



St. Paul's
EPISCOPAL CHURCH

**Handbook for
Ministry Leaders**

Worship. Serve. Grow.

Table of Contents

Welcome to Ministry Leadership	1
Helpful Reminders for Ministry Leaders	2
FAQ's - How does my committee or group ...	
Become recognized as a St. Paul's ministry or committee?	3
Request space and a date to hold a meeting or a ministry event?	3
Request a key for building access?	3
Publicize my ministry or our meeting or event?	4
Host a Coffee Hour?	5
Request childcare for an on-campus event?	5
Get permission from the Vestry to serve alcohol at my event?	5
Get a letter, flier, or brochure printed or photocopied at the church?	5
Get permission to hold a donation drive/fundraising event?	5
Make a check or deposit request?	6
Information about Safe Church Training	8
New Ministry Proposal Form	9
Guidelines Governing the Use of St. Paul's Facilities	10
Policy on Facilities Use	12
Building Access Policy and Key Requests	15
Procedures for Fundraising	18
Childcare Policy and Procedures	23
Alcohol Use Policy and Procedures	24
Communications and Digital Media Guidelines	28

Welcome to Ministry Leadership!

Thank you for stepping into leading a ministry at St. Paul's! We hope you will experience God's love as you serve the greater community. We all bring different talents and perspectives to our work, which is essential to a healthy organization. You are encouraged to be yourself and play to your strengths, letting others help along the way.

With nearly 50 active ministries and committees, coordinating volunteer efforts is a high priority for clergy, staff and vestry. The enclosed framework of policies and procedures helps communicate some essential resources, and we are available to assist you as well.

We ask ministry leaders to be as collaborative and inclusive as possible, inviting new people and ideas into their work when appropriate. A ministry is never "full;" there is always room for more help, and there is always more work to be done! Please use this resource to allow your ministry to grow. Tracking goals and keeping summary notes is very helpful for those who come after you, ensuring our ministries remain vital as we pass the baton.

Again, we are thrilled to welcome you into a leadership role, or into deepening what you are already doing! Please let us know how we can be of help.

The Staff and Clergy of St. Paul's

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.

Helpful Reminders for Ministry Leaders

- Budget planning begins with ministry leaders submitting an annual request in September, for the next calendar year. Help is available from Brandy Satterfield, our financial assistant, at financial@stpaulscary.org.
- We strive to keep our website and parish communications current. If you can keep an eye on the resources pertinent to your ministry and report updates and errors as you see them, it would be appreciated.
- A roster of members of our ministries is helpful to maintaining our church records. You may be asked to submit an updated roster from time to time, just to keep things current.
- We like to publicize the good work that you are doing! Use the communication channels appropriate for your ministry and let us know what is going on. You are encouraged to submit photos, news and event notices throughout the year. A few lines in the form of an annual summary of your work (due in the fall) would also be fantastic.
- Where possible, consider sharing what you do with others in your circle to invite them into leadership as well. Succession planning is very helpful to keeping ministries healthy.
- If you experience conflict or are struggling with your role, please seek assistance from your vestry liaison, a staff member or one of the clergy. We do not intend to overwhelm our volunteers, but we realize some of this work can be exhausting due to the level of need in some areas. Please let us help lighten the load.

FAQ'S: How does my committee or group ...

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

A group of two or more parishioners with passion and ideas for starting a new ministry can submit a Proposal Form to the Ministry Leaders Resource Committee (MLRC). The MLRC will review, discuss, and vote on the proposal and forward the feedback to the Rector, Senior Warden, and Junior Warden. Appropriate vestry liaisons will also be notified. The MLRC will help to announce and publicize the new ministry to the parish. The New Ministry Proposal form is included in the Appendix of this document, to give you an idea of what to consider in your proposal.

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

Check to see what space may be available for any dates that you are interested in by going to the St. Paul's website to the [Room Reservation Calendar](#), a read-only calendar that shows what areas have already been reserved.

A Room Reservation Form may be returned to the church office; you may download the form and send a completed copy via email, or return the paper copy to the church office. You may also email the Facilities Manager (facilities@stpaulscary.org) and make your request by including the appropriate information from the form.

