

St. Maximilian Kolbe Parish  
Liberty Township, Ohio  
Fundraising and Charitable Events Policy and Procedures

Purpose: This document is intended to communicate the policies and procedures for St. Max ministries and organizations to follow when planning a Fundraising or Charitable Event.

**I. Guiding Principle**

- A. Any event planned according to this policy should be done so with the parish mission statement in mind.
- B. Mission Statement: 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.
  - i. A *Fundraiser and Charitable Event Request Form* is required.
  - ii. Pastoral Council approval is required.
- B. Charitable Event: An event for which all proceeds in excess of operating costs will be donated to a charitable organization.
  - i. A *Fundraiser and Charitable Event Request Form* is required
  - ii. Pastoral Council approval is NOT required.
- C. Social Event: An event that is designed to break even and generate no net proceeds. This policy does not apply to Social Events, and no *Fundraising and Charitable Event Request Form* is required. See the Parish Scheduling Policy for further details.

**III. Policies and Procedures**

- A. *Fundraising and Charitable Event Request Form*:
  - i. A completed form must be submitted to the business manager in the parish office who, in the case of a Fundraising Event, will present the request to Pastoral Council as required by the Archdiocese of Cincinnati's Temporal Affairs document.
  - ii. The form should be submitted no less than 45 days prior to the proposed event to allow ample time for Staff and/or Pastoral Council to review and approve. Note: Pastoral Council meets the first Wednesday of each month, except July.
- B. Facility Availability: All requests will be determined according to the availability of the requested campus space(s) and in the following priority:
  - i. Liturgical needs
  - ii. Staff, Pastoral Council, Finance Council, and Commissions
  - iii. St. Max ministries and organizations
  - iv. Other Groups\*
- C. Other Guidelines:
  - i. Each Ministry or other approved group is allowed one (1) Fundraising Event per calendar year. Only the Youth Group is exempt from this annual limit.
  - ii. No event that benefits an individual or family, even due to severe hardship, or that benefits a parishioner's personal charity or mission activity will be approved.

- iii. Charitable Events 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, those of the Catholic Church and St. Max Parish.
    - 1. No charity may be the recipient of donations from a St. Max organization until that charity has been vetted by the Pastoral Associate for Outreach or the Pastor.
    - 2. Charities which have already been vetted may occasionally need to be re-vetted at the discretion of the Pastoral Associate for Outreach or the Pastor.
    - 3. No organization may advertise that funds from a Charitable Event are to be designated for a particular charity until receiving official notice from the Pastoral Associate for Outreach or the Pastor that the charity is approved.
    - 4. St. Max Parish Staff reserves the right to request proof of fund distribution to the intended charity after the Event.
  - iv. There is no limit on the number of Charitable Events that a ministry may hold in a calendar year, subject to space availability.
  - v. 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.
- D. Determinations:
- i. After Pastoral Council approval is granted (if necessary), a final determination is made by the Pastor or his designee.
  - ii. Once a determination is made, Staff will notify the ministry/organization within 48 hours after the Pastoral Council meeting.
  - iii. Once approved and scheduled, no Fundraising or Charitable Event will be cancelled in favor of another Fundraising or Charitable Event request.

\*Note: St. Gabriel Consolidated School is the only school with which St. Max has an official relationship, and is therefore the only school that is considered a St. Max organization. Requests from any other school would fall under "Other Groups."