

## §3000 FUNDRAISING APPEALS TO THE FAITHFUL

*On November 13, 2002, the members of the United States Conference of Catholic Bishops approved complementary legislation for the implementation of canon 1262 of the Code of Canon Law for the dioceses of the United States. The action was granted recognition by the Congregation for Bishops on May 2, 2007. The President of the United States Conference of Catholic Bishops decreed that the effective date of this decree for all the dioceses of the United States Conference of Catholic Bishops was August 15, 2007. Accordingly, the following policies and procedures shall govern fundraising appeals to the faithful for Church support in the Archdiocese of Chicago.*

### §3001 MOTIVATION FOR FUNDRAISING APPEALS

**3001.1. Policy** Fund-raising appeals are to be truthful and forthright, theologically sound, and should strive to motivate the faithful to a greater love of God and neighbor.

**3001.2. Policy** Fund-raising efforts are to be for defined needs.

**3001.3. Policy** The relationship of trust between donor and fund-raiser requires that: **a)** funds collected be used for their intended purposes; **b)** funds collected are not absorbed by excessive fund-raising costs.

**3001.4. Policy** Donors are to be informed regarding the use of donated funds and assured that any restrictions on the use of the funds by the donor will be honored.

### §3002 APPROVAL BY COMPETENT ECCLESIASTICAL AUTHORITY

**3002.1. Policy** Institutes of consecrated life and societies of apostolic life require approval of the respective competent major superiors and the Archbishop or his delegate or vicar to solicit funds; diocesan entities require approval of the Archbishop or his delegate or vicar to solicit funds; other Catholic entities and organizations require the approval of the Archbishop or his delegate or vicar to solicit funds.

#### **Procedures**

- a) General approval.** In the Archdiocese of Chicago, approval is given generally to all entities listed in the most recent version of the *Official Catholic Directory* (published annually by P.J. Kenedy & Sons) to solicit funds for their ordinary operations.

§3000 *Fundraising Appeals to the Faithful*

- b) Capital campaigns and extraordinary fundraising appeals. Institutes of Consecrated Life, Societies of Apostolic Life and other Catholic entities and organizations located in the Archdiocese of Chicago require the approval of the Archbishop or his delegate or vicar to solicit funds in conjunction with a capital campaign or other extraordinary fundraising appeal in excess of the maximum amount set in accord with canon 1292 (currently \$11,397,000 as of June 20, 2008 and revised yearly according to the consumer price index as determined annually by the United States Bureau of Labor Statistics) or 50% of the prior year's ordinary annual income, whichever is greater.
- c) Processing requests for Institutes of Consecrated Life and Societies of Apostolic Life. Requests for the Archbishop's approval for capital campaigns and other extraordinary fundraising appeal in excess of the minimum amount set in accord with canon 1292 involving Institutes of Consecrated Life and Societies of Apostolic Life are processed by the Office of Canonical Services in consultation with the Office for Religious and the Department of Stewardship and Development.
- d) Processing requests for other Catholic entities and organizations. Requests for the Archbishop's approval for capital campaigns and other extraordinary fundraising appeal in excess of the minimum amount set in accord with canon 1292 involving other Catholic entities and organizations are processed by the Office of Canonical Services in consultation with the Department of Stewardship and Development and any other pertinent Archdiocesan agency (e.g., Liaison for Health and Hospital Affairs, Office for Catholic Schools, etc.).
- e) Processing capital projects requests for parishes. Capital projects for parishes are handled according to Archdiocesan Policies and Procedures, Book V, §700.
- f) Processing capital projects requests for Archdiocesan agencies and other diocesan entities. Capital projects for Archdiocesan agencies and other diocesan entities require the approval of the proper department director in consultation with the Chancellor and the Director of Finance.
- g) Requests for entities not listed in the *Official Catholic Directory*. Permission for fundraising of any amount to be conducted by an entity not listed in the *Official Catholic Directory* requires the approval of the Archbishop or his delegate or vicar.

