



**PAUL'S EPISCOPAL CHURCH**  
**CARY, NORTH CAROLINA**

**HANDBOOK FOR MINISTRY  
LEADERS**

*MISSION STATEMENT*

*Acknowledging that all of St. Paul's gifts come from God, the mission of St. Paul's Church is to know Christ and to make Christ known.*

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## **St. Paul's Identity Statement**

St. Paul's Episcopal Church in Cary is home to an active, caring, and diverse congregation of the Episcopal diocese of North Carolina. Through corporate worship, spiritual development, fellowship, and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

*Note: The **Ministry Groups and Committees List** is a separate document and can be found on the St. Paul's website under **Ministry Resources / Ministry Groups and Committees**.*

## **The Role of Ministries and Committees in the Community of St. Paul's**

St. Paul's Episcopal Church has more than 2000 members who participate in the activities of the church, and an average Sunday attendance of around 400. With a mission "to know Christ and to make Christ known," it is a challenge to provide the diversity of worship, pastoral care, education, outreach, and fellowship opportunities needed to serve such a large Christian community. Much of the program and ministry of St. Paul's can only be accomplished by volunteers working in the various ministries, committees, and programs established at St. Paul's. As of 2014, there are more than 50 ministries or programs populated by volunteers who help carry out St. Paul's mission.

## **Vestry Liaisons to Ministries and Committees at St Paul's**

Because the Vestry of St. Paul's (the body of church members elected by the parishioners to oversee the budget, organization, upkeep, and operations of the church) recognizes the vital role that the church's ministries and committees play in meeting the mission of St. Paul's, it assigns a member of the vestry to be a liaison to each active ministry and committee at St. Paul's. As ministry or committee leader, you can expect to hear from your liaison at least twice a year (often in March and October), either for a conversation about how the ministry or committee is progressing or possibly requesting a written report. This information is reported to the rest of the vestry, so that all vestry members know what the active ministries and committees at St. Paul's are doing and planning for the future.

Please let your vestry liaison know when your meetings are, and encourage him / her to attend at least occasionally. The liaison is interested in what you're doing, and wants to let the rest of the vestry know what your current accomplishments and issues are.

Share your goals and objectives or mission statement with your vestry liaison. The more he or she knows about your ministry or committee, the more she / he can be your advocate in budgeting and program decisions.

The expected outcome of this system is that all vestry members will be aware of what ministry work is being done at St. Paul's, and can help make connections between various ministries and committees which are working in similar or overlapping areas, as well as address any needs or

concerns of the ministry or committee. In addition, this system is to provide support to the ministry and committee leaders and their accomplishments.

## Ministry Leader Responsibilities

The primary responsibility of each ministry leader is to provide effective leadership to fulfill the mission of the ministry. This will, of course, be different for different ministries, but to the extent that there are volunteers involved in the ministry, it should include recruitment and retention of volunteers, setting goals and objectives for the ministry on an annual basis, providing ministry members with support, such as advance notice of meetings with agendas, ensuring that there is time for people to get acquainted at meetings, thanking volunteers for their efforts, and reporting to the congregation at large about the accomplishments of the ministry. In addition, there are specific tasks that are necessary, as outlined below.

1. Each ministry leader submits an annual report for the St. Paul's Annual Report. The due date is set by the Office Manager (usually in December.)
2. A budget request for any budget needs of your ministry should be discussed with your Vestry Liaison before being submitted to the Parish Administrator by **September 1** (or an alternative date set by the vestry) for the following year. The Vestry approved budget amounts for the calendar year will be reported back to ministry leaders by January 31<sup>st</sup>.
3. Ministry leaders are asked to communicate with their vestry liaisons semi-annually (often in March and October) to provide an update on their ministry. (If you do not hear from your vestry liaison(s) in March and October, please contact the appropriate liaison(s) yourself. Vestry liaisons can be found in **Ministry List** available on the St. Paul's website.
4. The Chairperson of the Ministry Leader Resource Committee (MLRC), who maintains a list of ministry leaders, must be informed when the leadership of a ministry changes. The MLRC Chairperson will also inform the Office Manager. See most recent **Ministry List** on the St. Paul's website for the contact information for the MLRC Chair and the Office Manager.
5. Record-keeping is important. Ministry leaders need to maintain information on current and past leaders, membership, major responsibilities, procedures for carrying out the ministry's purpose, an up-to-date Governance Covenant, annual reports (provided to the Office Manager for the Parish Annual Report), budget requests, and expenditures.
6. Succession planning is important. The following Guidelines for Ministry Leadership Transition are designed to help with this process, which will vary according to the size and function of the ministry:
  - a) *Maintain up-to-date records of your ministry's mission statement, responsibilities, membership, meetings, and decisions.* It's important to have this information available to transfer to new leadership. It's often hard to re-construct a ministry's history without written or stored records.
  - b) *Develop a job description.* If this has not already been done, describe in detail the responsibilities and expectations of the leader of your ministry.

- c) *Identify potential new leader(s).* This should be an ongoing process. Ministry leaders should always be looking for people within their group who are willing and able to take on more responsibility. These potential leaders can be invited to take a more active role in planning and/or overseeing specific responsibilities or activities.
- d) *Name a co-leader.* Every group should have a vice-chair or assistant leader. This person often (though not always) assumes leadership after a specified time period.
- e) *The outgoing and incoming leaders meet to go over details of the position and exchange pertinent information.* This is the time to share specifics of your ministry's mission statement, responsibilities, membership lists, and decisions. Your vestry liaison or a Ministry Leader Resource Committee (MLRC) member may also be invited to meet with you as you share details of your leadership position and to answer questions.
- f) *Often an outgoing leader will continue to be available as a resource.* Whether or not the past leader remains active in your ministry or group, it is hoped they will continue to serve as a resource, especially in the short term.

## **How does my committee or group ...**

### ***Become recognized as a St. Paul's ministry or committee?***

To start a new ministry, a New Ministry Proposal Form should be submitted to the Ministry Leader Resource Committee (MLRC) by a group of not fewer than two parishioners. The MLRC will review and discuss the proposal. Any suggestions or changes will be submitted to the applicant for consideration. The MLRC will review, discuss, and vote on the final proposal. All decisions will be forwarded by the MLRC to the Rector, Senior Warden, Parish Administrator, and Finance Committee (if applicable). Appropriate vestry liaisons will also be notified. Once in agreement, the MLRC will help to announce and publicize the new ministry to the parish. The New Ministry Proposal form is included as **Appendix 1** in this Handbook. Once approved as a new ministry (or committee or group), the ministry lead should complete the ministry Governance Covenant (see **Appendix 2**) and submit it through a designated vestry liaison to the Governance Subcommittee of the vestry.

### ***Request space and a date to hold a meeting or a ministry event?***

You may check to see what space may be available for any dates that you are interested in by going to the St. Paul's website (at [www.stpaulscary.org](http://www.stpaulscary.org)) and navigating to the Room Reservation page at [www.stpaulscary.org/resources/room-reservations](http://www.stpaulscary.org/resources/room-reservations). *[Please Note: while not all rooms may be marked as in use on Sunday, church services take priority. For example, the parish hall and youth wing are almost always in use throughout Sunday morning, even though the calendar may not show them to be reserved. In addition, the clergy prefer that ministry meetings not be held at the same time as worship services or Sunday School.]*

From the **Room Reservation** page on the website, you may click on the link to complete a fillable PDF Room Reservation Form. Alternatively, there is a Room Reservation

Form in this handbook (**Appendix 3**). You may also get the form on the website under *Policies and Forms*. Once you complete the form, print it out and turn it in to the Office Manager. If you complete the form electronically, you may e-mail it to the Office Manager at **Melanie.Fairbrother@stpaulscary.org**. The Office Manager and clergy will determine if the space is available and if there are no conflicts with other programs or events. If so, the Office Manager will amend the Room Reservation Calendar to reflect your ministry's use of the space and will notify you of the reservation.

Please clean up after your meeting or event and comply with the items set forth under the Guidelines for Facilities Use (**Appendix 4: Facilities Use – Guidelines and Policy**). Please use only the room that you have reserved and respect others using the building. Adult supervision is expected of children at all times. You and your committee are responsible for re-arranging tables and chairs, as well as, restoring them to their original locations. Please turn off all lights as you leave and set Heating & A/C (wall units only) to non-occupied conditions. Lock all doors upon departure. And remember: St. Paul's is smoke free: smoking is NOT allowed in any building. If you need to borrow keys for access to the building / room, make arrangements in advance to pick up keys from the Church Office during hours of operation. (If you need additional access to the building, please see the **Appendix 5: Building Access – Key Policy and Key Request Forms**.)

#### ***Publicize my ministry or our meeting or event?***

Publicity for ministry meetings and events at St. Paul's can be accomplished in various ways. Items may be: included in the Announcements insert in the Sunday Bulletin; highlighted on the St. Paul's website; posted to St. Paul's Facebook page; included in the bi-weekly St. Paul's E-News; featured in the *St. Paul's Letter*, the Church's monthly newsletter; or announced by the clergy during Announcement time in our service.

Bulletin announcements, notices for E-News or social media, and newsletter articles should be informative and concise. Please see the Communication Guidelines (**Appendix 6**) included in this document.

