



326 Lower County Road, Harwich Port, MA 508-432-0027 | stmaryofmagdalachurch.org

Charitable Fund Process and Guidelines

March 23, 2012

Approved by the Parish Community in 2012

We are an ecumenical community,
The Body of Christ, St. Mary of Magdala Church.
As the Church in this place at this time,
We are called to:
Gather for worship;
Cherish our living Catholic Tradition;
Witness the Gospel; and
Minister to others as Christians in the world.
All are welcome here.

This Charitable Fund is established by the community as one means by which we witness the gospel and minister to others in the world.

I. The Charitable Fund

- A. Funds shall be distributed according to the following process and guidelines.
- B. Beginning in January of 2012 the Treasurer shall ensure that \$500 shall be set aside each quarter in a "Charitable Fund" account.
- C. The fund from the previous year shall be distributed on an annual basis, beginning in January of 2013, with the following exception:
 1. The Pastors shall have the discretion to distribute money from the fund during the current year for individuals in need, especially in the case of parishioners in need. The sum of such distribution is not to exceed 25% of the annual projected total without the approval of the Parish Community.
- D. The money remaining in the Charitable Fund at the end of the calendar year may be distributed locally, nationally, or internationally. Each year the Charitable Fund committee shall take into account the number of requests, the greatest need, and the greatest impact when distributing the funds, with a preferential option for small community-based organizations.

II. The Charitable Fund Committee

- A. The Charitable Fund Committee shall be comprised of three registered members of the parish.
- B. Between the dates of Nov. 1 and Dec. 15 the Pastor(s), shall appoint a Charitable Fund Committee Facilitator to serve in the position for the coming three years.
 - a. The Facilitator shall be a registered member of St. Mary of Magdala Church. He or she shall be a person of good reputation and well known by the parish community.
- C. The Charitable Fund Committee Facilitator shall call forth volunteers during the month of December to fill remaining positions. The committee shall begin its work on January 1st and shall disband once the disbursement of the previous year's Charitable Fund has been approved by the Parish Community. This should occur by May 31st.

- D. Members of the Charitable Fund Committee:
 - a. May not serve on a Charitable Fund Committee more than once in three years (with the exception of the facilitator).
 - b. May not submit any proposals for distribution of funds during their time of service.
 - c. Must recuse themselves from discussion about or voting on any proposal for funds to be given to a non-profit organization with which they have any affiliation as an employee, board member or volunteer.

III. The Charitable Fund Distribution Process

- A. Alerting the Parish Community
 - a. In December of each year the Pastors shall alert the parish community of the upcoming Charitable Fund distribution using the pulpit, bulletin, and email.
 - b. The Finance Committee is responsible for announcing to the parish the final amount to be distributed. This shall occur during the month of January.
- B. Submission of Charitable Fund Proposals
 - a. "Charitable Fund Proposal" forms shall be made available to parishioners via the website and at all Masses during the months of January and February.
 - b. Only registered members of the parish may submit proposals.
 - c. Proposals may be returned between January 15 and the last day in February as follows:
 - i. In the specified basket at Mass
 - ii. By email or regular mail
 - d. A parishioner may submit no more than one proposal each year.
 - e. Only proposals to fund Non-Profit Organizations registered as such in their local state or with the IRS will be accepted.
 - f. It is the responsibility of the person submitting a proposal to fill the form out completely and to include all relevant information about the non-profit concerned, as well as their own contact information. Proposals lacking information will not be considered.
 - g. Each Proposal for Funding may not exceed \$500 and may be funded to a lesser degree upon determination by the committee.
 - h. The deadline for submission of proposals is the last day of February.
- C. Committee Review of Charitable Fund Proposals
 - a. During the month of March, the Charitable Fund Committee will meet to review all proposals received.
 - b. The committee shall follow the "Guidelines" in Section IV of this document in deciding which proposals to fund.
- D. Parish Community Approval
 - a. The Charitable Fund Committee Chair shall present the Committee's list of decisions for the disbursement of the Charitable Fund at the May Community Meeting for Approval
 - i. The Treasurer shall see to it that checks are sent to each recipient by June 15.

IV. Guidelines for the Consideration of Proposals

- a. It is the responsibility of the parishioner submitting the proposal to be familiar with and follow these guidelines, to provide all requested information, and to ensure accuracy of information.
- b. Organizations may be funded up to two consecutive years.
- c. Proposals which lack supporting information and/or documentation, or which have provided inaccurate or false information, will not be funded.
- d. Persons submitting proposals should not be affiliated with the organization proposed as employees or members of a board.
- e. Only proposals to fund Non-Profit Organizations registered as such in their local state or with the IRS will be accepted.
- f. Each Proposal for Funding may not exceed \$500 and may be funded to a lesser degree upon determination by the committee.
- g. Please be aware that the Charitable Fund committee shall take into account the total number of requests received, the greatest need, and the greatest impact when distributing the funds, with a preferential option for small community-based organizations.