

# Church of the Epiphany Policy on Fundraising at Epiphany

*Revised January 2009*

## **PURPOSE:**

In recognition that the Church of the Epiphany is striving to be a total stewardship parish and that all parish ministries are financially supported by parish members through their generous gifts, this policy has been formulated by the parish leadership to define fundraising within the parish's own commitment to stewardship as a way of life.

## **RATIONALE:**

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 from time to time it may be appropriate to offer the 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. At other times, it may become necessary, especially for natural disasters or Archdiocesan mandated causes, to have a special collection or donation opportunities. These events, outside of the realm of this fundraising policy, can only be granted by the pastor.

## **DEFINITION:**

Fundraising is defined as the solicitation of goods for sale or resale, or donations of money for the purpose of funding or benefiting an individual, group, or cause. Types of fundraisers include the following:

***Basic Fundraisers** - Proceeds go directly to the ministry or organization*

Fundraising events above and beyond the regular budget cycle of the parish. These generally include events planned by groups outside of the parish structure or by parish ministries pursuing extra money for a specific purpose. An application is required.

***Parish Budget Fundraisers** - Proceeds entered in the parish budget in support of the particular ministry*

Fundraising events that are part of the yearly budget for that particular parish ministry. Funds generated go towards covering the cost of the ministry itself. An application is required.

***Parish Community Building Fundraisers** - Primary focus is community*

Fundraising events that are seen as vital to the building of community at Epiphany – all proceeds returning to the parish. An application is required.

## **POLICY:**

The following is the fundraising policy of the Church of the Epiphany including the school:

- ❖ The Church of the Epiphany will grant fundraising opportunities each fiscal year (July 1 – June 30) based on established guidelines of the fundraising committee and space/calendar availability.
  - Previous granting of fundraising is not an assurance, promise or expectation that the privilege will be granted for any subsequent year
- ❖ Ministries and organizations must be recognized parish organizations and part of the mission and ministry of the Church of the Epiphany
- ❖ All ministries and organizations must be good stewards of the gifts they receive through the generosity of others and, therefore, must in turn be generous stewards of those gifts. Therefore, all fundraising efforts must generously give 10% of the net amount raised to Epiphany Parish.
- ❖ All ministries and organizations approved for a fundraiser must also agree to host hospitality after each Mass on an additional weekend during the year. Consideration and approval for a future fundraiser may be based on the ministry and/or organization's compliance with this request.
- ❖ All applications must be submitted to the parish office by March 15 for distribution to the Fundraising Committee of the Parish Leadership Council (see below)
- ❖ Any requests for fundraising after the deadline date is not guaranteed consideration for the fiscal year which begins July 1.
- ❖ Fundraising requests do not carry over from one year to the next
- ❖ Every request for a fundraising activity must be made in writing using the parish fundraising application form
- ❖ No request for fundraising through gambling activities will be accepted, including raffle and bingo. The exception for this is Spring Fest (*Institutional exemption – see below*)
- ❖ Groups wishing to fundraise must clearly identify what the funds will be used for in advance of the solicitation. Within 15 days after the event, the group must also provide to the church business office a report/accounting which includes:
  - Total items sold and/or money collected
  - Total expenses, if any, for the fundraiser
  - A specific listing of how much and where the profits were used
  - An accounting of the amount (10%) of the net returned to the parish.

- ❖ It is the duty of the fundraising committee to use its discretion to approve fundraisers that are in the best interest of Epiphany parish while providing a balance of basic fundraisers, parish budget fundraisers and parish community-building fundraisers. The optimal number of total fundraisers approved should not exceed on average one fundraiser per month. (Not including the institutional exempt fundraisers below) This average allows for ongoing fellowship and community building while at the same time not overshadowing the primary source of gifts, the Sunday offertory. The exact number of fundraisers that are approved each year will be determined by the fundraising committee working in conjunction with the pastor.
- ❖ It is discouraged to plan a fundraiser that conflicts with Springfest weekend and the 12 days of the State Fair Diner event.

