

The Church of St. Pascal Baylon

POLICY ON PARISH FUNDRAISING (2011)

Overview:

As stewards of the gifts received by God, we encourage our members to strive towards dedicating a portion of their income to the parish. The biblical measure of that gift is a tithe, or 10%. Along with school tuition, the Sunday collection continues to be the primary source of income for the parish. It is recognized, however, that it is also appropriate to offer an opportunity to parishioners to be generous beyond what they had “planned” to give to the church. Some of these opportunities are in the approved fundraising events.

- A. In accordance with the authority granted in his office by the Archdiocese of St. Paul and Minneapolis, all fundraising activities of St. Pascal Baylon and its related organizations must be pre-approved by the Pastor.
 1. Any parish organization that wishes to raise funds on behalf of the parish in general or the organization in particular, or parish organization sponsored group, must file a written request for approval 4 weeks prior to the fundraising activity using the parish fundraising application form.
 2. Any requests for fundraising within 4 weeks of the proposed event are not guaranteed consideration.
 3. Response to all requests for fundraising activity shall be made no later than 2 weeks prior to the activity.
 4. The Pastor shall appoint a staff person to receive parish organizations fundraising requests, review them, bring them forward to Pastor for consultation and approval or disapproval, schedule the fundraising activity, and notify organization of approval or disapproval of the request.
 5. Fundraising requests do not carry over from one fiscal year to the next.
- B. It shall be the primary fundraising goal of the Pastor, Staff, and all Parish Organizations, including the Parish Finance Committee and Parish Pastoral Council, to maximize the regular contribution of parishioners, designated as “Envelope Giving” in the parish budget. Great care must be given to maintain this priority. Any supplemental fundraising activity that would diminish the parishioner’s capacity to regularly contribute in “Envelope Giving” may be disapproved.
- C. The general budget of the parish is always given priority over line item budgets of specific parish organizations. While every effort must be given to support the goals of a parish organization and a specific fundraising activity, all funds raised on behalf of any organization of the parish are to be included in the general parish budget and may be used for other purposes, if necessary, at the discretion of the Pastor and Finance Committee.
- D. All parish organizations are limited to no more than 5 fundraisers in any program year beginning July 1 and ending June 30, unless approved otherwise.
- E. Any organization raising funds on behalf of the parish in general or the organization specifically will be required to submit a written report of the activity within 60 days of its conclusion. The

report shall include all expenses and income related to the fundraiser, as well as a plan for the spending of any surplus.

- F. The Pastor shall delegate to the Parish Pastoral Council the responsibility for insuring the successful completion of the Parish Festival and, upon request of the Pastor, any fundraising activities conducted in conjunction with community activities. The Parish Pastoral Council, in turn, may designate a chairperson for the festival or community activity, but the responsibility for the success of the event rests with the Parish Pastoral Council.
- G. Any short-range or long-range planning conducted on behalf of St. Pascal Baylon Parish or any of its organizations shall be consistent with the fundraising policies stated herein.
- H. Any parish-wide Stewardship programs conducted on behalf of St. Pascal Baylon Parish, or in conjunction with its related organizations, shall be consistent with the fundraising policies stated herein.
- I. Any work conducted by the parish in areas of Planned Giving, Major Gifts, Pro-bono services, and other initiatives related to parish development, shall be consistent with the fundraising policies stated herein.
- J. The following fundraising venues are exempt from the Fundraising Policy and subject only to Parish Council and Pastor's review as needed year to year:

Fall Festival
Christmas Tree Sale

Lenten Fish Fry
Friends and Family

- K. Other fundraising occasions which are exempt from this policy include:
 - 1. Fundraisers that take place off campus (the group is not soliciting funds from St. Pascal members primarily).
 - 2. The sponsoring group assumes all risks associated with the particular fundraising event taking place. St. Pascal Baylon discourages the use of its name in outside fundraising efforts unless permission is granted by the Pastor.

Approved by Parish Pastoral Council
March 24, 2011

Revised February 2014

CHURCH OF ST PASCAL BAYLON
PARISH FUNDRAISING APPLICATION

Name of Parish Organization/Group: _____

Contact Person in Charge of Fundraiser: _____

Phone: _____ Email: _____

For what purpose are you raising funds?

What event or activity are you wishing to conduct? (i.e. candy or other sale, brunch, dinner, etc.)

Date(s) desired for fundraiser: _____

Note: Your fundraiser, if approved, will still need to be scheduled through the parish activity calendar by calling 651.774.1585. This form does not constitute a request nor confirmation for rooms or space at St. Pascal's Church. Rooms and dates are subject to availability.

What is your goal (the amount you wish to raise): _____

What is the cost (before profit) that you will expend in order to fundraise? _____

How many people will you involve in the work of fundraising? (i.e., 20 parishioners will cook, serve, market, set-up and clean up)

We commit to making a summary report within 60 days. Yes No

I have read and understand the St. Pascal Baylon's *Policy on Fundraising*. I further understand that this application is subject to review by the Pastor and/or his designee. I also understand and commit to providing all information requested in the Policy

Signature of Person Responsible for the Fundraiser/Organization

Date