If you need audio/visual equipment for your event, please send a request to audio@stpaulscary.org.

Please clean up after your meeting or event. If you have questions about Facilities use, the policy has been included in the Appendix for your reference.

Request a Key for Building Access?

Keys can be issued on either a Temporary or Permanent basis, depending on the needs of the ministry. The Facilities Manager can work with you on determining the best way for you to have access to the resources and you need. The Building Access policy is included in the Appendix for reference, but you are encouraged to contact facilities@stpaulscary.org to discuss your particular needs.

Publicize my ministry or our meeting or event?

Publicity for ministry meetings and events at St. Paul's can be accomplished through varied means:

- announcements in the printed Sunday bulletin,
- posts on the St. Paul's website,
- posts to the St. Paul's Facebook page,
- features in the weekly St. Paul's Parish Update email,
- announced by clergy during Sunday services.

The Appendix includes Communication Guidelines as a resource for best practices, if this is new to you.

To get an announcement in the Sunday bulletin: Send your written announcement to announcements@stpaulscary.org with a 2-week lead time, if possible. If you want the announcement to appear for several weeks, please include that information in the request accompanying your written announcement text. Note that bulletin announcements are edited for space limitations.

To get information included in the weekly email update, 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, keeping in mind that the weekly email is compiled Wednesdays by 5 p.m. The information will be reviewed and may be edited by staff.

To ask the rector to make an announcement on Sunday morning: Submit your request via email to the rector by 10 a.m. on the Wednesday prior to the Sunday announcements. Include all pertinent information. The rector will determine which announcements can be made based on content and priorities each week.

To put up a display in the narthex: Please contact the Office Administrator at stpauls@stpaulscary.org for help in planning any displays. Advance notice of at least 2 weeks is suggested, so that we can balance the needs of all ministries in the space that we have.

To use digital media to share information about my group: Digital Media Guidelines have been developed by the Communications Committee and are included in the Appendix. These Guidelines are specifically targeted toward online group communication services such as Facebook, YouTube, Instagram, websites, and video conferencing.

Host a Coffee Hour?

Once or twice a year, ministries are invited to host a coffee hour between the Sunday services. Coffee is the main requirement – children and youth snacks are covered by those ministries. Instructions are provided, and someone can walk you through the process the first time. Many ministries choose to offer light food items, but this is not necessary, and the idea is to keep it simple. This is a time for fellowship and conversation. Most importantly, this is an opportunity to highlight your ministry and any upcoming activities. The hosting ministry is also featured in the Prayers of the People and bulletin announcements of the day.

Request childcare for an on-campus event?

Please see the “Child Care Policies and Procedures” on page 22 in this handbook. Childcare requests can be made for meetings and/or events on church grounds. Please contact Kids’ Club director Laura Gorman (laura.gorman@stpaulscary.org) *at least two weeks before the event.*

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 available in the appendix, online or in the church office. Please contact the Senior Warden or Junior Warden if you have questions.

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

Use of the St. Paul’s logo and letterhead should be approved by staff prior to printing. Assistance with design may be available, depending on lead time. Contact the office administrator to learn more about use of the church copiers.

Get permission to hold a donation drive or other fundraising event?

Ministry leaders are asked to work with vestry liaisons before undertaking any new donation drives or fundraising events that are not already part of their ministry. Please contact your vestry liaison as soon as the event is being contemplated, but no later than 60 days in advance of the event date. The Fundraising Policy is included in the Appendix for your reference.

Make a check or deposit request?

Any funds for St. Paul's ministries are to be handled through the Financial Assistant. Ministry leaders are not to open separate bank accounts. If a specific need for handling funds arises, the Financial Assistant will set up a restricted account.

