

St. Paul Parish Fundraising Policy – Approved Oct 24, 2013 PC

Stewardship as defined in the 1993 pastoral from the National Conference of Catholic Bishops entitled 'Stewardship is a Disciple's Response' calling us to:

- Receive God's gifts gratefully
- Cultivate them responsibly
- Share them lovingly with others
- Return them with increase to God

Historically, it has been determined that Stewardship, tuition, book fees, stipends, and other parish income has not been sufficient to subsidize the operating expenditures of all parish ministries. In 1997, the Archbishop directed each parish to review all its activities and resources to accomplish the goals of the parish mission.

Acknowledging that there are many wonderful charitable and worthwhile needs in our parish and world, in 1993, 1995 and again in 2001, we asked our ministries that focused and limited parish and outreach activities be chosen and given quality attention. Additionally, we asked that these efforts offer an opportunity for our faith community and ministries to become involved together as volunteers.

Fund Raising Policies

Fundraising is defined as any sale of goods or services to Parish members, or any solicitation (including special collections during Mass) of cash or goods from Parish members.

Requests from outside the parish or other organizations for fundraising activities or solicitation of funds are extremely limited with special approval needed in advance as a possible one-time only event. Grant writing by all ministries is strongly encouraged.

Categories of Fundraisers

Collections – Periodic gathering of material goods for a group or cause (e.g. coats, baby items, food, etc.)

Special money-raising events – Organization or Ministry Events seeking extra funding through the sale of products, direct donations, dinners, raffles, etc. (A minimum of 10% of all profits of these events are allocated to the St. Paul Building Fund)

Appeals – Monetary requests usually organized by the Archdiocesan or other outside parochial organization (usually done by direct mail).

Donations – Gifts over and above one's normal contribution to St. Paul Parish General Stewardship Fund.

Community Builders or Social Event – Activities, not necessarily money makers, but money involved.

Low Key ongoing collections – E.g. box tops, aluminum cans, food items for offertory procession, etc. (usually unmanned collection sites)

- **Party Sales** of brand items (examples: Avon, Tupperware, etc.), **Private business** solicitations (selling insurance, etc) or other commercial solicitations are not permitted.

Some of the above approved fundraisers benefit the internal ministries within the parish e.g. Parish, School, Life-long Faith Formation Committee (LFFC), Athletics, Buildings and Grounds, etc. They can also benefit organizations that are external (outside) to the parish as designated by the Archdiocese and Human Concerns Committee.

This policy additionally covers the affiliated and unaffiliated sponsored organizations of the parish. (See 5.3.1 of the Archdiocesan Parish Financial Management Manual)

1. The following are approved fundraising events for this upcoming year (2013-2014) outside of Parish Annual Stewardship Appeal and Bridge Debt Reduction Campaign. The objective is that more than one ministry shares in the benefits derived from these events.

Shared Ministry Events (Volunteers from recipient ministry must actively participate)

- Dinner Auction – 20% School, 20% RE Life Long Faith Formation (LFFC), 60% Parish
- Six Fish Frys – 10% of profits off top to Building Fund, then 2-School, 1 Athletics, 1 Rel Ed LFFC, 2-Parish
- Golf Outing – 40% School, 40% Parish, 20% to Building Fund
- Scrip – 10% of profits to Building Fund, remainder to School (approximately 90%) and other donor designated ministries

