

GOOD SHEPHERD PARISH POLICIES

INTRODUCTION

These policies should be viewed as tools for better carrying out our Gospel call in this place and time, as well as making ourselves mutually accountable for preserving and enhancing the parish Mission.

This is a compilation of all known policies that affect parish-wide activities. These may be catalysts for the Pastoral Council (PC) the Finance Council (FC) and their respective committees to form additional policies.

The initial set of policies was approved by the Pastoral Council on February 1, 1988. Any policies modified or added will be noted as such after the title. With the Archdiocese implementation of two separate Parish Councils (Pastoral & Finance) in 2013, Financial Policies will be controlled by the Finance Council and all other policies will be controlled by the Pastoral Council.

This document is divided into three sections:

- 1. *Good Shepherd Financial Policies: Controlled by the Finance Council*
- 2. *Good Shepherd Non-Financial Policies: Controlled by the Pastoral Council*
- 3. *Good Shepherd Decision Making Process – Controlled jointly by both Councils*

Anyone seeking to formalize a parish-wide policy should submit a draft to the appropriate Council for review and approval.

Section	Pages
Financial Policies	2 - 7
Non-Financial Policies	8 - 11
Decision Making Process	12 - 13

FINANCIAL POLICIES – Managed by Finance Council
Last updated: 05/20/2019

FC (1.0) WORKSHOP PARTICIPATION/REIMBURSEMENT - was Parish Policy (12.0) **Modified 09/2010, 04/2019**

A multiplicity of benefits may arise from having a broad base of non-staff parishioners attend parish designated educational or informational seminars. Recognizing the possible loss of deposit funds due to controllable or uncontrollable failure to attend, we recommend the following:

- 1.1 Parish pays all up front registration fees and out of pocket expenses for those educational or informational seminars with prior approval by the Pastor/Parish Director or responsible staff person.
- 1.2 If approved, and attendee is not able to attend, that person is responsible for identifying an alternate or the reimbursement of the fees.

FC (2.0) BUDGETING - was Parish Policy (14.0)

Modified 09/2010, 04/2019

Department Heads, Commissions and any groups seeking funding from parish resources or anticipating income will submit requests by the dates established by the Budget Committee. The Director of Administrative Services (DAS) will coordinate the process and submit requests to the Finance Council and the trustees for review and approval. Each Department Head, and Commission shall submit a budget, noting proposed expenses during the budget planning process. The Department Heads and Commissions shall be available to answer any questions raised by the Finance Council about their proposed budget if requested. After Finance Council Approval, the final Approved budget will be submitted to the Pastoral Council for review no later than the June Pastoral Council meeting. Items that may require earlier approval e.g. salaries will be made by the Pastor/Parish Director, Director of Administrative Services (DAS), and the Trustees. Updates on Parish finances will be provided to the Finance Council monthly and to the Pastoral Council quarterly through the DAS.

FC (3.0) OUTREACH - was Parish Policy (15.0)

Amended 2/2002; Modified 09/2010, 05/2019

In addition to other ways of sharing our time, talent, and treasure with others, we specifically commit 2.5% of our Daily Operating Fund for Outreach funding. The Combined Collections will be held 3 times a year, with 3 different causes highlighted in each.

- 3.1 Whereas, Good Shepherd Catholic Church has a sixty+ year history of generous giving in support of Catholic Social Teaching (Outreach), whenever Good Shepherd Catholic Church receives a (single) non-designated Gift valued in excess of \$1000 and the reserves less debt of Good Shepherd are in excess of \$250,000, Good Shepherd will make an Outreach Gift equal to 5% of the value received. Specific to this policy:

Gift is defined as any single monetary instrument or object in any form not designated for a specific purpose.

An Outreach Gift may not be for the benefit of any activity or individual directly relating to Good Shepherd's facilities and/or Parish Staff.

3.2 Outreach Fund Disbursements (Procedure)

- a) The Outreach committee will continue to submit check request including a brief description of the organization to receive the funds.
- b) Parish Officers authorized to sign all checks, (Pastor/Parish Director, Trustee Secretary and Trustee Treasurer) will approve/sign the request if they feel satisfied with the description provided, and viability of the organization to receive the funds.
- c) In instances when the officers do not feel that they have enough information to proceed in good conscience, they communicate to the Pastoral Associate that additional information is needed to allow them to fulfill their responsibility as officers of the parish. (See Archdiocese of Milwaukee Trustee Manual)
- d) The Pastoral Associate will provide a copy of the Evaluation Form of Groups requesting Outreach Funding with all additional information gathered during the research of the organization.
- e) The Pastor/Parish Director will be responsible for Final approval decision

