

ST. MARY PARISH PARISHIONER SOLICITATION AND FACILITY USE POLICY

Parishioner solicitation activities are occurrences when parishioners are asked to donate anything, including but not limited to time, talent and treasure. The following policy will take effect 6/1/15 and will replace all previous fundraising and public display policies and practices at St Mary Parish.

General Guidelines:

1. The dignity of the worship environment is to be preserved at all times.
2. To promote harmony within our Parish community, we believe it prudent to focus the *communal* charity of the parish on causes that share a common purpose with the community. Consequently, the ultimate beneficiaries of the fundraising activities supported by the Parish shall include only:
 - a) activities in support of the parish and its recognized organizations
 - b) activities in support of Catholic causes (e.g. charities, educational institutions, missions, etc.), especially those called for by the Diocese
 - c) activities which contribute to the immediate relief of individuals and groups in crisis consistent with the mission of the Parish
 - d) activities in support of social justice causes adopted by the parish.

While we recognize the worthiness of many charitable causes excluded by this policy, the support of those causes is left to the individual discretion of the parishioner.

3. For the purpose of this policy, a parish organization is to be understood as a group constituted from within the parish, with the recommendation of the Finance Council and the approval of the Pastor, to serve a need for the whole of or part of the parish community. Parishioner groups working outside the parish shall be known as service projects. These projects shall be subject to all requirements of the Parish and the Diocese and shall require the approval of the Finance Council and the Pastor.
4. Each parish organization is to strive for only that number of solicitation activities required to support its existence and its services. Ordinarily, no more than three such activities per year will be approved for each parish organization. However because so many of the activities of the Men's Club have a broad, positive impact on the life of the whole parish, this organization may maintain its current level of solicitation activities subject to the provisions of this policy.
5. Any and all solicitation activities must be reviewed by the Finance Council, approved by the Pastor, and scheduled with the Development Office in accordance with the objectives outlined in this policy. It is the responsibility of the Development Office to coordinate and maintain a master calendar of all solicitation activities to prevent overwhelming and/or confusing parishioners, facilitate the effectiveness of and prevent competition among solicitation activities, and ensure a general state of cohesion.
6. The Pastor shall make the final determination as to how this policy is to be applied in specific situations.

Detailed Guidelines:

Who. This Policy applies to any event (on- or off-site) that includes the name “St. Mary Parish Hudson.” St. Mary Parish must operate within a framework of rules that includes church law, Diocesan rules and regulations, federal law regarding the Church's tax exemption, and state law relating to charitable organizations, general liability, liquor control, gambling and so forth, as well as our insurance company's rules and regulations.

St. Mary Parish sponsored events necessarily involves the Parish's name, reputation, resources, property and assets (including insurance coverage) in that activity and exposes the Parish to risks and potential liability. Furthermore, involvement in activities unrelated to the mission of the Parish could jeopardize the Parish's exemption for Federal income tax purposes. A business cannot utilize the St. Mary Parish name in conjunction with their own fundraising efforts. For example, if a business advertises giving 10% of their proceeds on a given day to St. Mary Parish, this would jeopardize our tax exempt status. They can make an outright donation to St. Mary Parish but cannot utilize the St. Mary Parish name in their advertising. Prudence requires and our Parishioners expect that we use Parish resources wisely in support of the Catholic mission of our Parish. *Consequently, we can only permit recognized Parish organizations and groups in compliance with the Parishioner Solicitation and Facility Use Policy of the general guidelines to use Parish facilities and property.*

The definition of parish sponsored (not parish supported) is as follows:

“For individuals to be insured under the DISC Master Policy, the insured Entity/Location must organize participation in this activity, establish the time of service of the activity for its volunteers; and coordinate the activities in which the individuals or group engage. It is not sufficient that the activity merely be one which is of a charitable nature or about which the Entity/Location publishes or disseminates information.”

Before being submitted to the Parish office for scheduling, the *Request to Sponsor a Fundraising Event/Use of Parish Facilities* form found on the website must be completed and:

- approved by the sponsoring Parish organization's governing board and staff liaison
- signed by the president or chair of the sponsoring Parish organization
- coordinated with the Development Office, reviewed by the Finance Council and approved by the Pastor

Keep in mind that the Pastor is the only person authorized to sign contracts. Volunteers are not authorized and must not sign any agreements.