*To get an announcement in the Sunday bulletin:* Send your written announcement to **SundayBulletin@stpaulscary.org** by 10:00 a.m. on the Wednesday prior to the Sunday when you want the announcement to run. If you want the announcement to appear for several weeks, please include that information in a request accompanying your written announcement text.

*To get information included in E-News, included in a post on the St. Paul's website, or posted on the St. Paul's Facebook page:* Send your announcement to **PleasePost@stpaulscary.org**. You may send this information at any time. *Note: Do not include personal information in your announcement (phone numbers, email addresses) without permission from the individual whose information is being included.* Note that E-News is a bi-weekly (every other Thursday) email of upcoming events and other important info. You may subscribe to E-News by clicking on the website menu item "Resources", located at the top of the home page, and then on "E-News" and following the instructions. You may unsubscribe at any time.

*To get an article included in the St. Paul's Letter, the Church's monthly newsletter:* Send your article to [newsletter@stpaulscary.org](mailto:newsletter@stpaulscary.org) by 10:00 a.m. on the deadline date. The deadline is often the third Wednesday of the month, but sometimes varies because of holidays or other events that impact the availability of the office staff or the volunteers who work on the newsletter. (The next deadline date can be found on the front page of the current newsletter. The current newsletter can also be found on St. Paul's website.) While the newsletter may be used for announcements of dates and activities, you are also invited to prepare articles that show the impact of your ministry in advancing the goal of St. Paul's "to know Christ and to make Christ known."

*To ask the rector to make an announcement on Sunday morning:* Submit your request in writing to the rector at the church office by 10:00 a.m. on the Wednesday prior to the Sunday announcements. Include all pertinent information. The rector will determine which announcements can be made. Only events that are open to the entire parish will be announced.

*To put up a display in the narthex:* See the requirements in the ***Guidelines for Use of Narthex for Communications and Displays*** found in Appendix 7 of this document.

*To get publicity through community announcements of St. Paul's events:* Newspapers generally have a three-week deadline for announcements of events. Hard copies of press releases and camera-ready ads are best, followed up by a fax or phone call. Use St. Paul's letterhead (available from the Office Manager) for press releases. A hard copy of any press release to be sent out should be supplied to the Church Office for review and approval before being sent to newspapers.

*To use digital media to share information about my group:* Digital communications provide a valuable, inexpensive channel for sharing information within our parish and with the broader community. Their usage continues to grow and is a key way we can show we are active in Cary and that all are welcome. To help provide ministries and groups with information about these types of communications, Digital Media Guidelines have been developed by the Communications Committee. These Guidelines are specifically targeted toward online group communication services such as Facebook, Twitter, Web Blogs, Instagram, etc. The Digital Media Guidelines can be found in **Appendix 8** of this document.

***Request child care for an on-campus event?***

Please see the "**Child Care Policies and Procedures**" on page 7 in this handbook. Arrangements can be made for any large gathering to have child care provided, with sufficient notice to arrange for babysitters. Allow two weeks before the meeting time.

***Get permission from the Vestry to serve alcohol at my event?***

Recognizing that occasions may arise when there will be a desire on the part of some persons or groups to serve alcoholic beverages on church property (other than at Holy

Eucharist), the vestry of St. Paul's has established a policy and procedure for such use. A copy of the policy, procedure, and request form is included as **Appendix 9** in this handbook. Those documents are also available from the church office or on St. Paul's website. Please contact the Senior Warden or Junior Warden if you have questions.

***Get a letter, flier, or brochure printed or photocopied at the church?***

Camera-ready material should be dropped off or emailed to the Office Manager at least 10 days before the date it is needed. Typing or editing of fliers is not available. You must arrange for drop-off and pick-up. Copying costs will be charged to your ministry's budget.

***Get a letter, flier, or brochure mailed to the congregation?***

Mailing labels can be produced with two week notice to the Office Manager, Melanie Fairbrother at [Melanie.Fairbrother@stpaulscary.org](mailto:Melanie.Fairbrother@stpaulscary.org). Your committee is responsible for assembling the mailing after scheduling a time with the Office Manager for her to supervise the assembly. Bulk mailings must be done according to strict Postal Service requirements. The cost of the mailing must be covered by the committee budget.

***Make a check or deposit request?***

Any funds for St. Paul's ministries are to be handled through the Church's Parish Administrator. Ministry leaders are not to open separate bank accounts. If a specific need for handling funds arises, the Parish Administrator will set up a restricted account. All funds to be deposited into that account or payments to be withdrawn from it will be handled through the Parish Administrator by procedures in place at that time. (Please see **Appendix 10: Check Request Form**, and **Appendix 11: Cash/Check Collection – Procedures and Collection Form**.)

- Checks are cut weekly.
- All requests must be accompanied by receipts or other supporting documents, for example meeting minutes.
- Invoices for services rendered by an individual and those without receipts require the provider's social security number. The check will be reported as income. A 1099 form may also be required.
- Check requests for an organization require the address and the Federal Tax I.D. number.
- Restricted account requests can be made only by the chair of the ministry.
- Deposits are made on Mondays – never leave cash in the office mail boxes. Please deposit money in the safe located outside the clergy office at the end of the main building hallway. Do not take ministry money home.

***Post information about my ministry on the St Paul's Website?***

The St. Paul's website at [www.stpaulscary.org](http://www.stpaulscary.org) has been designed to include a comprehensive listing of all recognized ministries at St. Paul's. Each ministry leader has the responsibility to ensure that content about their ministry is current and relevant. Send updated content to [administrator@stpaulscary.org](mailto:administrator@stpaulscary.org). Before writing text to go on the website, ministry leaders / participants should review the Communication Guidelines in **Appendix 6** of this document. *Note: Do not include personal information (phone*

*numbers, email addresses) without permission. Please contact [administrator@stpaulscary.org](mailto:administrator@stpaulscary.org) for additional help.*

***Find additional resources to advance the work of my ministry?***

Go to the St. Paul's website home page and click on the menu item "Resources", located at the top of the page. From there you may access pages on Ministry Groups and Committees, Ministry Leader Information, Policies and Forms, and other useful information for ministry leaders.

***Get permission from the Vestry to hold a donation drive or other fundraising event?***

Before asking the congregation to bring items (food, clothing, backpacks, etc.) or to contribute money to your ministry's activities or to hold an event where you sell tickets, you need to get permission from the Vestry for your donation drive or other fundraising event. To schedule a donation effort or other fundraising event, contact the Vestry's Giving and Fundraising (G&F) Committee as soon as the event is contemplated, and at least 30 - 90 days in advance of the event date. (See **Appendix 12** for the Fundraising Policy and the current **Ministry List** on St. Paul's website to identify the Vestry members on the Giving and Fundraising Committee.) Fundraising events are expected to contribute to the goals and objectives of St. Paul's Episcopal Church, and proceeds received are to be used for pre-approved purposes. A limited number of fundraising events are acceptable annually. For more information, please consult the Fundraising Policy and forms.

## **Child Care Policies and Procedures**

Child care (Kids' Club) at St. Paul's is provided on Sunday mornings for church services and at other times during the week for various church programs, such as choir practices, adult education, study groups, meetings and newcomer's lunches. Children from infancy through school age are welcome. A trained staff provides consistent, loving supervision. The building is located behind the church. Follow the sidewalk past the chapel to get to Kids' Club.

On Sunday mornings, parents may take their children to the nursery at any time between 8:30 a.m. and 12:30 p.m. Parents should sign their children in, document any allergies or special conditions, and put nametags on the children as well as labels on their diaper bags and cups. (These are provided at the sign in area.) Parents will need to leave their cell phone number on the sign in sheet and turn their phones to vibrate. The number 919-467-1477 will appear when Kids' Club is trying to reach you. Pagers are available if a parent does not have a cell phone with them. If parents wish to bring their children into church for Communion, they may come get them from the nursery. Please make sure that the same person who dropped off the children picks them up unless the Kids' Club staff and volunteers are notified otherwise. Goldfish crackers and water are provided. Parents should supply diapers, wipes, juice, bottles and/or baby food if necessary.

Children should not be left at Kids' Club if they have had a fever or diarrhea within 24 hours, or if they have a persistent cough or runny nose.

To arrange child care for a program or meeting outside of Sunday mornings, the event coordinator should contact the Kids' Club Director ([Laura.Gorman@stpaulscary.org](mailto:Laura.Gorman@stpaulscary.org)) at least two weeks prior to the event. RSVPs may be made to the meeting coordinator directly, and the Kids' Club Director should be notified if more than eight children are expected, so that we can provide adequate adult supervision.

## **Financial Support of St. Paul's**

The financial support of St. Paul's Church ministries and committees comes chiefly through members' annual pledges to the operating budget. To encourage healthy stewardship and the most generous giving from each member to the overall mission of St. Paul's Church, we ask the cooperation of St. Paul's ministries in limiting fundraising for special interest ministries. The operating budget for St. Paul's is voted on in December for the upcoming year and approved by the Vestry in January for that calendar year. The process of creating the budget begins in August, with discussions between the rector and staff and with input from the ministries. Each ministry and committee should discuss its needs for the upcoming year with its vestry liaison before submitting a budget request to the Parish Administrator when called for. There are no guarantees that all requests for funding will be granted. The operating budget depends on the results of the annual stewardship campaign. Major ministry programs are usually funded by the operating budget.