FC (4.0) SPECIAL NEEDS FUND - was Parish Policy (16.0)

Modified 04/2019

We need to allow parish members in need to reach out to us, and we need to reach out to them if necessary. If that need is financial, and if the needed funds are available, members may take advantage of the following policy:

- 4.1 The assistance will be suggested first as an interest free loan and paid back if and when the borrower is able to do so. If it is deemed that the borrower is not able to pay back the loan, it will be forgiven.
- 4.2 The pastor/parish director is empowered to make expenditures from this fund immediately and upon need in amounts up to \$500 for emergency situations.
- 4.3 The Director of Administrative Services and Pastoral Associate are empowered to assess and discern assistance expenditures up to \$1,000
- 4.4 In instances when requested funds exceed \$1,000, after 4.3 is completed, their input and/or recommendation should be forwarded to the pastor/parish director. The pastor/parish director and the two trustees are empowered to assess and discern expenditures up to \$2,000
- 4.5 Funds are to be taken from the Special Needs Fund.
- 4.6 Non-registered people are not eligible for this fund, but may submit a request to the Human Concerns Commission for Outreach funding.

FC (5.0) APPEALS AT LITURGY - was Parish Policy (17.0)

Modified 04/2019

Requests to hold either financial appeals or verbal presentations will be reviewed by the Pastor/Parish Director and Parish Staff (all paid Parish employees). Recommendations for financial appeals, if approved by the Staff, will be sent to the Finance Council for final approval. Other presentation requests will be sent to the Pastor/Parish Director and Parish Staff, which includes Prayer and Worship for approval. The Staff is responsible to become familiar with the outline or content of any presentation made to the congregation.

FC (6.0) USER FEES - was Parish Policy (18.0)

New 05/1990, Modified 04/2019

User fees that are incurred for materials used or services rendered are acceptable and responsible forms of stewardship. Examples include tuition for programs, books, babysitting, room rentals, and the like. Proposals for new user fees are to be brought to the appropriate commission and the DAS, with final approval made by the Finance Council. Fees or donations for hospitality-related items should only be considered as a last alternative.

FC (7.0) FUND RAISING - was Parish Policy (20.0)

Apr 04/1991; Modified 11/1994, 12/1996, 08/2008, 04/2019

In support of the Parish Mission Statement position on fund-raising, these guidelines have been established. (Examples in parenthesis are meant to clarify by illustration, and not intended to be all-inclusive.)

7.1 Acceptable purposes and methods for raising money include:

A. For parish needs:

- Daily Operating and Building Funds, through a pledge system.
- Long-term planned giving (e.g. Eschweiler New Century Fund, wills, endowments, beneficiary designation.)
- User fees (e.g. program registration, events, book sales)
- Rentals (e.g. convent, hall, rooms, land)
- Program or ministry enhancements (e.g. Bowlathon, buy non-budgeted items)
- Investments
- Capital Fund Appeals

B. For Outreach needs:

- Collections required by the Archdiocese (e.g. Catholic Stewardship Appeal, National and International Combined Appeals, Mission Co-op)
- Causes supported by the parish (e.g. House of Peace, Food Pantry, El Salvador sister parish, Youth Workcamps)

7.2 Principles to be followed in determining approval include:

Modified 09/2010, 04/2019

A. The number and variety of appeals for money and/or items, even though worthwhile, shall be limited to:

1. One appeal per year per organization or cause. (Exception: Youth Workcamps allowed 2 fundraisers – Bowling & Flowers)
2. Only two appeals per month to the parish regardless of type or cause.
3. Exceptions may be considered and approved at the discretion and consensus of the Pastor/Parish Director, Finance and Pastoral Councils. Approved exceptions must be confirmed in writing and applicable for not more than 12 months from date of approval.

B. Archdiocesan appeals, the parish Combined Collection, and on-going collections (e.g. SOS food pantry) are not affected by the frequency limit.

C. Exceptions may be authorized for special situations that call for urgent action (e.g., flood relief, tornado victims.) The procedure outlined in section 7.3B below must still be followed.

D. The DAS will establish priority dates for appeals as they are received, in accordance with the request procedure shown in the next section.

E. No funds may be raised through gambling and games of chance (e.g. bingo, raffles, casino games), nor from commercial product profit-sharing sales plans (e.g. pizzas, candy, light bulbs) (Exception: Youth Workcamp Flower Sale)

F. Parish social events are ordinarily planned to break even through user fees. Such events may raise funds for acceptable purposes within the intent of this policy.

