

St. Thomas Episcopal Church  
Isle of Hope, Savannah, Georgia

## Fundraising Policy

1. When contemplating a fundraising event / special offering, check with the Parish Administrator as to availability of date, space, etc. The Parish Administrator will bring your request for date, etc. to weekly staff meeting; availability of date, etc. is determined by the Staff.
  - A. Dates and space are reserved at the parish on a first come, first served basis. Other events, etc. will not be "bumped" from the schedule except by mutual agreement. We try not to schedule two events at the same time, and strongly discourage the scheduling of events, meetings, etc. at the same time as scheduled daily worship services.
  - B. Events will not be scheduled during certain times of the year:
    - i. Lent, Holy Week and Easter Week (fundraising events / special offerings may be proposed which are consistent with "Lenten Discipline")
    - ii. Epiphany or the 1<sup>st</sup> Sunday of Epiphany
    - iii. Pentecost Sunday; and,
    - iv. "Stewardship Season" (October and November).
2. After a proposed date, etc. is determined, bring your fundraising proposal *in writing* to the appropriate committee. The proposal should briefly state:
  - A. who, what, where, why and how of the proposed fundraising event / special offering;
  - B. the proposed recipient / purpose
  - C. a budget or financial outline indicating the anticipated "overhead" for the fundraising event / special offering, the anticipated source(s) for "overhead", and the anticipated amount hopefully realized from the fundraising event / special offering
  - D. If your proposed fundraising event is for Outreach, your proposal should be presented first to the Outreach Committee for review as to date, scope and purpose of the proposed fundraising event / special offering. In this way, the Outreach Committee will be able to better coordinate Outreach Fundraising. The Outreach Committee may endorse the event and present it to, or ask your group to present it to, the Vestry for approval. Contact the Rector in writing or by email at least 14 days before a scheduled Vestry Meeting to insure your proposed fundraising event / special offering is on the Agenda, and that written copies of your proposal are distributed to Vestry Members in advance of the meeting.

- E. Proposed fundraising events rising out of the Outreach Committee will be approved by the committee, and presented in writing to the Vestry. Contact the Rector at least 14 days before a scheduled Vestry Meeting to insure your proposed fundraising event / special offering is on the Agenda, and that copies of your proposal are distributed to Vestry Members in advance.
  - F. Proposed fundraising events intended for other than Outreach purposes may be presented directly to the Vestry in writing. Contact the Rector at least 14 days before a scheduled Vestry Meeting to insure your proposed fundraising event / special offering is on the Agenda, and that copies of your proposal are distributed to Vestry Members in advance.
3. The Vestry will approve all fundraising activities at St. Thomas. Vestry Meetings are scheduled for the third Monday of the month, unless otherwise announced. Proposals should be submitted to the Rector *in writing* not less than 14 days before a scheduled Vestry Meeting.
  4. Unless the Vestry makes an exception, there will be no more than eight fundraising events / special offerings in a calendar year. Fundraising events will be approved on a first come, first served basis.
  5. There are a number of perennial fundraising events / special offerings which *are included* in the standard of eight per year. Perennial fundraising events / special offerings include but are not limited to: St. Martha's Guild Bi-Annual Christmas Tour of Homes; Special Offering for Episcopal Relief and Development; Special Offering for Episcopal Youth and Children's Services; and Thrift Store Dinner/Fashion Show.
  6. At the discretion of the Rector and Vestry, a fundraising event / special offering may be undertaken in response to an emergency situation (e.g. in response to a natural disaster). At the Rector's and Vestry's discretion such a fundraising event / special offering in response to an emergency situation may be approved as an extra fundraising event / special offering or as a substitute for an already approved fundraising event / special offering.