All additional fundraising – whether asking the congregation to bring donations of food, clothing, backpacks, etc. or asking the congregation to contribute money to your ministry's activities – must be coordinated by and approved by the Vestry. Groups, whether St. Paul's Church ministries or outside organizations, are not to sell goods or services on the church grounds on Sundays. Nor may they solicit donations without prior approval of the Vestry. These proposals must adhere to the guidelines of the **Fundraising Policy**. The proposal should also be submitted in writing to the vestry at least sixty days prior to the proposed fundraising event. Extraordinary programs not funded by the operating budget are occasionally approved for fundraising (choir tours, for example), as long as they fit the mission of St. Paul's Church.

Monies from one budget line cannot be moved to another. Budget lines are approved by the vestry for the fiscal year and reviewed mid-year if budget cuts are necessary. Budget lines can be changed as a result of that process. If a ministry determines that it needs additional funds, an appeal should be made to the appropriate vestry liaison or staff person to make that request during budget formation time. St. Paul's Church is committed to fiscal responsibility, and the staff cannot spend beyond the approved budget unless extraordinary circumstances warrant the request, and the request is approved by the Finance Committee and / or the vestry.

## **Volunteer Appreciation**

Volunteers appreciate being thanked and acknowledged, whether for donating time, expertise, services or goods. Be sure to acknowledge the contributions of the volunteers on your committee, as well as those from the community. St. Paul's letterhead is available from the Office Manager. In certain instances, a hand-written note may be appropriate. An example of a note of appreciation is provided below.

October 20, 2010

Greg Gillooly  
1234 Main Street  
Cary, NC 27511

Dear Greg:

Many thanks for being willing to donate the fresh bread for the St. Paul's Church Stewardship events on October 13 and 15. We recognize that you get many requests for donations, and we truly appreciate your generosity. Guests were very hungry and very happy with the fresh bread!

Your name and the name of Zephyr Express were printed in the acknowledgment section of the evening program. We are grateful for your contribution to the success of the two events.

Best wishes,

Monica Hubbard  
Co-Chair, Time and Talent Committee

## Appendices

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## **Appendix 1: New Ministry Proposal**

*Appendix 1: New Ministry Proposal*

**NEW MINISTRY PROPOSAL,  
St. Paul's Episcopal Church, Cary NC**

**MISSION STATEMENT**

Acknowledging that all of St. Paul's gifts come from God, the mission of St. Paul's Church is to know Christ and to make Christ known.

**IDENTITY STATEMENT**

St. Paul's Episcopal Church in Cary is home to an active, caring, and diverse congregation of the Episcopal Diocese of North Carolina. Through corporate worship, spiritual development, fellowship, and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

**In suggesting a new ministry, we hope you will prayerfully consider how your proposed ministry fits with the Mission and Identity Statements of St. Paul's. We ask that you address the following questions. A team of at least 2 parishioners is needed to sponsor a proposal for a new ministry.**

Name of new ministry?

What is the purpose of the ministry?

Whom will the ministry serve?

Will membership be open or by invitation?

What needs will the ministry meet?

How will you meet these needs?

What financial support with the ministry need?

Submitted by

(1): \_\_\_\_\_

(2): \_\_\_\_\_

Date submitted \_\_\_\_\_

Date reviewed by MLRC \_\_\_\_\_

Approved       Denied

## **Appendix 2: Governance Covenant Form**

# St. Paul's **Ministry Name** Governance Covenant

## Summary of Changes

Date of Revision	Document Version	Changes made by	What was changed
			Initial Creation

### **Document Owner:**

This document will be owned by the St. Paul's **Ministry Name** and will be maintained by the **xxxx**.

### **Document Approver:**

This document doesn't require approval other than the St. Paul's **Ministry Name**

### **Document Maintained:**

The latest version of this document will be stored on the St. Paul's server.

*Appendix 2: Governance Covenant Form*

<b>Mission Statement:</b> <i>Describe the mission of your ministry, focusing on how the ministry supports St. Paul's mission "to know Christ and to make Christ known."</i>
<b>Who can join the committee?</b> <i>Is your ministry open to everyone at St. Paul's, or does your mission require certain skills, aptitudes, or qualifications? If so, how are committee members selected.</i>
<b>Special Qualification or Training of your committee members:</b>
<b>Officers: Election, Succession Planning and Duties:</b>
<b>What does your committee do? (Describe how you carry out your responsibilities and where any documents for the committee are stored.)</b>
<b>Spending Plan / Procedures:</b>
<b>Minutes / Record of Meetings / Decisions:</b>
<b>Vestry approval of membership procedures, or other responsibilities and authorities:</b>

## **Appendix 3: Room Reservation Request Form**

*Appendix 3: Room Reservation Request Form*

**ROOM RESERVATION REQUEST FORM**

Please check the room(s) you need OR indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice.

<u>Education Building</u>	<u>Chapel Building</u>	<u>Church Building</u>	<u>Other</u>
<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Chapel	<input type="checkbox"/> Church	<input type="checkbox"/> Any Available ≤ 12 people
<input type="checkbox"/> Kitchen		<input type="checkbox"/> Conference Room	<input type="checkbox"/> Any Available > 12 people
<input type="checkbox"/> Room 10		<input type="checkbox"/> Cry Room / Bride's Room	<input type="checkbox"/> Other—specify:
<input type="checkbox"/> Library		<input type="checkbox"/> Youth Wing	
<input type="checkbox"/> Entire Building			

Group Requesting:	Expected Number of Participants:
Contact Person:	Contact Number:
Date Requesting:	Set-Up Time:
Is This a Recurring Event?	Start Time:
Office Use Only	End Time:

**RECURRING EVENTS ONLY:**

Date to Begin:	Frequency (Weekly, Monthly, etc.):
Date to End:	Specify (Every Monday, 2 <sup>nd</sup> Thursday, etc.):
Any Block Out Dates or Other Comments?	

## **Appendix 4: Facilities Use – Guidelines & Policy**

*Appendix 4: Facilities Use – Guidelines & Policy*

**Guidelines Governing the Use of St. Paul's Facilities**

**1. The following rules apply to the use of St. Paul's facilities:**

- Prior reservations are required. Request forms which are accessible at **www.stpaulscary.org** under Policies, or at Church Office M-F (9:00 a.m.- 3:00 p.m.), must be submitted to the Office Manager.
  - Please use only the room reserved and respect others using the building. Adult supervision is expected of children at all times.
  - Arrangements should be made in advance to pick up keys with the Church Office during hours of operation.
- The use of buildings by non-parish organizations or for non-church functions requires the prior approval of the rector.
- Facilities shall not be used by any profit-making commercial venture of any kind.
- User assumes responsibility for re-arranging tables and chairs, as well as, restoring them to their original locations.
  - Lights are to be turned off, the Heating & A/C (wall units only) are to be set to non-occupied conditions, and all doors are to be locked upon departure.
  - If buildings or rooms are left dirty or damaged, cleaning fees or repair costs will be assessed. Cleaning fees will be paid to the cleaning contractor used by St. Paul's at the time. Damages will be repaired by a contractor of St. Paul's choosing, and the user will be informed of the cost to be reimbursed.
- Smoking is NOT allowed in any building.
- Use of alcohol on church property is strictly governed by St. Paul's Episcopal Church Alcohol Policy. A copy of this policy is located on the church website under Policies.

**2. St. Paul's does not charge for the use of its buildings. Donations from non-parish organizations are welcomed to offset expenses for heating/cooling, electricity, water, and facilities upkeep. Information about cleaning fees and suggestions about donations are given below:**

- Sanctuary
  - For non-St. Paul's functions, a donation of \$50/hr is suggested.
  - For large gatherings, a cleaning fee of \$100 will be assessed to cover cleaning costs for the sanctuary and the church rest rooms. The fee is paid directly to the cleaning contractor. Contact the Parish Administrator for the name of the current cleaning company.
- Chapel
  - For non-St. Paul's functions, a donation of \$50/hr is suggested.
  - If the chapel is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Parish Administrator for the name of the current cleaning company.
- Parish Hall
  - For non-profit or community use, a donation of \$35/hr is suggested.

*Appendix 4: Facilities Use – Guidelines & Policy*

- If the Parish Hall is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Office Manager for the name of the current cleaning company.
- The kitchen is available for use by members of St. Paul's for church related functions. For other users, a \$50 donation toward kitchen maintenance is welcomed. Rules for the use of the kitchen are posted in the kitchen, and it is expected that the kitchen will be left in proper condition after each use. If the kitchen is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Office Manager for the name of the current cleaning company.
- Classrooms
  - The donation suggested for each classroom is \$15 for 2 hours or less, and an additional \$5/hr thereafter.
- Youth Wing
  - The donation suggested for this area is \$25/hr. If the Youth Wing is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Office Manager for the name of the current cleaning company.

*Appendix 4: Facilities Use – Guidelines & Policy*

## Policy on Facilities Use at St. Paul's Episcopal Church, Cary, NC

This policy statement sets forth the basis for a policy on facilities use at St. Paul's Episcopal Church, Cary, NC. The policy is set by the Vestry at St. Paul's and is implemented by the rector, clergy, and staff of St. Paul's.