G. Money or item appeals and activities conducted beyond the parish property are also governed by this policy.

H. Renters of the premises also may not raise funds through ways listed above that use the name of Good Shepherd Parish, unless given explicit permission. (E.g. K.C.'s tootsie rolls, benefit dance).

7.3 New proposed fund-raising appeals or events must first be approved through the pastoral leadership system (steps A through E) using the procedure outlined below.

A. Initial requests are to be presented to the Pastoral Staff. Requests should be in writing with details indicating that it is in the spirit of the Parish Covenant and this policy.

B. At least three of the following people must review the request: Pastor/Parish director, Trustees, Finance Council Chairperson, Pastoral Council Chairperson and Director of Administrative Services. By consensus or majority decision the request is either accepted, rejected or forwarded to the Finance Council for a final decision.

C. The Finance and Pastoral Councils and Pastoral Staff are to be informed of any newly accepted request.

D. Any decision may be brought to the Finance Council for reconsideration.

E. Upon acceptance, procedures listed in Pastoral Council "Event Policies" are to be followed.

FC (8.0) PROJECT OVERRUNS was Parish Policy (23.0)

Appr 08/2002, Modified 04/2019

In the event an active project would exceed the approved estimate, the DAS can approve expenditures up to a 1% overrun of the estimate. In the event the project would exceed the estimate by 1% to 15%, the procedure is as follows: 1) Notify the DAS, 2) The DAS will contact the Pastor/Parish director, Trustees, and Finance Council chair, 3) this group can approve by majority vote. If the overrun exceeds 15%, approval can come from a regular or special meeting of the Finance Council.

FC (9.0) RESPONSIBLE SPENDING was Parish Policy (24.0)

Appr 12/2002, Modified 04/2019

No money is to be spent outside of budgeted funds (not including emergency). If a commission needs to run a negative variance to their overall budget, a variance request needs to follow this procedure:

9.1 Any money spent outside of budget (not including emergency) needs to be presented to the Finance Council under the same guidelines listed in FC (2.0) Budgeting.

9.2 Once an idea is formed, the commission must submit a written proposal to the Finance Council. The commission must then be prepared to make a presentation along with their written idea at the Finance Council meeting, if asked to do so.

HISTORICAL TIMELINE OF GOOD SHEPHERD FINANCIAL POLICIES

1) INITIAL FINANCIAL POLICIES INCLUDED IN GS PARISH POLICIES: APPROVED 02/01/1988

2) 05-1990 ADDED FC (6.0) WAS PARISH POLICY (18.0)

3) 04-1991 ADDED FC (7.0) WAS PARISH POLICY (20.0)

4) 11-1994 MODIFIED FC (7.0)

5) 12-1996 MODIFIED FC (7.0)

6) 02-2002 AMENDED FC (3.0) WAS PARISH POLICY (15.0)

7) 08-2002 ADDED FC (8.0) WAS PARISH POLICY (23.0)

8) 12-2002 ADDED FC (9.0) WAS PARISH POLICY (24.0)

9) 08-2008 MODIFIED FC (7.0)

10) 09-2010 FULL REVIEW COMPLETED NEXT FULL REVIEW REQUIRED: 2015

MODIFIED FC (1.0), FC (2.0), FC (3.0), FC (7.0)

11) 07-2015 ADDED GS DECISION MAKING PROCESS – PASTORAL & FINANCE

12) 08-2016 PROPOSED REVISIONS WERE PRESENTED TO PASTORAL & FINANCE COUNCILS BY DIRECTOR OF ADMINISTRATIVE SERVICES (DAS)

FINANCIAL POLICIES SEPERATED FROM GENERAL PARISH POLICIES AND RENUMBERED. ALL NON-FINANCIAL POLICIES WILL REMAIN UNDER CONTROL OF PASTORAL COUNCIL

13) 09-2017 PROPOSED FINANCIAL POLICIES PRESENTED FOR FINANCE COUNCIL REVIEW

14) 05-2019 FULL REVIEW COMPLETED BY FINANCE COUNCIL

MODIFIED ALL FINANCIAL POLICIES & GS DECISION MAKING PROCESS

NEXT FULL REVIEW REQUIRED: FY 2024/2025

15)

FULL FINANCE COUNCIL REVIEW COMPLETED: 05/20/2019

NEXT FULL REVIEW REQUIRED: FY 2024/2025

NON-FINANCIAL POLICIES – Managed by Pastoral Council
Last updated: 01/06/2020

PC (1.0) USE OF BUILDINGS/GROUNDS

Modified 01/20

The parish buildings and/or grounds may be used by groups who request them, provided that the area is available, does not interfere with parish activities, the activity is suitable and does not contradict Catholic Church teaching, and a Hold Harmless Agreement/Good Shepherd Rental Agreement and Special Events Insurance Certificate as applicable are signed. One-time usage will be arranged and approved by the Director of Administrative Services (DAS). The Finance Council will establish the usual fees, but it may be reduced or waived at the discretion of the DAS. The Parish Pastor/Director, Pastoral Council, Finance Council and Trustees will review and approve all new or changed long term leases. The Finance Council will review multi-year leases at time of renewal. In the name of good stewardship we intend to encourage frequent usage of our space especially for activities that reflect our parish philosophy.

