

TITHING COMMITTEE GUIDELINES

1. **Tithing Mission.** St. Peter Catholic Church is a tithing parish community with 10% of its current income set aside for charitable giving. The purpose of the Tithing Committee, on behalf of the parish community, is to discern the best allocation of resources towards charitable works and self-help causes to alleviate the conditions of poverty, powerlessness and injustice. Causes to be considered for financial support can result from requests not initiated by the Tithing Committee or parish or from requests that are encouraged by a member of the committee and/or the parish community.

2. **Committee.** The Tithing Committee shall consist of nine members from St. Peter Catholic Church. Each committee member shall serve for a three-year term. The terms shall be staggered. The Pastor will select new members of the Tithing Committee. Membership on the Tithing Committee is open to all active members of St. Peter Catholic Church. Interested members shall communicate their desire to serve on the Tithing Committee to the Pastor. In addition, the active committee members may also make recommendations to the Pastor for future committee members.

3. **Chairperson.** A Chairperson shall be selected by the Pastor from the active committee members and shall serve a three-year term. The Chairperson shall be responsible for all communication and the Tithing Committee meetings on a quarterly basis. The Chairperson shall attend the Finance Council and/or Pastoral Council meeting upon request.

4. **Grant Requests.** All grant requests shall be in the form attached to these guidelines as Exhibit 1(St. Peter Catholic Church Request for Funding). The grant request forms will be available on the St. Peter Tithing Committee web page and upon request to the business office. Incomplete requests will not be considered by the Tithing Committee unless proper documentation is forwarded to the Committee in a timely manner. The Tithing Committee will make its grant decisions through prayerful discernment and consensus building. Each grant request shall be thoroughly reviewed and discussed by the members of the Tithing Committee at each quarterly meeting. The Tithing Committee will provide its recommendations for grants to consider to the Pastor for review and final decision.

5. **St. Peter Finance/Operations Manager.** All grant requests shall initially be submitted to the Finance/Operations Manager who shall upload all grant requests to the Tithing Committee Google Drive prior to the scheduled quarterly meeting. Access to the Tithing Committee Google Drive shall be limited to the Pastor of St. Peter Catholic Church, the Finance/Operations Manager and all current members of the Tithing Committee. The Finance/Operations Manager shall communicate the total amount of funds to be disbursed for each fiscal quarter to the Chairperson of the Tithing Committee in advance of the quarterly meeting.

6. **Meetings.** The Tithing Committee shall meet four times per year following the end of each fiscal quarter to review any grant requests received by the Finance/Operations Manager of St. Peter during the preceding fiscal quarter. A quorum must be present to review and disburse funds.

Following a review of each grant request, the Tithing Committee shall make recommendations to the Pastor as to:

- a. which organizations will receive funds
- b. the amount of each disbursement
- c. any restrictions on the grants for that fiscal quarter

The Tithing Committee and the Pastor reserves the right to decline any grant request and/or request additional information from any organization requesting funds.

The Tithing Committee sends the final allotment of funds and any restrictions to the Finance/Operations Manager and the Pastor. The Pastor shall review the Tithing Committee's final recommendations and send his approval to the Finance/Operations Manager.

7. **The Core Four.** There are four standard organizations that the Tithing Committee supports each quarter:

- a. Supportive Housing Communities (McCreesh Place)
- b. Urban Ministry Center
- c. Men's Shelter
- d. YWCA Women in Transition

Each of the Core Four organizations will be required to submit a general grant request each year. The Finance/Operations Manager will send an email to each organization at the beginning of the fiscal year requesting a general funding request. Once the general grant request is reviewed and it is determined by the Tithing Committee that the organization still meets the funding guidelines, the Tithing Committee will disburse funds to the Core Four during each quarter of the fiscal year.