### ***Requirements for a facilities use policy.***

There are two requirements that impact on the use of the facilities and resources of St. Paul's Episcopal Church: (1) the Canons of the Diocese of North Carolina<sup>1</sup> (available at <http://www.episdionc.org/Diocese/constitution-canons.html>), and (2) the requirements of the Internal Revenue Service regarding the tax-exempt status of the church. (See, for example, IRS Publication 1828.)

To that end, St. Paul's Episcopal Church, its clergy, wardens, vestry, and staff, shall ensure that its facilities and resources are used to further the mission of St. Paul's<sup>2</sup> and the Protestant Episcopal Church. The Canons of the Diocese of North Carolina require that the facilities and resources of St. Paul's Episcopal Church shall be used in a manner that is consistent with "the doctrine or discipline of the Protestant Episcopal Church and ... as becomes the house of God." Consistent with IRS requirements, the facilities and resources will also be used in a manner that does not inure benefit to individuals nor provides substantial benefit to private interests.

In addition, all activities that use St. Paul's facilities must comply with any and all federal, state, and local laws and regulations that may apply.

### ***Facility Use Policies established by the Vestry of St. Paul's Episcopal Church.***

1. The facilities and property (including data bases, mailing lists, e-mail lists, etc.) of St. Paul's Episcopal Church shall not be used by a commercial venture of any kind, or by any private or non-parish profit-making organization.

2. The use of the facilities by individuals or groups that are not officially recognized by the vestry as programs or ministries of St. Paul's Episcopal Church (for example, usage by community or non-profit groups) requires the prior approval of the rector. In the absence of the rector, the decision shall be made by the Senior Warden.

3. St. Paul's Episcopal Church shall not sell advertising in its electronic or printed publications.

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<sup>1</sup> The text of the Canon 22, Section 3 (b) on Duties of the wardens of the parish, states: "In the absence of the rector, the wardens shall preside in all meetings of the vestry or congregation, in order of their official seniority. As representatives of the vestry, they shall (subject to the vestry's directions and consistent with the rights of the rector) have charge of the church building and they shall see that it is kept from all uses inconsistent with the doctrine or discipline of the Protestant Episcopal Church and, so far as possible, in good repair, as becomes the house of God. The wardens shall see that the church is prepared for public worship and that order is preserved during that worship; that suitable books are provided for the services, vestments for the clergy, and, when necessary, the elements for the Holy Communion."

<sup>2</sup> The mission of St. Paul's Episcopal Church is: "Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and to make Christ known."

*Appendix 4: Facilities Use – Guidelines & Policy*

4. Prior reservations are required for use of the facilities. Review of requests to use St. Paul's facilities and scheduling of the facilities shall be the responsibility of the staff member whose duties include facilities management. (See the "Guidelines Governing the Use of St. Paul's Facilities" referenced below.) If keys are needed, arrangements must be made in advance to pick up keys from the Church Office during hours of operation.

5. A room reservation only allows access to, and use of, the room that was reserved for the time of the reservation. Others may be using the room before or after you, or may be using other parts of the facility at the same time: please respect their use of the building.

6. No smoking is allowed in any building.

7. Permission for use of the St. Paul's facilities shall be granted only if the user assumes responsibility for restoring the reserved facility to its original condition, including: re-arranging tables and chairs and restoring them to their original locations after use; turning off lights and heating, ventilation, and air conditioning (HVAC) (wall units only) as appropriate; insuring that the doors are locked upon evacuation; and cleaning up the room as appropriate. (Note: If buildings or rooms are left dirty or damaged, fees will be assessed consistent with the cleaning or repair costs incurred.)

8. Adult supervision of children must be provided at all times.

9. Use of alcohol on church property is strictly governed by St. Paul's Episcopal Church Alcohol Policy. A copy of this policy is located on the church website (<http://www.stpaulscary.org/policies/AlcoholpolicyOctober2002.pdf>). Persons interested in serving alcohol must complete the Request to Serve Alcohol Form (also available from the website) and must secure the necessary authorization in advance.

10. St. Paul's shall not charge for the use of its facilities. However, donations from community or other non-profit groups are welcomed to offset the expenses of operating and maintaining the facility. (In 2010, St. Paul's spent more than \$100,000 on electricity, water and sewer costs, gas for heat, cleaning costs, and upkeep and maintenance of the campus. Donations are used to offset such expenses.) The staff of St. Paul's may publish, from time to time, "Guidelines Governing the Use of St. Paul's Facilities" that set forth procedures for use of the church's facilities consistent with these policy decisions and may include suggested donation amounts based on current costs for maintaining the various rooms or buildings used. A separate policy on Weddings may also include suggested donations or specific fees for the services of individuals involved in the wedding.

11. Failure to comply with these policies or with the "Guidelines Governing the Use of St. Paul's Facilities" that may be developed by St. Paul's staff may result in withdrawal of permission to use the facility.

***Vestry Findings regarding Facility Use by staff and clergy of St. Paul's Episcopal Church.***

The vestry of St. Paul's Episcopal Church finds: (a) that the staff and clergy members of St. Paul's are very talented people whose expertise and talents may be sought by parishioners and others; (b) that the staff and clergy must often be on the St. Paul's campus at a diversity of hours – from normal business hours, to daytime or evening ministry meetings, to liturgical services during the week and on weekends, to overnight or out-of-town ministry meetings; and (3) it is a benefit to St. Paul's Episcopal Church to have the staff and clergy present on the St. Paul's campus often and at various hours. Given these findings, the vestry of St. Paul's Episcopal Church gives permission to the St. Paul's staff and clergy members to tutor or counsel parishioners and others on the St. Paul's campus if the following conditions are met:

*Appendix 4: Facilities Use – Guidelines & Policy*

- (1) prior permission for the tutoring / counseling is obtained from the rector;
- (2) the tutoring / counseling is provided by the staff or clergy member on a person-to-person basis and is not part of a for-profit commercial enterprise;
- (3) in the opinion of the rector, the tutoring / counseling does not interfere with the duties of the staff or clergy member or with the functioning of St. Paul's as an Episcopal Church; and
- (4) in the opinion of the rector, the tutoring / counseling is consistent with the doctrine or discipline of the Protestant Episcopal Church and with St. Paul's mission as a house of God.

***[See Note Below.]***

In the absence of a rector, the decisions listed above will be made by the duly elected Senior Warden.

***Note:***

***Staff and clergy must also adhere to Safe Church Guidelines at all times. Staff and clergy must not be alone in a room with a person under the age of 18 – another adult must be present at all times.***

**Appendix 5: Building Access – Key Policy and Key  
Request Forms**

*Appendix 5: Building Access – Key Policy and Key Request Forms*

**ST. PAUL'S EPISCOPAL CHURCH**

**BUILDING ACCESS POLICY**

**Criteria for Issuance of Permanent and Temporary Keys**

Effective January 2011 / Revised August 2013

**PURPOSE**

This policy relates to the distribution of keys to the buildings that comprise the campus of St. Paul's Episcopal Church in Cary, NC (hereinafter, the "Church"). The purpose of this document is to establish a list of criteria for the issuance of Permanent and Temporary Keys.

**SCOPE**

This policy applies to all Clergy, staff, parishioners, and outside groups that require access to any or all Church buildings.

**POLICY STATEMENT**

In addition to being a place of worship on Sunday mornings, the Church is used throughout the week by staff, Pre-School, ministry groups, social events, outside groups (e.g. AA, Scouts), etc. This varied use necessitates the need for certain individuals to have access to one or more buildings; however, for insurance and security purposes, it is necessary to establish a method for authorizing and distributing access keys.

\* No keys will be issued to persons under the age of 21.

All requests for keys must be made in writing, and must be authorized by the appropriate approving body, as outlined below. All keys must be safeguarded while in the possession of an individual, and under no circumstances are keys to be duplicated by any person other than the Office Manager.

**PROCEDURE**

A. Key Types

Depending on the needs of the individuals, access keys can be formatted to open one or more specific buildings. Master keys that provide access to every building, as well as most (but not all) offices and or classrooms, will be issued on a restricted basis. Generally, Master keys should only be issued to the Priests, the Vestry, designated Staff members, the Sexton, and the chair of the Facilities Management. Outside organizations should never be issued a Master key. The offices of the Priests and Church Staff will be accessible only by those persons.

B. Requests for Keys

There are two types of key requests: Permanent and Temporary. All requests for keys must be made via the Key Request Form. The Office Manager will maintain a database of all key holders.

1. Permanent Keys. All requests for Permanent keys are subject to approval by the Senior Warden or Jr. Warden. See Request Form for Permanent keys.

The following groups or individuals are considered eligible to apply for Permanent Keys:

- a. Clergy
- b. Parish Staff
- c. Vestry Members
- d. Parish Treasurer
- e. Assistant Treasurers

*Appendix 5: Building Access – Key Policy and Key Request Forms*

- f. Leader of a Ministry that must have access to church buildings on an on-going basis after normal office hours.
- g. Leader or members of a Ministry that performs its functions on Sunday morning and needs access to church buildings before Clergy arrive, or after lock-up.
- h. Parishioners who must have access to church buildings on a regularly scheduled basis to attend parish-related meetings after normal office hours.
- i. Parishioners who perform routine or emergency maintenance and repairs to church facilities on a volunteer basis.
- j. Leaders of outside groups who use church buildings on a regular basis after normal office hours.

