

St. Mary's Episcopal Church Fundraising Policy

Introduction:

We financially support the on-going ministries of St. Mary's Episcopal Church through the budget of the General Operating Fund. However, at times, additional funding may be desired for specific projects, trips, or ministries that are not covered by the General Operating Fund.

The purpose of this policy is to allow us to take advantage of fund raising opportunities in a way that preserves congregational relationships, protects our tax-exempt status, and upholds St. Mary's policies and priorities.

Fundraising Policy and Procedures:

Fundraisers consistent with the St. Mary's core values, anchors for Vestry decision-making, and, as appropriate, our One Big Thing (all available on our website), will generally be approved. Fundraising proposals are encouraged to include a fellowship, hospitality, and/or outreach component highlighting the mission and community of St. Mary's.

Fundraising during the annual pledge campaign is discouraged.

All fundraising conducted on behalf of St. Mary's must be approved by the Vestry before being announced to the Parish. Requests for Vestry approval should be submitted to the Rector and Wardens at least a month in advance of the fundraising event or activity (a fundraising request form is available on our website). With the approval of the Rector and Wardens, the fundraising request will be placed on the agenda of the next Vestry meeting.

Fundraisers must clearly identify what proceeds will be used for in advance of the event. Any communications or advertisements for the fundraising event should include this information (e.g., "Proceeds will be used to purchase cookware and utensils for our feeding ministry").

After the fundraiser is concluded and all expenses have been accounted for, the sponsoring ministry shall submit an accounting to the Treasurer in a timely manner. The net proceeds of the fundraiser should be published to the Parish, along with any "real world" impacts (such as "as a result of your generosity, we were able to feed 100 hungry people...").

Request for Vestry Approval of Fundraising Event/Activity

Submit this application to the Rector and Wardens (by the first of the month if you wish to be considered at the next vestry meeting).

Name of sponsoring ministry or group: _____

Event Leader and preferred method of contact:

Name/Type of Event: _____

Single Occurrence _____ Continuing _____ Annual _____ Emergency _____

Event date and time: _____

Event/Activity Location: _____

Open to the Public? _____ Cost to participants: _____

Estimated number of members planning/working the event: _____

Estimated number of participants: _____

Description/Overview of the event/activity:

For which specific purposes will the proceeds be used (including proceeds in excess of need?):