

Fundraising Policy

I. Purpose:

This policy establishes a process for approving all fundraising activities that occur in or at the Cathedral Church of St. Paul, or which use affiliation with or through the Cathedral, when part of a fundraising effort. It is intended to allow the advantage of fund-raising opportunities in a way that preserves congregational relationships, protects our tax-exempt status, and upholds our vision, mission and values.

The ability to raise funds and/or the desire for the benefits those funds would obtain, is not necessarily a compelling reason for raising those funds. Fundraisers should never overshadow the practice of stewardship, nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the Cathedral are not being met.

II. Principles

These principles are offered as a foundation for the Cathedral fundraising policy to help the Cathedral practice good stewardship, to act respectfully toward members of the congregation, and to support the goals of groups which participate in fundraising:

- Fundraisers will be approved based on alignment with the mission and priorities of the Cathedral, as currently defined by the Chapter. The fundraising activity must address essential elements of the mission and ministry of the congregation, and not gratuitous wants or luxuries of the Cathedral or the desires of a very few in the congregation.
- Giving and generosity is an important Christian value. The Outreach committee is a regular sponsor of fundraisers for benevolent and charitable causes benefitting other organizations. Other sponsors are welcome to propose charitable fundraisers as well. All fundraisers will be approved according to this policy.
- Fundraisers must be coordinated so as not to overwhelm members with too many requests.
- The annual pledge campaign is the chief fundraising instrument and stewardship appeal of the Cathedral. In order to avoid competition, Fundraisers will generally not be approved beginning six weeks before through two weeks after the end of the annual fall pledge campaign.
- Fundraisers require concrete goals and review/accountability for results.
- Fundraising activities must be integrated into the accounting and administrative operations of the Cathedral. This policy will define or refer to appropriate controls for receipt and collection of funds/gifts.
- The Cathedral, in its administration of funds raised, has a responsibility to be a good steward of these funds.
- The congregation should be informed, in a timely manner, before, during, and after any fundraiser as to the goals and accomplishments of fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supports of the fundraiser.

- As used in this policy, the term fundraising means the organized activity of soliciting and collecting money or other goods or services. It includes outright requests for cash or cash equivalents (stocks, gift certificates, etc.); raffles; the sale of goods (e.g., coffee, cookies, T-shirts, etc.), and auctions, the proceeds of which are applied toward nonprofit purposes; and similar activities. It includes solicitation of goods and services such as clothes, food, and other items which are used for community outreach programs and initiatives and/or nonprofit organizations or activities.
- Fundraisers may be for permanently restricted, partially restricted, or unrestricted funds. Communications must clearly state the purpose and intent of the fundraiser.
- Requests for items such as food or cash for fellowship events, open plate dedications at the discretion of the Dean, and donations of incidental program supplies are not fundraisers under this policy (St. George's Day food, potlucks, Good Friday offering, etc.).
- Both staff and volunteer-initiated fundraisers are subject to this policy.
- Unsolicited gifts are not subject to this policy but are subject to the Gift Acceptance and Designated Gift policies.
- Pledges and pledge payments are not subject to this policy but are subject to the Gift Acceptance policy.

III. Fundraising Committee

The Dean shall appoint a Fundraising Committee to include the Director of Congregational Life and at least two others. The Fundraising Committee will work in conjunction with the Stewardship Committee, will present proposed changes to this policy for adoption as needed to the Chapter, and will receive and act upon requests for fundraising according to this policy.

IV. Approval, Notification, and Reporting

All fundraising activities conducted on behalf of the Cathedral, whether on-site or offsite, must be reviewed and approved under this policy. Additionally, at the completion of the fundraiser the sponsor shall make a report of the results of the fundraiser to the approver and congregation.

- Every fundraiser, whether for a Cathedral ministry or a third party, must have a sponsor.
- The sponsor shall complete the attached form in a timely fashion and submit it to the Director of Congregational Life. The Director of Congregational Life will advise the sponsor whether the request has been approved or not. If approved, the DCL will email a copy of the approved form to the Finance Director and Treasurer.
- The Director of Congregational Life will track the timing, expected results, and actual results of all approved fundraisers.
- All donors shall be acknowledged and appreciated for their generosity individually according to Cathedral procedure for every gift. See Section VI, Donor Acknowledgement.

Expected fundraising total	Approval	Reporting at completion (sponsor's responsibility)
\$0 - \$9,999	Director of Congregational Life	-Via Email to DCL

		-Via Cathedral Life to Congregation
\$10,000 - \$24,999	Fundraising Committee	-Via Email to DCL -Fundraising Committee -Via Cathedral Life to Congregation -Individual donors, if applicable
\$25,000+	Fundraising Committee Chapter	- Via Email to DCL - Via Cathedral Life to Congregation - Fundraising Committee - Chapter - Blog/Letter to Congregation - Individual donors, if applicable

V. Recurring Fundraisers

Some fundraising occurs annually or periodically. These recurring drives may be approved once (e.g. Alternative Gift Expo) for up to three years. The Director of Congregational Life will maintain a current list of approved recurring fund drives. The sponsor and DCL will work to coordinate timing in subsequent years.

At the completion of each recurring fundraiser, the sponsor will continue to follow the “reporting at completion” requirements set forth above in Section IV, Approval and Reporting.

Recurring fundraisers will be re-evaluated no less than every three years for alignment with current Cathedral mission/priorities and this policy.

VI. Donor Acknowledgement

Donors have a special relationship to the Cathedral. While some donors may have special relationships with the sponsors of a fundraiser, others may give because of their relationship to the larger Cathedral. It is important to both appreciate donors for their impact to an individual ministry while acknowledging their importance in the overall life of the Cathedral.

As a condition of fundraising, sponsors may be asked to participate in donor acknowledgement procedures as currently defined by the Cathedral staff and the Director of Congregational Life. If applicable, sponsors must be available for the timely acknowledgement of gifts throughout the duration of the fundraiser.

VII. Fundraising payment options

- a. All funds collected must be maintained under custody of two people at all times and must be bagged or placed in an envelope with purpose noted and contact name and dropped into the Cathedral main vault (in the breezeway) the day received.
- b. Funding donations to third parties will be arranged at the time of approval. Generally, donors will make their donations payable to the outside organization. In rare cases and with approval, they may be made payable to St. Paul's who will then write a check to

the outside organization. Costs of receiving donations will be deducted from any amounts payable to third party organizations (e.g. credit card charges).

- c. A credit card machine is available for donations. Contact Director of Administration for details at least a week in advance of the fundraiser.
- d. See also Gift and Bequest Acceptance Policy, adopted October 2, 2018.
- e. See also Gift and Bequest Disposition Policy, adopted October 2, 2018.

Fundraising Request Form



ST PAUL'S CATHEDRAL
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Fundraiser Name	Date Requested
Sponsor Name (Submitter)	Associated Ministry, if applicable
Sponsor email	Sponsor Phone
Fundraising goal	
Short description of fundraiser	
Fundraiser dates	
For fundraisers over \$10,000 also complete the below	
Case statement	
Primary audience of fundraiser	
Method of appeal/fundraising strategy (email, phone, one-to-one ask, etc.)	

I have read St. Paul's Fundraising Policy and will comply with all aspects of it including payment handling procedures, should the requested fundraiser be approved.

Sponsor

Date