Designated Ministry Events

- Scholastic Book Fair/Watkins Sale – 100% School Library
- School Fund solicitation of Alumni – 100% to St. Paul School Fund
- Archdiocesan Soles for Education Walk – 10% Archdiocese, 90% School
- Aluminum Can Collection – 100% School Environmental Studies
- School Fair Event
- Rel Ed LFFC Youth Ministry Steubenville “Take Stock in Our Youth” 100%
- Middle School Mission Trip - Open to both School and Rel Ed LFFC
- Parish Athletic Association – Concession/Entrance fees profits 10% to Building Fund and 90% for Athletic Association
- Bulletin Ads Sales – 100% to Parish after offset of bulletin printing costs
- Easter and Christmas memorial plants – 100% to offset liturgical art and environment costs
- Human Concerns Designated Collections –
 - Monthly Loaves and Fishes/St. Ben’s/KM Food Pantry
 - Annual Reverse collection benefits KM Food Pantry,
 - Layettes
 - Christmas Giving Tree
 - Thanksgiving Food Drive
 - Five- week Lenten Collections
 - Bundle Up Sunday
 - Semi Annual Clothing Exchange
 - Respect Life - Pro-Life Center
 - Reformation Lutheran Christmas
 - School Supply Drive for Reformation Lutheran

Archdiocesan:

- Catholic Stewardship Appeal
- Combined Collections, (semi-annual)
- Good Friday Collection
- LaSalgrada Familia Collection
- Propagation of the Faith Mission Appeal

Unaffiliated

- Boy Scouts Wreath Sale
- American Heritage Girls Bulb Sale (semi-annual)
- Knights of Columbus Pork Dinner/Tootsie Roll Day/Keep Christ in Christmas

Community Builders

- Parish Breakfast and Donut Sundays
- Soup and Substance
- Mass & Movie Nights
- Fund and Fellowship Sunday and Walk Run
- Breakfast in Bethlehem
- Parents Day Out
- Women of Bethany
- That Man is You
- School Mother- Son, Father –Daughter Event

Fundraiser Approval Process

2. Each initial request for fundraising or solicitation event must be submitted in writing to the St. Paul Business Manager, who will forward this to the Finance Council (currently Administrative Services) or their specific designate (Finance fundraising subcommittee) at budget time for the upcoming fiscal year. The request should be made using the Fundraising request form, with supplements as required. The request must include the following:
 - Sponsoring group & contact information with Group committee approval date
 - Target group for solicitation
 - Recipient of funds raised
 - Proposed use of the funds raised
 - Specific date or recurring dates (annual or one-time) of the planned event or solicitation
 - Anticipated gross receipts of the event or solicitation
 - Listing of all other existing committee fundraisers

3. All fundraising requests will be reviewed based upon the following criteria:
 - Is the event or solicitation an appropriate parish ministry or school project in accordance with our mission statement?
 - Should or can the event or solicitation be funded through the budgeted operations of the parish, ministry or school rather than through a separate event or solicitation?
 - Does the timing of the event or solicitation or the amount intended to be raised have any negative impact on general stewardship efforts or financial matters of the parish or school?
 - Will it be fair to other ministries and/or can it be alternated with them?
4. In response, the Finance Council may approve, approve with limitations or deny the request. An example of a “limitation” would be to ask the host organization to voluntarily eliminate one of its other fundraisers.
5. If the originating person or group disagrees with the Finance Council’s response, an appeal may be made to the Finance Council.
6. Any approved one-time or recurring fundraising events or solicitations are subject to re-evaluation on an annual basis by the Pastor and/or Finance Council. The sponsoring group shall provide the chairperson/group and contact information along with the financial results of the previous two year fundraisers when they notify the Finance Council of their requested fundraisers for the fiscal year during the initial budgeting process.
7. A joint committee appointed by the Pastoral Council (currently Parish Council) and/or Finance Council shall review this policy no less than on an every other year basis.
8. Overlapping of fundraising or solicitation by various organizations or groups will be restricted. (e.g. various organizations soliciting ads or sponsorships from local businesses at the same time) **Raffles shall also be limited.** The Dinner Auction with its raffle is the Primary Fundraising Activity of the Parish and Its Ministries. This Activity has priority for solicitation of goods, sponsors,& raffles.
9. Fundraising at church entrances & gathering space of church
 - Number of Fundraising activities at church entrances and gathering space are limited and controlled.
 - Room/area reservation forms must be completed and approved in the parish office.
 - Displays of advertising for fundraising activities are limited at same time. All displays and posters must be approved through the Parish Office and have limited time duration.
 - Tapes, glues, or other fixatives are not allowed on woodwork, windows, doors or drywall.
 - Hosting ministry is responsible for removal of displays to storage room in case of funerals or other special liturgical celebrations.
 - Room and area reservations shall be made through the Parish office so as not to conflict with others.
 - Usage of the space technology and equipment shall be reserved through the parish office by submitting appropriate forms.
 - Setup and takedown are the responsibility of the ministry/fundraising volunteers.
 - Report immediately any damage to the facilities to the Parish Office.
 - Failure to comply with the above could impact the continuance of the event or reduction of proceeds from the event.

