8154 Atlee Road
Mechanicsville, VA 23111**

Procedure for In-Kind Contributions

Reviewed and approved as amended by Church Council on June 22, 2021

Many members regularly contribute to Messiah through in-kind contributions. Tracking these contributions allow the various Messiah Teams to better understand the range of expenses and support for the programs of Messiah. The following procedures will help assure that no names of donors are provided to Council or other teams.

Members who would like their contributions credited to their annual and quarterly giving statements should do the following:

1. Submit receipt(s) with their name on the receipt(s) and item(s) and price of donation(s) circled.
2. Place the receipt(s) for the donations to the church in the offering plate or Financial Secretary's mailbox.
3. If approved by Council, these expenditures will appear on the member's quarterly and annual financial statements.