PC (2.0) USE OF EQUIPMENT

Modified 01/20

When available, parish members or non-profit groups may borrow equipment (such as chairs, tables or kitchen equipment) at no cost. Arrangements will be made through the DAS. The user is responsible to load the equipment, return it to its original place, and to compensate for serious damage or loss.

PC (3.0) SMOKING/VAPING (was 4.0)

AMENDED 2/03; Modified 01/20

No smoking or vaping (use of e-cigarettes) is allowed in the building or near entrances. Smoking/vaping is allowed outside only in designated smoking areas, where safe containers are provided for spent smoking materials.

PC (4.0) SOLICITATIONS IN THE LOBBY OR OUTSIDE

Modified 01/20

We will not permit handing out of materials, sales of merchandise, or leafleting cars for any group not related to the parish. Similar parish-related activities must be presented to the Parish Staff so that approval can be granted and appropriate people and groups can be made aware of it.

PC (5.0) SIGNS AND POSTERS

Modified 01/20

We want posted announcements, handouts, and the like kept to a minimum since clutter does not provide an appropriate environment and dilutes the effects of the necessary notices. Materials are to be submitted to the **Parish Staff** who will determine what, where and when materials are to be put out. Permanent signs such as those outdoors will be determined by the Pastoral Council/Finance Council. We intend to conform to insurance, legal, and safety requirements in posting notices

PC (6.0) DECORATIONS

Renumbered 01/20

We intend to abide by the fire department code that requires decorations, especially trees, to be made fire-resistant, and open flames to be kept to a minimum.

PC (7.0) "POLICY ON POLICIES"

Modified 01/20

Parish commissions/committees have the right and responsibility to formulate their own operating procedure and commit them to writing, and are therefore encouraged to do so. The PC and/or FC should review them to ensure consistency across the parish.

PC (8.0) GOALS AND OBJECTIVES

AMENDED 2/03, Renumbered 01/20

The PC, with its commissions and committees, will set goals and objectives, which will be sent to the appropriate groups for decision. Regular evaluation will take place.

PC (9.0) GROUP COORDINATION

Modified 01/20

To more effectively coordinate our efforts and plan ahead, the PC asks that:

9.1 Each commission, committee, ministry, program, and Team member submit a list of anticipated calendar dates for the coming fiscal year (July 1 - June 30) by May 15 to the DAS, who will coordinate the calendar and resolve potential conflicts. Such dates include regular meetings, special events, classes, liturgies, and so forth. This is an implicit encouragement to plan as much as possible on an annual basis. Changes and additions, while necessary, should be kept to a minimum. Dates and other related information will be included in an annual parish events calendar kept in the parish office, and sent monthly to parishioners.

9.2 Make sure that meetings are publicly announced, and generally open, that new members are welcome, that agendas be prepared whenever appropriate, and that prayer be considered an integral part of every gathering.

9.3 Each commission, committee, ministry must keep minutes of its meetings and submit a copy to the appropriate people/groups (e.g. its own members, PC, FC, Parish Staff). Commission meeting minutes are to be sent to the PC Secretary within two weeks of the meeting. Use of the standardized form for reporting minutes is encouraged or an alternate form containing the same information is expected.)

9.4 Each group make use of the human communication conduits. PC liaisons are assigned to most formal groups. A Staff member is assigned to every area of parish life to support and administrate the work of our groups.

10.5 Each standing committee develop a formal job description to express their role in the overall mission.

10.6 Significant decisions are to be made by consensus whenever possible.

PC (10.0) LIAISON ROLE

Modified 01/20

Each PC member is expected to serve on one or more Commissions, either agenda planning or as liaison to a standing body, assigned according to need.

PC (11.0) PASTORAL COUNCIL FORMATION

Modified 09/10, Renumbered 01/20

Formation meetings will be held at the length and frequency as per the discretion of the council. The focus of the formation meetings will be to better prepare ourselves for our leadership role.