2. Temporary Keys. A Staff member signature is required for all Temporary key requests. See Request Forms for Temporary keys.

The following groups or individuals are considered eligible to apply for Temporary Keys:

- a. Leader or members of a Ministry that needs access to church buildings on an occasional basis after normal office hours.
- b. Leaders of outside groups who have been granted permission to use church buildings for a specific one-time event.

C. Permanent Keys

Only those persons who require access to the Church on a regular basis will be issued Permanent keys. The list of Permanent key holders will be audited once a year. This should be conducted immediately after the Vestry Retreat to include the newly elected Vestry Members. When a Permanent key holder either leaves the parish or no longer performs in a function that necessitates the need for a Permanent key, the key must be returned to the Office Manager.

D. Temporary Keys

Temporary keys can be issued to individuals who have a short-term need for access to a specific building. Temporary keys can be issued for either a single event or up to a maximum term of one month. The term can be extended for additional one-month periods; however, a new Key Request Form must be completed for each extension. All Temporary keys must be returned to the Office Manager at the end of the approved term.

E. Issuance of Keys

All keys shall be maintained in a lock box installed in the Church office. The Office Manager and Parish Administrator are the only persons authorized to issue keys against a properly approved Key Request Form.

F. Methods Of Submitting Completed Forms

1. Mail to the attention of Office Manager
2. Drop in Offering Plate
3. Drop off at the Church Office M-F 9:00am – 3:00pm

*Appendix 5: Building Access – Key Policy and Key Request Forms*

**KEY REQUEST FORM**

**REQUEST FOR PERMANENT ACCESS KEY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

REASON FOR REQUIRING PERMANENT ACCESS KEY: (If you are the head of a Ministry group or outside organization, please indicate the name of the group and the frequency of your meetings)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUILDING(S) REQUIRED TO ACCESS (Circle the buildings and check the room(s) for which access is required):

<u>Education Building</u>	<u>Chapel Building</u>	<u>Church Building</u>	<u>Other</u>
<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Chapel	<input type="checkbox"/> Church	<input type="checkbox"/> Other:
<input type="checkbox"/> Kitchen		<input type="checkbox"/> Conference Room	
<input type="checkbox"/> Room 2	<u>Church Building</u>	<input type="checkbox"/> Cry Room/Bride's Room	
<input type="checkbox"/> Room 10	Key Card		
<input type="checkbox"/> Library		<input type="checkbox"/> Youth Wing	
<input type="checkbox"/> Entire Building			

I agree to safeguard the Permanent key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request by the Office Manager. Any Key Card that needs to be replaced due to loss or damage requires \$5.00 to replace

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

Key Number \_\_\_\_\_ Issued By \_\_\_\_\_

*(Key Policy & Applications, August 2014)*

Appendix 5: Building Access – Key Policy and Key Request Forms

**KEY REQUEST FORM**

**REQUEST FOR TEMPORARY ACCESS KEY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE(S) ACCESS REQUIRED: \_\_\_\_\_

REASON FOR REQUIRING TEMPORARY ACCESS KEY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUILDING(S) REQUIRED TO ACCESS (Circle the buildings and check the room(s) for which access is required):

<u>Education Building</u>	<u>Chapel Building</u>	<u>Church Building</u>	<u>Other</u>
<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Chapel	<input type="checkbox"/> Church	<input type="checkbox"/> Other:
<input type="checkbox"/> Kitchen		<input type="checkbox"/> Conference Room	
<input type="checkbox"/> Room 10		<input type="checkbox"/> Cry Room/Bride's Room	
<input type="checkbox"/> Library		<input type="checkbox"/> Youth Wing	
<input type="checkbox"/> Entire Building	<u>Church Building</u> Key Card	<input type="checkbox"/>	

I agree to safeguard the Temporary key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request by the Office Manager. Any Key Card that needs to be replaced due to loss or damage, requires \$5.00 fee to replace it.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Key Number \_\_\_\_\_ Issued By \_\_\_\_\_

Date Issued \_\_\_\_\_

(Key Policy & Applications, August 2013)

## **Appendix 6: Communications Guidelines**

*Appendix 6: Communications Guidelines*

**Communications Guidelines**

- 1) Keep items short, simple and to the point. Use short, clear and concise sentences to convey your message.
- 2) Include the five W's: who, what, where, when, why.
- 3) Use short, descriptive titles to identify topics.
- 4) Use bullets and lists whenever possible.
- 5) Give a contact name for more information.
- 6) Be mindful of privacy: don't include phone numbers or email addresses without permission.
- 7) Remember your goal is to communicate: don't simply repeat the same information in each submission, while burying the important information near the end of the article.
- 8) Always spell out abbreviations and acronyms on first usage. Don't assume that everyone knows what the abbreviation or acronym means.
- 9) Proofread your article carefully and use a spell checker to help ease editor's job. Please use common fonts: fancy fonts are often hard to read and edit.
- 10) Deadlines are critical and fixed.
- 11) Remember that articles may need to be edited for space: make sure your important points are clearly stated so the editor can retain the critical information.
- 12) If you have special graphics for your article, please include the graphics with your article.

## **Appendix 7: Guidelines for Use of Narthex for Communications and Displays**

*Appendix 7: Guidelines for Use of Narthex for Communications and Displays*

**Guidelines for Narthex Displays**

Remembering that the narthex is primarily for passage from the porch to the church for worship, we would ask ministry leaders to follow the guidelines listed below.

1. Displays should be limited to St. Paul's activities and events. Displays should not advertise a for-profit business.
2. A contact name and phone number should be provided on the back of the display.
3. Displays should be mounted on 20" X 30" foam core board and propped on the lightweight black easels provided by the church office.
4. Instructions for how to collect money may be provided as part of the display, but money should not be collected at the display point.
5. Displays should not block access or line of sight to thermostats, fire alarms, or the AED.
6. Displays should be removed in a timely manner relative to the advertised event. Displays will be moved and temporarily stored in the event of a funeral or other special occasion.

Certain exceptions to these guidelines may be made on an individual basis by the Office Manager.

## Appendix 8: Digital Media Guidelines

*Appendix 8: Digital Media Guidelines*

St. Paul's Digital Media Guidelines

## **Need & Purpose of Document**

The purpose of this document is to provide ministries and groups within St. Paul's with a set of guidelines and considerations when establishing digital communications between their members, the St. Paul's church community, and the world at large. These guidelines are not rules and regulations, nor does this document express formal church policy. This document is to serve solely as a resource to group leaders and participants.

The guidelines outlined within this document are specifically targeted toward the usage of online group communication services such as Facebook, LinkedIn, Twitter, Web Blogs, Instagram, etc. This document will be reviewed on an annual basis by the Communications Committee.

## **Information about Digital Communications**

St. Paul's Digital communications provides a valuable, inexpensive channel for communicating with the church and the broader community. Digital communications usage within the parish continues to grow and is a key way that we can show we are active in Cary and that all are welcome. There are several key digital channels St. Paul's uses, including Web, Facebook and Twitter. How we use, exploit and manage each of those channels will be important in furthering our message.

### ***Facebook Pages***

Facebook pages enable public figures, businesses, organizations and other entities to create an authentic and public presence on Facebook. Facebook Pages are visible to everyone on the internet by default. Every person on Facebook, can connect with these Pages by becoming a fan and then receive their updates in their News Feed and interact with them. St. Paul's has several Facebook pages, including the St. Paul's Church page, Children's Ministry, and EYC. The Main page is considered the key page for communicating to the larger parish and world community.

### ***Facebook Groups***

While Facebook Pages were designed to be the official profiles for entities, such as celebrities, brands or businesses, Facebook Groups are the place for small group communication and for people to share their common interests and express their opinion. Groups allow people to come together around a common cause, or activity in order to organize, express objectives, discuss issues, post photos, and share related content.

## **Generally Applied Concepts**

While each online service has its own risk factors, a general understanding of the following maxims will be greatly beneficial when considering the establishment of an electronic communications forum:

- **No information transmitted over the internet is truly private or temporary.** ALL information transmitted across the internet is stored in multiple places, and virtually forever. Even services that give the appearance of expiration (e.g. SnapChat) can be subject to information capture, simply by taking a screenshot of the phone or computer that received the message. Once a message is posted, there is no putting the genie back in the bottle.
- **The same expectations of safety and security that apply to physical meetings and communications within the church, also apply to online communications.** Just as the church facility should be a place safe from harassment, bullying, stalking, and confrontation; so to must be the online communities we establish be safe places. Online services need to be monitored by responsible parties and appropriate action taken as quickly as possible when the

*Appendix 8: Digital Media Guidelines*

safety, privacy, and well-being of the participants is jeopardized. If the safety of the participants cannot be reasonably assured, then the online community cannot exist.

- **A greater sense of hospitality, goodwill, and friendliness is required by all participants when communicating online.** Unlike face-to-face communications, there is no ability to judge body language, expression, or context in electronic messages. Sarcasm, 'playing devil's advocate' and 'stirring the pot' (also known as 'trolling') are not easily recognized in written text, and need to be avoided and actively discouraged.
- **Online communications should supplement, not supplant, other meetings, gatherings, and opportunities for fellowship.** We grow in faith by being together and becoming part of each other's personal stories. Digital communications may only serve to separate us if it becomes the primary or only place of community gathering.
- **The statement 'All are Welcome' must also extend to digital communications.** We need to not only open our digital communications to all members of each ministry and group, but also be aware that digital access is still not accessible to a great many people.

