

Fundraising

St. Joseph the Worker is adopting this fundraising policy to guide decisions for the various ministries in their quest for financing of their activities.

While it is recognized that fundraising will be required to meet the special needs of certain ministries, general financing will remain under the stewardship parish model.

Stewardship is defined as: "a financial development approach which focuses on regular contributions as the only source of recurring revenue for the parish."

Fundraising will not become part of the budget process.

Fundraising will not be allowed to circumvent the normal planning process and allocation of resources.

This policy is not intended to address the following:

- Special collections such as Annual Catholic Appeal, Propagation of the Faith, Religious Retirement, etc.
- Capital campaigns
- Memorial opportunities to the extent these funds are dedicated to a specific cause/item and therefore cannot be redirected to another need or the general operations

In cases where fundraising is undertaken to support specific projects or goals, the following general guidelines will apply:

Fundraising under the parish banner.

Any fundraising activity in which the parish will provide up front financing or could result in the parish becoming responsible to pay obligations must be pre-approved by the finance council and ratified by the pastoral council. Pre-approval by the finance council will require presentation of the fund raising plan which includes the risks and anticipated income of the proposed activity. Approved plans will subsequently be submitted to the pastoral council for ratification.

Plans presented to the finance council should include:

- Clear identification of the action plan for raising the funds (sale of specific goods or services, silent auction, raffle)
- Justification of the need
- Amount of funds needed to cover the expenses of the event or potential liability to be incurred by the parish
- Anticipated income, along with worst case income in the event of unexpected events (i.e. rain, heat, wind, power outage)

Plans submitted which do not project the ability to cover expected costs will not be approved. In the event a plan is pre-approved and funded, and subsequently fails to raise sufficient funds to cover its costs, the shortfall will be charged back against the budget of the sponsoring ministry.

Plans should be submitted to the finance council and pastoral council for approval and integration into the annual budget and planning process.

Any solicitation of funding /contributions by ministries from external sources for new initiatives or programs must be approved in advance by the Finance and Pastoral Councils. Any funds solicited or obtained without prior approval will be directed into the general operating accounts of the parish.

Fundraising by groups under their own name.

Examples include the Knights of Columbus, Venture Crew, scouts, etc. or specific capital improvement projects.

- No solicitation will be allowed which disrupts the normal traffic flow of those attending worship services
- Purpose of the fundraising must be consistent with the goals and desires of the parish.
- Anticipated use of funds raised must be disclosed in advance
- Fund raising will only be permitted by groups sponsored by or including members of the parish.
- Funds raised by external groups will be accepted in the name of the parish but will not be earmarked for specific application. Donating groups may recommend specific uses for these funds but actual spending will be at the discretion of the Finance Council per established priority needs.