

Trinity Episcopal Church
Oshkosh, Wisconsin
GUIDELINE

Adopted 5/21/09

Guideline Title: Stewardship and Fund Raising

Applies to: Rector, Employed Staff, Wardens, Vestry Commissions
Committees and Ministries
All members of the congregation

Intent: To mindfully define and manage fund raising activities.

Then he entered the temple area and began driving out those who were selling. "It is written," he said to them, "my house will be a house of prayer..." Luke 19:45-46

Philosophy: Financial resources are essential to Trinity's operation, ministries and missions. Trinity's primary method of procuring funds is through the stewardship of pledge offerings and plate offerings. Other fund raising activities should abide by the following guidelines.

General Guidelines:

- Fundraising activities should not interfere or detract from ongoing stewardship.
- Fundraising sponsored by, and in support of Trinity's outreach missions and ministries is endorsed and encouraged. These activities may include the collection of goods rather than cash. (*ex: Angel Tree, Back to School Fair*)
- Fundraising in support of Trinity sponsored programs is acceptable. (*ex: Brat Fry at a local grocery store to fund additional education expenses, donations to Loaves & Fishes, free will offerings during Trinity events, donation baskets on a table during a meal to offset meal costs.*)
- Other fundraising activities which are not sponsored by Trinity, are "tolerated", and must meet the following criteria:
 - Conducted on behalf of organizations and/or causes consistent with Christian philosophy,
 - Not conflict with the programs and missions of Trinity,
 - Conducted only on a limited basis,
 - Noticed to the Office Manager no less than one week prior to the activity.

Exceptions to this rule may be considered by the Vestry and may be approved only by a majority vote of the Vestry on a case-by-case basis.

Publicity and Approval:

- Only stewardship and fund raising activities that support Trinity ministries and missions are to be announced from the pulpit, announced at the front of the church by members of the congregation or printed in Trinity publications (*Bulletin, Jubilate Deo, website*)
- Announcement of sales that are congruent with Trinity's missions are acceptable. (*ex: Daffodil Days for breast cancer research which supports the "stewardship of health".*)

- To clearly differentiate activities which are “church” endorsed, all announcements or publication of sales on behalf of other organizations are **not allowed**. (*ex: cookies, wreaths, etc.*)
- The sale of items for other organizations may be conducted following a church service or during Coffee Hour, but only in the Undercroft, or at the street level of the church entrance of the upper parking lot. To maintain the church as a house of prayer, sales may only be conducted “out of the way”, so the church does not become cluttered with sales.
- Sales may be conducted only after notice is given to the Trinity Office Manager at least one week prior to the sale.

Reporting and Accountability:

- All funds collected for Trinity mission and ministry projects will be submitted to the Financial Assistant for deposit and accounted for in Trinity Financial Reports. (*ex. Brat Fry, quilt raffle*)
- A written report of all proceeds from other fund raising activities related to Trinity missions are to be submitted to the Office Manager and Treasurer. (*ex: Daffodil Days*) A report of these donations will be publicized in the Jubilate Deo or other appropriate Trinity records.
- Trinity is not responsible for the management or accounting of funds for sales on behalf of other organizations. (*ex: Girl Scout cookies*)