### **Guidelines and procedures for Church Sponsored Digital Media**

- The purpose of church communications is to relay information about the parish to a broad or specific audience. It is intended to show how St. Paul's is serving the parish and the larger community. It may also focus on attracting new members to the church.
- St. Paul's Communications Committee and church staff have sole responsibility for editorial policies governing church communications.
- Church communications may not be used for partisan political messages or paid advertising.
- Only members of St. Paul's Communications Committee, Vestry, clergy, and staff shall maintain external communications channels on behalf of the parish.
- Only authorized St. Paul's spokespersons such as the Rector, staff, Vestry, or Communications Committee may coordinate communications with members of the media on behalf of the parish.
- Any external communication from a parish office regarding unexpected events or serious incidents must be approved by the Rector or Vestry, and follow diocesan guidelines.

#### ***Social Media Channels used by St. Paul's***

- St Paul's maintains a single website for communications with the Parish. Financial or sensitive information requires a login account. No other website shall be created to communicate to the parish in general.
- St. Paul's Facebook Page is used to communicate upcoming St. Paul's and Episcopal Church events and results of events. It will be monitored for comments and inappropriate comments will be removed promptly. Other St. Paul's Facebook pages need to have designated owners and post only specific items related to their target audience.

*Appendix 8: Digital Media Guidelines*

- St. Paul's Twitter Account should be used to communicate church news, upcoming events and items of interest to parishioners and the broader Cary Community. All St. Paul's Facebook posts are automatically tweeted. Currently most twitter followers are not members of St. Paul's.
- Any St. Paul's blogs need to be authorized by the Communications Committee, and be used as a place for parishioners to discuss what's happening at or their thoughts on St. Paul's. They may be Facebook Groups or external blogs. The Communications Committee will have a member monitoring any St. Paul's Blog and inappropriate comments will be removed.

It is acknowledged that anyone could create an impersonated Website, Facebook page or Twitter account called St. Paul's or related to St. Paul's. The Communication Committee needs to be aware of any such media and work to have unauthorized postings removed.

### **Guidelines and Procedures for Ministry Sponsored Digital Media**

Any and all St. Paul's ministries and groups contemplating the establishment of their own online communications forum (with the exception of email lists) are asked to contact the Communications Committee. The primary purpose of this contact is to give the Communications Committee an awareness of all communications mechanisms so that it they may be 'known' throughout the church as appropriate. In addition, it is also an opportunity for the Communications Committee to provide guidance and counsel; to assure that multiple communications outlets are not overlapping or competing with each other; and to assure that each communications outlet serves the mission and vision of the church.

#### ***Privacy Considerations and Guidelines***

The following guidelines must be agreed to by any St. Paul's ministry or group desiring to establish its own social media.

- **Posting of Personal Information:** It is necessary to have permission to post or publish personal information, such as names, phone numbers, street addresses, or email addresses on media available to the general public.
- **Posting of Photos and Videos:** Print notices periodically in church bulletins or newsletters, informing members that the church occasionally uses photos of people and groups on the church website and that members objecting to the use of their photos (or photos of their children) should so inform the church office. A list can be maintained of persons who have requested that their photos not be used. This option provides "implied consent" to the use of members' photos.

### **Specific guidelines for Interactions with Children and Youth**

The following recommended practices and guidelines apply commonly accepted principles of healthy boundaries and safe church to the virtual world of digital networking and communication.

- All communication sent digitally is not confidential and must be available to be shared or reposted with others.
- Interactions in the virtual world need to be transparent, as a window in a door provides transparency in the physical world. In the virtual world healthy boundaries and safe church practices must be adhered to just as they are in the physical world.

*Appendix 8: Digital Media Guidelines*

- Parents must have access to everything provided to their children. For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or by an e-mail list).
- We strongly encourage the respect and dignity of every person depicted in an image. Only pictures depicting youth in an appropriate light should be posted. If a picture would make the youth feel self-conscious, vulnerable, or would subject the youth to ridicule, the picture should not be posted or promptly removed.

***Groups on Social Networking Sites***

- Youth related groups should have at least two adult administrators. Closed groups, but not “hidden” groups, should be used for specific purposes (i.e., mission trips, Confirmation).
- Requests from youth to join a group should be approved by youth leaders. Open opt-in signups should not be allowed.
- Behavioral covenants should be created to govern what content is appropriate and inappropriate for an online youth group.
- Content deemed inappropriate should be removed from the site or group page as soon as possible. Appropriate and respectful language shall be used at all times, especially in regards to events and persons.
- Persons must be removed from the group for persisting in inappropriate postings or behavior.
- Social networking groups for youth should be open to parents of current members.
- Adult leaders of youth groups and former youth members who, due to departure, removal from position, or are no longer eligible because they “aged-out” of a program should be removed from digital communication with youth groups via social networking sites, list serves, etc.
- Sites must be monitored frequently to allow for quick responses in the event urgent or crisis concerns are posted.

***Children and Youth Identity Protection***

- We will seek to protect the privacy and identity of all minors in our use of social media. For events that are for children, such as Youth Group, Vacation Bible School and Mission Trips, the registration forms should already include a notice of photography and or taping and require a signature from the parent for written consent. The Parish Administrator will keep a list of those families requesting that photos not be posted. This list will be shared with Children's Ministries, Youth Ministry, and Music Ministry.
- All church leaders and adult volunteers engaged in ministry with minors must not post photos or video that identify children or youth by name on any online site or printed publication without the written consent from a parent or legal guardian.

**Appendix 9: Alcohol Use at St. Paul's – Procedure,  
Policy, and Request Forms**

*Appendix 9: Alcohol Use at St. Paul's – Procedure, Policy, and Request Forms*

## PROCEDURE FOR ALCOHOL USE AT ST. PAUL'S

The office will retain copies of applications and permission documents for three years.

1. Copies of the St. Paul's Episcopal Church Alcohol Policy and Request to Serve Alcohol at St. Paul's form can be retrieved from the St. Paul's website or from the church office. Completed forms should be turned into the church office two weeks prior to the requested event date.
2. Applicant should notify Senior and Junior Wardens of the request.
3. Wardens will be empowered to approve or reject any application for alcohol use at St. Paul's.
4. Prior to notifying the applicants of the decision, the Rector will be informed of the wardens' recommendation and he/she will have the authority to overrule.
5. When the decision is made, the wardens will provide a copy of the application and completed Permission to Serve Alcohol form to the church office, which will in turn notify the applicant(s).

The office will retain copies of applications and permission documents for three years.

## **ST. PAUL'S EPISCOPAL CHURCH ALCOHOL POLICY**

### **PURPOSE**

This policy relates to the use of alcoholic beverages (other than at Holy Eucharist) on the property of St. Paul's Episcopal Church in Cary, NC (hereinafter, the "Church").

### **SCOPE**

This policy applies to all groups or individuals using any facilities of the Church.

### **POLICY STATEMENT**

Recognizing that occasions may arise when there will be a desire on the part of some persons or groups to serve alcoholic beverages on Church property, the Vestry has approved the use of alcohol on church premises, subject to certain restrictions defined in this policy. These restrictions follow the guidelines adopted in 1992 at the 176th Annual Convention of the Episcopal Church in North Carolina and reflect the action of the 1985 General Convention.

All applicable state, federal and local laws must be obeyed.

Alcoholic beverages and food containing alcohol must be clearly labeled as such.

Non-alcoholic beverages must always be served in an equally attractive and accessible way.

Food must always be served when alcohol is served.

Organizations sponsoring events in church facilities must request permission from the Church to serve alcoholic beverages and must comply with these guidelines.

The sponsoring group or organization must assume responsibility for people who become visibly intoxicated, and must make available alternative transportation for anyone whose ability to drive is impaired.

The serving of alcoholic beverages at Church events shall not be publicized as an attraction of the event, nor shall any advertisement of the event indicate that participants can bring their own beverages ("B.Y.O.B.").

*A Request of Serve Alcohol at St. Paul's* form must be submitted to the church office prior to the event. A Vestry appointed committee will review the application and approve or deny the request in writing.

Youth-sponsored events require specific regulations to ensure that no person under the age of 21 serve, consume, or handle alcohol in any manner. The following rules shall be adhered to for all such events:

*Appendix 9: Alcohol Use at St. Paul's – Procedure, Policy, and Request Forms*

- The sponsoring group must assign an adult “Risk Manager” to manage all aspects of the serving, consumption, and handling of alcohol, including clean-up. This person shall be identified prior to the date of the event.
- An adult shall be responsible for procuring, delivering, setup, serving, clean-up, and disposal of all bottles containing alcohol.
- Youth shall not handle any containers with alcohol, either full or empty, including, but not limited to, bottles, cans, glasses, cups or punchbowl containing alcoholic punch.
- An adult shall be responsible for clearing tables of used wine glasses or cups and returning them to the kitchen for washing or disposal.

## REQUEST TO SERVE ALCOHOL AT ST. PAUL'S

Date submitted: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_

Please explain how alcohol will be served (i.e., cash bar, open bar, etc.).

\_\_\_\_\_  
\_\_\_\_\_

What food and beverages are to be served? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

How many of these are under the age of 21? \_\_\_\_\_

Additional information may be added on the reverse of this form.

