

## Policy for Tithing the Parish Offertory Collection St. John Neumann Catholic Church

Summary: Each weekend, the parish will assign five percent (5%) of the regular offertory collection for each weekend to a designated charitable organization.

- This tithe will come from the donations to Sunday offertory, excluding donations for second collections, Christmas envelopes, Easter envelopes, and other special collections.

The Outreach and Justice Commission (or a subcommittee delegated by it) will designate the tithes with approval of the Pastor.

- The Pastoral Council may provide additional direction or recommendations to the Outreach and Justice Commission/Tithing Subcommittee.
- A form to request a tithe will be distributed and available to all parishioners by which they can recommend organizations as beneficiaries.

The Outreach and Justice Commission/Tithing Subcommittee will develop a list of designated organizations for up to a year at a time—but at least quarterly—at least one month in advance of the tithes being assigned.

Selection of organizations will be guided by:

- Accountability—designees need to be non-profit and have proper mechanisms in place to ensure that the donation is used for the purposes intended. If there is some doubt, the organization must be researched first before a tithe is assigned.
- All organizations must do work or advocate for justice in a way that is compatible with the teachings of the Catholic Church.
- A sufficient number of tithes will be assigned to enable St. John Neumann Parish to meet its ongoing commitments to its own outreach ministries and to local charitable endeavors.
- The Outreach and Justice Commission will set (with oversight by the Pastoral Council) a policy of how to divide tithes between local,

- national, and international organizations so that there is balance between these levels of need.
- The Outreach and Justice Commission will determine (with oversight by the Pastoral Council) what proportion of tithes will go to outreach (charitable) organizations and what proportion to justice (advocacy or structural change) organizations.
  - Tithes on a particular Sunday may be split between two beneficiaries, though this should not be the norm.
  - In the event of a special appeal to meet emergency needs (local or otherwise), the Pastor (if possible with the advice of the Outreach and Social Justice Commission/Tithing Subcommittee) may change the assigned tithe to the special appeal. Every effort will be made to reschedule the previously assigned tithe in the next quarter.

### Communications

- The list of beneficiaries for tithes will be published in the bulletin in advance one month at a time.
- The beneficiary of the tithe for a particular Sunday will be announced at the beginning of Mass in the pre-Mass announcements. A brief description (in one sentence) of the work of the organization will be included in the pre-Mass announcement.
- A standard letter will be sent with each tithe to the recipient organization. It will request that acknowledgments be addressed to the parish.
- If a letter is received acknowledging the tithe, all or a portion will be printed in the bulletin if room permits.

### Oversight

- The Pastor and Pastoral Council shall provide oversight of all decisions and actions taken by the Outreach and Justice Commission/Tithing Subcommittee and may provide additional direction or recommendations as deemed necessary.

This policy is promulgated by and may be amended by the Pastoral Council through a majority vote with a quorum of members.

Approved by the Pastoral Council: October 19, 2015

**TITHE REQUEST**  
**St. John Neumann Catholic Church**  
**Columbia, SC**

I request that a tithe be assigned to the following organization:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief description of the mission of this organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for providing funding to this organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a local organization, what geographical area does it serve? \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ (please print)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

This form may be dropped in the offertory collection or mailed to or dropped off at the parish office (Attn: Parish Secretary).