

St. Malachy Catholic Church
Fund Raising Policy
Effective May 25, 2006
(This supersedes all previous policies)

BACKGROUND

St. Malachy Catholic Church has been blessed with many generous and giving parishioners throughout our many years in Brownsburg, Indiana. The general philosophy of the parish is that if an item is really needed for the parish, then we should budget for it. Fundraising should not be the first option within our parish ministries. The annual budgeting process commences in January and is generally completed by May for the ensuing July 1 fiscal year. If your ministry need is not able to be met through our annual budget, then the parish has set up two accounts where parish ministries may request funds in lieu of fundraisers. The Outreach Ministries and Social Concerns funds collected through the green Sunday envelopes on a monthly basis have been, in part, set up by the parish leaders in order to reach ministries and social concerns whose needs are not met through the annual budget. The parish also has set up three endowments accounts (which can also be funded monthly through the green Sunday envelopes). Additionally, the Parish endowment fund distributes 5% of its balance on an annual basis to parish ministries whose needs are not met through the annual budget. Both of these funds have donated thousands of dollars per year to deserving organizations. Application forms may be requested through the parish office. We highly recommend the continued support of these worthy funds.

Our parish has defined stewardship as the sharing of your time, talent and treasures. All three are important and we recommend that for our younger parishioners, the time and talent portion of stewardship should be emphasized more than the treasure portion. Community Service through the parish, our community and the world goes a long way in teaching our youth that money does not solve all our issues.

FUND RAISER DEFINITION

A PARISH SPONSORED Fundraiser is defined as:

An event or activity planned for the purpose of soliciting money or items (food, prizes, clothing, furniture, etc.) to benefit the parish, parish ministries, school, school related organizations, athletic committee, etc. in which any parishioner is being requested to support, or publicly soliciting funds in the name of St. Malachy Parish.

APPLICATION GUIDELINES

If the above funds are unable to be utilized, then the following PARISH SPONSORED fundraising policy should be adhered to on an **annual basis for new and recurring fundraisers**.

1. Determine if any other ministry is completing a similar fundraiser and try to complete in conjunction with that ministry (avoid duplicate fundraisers)
2. Complete the attached application at least 3 months prior to the proposed scheduled event.
3. Be specific in completion of the application, especially to the benefit of the organization and the target market.
4. Deliver the application to the parish center prior to the Stewardship Commission (the Stewardship Commission meets on the third Thursday of January, March, May, July, September, and November).
5. The Stewardship Commission will then review the applications and make a recommendation to the Pastor.
6. The requesting organization's chairperson will then be notified by the parish center of the Commission's decision.

Please NOTE that in order to promote your fundraiser within any parish sources, or to schedule an eventual use of the parish facility, your application must be pre-approved. In the rare event that an emergency arises, the pastor can supersede the above guidelines. Fundraisers conducted in the past are not automatically approved.

In determining the approval process of the application, the Stewardship Commission will rely on the following guidelines:

- ⊕ Promotion of fellowship within the parish
- ⊕ Can the fundraiser be combined with other similar fundraisers?
- ⊕ Timing of fundraising
- ⊕ No more than one weekend for use of the Narthex unless unusual circumstances
- ⊕ Is the fundraiser for a cause that benefits just a few individuals? (e.g. could parents support the cause 100%)
- ⊕ Is there a way the ministry can operate within their budget without the fundraiser? (i.e. raise fees or scale back the program expectations)
- ⊕ Does the administrator of the fundraiser personally benefit from the fundraiser?

Each committee should review this policy on an annual basis with their members!