

## ***Fundraising Customary For St. Thomas' Church, Whitemarsh***

**At St. Thomas' Church, Whitemarsh, fundraising is administered through the Stewardship Commission and Stewardship Coordinator.** In this way, the best interests of the church and the various commissions and interest groups are served to the enhancement of all ministries while ensuring that all parishioners are protected from multiple solicitations.

The Stewardship Coordinator and Commission pay careful attention to the key elements of effective stewardship of all our resources, which include:

- ~ gathering information about the needs of the church and the interests of our parishioners
- ~ managing an ongoing identification, cultivation & solicitation program
- ~ providing recognition & thanks, accurate receipts, tax information and attention to confidentiality for our donors
- ~ providing accountability and regular reports to the Vestry and entire parish through annual reports.

The Stewardship Commission has developed careful guidelines for committees and individuals to help better understand our stewardship goals and needs.

- ~ **Every member of the congregation is asked to participate in the annual "every member canvass"**
- ~ **Annual gifts are typically unrestricted and support the general operating budget of the church**

~ **To name or begin a designated fund**, an initial gift of \$25,000 is requested, with the hope that this gift not be made at the expense of the annual stewardship gift.

~ **All fundraising activities must be first cleared with the Stewardship Coordinator and the Stewardship Commission.** This includes but is not be limited to: special music appeals, special outreach appeals, special events, special nursery school projects, special youth or children's projects, endowment appeals.

### **Guidelines for Fundraising**

1. Contact the Stewardship Coordinator for a project request form.
2. Submit the form to the Stewardship Coordinator and request a time to speak to the Stewardship Commission at their monthly meeting by the third Friday of the month
3. Present request with supporting information to the Stewardship Commission.
4. Request will be reviewed at the monthly Commission meeting and a decision regarding the request will be communicated within ten days of the commission meeting.
5. Following Commission approval, proceed with the fundraising event or project, coordinating all solicitations with stewardship staff and commission, keeping them apprised of your progress and plans.
6. Report back to the Commission and staff upon completion of project so that overall fundraising progress can be reported to the congregation.