



ST. JAMES THE APOSTLE PARISH

# Fundraising Policy and Procedures

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## As a Parish Family...

We are first and foremost a Eucharistic Community. We are many people doing wonderful things for each other and for our community. Celebration of the Eucharist binds us as one family, and our worship space should be reserved for that purpose only.

The Parish Council recognizes that fundraising is a necessary activity of the church, its ministries, and other organizations. Our parish fundraising should be carried out in a manner that is beneficial to the church and its parishioners.

## Defining Fundraising

Fundraisers are defined as those activities that raise money for the church, its ministries, organizations or causes sponsored by the church.

*While the collections of food, clothing, or other items for charities or outreach service projects sponsored by ministries of our church do not strictly fall under the definition of fundraising, they too must be pre-approved by the St. James Parish Council.*

## Policy

1. A church ministry or organization must sponsor all fundraising activities. Fundraising should not be done to benefit non-sponsored organizations or for-profit entities.
2. Each ministry or organization shall be limited to a maximum of three fundraisers each fiscal year (July 1<sup>st</sup> through June 30th). *(Exception: Crusader Cash sales will be sold on the first Sunday of the month)*
3. No more than one ministry/organization fundraising solicitation is permitted at a time in the church narthex. *(Exception: A fundraiser may be held in addition to Crusader Cash on the first Sunday of each month).*
4. In general, fundraisers should be short in duration, with solicitation not lasting more than two weekends.
5. Solicitation time does not include the delivery of items sold or goods received.
6. The Parish Council must specifically pre-approve each fundraiser and any exceptions to the two-weekend period. Fundraising, except for Sunday & special collections, is not permitted in the church.
7. A maximum of two fundraising solicitations may take place in the narthex per year using only one special use "fundraising" table placed by members of the staff. No more than two posters/signs are to be displayed at that time and must be removed after the last liturgy. Any additional displays or advertising (on site) must be pre-approved by the Fundraising Committee of the Parish Council.
8. If a third fundraising solicitation takes place, it may only occur on a Hospitality Weekend, on the stage in St. James Hall. This third solicitation must also follow procedures outlined in this document. Additionally, fundraising solicitations may not be advertised in the narthex. All promotion of the solicitation is limited to the stage area in St. James Hall and may be communicated in the Parish Bulletin. If available, the stage may also be used by an organization scheduled for fundraising in the narthex on that particular weekend if additional space for display of goods is needed.

### Procedure

1. It is mandatory that a representative of all ministries that are planning to sponsor a fundraiser become familiarized with the specifics of these fundraising guidelines. These guidelines have been approved by the Parish Council and are designed to make the fundraising efforts equitable, efficient, and successful.
2. The “**Fundraising Request Form**”, containing the *Estimated Event Income and Expense Statement* must be submitted to the Parish Council for all major fundraisers for the upcoming year with each organization’s annual Facility Usage Request Forms by the deadline designated each year. *(It is understood that some fundraisers will not be anticipated by this date, in that case, forms for a fundraiser must be submitted to the fundraising Committee of the Parish Council for their consideration at least 60 days prior to the event.)*
3. All fundraising activities must be approved by the Pastor; and approved by the Fundraising Committee of the Parish Council **prior** to being placed on the parish calendar.
4. In addition to the Fundraising Request Form, the ministry or organization must submit the necessary “**Facility Usage Request Form**” if the event or fundraising requires St. James facilities or parish grounds. In the case of a third fundraiser using the stage of St. James Hall on a Hospitality Weekend, the ministry or organization must submit the necessary “**Hospitality Stage Use Request Form**”. The Ministry Center shall then record the dates of all fundraising activities on the Parish Calendar following their approval by the Parish Council.
5. For fundraising in the narthex, each ministry will be provided with one special-use table for each fundraising event. No more than two posters are to be displayed at a time. *(Exception: Christmas Basket program may use more than one table)*. For fundraising on the St. James Hall stage, each ministry will be provided with one special-use table and one easel for use of 1/2 of the stage or two special-use tables and two easels for use of the full stage. Any additional displays or advertising (on site) must be approved by the Fundraising Committee of the Parish Council.
6. Within 72 hours of the completion of the event, the “**Final Expense/Income Report**” must be finalized and submitted to the Ministry Center with all original receipts attached. This report will detail the source and amount of revenue, all expenses, all donations received, including donor names and addresses, and to whom proceeds are distributed.

### Policy Review

The Fundraising Committee, composed of the discerned members of the Parish Council, will review this policy annually each March, with changes implemented by the end of the fiscal year in June. Suggestions for change may be submitted at any time during the year.

Revised: May, 2016