- All checks are cut on Mondays.
- All checks must be requested by 9:00 AM on Friday ten days before the check is needed. Ten days later the check can be picked up after 9:00 AM.
- Please use the Check Request Form, available in the office or at [this link](#).
- All requests must be accompanied by receipts or other support documents.
- Invoices for services rendered by an individual and those without receipts require provider's social security number. The check will be reported as income.
- Check requests for an organization require the address and Federal Tax ID number.
- Restricted account requests can be made only by the chair of the ministry.
- Deposits are made on Mondays. Never leave cash in office mailboxes. Please ask the Office Administrator or the Financial Assistant to put cash in the safe.

Appendix of Policies and Forms

Information about Safe Church Training

As a member of the Episcopal Diocese of North Carolina, St. Paul's prioritizes efforts to ensure that the church is a sanctuary, a safe haven for all people, providing an atmosphere of trust in which the Holy Spirit might work for healing, wholeness and growth. As such, the diocese has developed expectations and guidelines of behavior for ordained and lay people in the church when engaged in ministry with adults, children, and youth (including vulnerable adults and individuals with special needs). The purpose of these policies is to prevent sexual abuse and to create safe spaces for all persons.

We ask that all ministry leaders familiarize yourself with [Best Practices for Safe Church Policy, Procedures & Resources](#), a publication of the Episcopal Diocese of North Carolina. Those required to take Safe Church Training include: clergy, staff, vestry members, anyone who works with children or youth, and anyone who makes at-home visits on behalf of the church. If your position requires [Safe Church Training](#), we ask that you contact the Office Administrator (stpauls@stpaulscary.org) to register for access to the online training modules.

If you have questions about any of these materials, please reach out to Mother Alice, Associate Rector for Children's and Youth Formation (alice@stpaulscary.org), or to Office Administrator Natlie Sroka (natalie@stpaulscary.org).

NEW MINISTRY PROPOSAL

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. A team of at least 2 parishioners is needed to sponsor a proposal for a new ministry. The vestry and other ministry leaders are good resources for how you might consider answering these and other questions you may have. You are encouraged to reach out to staff and clergy for support as well.

The Ministry Leaders Resource Committee will review, discuss, and vote on the proposal and forward the feedback to the Rector, Senior Warden, and Junior Warden. Appropriate vestry liaisons will also be notified. Once approved, the MLRC will help to announce and publicize the new ministry to the parish.

Please submit answers to the following questions, either in email form or as a written document:

1. Name of new ministry.
2. What is the purpose of the ministry?
3. Whom will the ministry serve?
4. Will membership be open or by invitation?
5. What needs will the ministry meet?
6. How will you meet these needs?
7. What financial support will the ministry need?

Submitted by

(1): _____

(2): _____

Date submitted _____

Date reviewed by MLRC _____

Approved Denied Pending

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 by contacting the Facilities Manager. Request forms are available on the website under Resources, or at the Church Office, and must be submitted to the Facilities Manager.
 - Please use only the room reserved and respect others using the building. Adult supervision of children is expected at all times.
 - Arrangements should be made in advance to pick up keys with the Church Office during hours of operation (call 919-467-1477 for hours).
- 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. 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 \$150 will be assessed to cover cleaning costs for the sanctuary and the church rest rooms. The fee is paid to St. Paul's, noting Cleaning Fees in the memo.

- Chapel
 - For non-St. Paul's functions, a donation of \$50/hr is suggested.
 - If the chapel is left dirty, a cleaning fee of \$150 will be assessed. The fee is paid directly to St. Paul's, noting Cleaning Fees in the memo.
- Parish Hall
 - For non-profit or community use, a donation of \$35/hr is suggested.
 - If the Parish Hall is left dirty, a cleaning fee of \$150 will be assessed. The fee is paid directly to St. Paul's, noting Cleaning Fees in the memo.
- Kitchen
 - 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 \$150 will be assessed. The fee is paid directly to St. Paul's, noting Cleaning Fees in the memo.
 - 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 \$150 will be assessed. The fee is paid directly to St. Paul's, noting Cleaning Fees in the memo.

Policy on Facilities Use at St. Paul's

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 Carolina¹ (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's² 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

¹ 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."

² 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."

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.

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. 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. 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:

- (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.

BUILDING ACCESS POLICY

Criteria for Issuance of Permanent and Temporary Keys

Updated January 2024

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 Facilities 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, and the Facilities Manager. 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 Facilities Manager will maintain a database of all key holders.