Collection of Items

- Collections of items will be listed on the parish fundraising calendar.
- Collections of items will not be counted as one of the fundraisers at the church entrances.
- Multiple collections of items on the same date are to be avoided. Verification of dates available can be obtained from the Parish Office.
- Bins for deposit of collected items will be clearly and neatly marked by the sponsoring organization.
- Bins must be monitored and emptied on a regular basis by ministry volunteers.
- Ushers room, Sacristy, or Family Room are NOT to be used as a collection site.
- If above rules are not followed, the privilege of collecting in the gathering space may be removed.

Direct Donation Policy

This donation is identified as gifts over and above one's normal contributions to St. Paul's Stewardship and Debt Reduction Programs. These donations are welcomed by our Parish and School Community and are given as bequests, designated or restricted funds in accordance with the policies, needs and best interests of our parish community.

- This policy applies to individuals, groups, and organizations who give to the parish.
- Gifts restricted for use within a particular area of the parish need the approval of the pastor, after consultation with the appropriate administrator.
- All such restricted gifts are to include a sunset provision, of not more than 2 years unless otherwise authorized, to release the restriction.
- The pastor and/or his designee shall be responsible for maintaining a current list of the needs of our community. This list will be drawn up and communicated to the Pastoral Council, Boards, and parish groups.

Contribution Requests

1. Standard Archdiocesan solicitations are received and authorized by the Archbishop. They currently include:
 - Catholic Stewardship Appeal
 - Holy Land Collection (Good Friday)
 - National and International Combined Collections
 - Summer Mission Appeal
2. All other requests for solicitations of contributions from our parish membership are subject to the following process:
 - All special requests shall be forwarded to the Outreach Committee for consideration through our Outreach Program.
 - Emergency requests – when timely response to a disaster cannot be achieved through the normal program, an emergency contribution can be made under the emergency contribution procedures in the Outreach Committee guidelines.
 - All requests which the Outreach Committee feels should be addressed, but which cannot be funded through the Outreach Program budget, should be forwarded to the Finance Council or another parish organization which might be able to make a contribution.

- All requests seeking more than \$1500 shall be forwarded to the Finance Council which shall recommend whether and how the Parish should respond.
- The Finance Council may designate or recommend a special collection, multi-year contributions, or unbudgeted contributions. These recommendations will be forwarded directly to the Finance Council.
- Annual review of Outreach designations shall take place.

“We cannot do everything. And there is a sense of liberation in realizing that. This enables us to do something, and do it very well: .” *Archbishop Oscar Romero*

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2013-14 Approved Parish Activities

Parish

Bulletin ads
Fish Fry-RE
Fish Fry – PC
Auction
Golf Outing

Religious Ed

1 Fish Fry
Auction
Take Stock in Youth
Shared Mission Trip

School

School Alumni Fund
HSA Fish Fry
Marketing Fish Fry
Auction
Golf Outing
Scholastic Book Fair
Watkins Sale
School Fair
Scrip
Spirit Wear
HSA Miscellaneous (Boxtops, Kwik Trip, Milk Caps, Sentry Funds for Friends, Target)
Shared Mission Trip

Human Concerns

6 Lenten Collections
Giving Tree
Thanksgiving Food Drive
Loaves & Fishes/Money Collection-KM Food

Athletics

Fish Fry
Concessions/Admissions
Spiritwear

Liturgy

Easter and Christmas Plants