### **Fundraising Committee:**

A standing committee of the parish leadership council shall be created to receive fundraising requests, evaluate the proposals submitted, and to recommend to the pastor the fundraisers that should be permitted at the Church of the Epiphany for the coming year. The pastor will then make the final decision as to which fundraising events will be allowed for that specific year. The committee will then communicate the decision to the parish leadership council.

The members of the Fundraising Committee shall be:

- Chair, or appointed representative, from the Community Life Commission
- Chair, or appointed representative, from the Finance Commission
- Chair, or appointed representative, from the Stewardship Commission
- Two At-Large members of the Parish Leadership Council
- Director of Stewardship
- Parish Administrator

### **Timeline for Fundraising Decision:**

The timeline for determining fundraising activities is as follows:

- February - Distribution of fundraising letter and application to all ministries
- March 15 - Deadline for all fundraising applications
- March 16 - 31 - Fundraising committee meets to consider applications
  - Committee may ask the sponsoring organization to provide more information or to appear before the committee
- April 1 - Committee presents their recommendations to the pastor and communicates to the parish leadership council as soon as possible
- By April 15 - All applicants are contacted as to the status of their fundraising request

The pastor is the final authority on all fundraising activities and exemptions thereof. However, all activities, whether granted by pastoral exemption or allowed through this policy, must complete the parish fundraising application and abide by the spirit of this policy, including gifting to Epiphany Parish 10% of the net money raised. Exemptions, if any, are granted for one year only.

## **Institutional Exemptions:**

Spring Fest  
Marathon

The State Fair Diner  
SCRIP

These four venues are exempt from the entire fundraising policy and subject only to parish council and pastor's review as needed from year to year. This includes any additional events that may be held at the diner out side of the 12 days of the Minnesota State Fair.

### **Additional Considerations (further exemptions):**

Fundraising occasions which are exempt from this policy include those fundraising efforts that encompass all of the following:

- The fundraiser takes place off campus (the group is not soliciting funds from Epiphany members primarily).
- The effort is not an official activity of the parish or school. It is planned, promoted and managed by a group apart from the consultative structure of the parish (i.e., commission structure and its subsequent committees and ministries).
- The sponsoring group takes on all risks associated with the particular fundraising event taking place. Epiphany discourages the use of its name in outside fundraising efforts unless permission is granted by the parish administration.)

**CHURCH OF THE EPIPHANY  
PARISH FUNDRAISING APPLICATION**

Name of organization/group (must be a recognized parish organization): [Please PRINT legibly]

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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

For what purpose are you raising funds? \_\_\_\_\_

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

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Date(s) desired for fundraiser: \_\_\_\_\_ Time: \_\_\_\_\_

If your fundraising is to be held after the Masses on a weekend, you are responsible for all of the Masses, including both the Saturday and Sunday evening Masses. If you are serving a breakfast, for example, you will be required to serve regular hospitality at the evening Masses.

*Note: Your fundraiser, if approved, will still need to be scheduled through the parish activity calendar by submitting a room reservation request form. This fundraising form does not constitute a request nor confirmation for rooms or space at Epiphany 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? \_\_\_\_\_

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

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How does this activity you are sponsoring reflect the mission of the parish? \_\_\_\_\_

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We commit to making a summary report within 15 days \_\_\_\_\_ Yes

I have read and understand the Epiphany's *Policy on Fundraising*. I further understand that this application is subject to review by the Fundraising Committee, Parish Council, and Pastor. I also understand and commit to providing all information requested in the policy as well as being committed to stewardship as a way of life, and our organization will tith 10% of the fundraising monies to Epiphany Parish.

\_\_\_\_\_  
Signature of person responsible for the fundraiser/organization

\_\_\_\_\_  
Date

**Please Note: All groups that are approved for a fundraising event are asked to sign up to host/serve hospitality for one additional weekend! Use the attached sheet to sign up for that date.**