

HOLY CROSS CHURCH FUNDRAISING GUIDELINES

Ministry Guidelines

1. The Pastor and Finance Council must approve **ALL** fundraisers that are targeted to raise funds on behalf of Holy Cross Catholic Church or ministries in the Church, which includes **Major** fundraisers that are targeted to raise funds from Holy Cross Parishioners.
2. A **Major** fundraiser is defined as any fundraiser targeted to raise \$1,000 or more.
3. All requests for Major Fundraisers must be submitted in writing via a request form to the Pastor and the Finance Council for approval. Forms must be submitted far enough in advance of event to allow sufficient time for approval.
4. The Pastor and Finance Committee must approve any significant **Major** fundraiser changes, i.e. date change, location change, type of fundraiser, etc.
5. The Pastor of Holy Cross Catholic Church shall review and sign **ALL** fundraising contracts that involve or obligate Holy Cross in any manner.
6. **ALL** Fundraisers proposed to be conducted at Holy Cross Catholic Church, or on behalf of Holy Cross Catholic Church must be scheduled on the monthly Holy Cross Calendar, so that they can be reviewed in the quarterly Ministry Head Meeting.
7. **ALL** Holy Cross Church fundraising monies collected shall be given to the Pastor or a Finance Council member within 24 hours for deposit into the appropriate Holy Cross Church account. A receipt for funds received will be given to the representative of the Ministry turning the funds over to the Pastor or Finance Council. At least a member of the

Finance Council shall be present to oversee and count the funds with them.

8. Reports shall be made to the Pastor and Finance Council monthly, or as requested, on **Major** Fundraisers that are conducted over a period of 2 months or more.
9. Ministries shall ensure that the area used for the fundraiser is left clean and orderly. Generally, tables and chairs are to be left arranged as they were prior to the fundraiser.
10. All parishioners are encouraged to participate in and to support fundraising activities for Holy Cross Catholic Church.
11. Ministries are expected to follow the above guidelines and to share these guidelines with the members of their ministries.

Policy Recommendations

The Pastor will intervene when a policy recommendation needs to be made that involves Fundraisers.

Allocation and Use of Funds

Net proceeds from **Major** fundraisers shall be used as designated by the Pastor with recommendations taken into account from the Finance Council, Pastoral Council, Ministries and Parishioners. The Pastor will determine final allocation of net proceeds from fundraisers.

[Please click to see the Application](#)