St. Gregory the Great Roman Catholic Parish

Parish Fundraising Policy

May 28, 2024

Mission Statement

We are a Catholic Parish in Prince Edward County committed to proclaiming the Good News of Jesus Christ.

Parish Vision

To foster Christian Stewardship as a "Way of Life" in which individuals more fully live their baptismal call to discipleship through intentional, planned, proportionate giving of time, talent and treasure in response to God's generosity.

In keeping with our Parish Vision we aim to promote stewardship with the ultimate goal of giving back what already belongs to God.

As a Catholic, faith-based community that is led by the Holy Spirit and whose people live their lives as examples of stewardship, it is important that we recognize that certain occasions help build up parish community while providing additional sources of revenue to support the mission of St. Gregory the Great Roman Catholic Parish.

Fundraising as an apostolate (proclaiming the kingdom of God throughout the world):

- brings joy in generosity and in making a positive difference;
- invites people into relationship with others;
- builds community;
- maintains the possibility to coincide with a religious event.

I. Terminology –

(1) 'Parish' means St. Gregory the Great Roman Catholic Parish - Picton.
(2) 'Group' means a Parish Ministry, Committee or other external Parish Organization e.g. Catholic Women's League (CWL), Knights of Columbus (K of C), Mount Olivet Cemetery.
(3) 'Pastor' means the Pastor or Administrator of the Parish.
(4) 'Finance Committee' means the parish Finance and Property Committee.
(5) 'Pastoral Council' means the Parish Pastoral Council.
(6) 'Archdiocese' means Archdiocese of Kingston.
(7) 'Policy' means Parish Fundraising Policy

II. Definitions –

(1) Fundraising:

The general term used to describe the raising of funds through either a Fundraiser, or a Special Collection during Mass.

(2) Fundraiser:

a) Defined as any effort to sell a product, provide a service or solicit donations of cash or goods and/or in-kind donations for the purpose of raising money for the Parish, Group, a cause, charity or non-profit organization.
b) Includes a parish-wide gathering that may require a fee or ticket for admission to cover the costs of the event, e.g. brunch or dinner.
c) Includes outright requests for cash or cash equivalents (stock, gift certificates, etc.), goods, in-kind-contributions, sale of goods, raffles, and any other lottery events.
d) Highlights the specific mission, importance, and needs of the organization which is raising the funds.
e) Builds community within the Parish and enthusiasm for its Groups.
f) Addresses the essential needs of the Parish and/or represents the identity and mission of the parish.

(3) Special Collection:

Throughout the year, in addition to weekly offerings to the Parish, parishioners are asked to support worthy initiatives through a second or Special Collection. These collections are approved by the Archdiocese, e.g. Needs of the Church in the Holy Land and or by the Pastor e.g. Mount Olivet Cemetery (Cemetery) or Building Maintenance Fund.

III. Purpose of the Policy–

(1) This Policy establishes a Procedure for approving and managing all fundraising activities and events that are held on behalf of the Parish and or its Groups.

(2) This Policy is further intended to:

a) Ensure Fundraising is consistent with the vision and mission of our Parish.
b) Maximize contribution opportunities to the greatest benefit of the Parish.
c) Coordinate all major fundraising events within the Liturgical Year while minimizing conflicting schedules.
d) Encourage long-range fiscal planning by all Groups.
e) Assist each Group in making its fundraising event as successful as possible.
f) Promote an organized fundraising environment that results in future donations.
g) Provide guidance for attaining resource(s).
h) Reduce feeling by parishioners and community members of being over-solicited (this includes outside businesses – bulletin ads, auctions, etc.)
i) Ensure that the purpose and outcome are transparent to parish & donors
j) Ensure Sacrificial Giving is the primary source of income for all operating Groups

k) Promote a relationship of trust between donor and fund-raising Group:
   - Funds collected are used for their intended purposes
   - Funds collected are not absorbed by excessive fund-raising costs

l) Ensure a consistent and fair procedure for approving all fundraising activities for both:
   - Existing (recurring Fundraising events and activities) and
   - New

m) Ensure practices and communications that demonstrate honesty, accountability and respect for donors are used.

n) Ensure that Federal, Provincial and Municipal laws are followed.

o) Ensure that all receipts are handled and accounted for in accordance with internal financial controls of the Archdiocese and the Parish.

IV. Who is affected by the Policy-

a) Any Group or individual who is asking to sell a product, provide a service or solicit donations of cash, goods or in-kind donations on behalf of the Parish.

b) St. Gregory Catholic School when asking to solicit to the parish as a whole (does not include solicitation events where the school is only soliciting school families outside of the Parish).

c) Any Group or individual using any off-site location e.g. restaurants, parks or other places of business when the purpose is Fundraising for the Group.

d) Fundraising for the benefit of a specific individual shall not be sponsored by the Parish except for the purposes of celebrating the retirement of paid staff or the transfer of the Pastor or an Associate Pastor.

e) External non-profit organizations requesting a Special Collection, or Fundraising Event benefiting the Parish. e.g. CWL, Mount Olivet Cemetery, or K of C.

f) Any Group requesting additional envelope or Special Collections during Mass.

g) Parish Gift Shop.

V. Exemptions-

(1) Sunday Mass Special Collections *"II. Definitions – (3)*" that have been used historically for Archdiocese or Parish directed needs are exempted from submitting Fundraising Applications and associated paperwork.

(2) The SVdP 'Poor Box' collection (see Parish Fundraising Procedure *Category 1 Fundraiser*) that has been used historically in the Parish is exempt from this Policy and Guidelines for the purposes of submitting Fundraising applications and associated paperwork.

(3) The CWL once a year membership drive envelopes are exempt from this Policy for the purposes of submitting Fundraising Applications, associated paperwork and the requirement to report as per Parish Fundraising Procedure *'V. After the Fundraising'*.

(4) CWL national fundraisers, events and drives (not conducted for the direct benefit of the Parish) shall be exempt from complying with Parish Fundraising Procedure *'V. After the Fundraising'*.

IV. Approval Process-

(1) Approval of any Fundraising Application shall be completed prior to the holding of the Fundraising therefore the Application Form shall submitted as per the Fundraising Procedure in order to allow for adequate time for review.

(2) Fundraising Applications will be placed into one of three categories:
   a) Category 1 - Ongoing fundraiser/event: e.g. food bank basket, SVdP Poor Box
   b) Category 2 - Multiple times throughout the year: e.g. parish brunch
   c) Category 3 - One and done: e.g. Special Collection for Cemetery

(3) Groups are to limit themselves to one Category 2 fundraising per calendar quarter, and one Category 3 per year.

This Fundraising Policy informs and guides the fundraising efforts of St. Gregory the Great Roman Catholic Parish. The approval or non-approval of Fundraisers or Special Collections by the Pastor and Pastoral Council shall be guided by the Parish Fundraising Policy, Parish Fundraising Procedure and the Fundraising Application Form.