### **FOR YOUTH-SPONSORED EVENTS:**

Name of Risk Manager: \_\_\_\_\_

Please explain the rationale for serving alcohol at the event (e.g., fundraising).

\_\_\_\_\_  
\_\_\_\_\_

Permission and specific requirements may be based on these details and any others requested by the reviewing committee.

*I have read the Alcohol Policy and agree to follow the guidelines contained therein.*

*Appendix 9: Alcohol Use at St. Paul's – Procedure, Policy, and Request Forms*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant(s) must receive copies of the Alcohol Policy, including the Diocesan Guidelines. All guidelines must be followed.*

***Please turn in BOTH pages of the form for approval.***

*Appendix 9: Alcohol Use at St. Paul's – Procedure, Policy, and Request Forms*

PERMISSION TO SERVE ALCOHOL AT ST. PAUL'S

Event Name: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant notified of decision \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 10: Check Request Form**

*Appendix 10: Check Request Form*

**ST. PAUL'S EPISCOPAL CHURCH  
CHECK REQUEST FORM**

**Date:** \_\_\_\_\_

**Make check payable to:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Description of Expenditure:** \_\_\_\_\_  
(Include date of activity)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Amount of Check:** \_\_\_\_\_

- **Original Receipts must be attached for reimbursement.**
- **Receipts more than 60 days old will not be accepted.**

**Account Number Charged to:** \_\_\_\_\_

**Name of Account:** \_\_\_\_\_

- *Requests are due Friday morning and disbursed by the following Friday.*
- *Check requests will be delayed if all information is not completed.*

**Requested by:** \_\_\_\_\_ **(Phone)** \_\_\_\_\_

**Ministry Leader Approval:** \_\_\_\_\_

**Parish Administrator Approval:** \_\_\_\_\_

**Specific Mailing Instructions:**  
\_\_\_\_\_

\_\_\_\_\_

## **Appendix 11: Cash/Check Collection – Procedures and Collection Form**

*Appendix 11: Cash/Check Collection – Procedures and Collection Form*

**Cash/Check Collection Procedures for Monies Collected by Ministries**

September 2007

**Purpose:** To establish procedures that Ministries, within the church, are to follow when collecting cash and checks for various events. These procedures are established to protect those church members collecting funds as well as the church. (Examples of some of the events that collect cash and checks are: Pancake Supper, Vacation Bible School, Progressive Dinner, and MOMS Dinners.)

**When Do These Procedures Apply:** Some events taking place at church require payment of a fee to participate in the event. Examples of these type events are notes above. At times the monies are dropped off in the church office before the event. Other times, monies are collected at the start of the event. The procedures noted below are for monies collected at the event.

**Procedures:** TWO people are required to be responsible for money collections during an event. This is a protective measure necessary to protect the persons collecting the funds, as well as the person paying, and the church. Information about monies collected for the event are to be recorded on the Ministry Cash/Check Collection Form similar to the one noted as Exhibit A on page 2 of this document.

If the event is to take place outside of regular church office hours (9:00 a.m. to 3:00 p.m., Monday through Friday) please pick up a Ministry Cash/Check Collection Form in the church office prior to the event and discuss with the St. Paul's Parish Administrator where monies collected are to be placed at the conclusion of the event.

Using the Ministry Cash/Check Collection Form, the persons collecting the funds are to record, **in pen not pencil**, the amount of money collected. (NOTE: The church does not accept credit cards or debit cards. [Some events have arranged for acceptance of credit cards on behalf of those events.]) Once all funds for the event have been collected, monies are to be totaled by cash, check and grand total. Then the remaining information on the form is to be completed. Each money collector is to sign and date the Ministry Cash/Check Collection Form, (at the top and bottom) and then cut or tear off the bottom section of the form.

The bottom section of the form is to be placed in the Parish Administrator's in-box located in the church's main office. The remaining detailed section of Ministry Cash/Check Collection Form is to be placed in the envelope with the monies. The envelope is then to be sealed and on the outside of the envelope a notation is to be made as to the event and date. Do not note the amount of money on the outside of the envelope.

If a member of the church staff, or one of the Assistant Treasures is attending the event, have one of them along with the one of money collectors escort the funds to the safe to be deposited.

If there is no member of the church staff or one of the Assistant Treasures attending the event, the monies should be placed in the in the auxiliary safe located outside the clergy office at the end of the main building hallway. On the next business day one of the collectors should call the Parish Administrator to verify that the monies were accounted for and placed in the main safe.

## Ministry Cash/Check Collection Form

Ministry Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date Funds Were Collected: \_\_\_\_\_

Names and Signatures of those collecting funds (2 required):

1. \_\_\_\_\_

2. \_\_\_\_\_

Total Cash Collected: \_\_\_\_\_

Total Checks Collected: \_\_\_\_\_

Grand Total: \_\_\_\_\_

(Top of form goes in the envelope with the money to be placed in the safe)

----- Cut or Tear Here -----

(Bottom of form goes to the Parish Administrator's Mailbox)

Ministry Name : \_\_\_\_\_

Event: \_\_\_\_\_

Date Funds Were Collected: \_\_\_\_\_

Names and Signatures of those collecting funds (2 required):

1. \_\_\_\_\_

2. \_\_\_\_\_

Total Cash Collected: \_\_\_\_\_

Total Checks Collected: \_\_\_\_\_

Grand Total: \_\_\_\_\_

*Appendix 12: St. Paul's Fundraising Policy*

**Appendix 12: St. Paul's Fundraising Policy**

*Appendix 12: St. Paul's Fundraising Policy*

**St. Paul's Procedures for Fundraising**

Updated August 1<sup>st</sup>, 2015

**1. Purpose**

The purpose of this document is to support St. Paul's ministries in their fundraising activities, while also: (i) ensuring that those activities uphold the mission, vision, and values of St. Paul's, (ii) protecting St. Paul's tax-exempt status, and (iii) avoiding conflicts for space and staff support.

**These procedures are not intended to extend to the collection of non-monetary goods for outreach**, such as presents for St. Nicholas Day or food items for the Little Red Wagon. Approval and scheduling of goods-only collections are under the purview of the Outreach Committee. Requests for goods-only non-outreach collections should be addressed with the Vestry.

**2. Contents**

This document includes:

- definitions of terms related to fundraising,
- a delineation of the fundraising responsibilities of various parties within the parish,
- general guidelines related to fundraising, and,
- checklists outlining steps in fundraising and providing links to relevant policies and forms

**3. Definitions**

*Fundraising* is defined as the process of soliciting monetary contributions.

A *fundraising event* is any activity in which monetary contributions are collected in support of a charitable, outreach, or fellowship activity.

*Contributions* may be in the form of cash, check, or, in some instances, in-kind donations of time, services or goods of discernable value.

**4. Role of the Giving Board**

St. Paul's Vestry has delegated to the Giving Board the duties of:

- maintaining a calendar of church fundraising events,
- ensuring that groups that raise funds at St. Paul's are aware of fundraising policies,
- reviewing and approving applications for fundraising events,
- encouraging ministries to publicize the results of fundraising and ensure donors are appropriately thanked,
- serving as an idea sounding board for ministries seeking to raise funds,
- keeping abreast of new developments in the areas of giving and fundraising, and,
- providing a long-term institutional memory about fundraising efforts that have taken place at St. Paul's

If you need to contact a member of the Giving Board with questions or to submit a fundraising application, please use the following email: [fundraising@stpaulscary.org](mailto:fundraising@stpaulscary.org).

*Appendix 12: St. Paul's Fundraising Policy*

## **5. Policies and Procedures:**

Fundraising events conducted by staff or parishioners must have a "Fundraising Request" form approved by the Giving Board *prior to advertising* and conducting the activity.

### ***Fellowship / Hospitality / Outreach Component***

Fundraising events are expected to include fellowship, hospitality and/or outreach components. Fundraising events that do not support St. Paul's broader mission (e.g., soliciting cash donations, lotteries, sweepstakes, and commercial discount cards) are not allowed.

### ***Solicitation***

Solicitation within the Church and Narthex is limited to:

- the Rector,
- representatives of the Stewardship Committee,
- Group Leaders making announcements during services— with approval from the Rector
- sign-up sheets, placards, and donation boxes – with approval from the Giving Board or Rector.

Passive Solicitation (parishioner approaches solicitor) at a table outside the Church - during, between, or after services - is permitted with approval from the Rector. The purpose should be to provide information to parishioners exiting the church, not entering the church. This allows for individuals to prayerfully prepare themselves for worship as opposed to being solicited before the service.

### ***Beneficiaries – Use of Proceeds***

Ministries conducting fundraising events should clearly identify how the proceeds will be used in advance of the solicitation. Advertising should include this information (e.g. "Proceeds to provide scholarships for Youth participating in the ASP mission trip.") If multiple uses are intended, the estimates of dollar amounts and/or percentages should be communicated in advance of the fundraising activity.