PC (12.0) MAJOR EVENT POLICIES
Modified 01/20

Approved 11/5/90,PC;

Planning Phase

- 12.1 Plan well in advance. It is best to put the event on the annual calendar by May 15. Otherwise allow at least 3 months.
- 12.2 The type of activity itself must be within the spirit of the parish covenant.
- 12.3 Any first-time event needs the approval of the commission to whom the planning group is accountable.
- 12.4 Time, date, and space needs should be determined and checked out with the DAS for availability.
- 12.5 A budget should be worked out on the provided worksheet, keeping in mind that it is a parish policy that the event is to be projected to break even financially. (Any exceptions must be pre-approved by the Finance Council).
- 12.6 The proposed budget must be approved by two trustees.
- 12.7 Assign one contact person that will be liaison with the Administration office.
- 12.8 Arrange for publicity.
- 12.9 Arrange for maintenance. Ordinarily it is the planning group's responsibility to provide volunteer set-up and clean-up. Parish maintenance staff will be available as a supplement as needed, but should not be considered the primary people.
- 12.10 Identify any contracts that need to be entered into. Contracts may only be signed by the Trustees or the DAS.
- 12.11 Secure any licenses (e.g. beer) that may need to be obtained from the village.

Contact Person

- 12.12 Keep in regular contact with the Administration office.
- 12.13 Okay expenditures within the group's budget. Request checks that need to be processed well in advance of the event.
- 12.14 Account for income and deposit all receipts to the Administration Office.
- 12.15 Get any needed keys and security orientation from the DAS and be responsible for security before, during, and after the event.
- 12.16 Arrange for any maintenance needs that can't be handled by the group. Such details are to be handled with the DAS.
- 12.17 See that a report is prepared.

Event Report

- 12.18 Within 3 weeks after the event, a summary written report is to be prepared which includes at least the following: Income and expense statement, list of vendors, timeline of preparations, list of principal volunteers and/or coordinator, evaluation, suggestions for future planning of the same event. This report should be submitted to the DAS.

PC (13.0) SAFE ENVIRONMENT

Approved 6/5/95, Modified 01/20

Respecting the dignity of all people, we follow all of the Milwaukee Archdiocesan Safe Environment Policies. One Parish Staff member is assigned as the parish coordinator. Refer to the Archdiocese website (www.archmil.org) for complete information.

PC (14.0) PERSONAL PROPERTY BROUGHT ON-SITE Approved 7/6/98, Renumbered 01/20

All personal possessions brought onto parish property are done so at the owner's risk. This coincides with the parish insurance company's liability provisions, which does not accept claims for damage or lost property. Staff and committee leaders should make every effort to inform volunteers of this policy so that they can make appropriate decisions.

COMMENTS ON INDIVIDUAL POLICIES

Removed 09/10

FULL REVIEW COMPLETED: 09/13/2010
NEXT FULL REVIEW REQUIRED: 2015
FULL REVIEW COMPLETED: 01/01/2020
NEXT FULL REVIEW REQUIRED: 2025

Current version: 01/06/20

GOOD SHEPHERD DECISION MAKING PROCESS
Approved: 07/2015, Modified 04/2019

When a request for some program or action surfaces in the community and surfaces either through a staff member, or through the Pastoral or Finance Council, the request should be put in proposal form and then:

1. Brought first to the commission or committee that it is most directly related to.
2. Discussed at the commission/committee level seeking consensus
3. If there is no consensus to approve, then the program or action does not move forward and the process ENDS
4. Pending the content of the proposal, it should be brought to either the Pastoral Council or Finance Council, seeking pastoral discernment
5. When the proposal is brought to Pastoral or Finance Council, it is first presented without expectation of decision at that meeting
6. The item is put on the NEXT Council agenda to discuss and discern
7. If the consensus is to not approve, the pertinent commission/committee is notified and the process ENDS. The original petitioner is notified with rationale.
8. If the consensus is to approve, and there is no financial implication, the pertinent commission is notified and the process ENDS
9. If the consensus is that there is not enough information, the proposal is sent back to the commission for more discussion and refinement
10. If the consensus is to approve, and there is a financial implication, the proposal is brought to Finance Council for review
11. When the proposal is brought to Finance Council, it is first presented without expectation of decision at that meeting
12. The item is put on the NEXT Finance Council agenda to discuss and discern
13. If the consensus is to not approve, the pertinent commission is notified and the process ENDS
14. If the consensus is to approve, the pertinent commission is notified and the process ENDS
15. If the consensus is that there is not enough information, the proposal is sent back to the commission for more discussion and refinement

Good Shepherd Decision Making Process
Pastoral and Finance Councils
Updated: August 2015