**3002.2. Policy** Approval for fund-raising by the competent authority is to be given in writing with reference to the purpose for which the funds are being raised, the time frame and the methods to be used in raising them.

**3002.3. Policy** Oversight of fund-raising programs is to be maintained by competent authority through periodic review and, where necessary, appropriate sanction.

**3002.4. Policy** Competent major superiors of institutes of consecrated life and societies of apostolic life are to submit to the Archbishop or his delegate or vicar periodic reports on the fundraising programs and the apostolic activities they support when such fundraising originates in the Archdiocese of Chicago.

**Procedure**

A form for such reports can be obtained from the Office for Religious.

**§3003 ACCOUNTABILITY**

**3003.1. Policy** Fund-raisers are to provide regular reports to the Archbishop or his delegate or vicar on the extent to which promises expressed or implied in the solicitation of funds have been fulfilled.

**3003.2. Policy** Fundraising reports are to be prepared in scope and design to meet the particular concerns of those to whom the reports are due: **a)** the governing body and membership of the fundraising organization; **b)** the competent authorities who approved and monitor the fundraising effort; **c)** the donors to the organization; and **d)** the beneficiaries of the funds raised.

**3003.3. Policy** Annual fund-raising reports are to provide both financial information and a review of the apostolic work for which the funds were raised. They are to set forth, at the least, the amount of money collected, the cost of conducting the fund-raising effort, and the amount and use of the funds disbursed.

**Procedure**

A form for such reports can be obtained from the Office of the Chancellor.

**§3004 ALLOCATION AND INVESTMENT OF EXCESS FUNDS**

**3004.1. Policy** Funds beyond operating expenses are not to be accumulated or invested by a fundraising office, but are to be turned over to the appropriate office for allocation and investment.

### §3005 ETHICAL BUSINESS RELATIONSHIPS

**3005.1. Policy** Special care is to be taken to see that ethical business relationships are maintained by fund-raisers with suppliers of goods and services.

### §3006 CONTRACTS AND AGREEMENTS

**3006.1. Policy** Contracts between a religious fund-raiser and commercial suppliers and consultants are to insure that control over materials, designs, money and general operations remain in the hands of the religious fund-raiser.

**3006.2. Policy** Agreements are not to be made which directly or indirectly base payment either to the commercial firm or to the religious fund-raiser on a percentage basis.

### §3007 OVERSIGHT

**3007.1. Policy** Competent authority is to ensure that fund-raising organizations:  
**a)** make available fund-raising reports to benefactors on a regular basis or upon reasonable request; **b)** provide their governing bodies with an annual financial statement prepared in accordance with generally accepted accounting principles and, where size warrants, by a certified public accountant.

**3407.2. Policy** In response to formal complaints, competent authority is to promptly investigate charges, remedy abuses and, when necessary, terminate the fund-raising program.

#### *Procedures*

- a)** Reports of the general financial condition of a parish and all parish fund-raising projects in particular are to be published and prepared in scope and design to meet the particular concerns of those to whom they are due: 1) the parishioners and other donors to the church at least annually; 2) the finance council (and school advisory board) at each meeting and the pastoral council at least quarterly; 3) the beneficiaries of the funds raised at least annually; and 4) the Archdiocesan Finance Department, semi-annually after the end of the second quarter and annually at the end of the fiscal year.

*Book V The Temporal Goods of the Church*

- b) Each January for the preceding calendar year, in accord with IRS requirements for donors (Publication 1771 revised: <http://www.irs.gov/pub/irs-pdf/p1771.pdf>), parishes are to send statements of contributions to donors.
  
- c) Parishioners are to receive a written report, at least in summary form, of the assets, income and expenses of the parish on an annual basis shortly after the end of the fiscal year. Likewise parishioners and parents are to receive a similar report for a school.