What. Events involving alcoholic beverages impose special risks from a liability standpoint and generally will not be approved, absent special circumstances. In those few special circumstances where alcohol use is approved, adequate insurance and the appropriate liquor license from the State of Ohio must be obtained. Consult the Parish office about Ohio Liquor Laws, procedures for obtaining a liquor permit and Diocesan liquor liability insurance. St. Mary business office requires at least sixty days advance notice of the date of the event to process the insurance and paperwork for events serving alcoholic beverages.

Most activities involving gambling are prohibited by state law and, as such, will not be approved.

Extra hazardous activities, such as carnival rides, rock climbing, bungee jumping, "dunk the dolly" type participatory activities, fireworks or any other activities which are prohibited by the Diocesan insurer will NOT be approved. All trampolines, rebounding devices, and/or bouncing devices of any kind (any device where the participant's feet leave the ground) are *NOT* covered by our insurance and should *NOT* be in use at any time. **Nearly all inflatables** fall into this category. **If you have any questions, please contact the parish business office (330.653.8118 x250).**

When. St Mary Parish facility use is in high demand and space is limited. Every effort is made to accommodate our parishioners, staff and recognized Parish organizations.

Please submit your request to use Parish facilities to the Parish office as early as possible but at least thirty (30) days in advance of the date of the event. No exceptions. Unforeseeable circumstances (which do not include poor planning and/or practices) will be handled on a case-by-case basis.

Where. The primary purpose and focus of the church is to celebrate the Eucharist with our Parish family. Keeping this in mind, promotional materials tastefully displayed on the monitors and in the bulletin provide an excellent venue to highlight approved Parish activities.

- All promotional materials and requests for events, which includes the set-up of tables in the narthex must be coordinated with the Development Office and submitted electronically to the Parish office, and approved in writing at least 30 days in advance.
- Parishioners are not to be harassed or be made to feel uncomfortable by aggressive promotional techniques.
- Space is limited and we cannot allow an unlimited number of tables to be erected. Plan your use of the space carefully and well in advance. Last minute additions will not be accepted.

This policy applies to every organization and individual.

We thank you for your cooperation!

REQUEST TO SPONSOR A FUNDRAISING EVENT/USE PARISH FACILITIES

Name of the Parish organization sponsoring this event: _____

Sponsorship: Has this activity been approved by the governing board of the sponsoring Parish organization?
_____ Y _____ N

Name of the event: _____

Proposed date of event: _____

Number of persons that are expected to attend/benefit from this event: _____

Description of the event: _____

Organization benefiting from this event (ultimate recipient of the funds): _____

Planned use of the funds: _____

Estimated financial revenues & expenses. Please attach details such as cost per person, detailed expected expenditures, anticipated donated items, etc.

Revenues: \$ _____

Expenses: - _____

Net Proceeds: \$ _____

Insurance: Is the sponsoring Parish organization providing liability insurance coverage for this event, or do you propose to rely on the Parish insurance coverage? _____ Y _____ N

Tax Exemption: (a) Do you wish to have checks from this event made payable to "St. Mary's Church" or otherwise utilize the Parish's tax exemption? _____ Y _____ N

(b) If so, will your financial records be open to audit by the Parish? _____ Y _____ N

Does this activity involve any of the following?

Gambling _____ Y _____ N

Alcoholic beverages _____ Y _____ N

Extra-hazardous activities such as carnival-type bouncing/jumping inflatables, rock climbing, bungee jumping, dunk the dolly", fireworks, etc. _____ Y _____ N

We certify that the information contained herein is true, correct and complete and that the proposed activity will be conducted as described herein.

Activity Coordinator for Sponsoring Parish Organization

Chairperson - Sponsoring Parish Organization

Phone No:

Staff Liaison - Sponsoring Parish Organization

Organizations are allowed a total of three fundraisers per year and two weeks consecutively. Please call 330-653-8118 ext. 250 if you have any questions or need additional help.

Approval:

Review:

Pastor: _____

Finance Council: _____

Date Approved: _____

Development Director: _____