### **Examples of acceptable uses of proceeds include:**

- specific ministry activities, supplies, or events not funded by the Operating Budget
- scholarships to church functions for individuals who would otherwise be unable to participate
- general fundraising to benefit the church as a whole through direct contributions to the Operating Budget, Capital Fund, Facilities & Grounds, or Outreach funds (to be assigned or re-distributed by the Vestry, Facilities and Grounds Committee, and/or Finance, Stewardship Committees)
- a specifically designated fund (e.g. Appalachian Service Project/Youth Ministry, Memorial Garden), in line with approved line items in parish budget
- affiliated church and/or Diocese-supported organizations (e.g. Episcopal Relief and Development, Heifer International)
- entities that are not church related that have an objective consistent with the parish mission (e.g. reputable nonprofits identified by the Outreach committee)

*Appendix 12: St. Paul's Fundraising Policy*

- special circumstances (e.g. individual parish/community member in need), as approved by the Vestry and Rector.

Examples of unacceptable uses of proceeds include:

- Accumulation into a ministry restricted fund without a pre-identified specific purpose
- Re-distribution to other organizations (including charitable organizations) without prior specific approval of the Vestry, Outreach Committee, or Rector.

***Before the Event***

Please contact the Giving Board as soon as possible once a fundraising opportunity presents itself. You will be assigned a liaison to facilitate your request.

It is not necessary to have previously worked out all the details before contacting the Board. Once it has been determined WHO will lead the event, WHAT will be the nature of the event, and to WHICH purpose the proceeds should be applied, the liaison can assist with determining other details. Please contact the Board at least 30-60 days prior to a planned event date, and please do not commit time and resources to the event until after an initial discussion with your Giving Board sponsor.

The liaison can assist you with completing the Fundraising Request Form (Attachment A.) The liaison can also provide a checklist that may be useful in planning the event, including items such as advertising, conducting a mailing, requesting childcare and reserving space.

***Procedure for Counting and Submitting Daily Collections***

Immediately following each day's collections, all cash proceeds, checks, and copies of receipts are to be counted by at least two individuals. The total amount of cash, checks, and credit card transactions must balance with the amounts in itemized receipts.

The amounts that are collected funds should be entered on Fundraising Proceeds Form (Attachment B), with the form being signed by all counters. The top portion of the Form should be placed in the envelope with the funds. The envelope should be turned in by:

- giving the envelop to the Parish Administrator or Parish Financial Manager
- placing the envelop in the primary parish safe, or,
- placing the envelop in the after-hours safe (located in the hall outside of the Associate Rector's office)

**Parishioners must not take the collected funds off the St. Paul's campus.**

The bottom portion of the form should be turned in to the Parish Administrator via the church office separately.

***Following the Event***

After all expenses have been accounted for, the Fundraising Expense Form (Attachment C) must be completed and returned to the church office. A brief check-in with the liaison is recommended.

*Appendix 12: St. Paul's Fundraising Policy*

The ministry that conducted the fundraising event is expected to publish the net proceeds to the congregation via the newsletter, Sunday bulletin, E-News and/or church website. Ideally, this will include "real world" results of the fundraiser (e.g. "Because of your generosity, we were able to provide 300 meals to those in need..."). Receipts/thank you notes should be sent to pertinent event supporters (e.g. those who donated and/or purchased a high-value item, anyone who made a cash contribution, etc.) in a timely manner (within 2-3 weeks of event's completion).

***Providing information about tax deductibility of donations***

To maintain St. Paul's IRS "Tax Exempt Organization" status and to avoid providing erroneous advice, the following guidelines have been developed.

If asked whether St. Paul's has "Exempt Organization Status", fundraisers may give a positive answer. However, fundraisers should not offer any other tax-related information, such as the tax deductibility of a donation.

Inquiring donors should be informed that it is their personal responsibility to get appropriate tax advice.

***The parish of St. Paul's and the community benefit greatly by the fundraising and outreach efforts of our members; we are blessed by this extraordinary generosity and spirit of goodwill. As stewards of St. Paul's, we are committed to support these important efforts to the best of our abilities to ensure their success. Please contact the Fundraising Subcommittee of the Vestry with any questions or issues. In gratitude,***

*St. Paul's Giving Board*  
*fundraising@stpaulscary.org*

*Appendix 12: St. Paul's Fundraising Policy*

**Fundraising Event Information and Approval Form**

**Attachment A**

Thank you for your interest in leading a fundraising event for the benefit of St. Paul's Episcopal Church. All fundraising activities conducted by staff or parishioners on behalf of St. Paul's must be approved by the Giving Board prior to advertising the event.

Here are the steps involved in the approval process:

- Contact the Giving Board via [fundraising@stpaulscary.org](mailto:fundraising@stpaulscary.org) as early as possible prior to the event for assignment of a liaison to facilitate your request.
- Carefully review St. Paul's Policies for Fundraising (available via the website).
- Review other relevant policies and procedures (e.g., reserving childcare, serving alcohol, and advertising via St. Paul's media).
- Identify and detail plans to allocate event proceeds.
- Submit the following information to your liaison or to [fundraising@stpaulscary.org](mailto:fundraising@stpaulscary.org):

Name/type of event: \_\_\_\_\_

General description of event (or attach description) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event date: \_\_\_\_\_ Event location: \_\_\_\_\_

Event Leader: \_\_\_\_\_ Ministry: \_\_\_\_\_

Intended audience? \_\_\_\_\_ Open to public? (Y/N) \_\_\_\_\_

Estimated number of volunteers \_\_\_\_\_ Estimated number of attendees \_\_\_\_\_

Specific purposes for use of proceeds: \_\_\_\_\_

Publicity / Publication plan \_\_\_\_\_

\_\_\_\_\_

**I have reviewed the St. Paul's Fundraising Policies and Procedures and accept its provisions:**

Signature of event leader: \_\_\_\_\_ Date: \_\_\_\_\_

-----**Items below to be completed by the Giving Board**-----

Giving Board liaison: \_\_\_\_\_

Fundraising request approval (for the Giving Board): \_\_\_\_\_ Date \_\_\_\_\_

*Appendix 12: St. Paul's Fundraising Policy*

**Fundraising Proceeds Form**

**Attachment B**

**PART A: To be included with cash / check proceeds:**

Name of Event: \_\_\_\_\_

Organizing Group/Ministry: \_\_\_\_\_

Event Leader/Contact Information:  
\_\_\_\_\_

*Please include ALL receipts that correspond with money collected (including credit card receipts) along with this form.*

**CASH:**

**TOTAL \$ IN CASH RECEIVED:** \_\_\_\_\_

**CHECKS:      NUMBER OF CHECKS** \_\_\_\_\_

**TOTAL \$ IN CHECKS RECEIVED:** \_\_\_\_\_

**TOTAL \$ RECEIVED:** \_\_\_\_\_

**TWO signatures of those counting funds are required:**

X: \_\_\_\_\_

Date: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

**Fundraising Proceeds Form**

**Attachment B**

**PART B: To be placed in the mailbox of the Financial Manager:**

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Organizing Group/Ministry: \_\_\_\_\_

Vestry Fundraising Sponsor: \_\_\_\_\_

Event Leader/Contact Information:  
\_\_\_\_\_

Vestry Liaison: \_\_\_\_\_

**CASH:**

**TOTAL \$ IN CASH RECEIVED:** \_\_\_\_\_

**CHECKS:      NUMBER OF CHECKS** \_\_\_\_\_

**TOTAL \$ IN CHECKS RECEIVED:** \_\_\_\_\_

**TOTAL \$ RECEIVED:** \_\_\_\_\_

**TWO signatures of those counting funds are required:**

X: \_\_\_\_\_

Date: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

*Appendix 13: Guidelines for Selling Items at Coffee Hour*

**Fundraising Accounting Form**

*Attachment C*

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Organizing Group/Ministry: \_\_\_\_\_

Estimated # of Participants/ Attendees: \_\_\_\_\_

Event Leader/Contact Information:  
\_\_\_\_\_

Number of Event Volunteers: \_\_\_\_\_

Estimated # of Volunteer Hours: \_\_\_\_\_

**INCOME Details (e.g. ticket sales, food, silent auction, etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL INCOME:** \_\_\_\_\_

**Estimated Value of Any Non-Cash Donations (please detail # of items, quantity):**

*(Please do not add this estimate to Total Income)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPENSE Details (e.g. food, equipment rental, supplies, postage, etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_

**NET EVENT PROCEEDS (Income – Expenses):**

\_\_\_\_\_

Form completed by: \_\_\_\_\_

Date: \_\_\_\_\_

*Appendix 13: Guidelines for Selling Tickets or Items at Coffee Hour*

**Appendix 13: Guidelines for Selling Tickets or Items at Coffee  
Hour**

*Appendix 13: Guidelines for Selling Tickets or Items at Coffee Hour*

### **Coffee Hour Guidelines**

All selling or packing activities at Coffee Hour should be approved by the Ministry Leader Resource Committee forty-five (45) days prior to the event. Only those sales which have prior approval by the Fundraising Committee will be considered. The primary focus of Coffee Hour should always be conversation, fellowship, and highlighting the hosting ministry.

#### **Tickets:**

Making tickets available for a church-sponsored event or activity is allowable. These sales provide an opportunity for people to participate in a parish event. However, sellers are reminded not to approach people, but to stay at or near their designated table. Selling tickets at Coffee Hour does not preclude selling tickets outside the church, as this likely targets different people.

#### **Items:**

If proceeds will be going to the parish, making items available for sale will be considered. However, sellers are reminded not to approach people, but to stay at or near their designated table. Prior approval by the Fundraising Committee is necessary.