

St. Maximilian Kolbe Catholic Church

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FUNDRAISING & CHARITABLE EVENTS/COLLECTIONS POLICIES AND PROCEDURES Revised March 2023

I. Guiding Principle

Any fundraising or charitable event should be done so with the parish mission statement in mind: **Saint Maximilian Kolbe Parish is a Roman Catholic Christian community which unselfishly ministers to all people through hospitality, prayer, formation, and service. Eucharist centered and led by the Holy Spirit we strive to be grateful stewards of all God's gifts.**

II. Defined Events

- A. Fundraising Event: An event for which all proceeds in excess of operating costs are intended for the sole use of the identified group hosting the event.
- Complete a *Scheduling Request Form*.
 - Pastoral council will make its recommendation to the pastor.
 - The pastor or his designee will make the final determination.
- B. Charitable Event/Collection: An event for which all proceeds in excess of operating costs or all items collected will be donated to a charitable organization.
- Complete a *Scheduling Request Form*.
 - Pastoral council recommendation is NOT required.
 - The pastor or his designee will make the final determination.

III. Policies and Procedures

A. Complete a Scheduling Request Form:

- A completed form must be submitted to the facility scheduler who will forward the request to the business manager and the pastoral associate of outreach. In the case of a Fundraising Event, the business manager will present the request to Pastoral Council as required by the Archdiocese of Cincinnati's Temporal Affairs document.
 - All fundraising events should be submitted no less than 45 days prior to the proposed event to allow ample time for staff and Pastoral Council to review and approve.
- B. Facility Availability: All requests will be determined according to the availability of the requested campus space(s) and in the following priority:
- Liturgical needs
 - Staff, Pastoral Council, Finance Council, and Commissions
 - St. Max ministries and organizations
 - Other groups
- C. Other Guidelines:
- Each ministry or other approved group is allowed one fundraising event per calendar year.
 - No event that benefits an individual or family, even due to severe hardship, or that benefits a parishioner's personal charity, will be approved, except with the expressed permission of the pastor.

"Never be afraid of loving Mary too much. You can never love her more than Jesus did."

- St. Maximilian Kolbe

- i. Absolutely no outside organizations or non-parishioner requests will be considered without the expressed permission of the pastor.
- ii. Charitable events/collections must be intended to benefit IRS-designated 501(c)(3) charitable organizations whose mission, vision, and values coincide with, and in no way conflict with, the teachings of the Roman Catholic Church.
 1. No charity may be the recipient of donations from a St. Max group until that charity has been vetted by the outreach allocation committee, pastoral associate for outreach, or the pastor.
 2. No organization may advertise that funds from a charitable event/collection are to be designated for a particular charity until receiving official notice that the event/collection is approved.
 3. St. Max Parish requests proof of fund distribution to the intended charity after the event.
- iii. There is no limit to the number of charitable events/collections a ministry may hold in a calendar year, subject to approval and space availability.
- iv. Requests from multiple groups associated with the same parent organization will be reviewed as requests from separate organizations, and not subject to the limit of one fundraising event per calendar year per organization.
- v. For the greatest success of each ministry, the parish will strive to schedule only one fund raising activity per weekend.