Permanent Keys. All requests for Permanent keys must be approved by the Facilities Manager. 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
- 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.

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:

Leader or members of a Ministry that needs access to church buildings on an occasional basis after normal office hours.

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 Facilities 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 Facilities 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 Facilities Manager and Office 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 Facilities Manager
2. Drop in Offering Plate
3. Drop off at the Church Office – M-F 9:00am – 3:00pm
4. Email the form to facilities@stpaulscary.org.

St. Paul's Procedures for Fundraising

Updated January 29, 2024

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 clothing drives. 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 Rector and Vestry Wardens.

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, electronic payment, or, in some instances, in-kind donations of time, services or goods of discernable value.

4. Policies and Procedures:

Fundraising events conducted by staff or parishioners must have a "Fundraising Request" form approved by the Rector or Vestry Wardens *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 Rector or Wardens.

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 Diocesan-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)
- 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 submit your request as soon as possible once a fundraising opportunity presents itself, preferably at least 30-60 days prior to a planned event date. Please do not commit time and resources to the event until after an initial discussion with the Rector, Senior Warden and Junior Warden.

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 Financial Assistant
- placing the envelop in the primary parish safe, or,
- placing the envelop in the after-hours safe (located outside the clergy office at the end of the main building hallway).

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 Financial Assistant 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 Rector and Vestry Wardens is recommended. The ministry that conducted the fundraising event is expected to publish the net proceeds to the congregation via the appropriate communication channels (pleasepost@stpaulscary.org). 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 Vestry with any questions or issues. In gratitude,

St. Paul's Vestry

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 Rector and Vestry Wardens.

Here are the steps involved in the approval process:

- Contact the Rector as early as possible prior to the event to schedule a meeting to discuss 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 stpauls@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 Rector or Vestry Wardens-----

Fundraising request approval _____ Date _____

Child Care Policies and Procedures

The Nursery / Kids' Club provides a safe and nurturing environment for infants and toddlers on Sunday mornings during the 9 a.m. service and coffee hour. Parents may attend church, teach Sunday school, sing in the choir, or attend church meetings while their children play in Kids' Club. There is also care for children ages 10 and younger for church events or meetings, upon request. Please contact Laura Gorman, Kids' Club Director (laura.gorman@stpaulscary.org) at least two weeks before the event. The Kids' Club Director should be notified if more than eight children are expected, so that adequate adult supervision can be provided.

Kids' Club is located in the Education Building. If you enter through the Preschool entrance in the courtyard, Kids' Club will be the first classroom on your left. Infants and toddlers through 36 months (3 years-old) are welcome to attend. The program is open for parents to visit at any time.

On Sunday mornings, parents may take their children to the nursery at any time between 8:45 a.m. - 11 a.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. Kids' Club will text parent's cell phone if they need to return for a child who remains upset for more than 10 minutes. If parents wish to bring their child 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 are notified otherwise.

Goldfish crackers and water are provided or parents may leave a special drink or snack. Kids' Club is a peanut-free environment. 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.

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:

- 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: _____ Email: _____

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 under 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.

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 this form for approval.

PERMISSION TO SERVE ALCOHOL AT ST. PAUL'S

Event Name: _____

Sponsoring Group: _____

Date(s) of Event: _____

Applicant Name: _____

Reviewed by: _____

Approved: _____ Date: _____

Approved: _____ Date: _____

Denied: _____ Date: _____

Denied: _____ Date: _____

Applicant notified of decision _____ Date: _____

St. Paul's Communications and 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 for using 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.

Information about Digital Communications

St. Paul's digital communications provide 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 beyond.

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 the people of St. Paul's worship, serve, and grow together. 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 Chair may coordinate communications with members of the media on behalf of the parish.
- Any external communication from the 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 stream live events, communicate upcoming St. Paul's, Diocesan, and Episcopal Church events and provide reactions to events. Comments are monitored, and inappropriate comments will be removed promptly. Ministry-specific Facebook pages must be approved by the vestry and/or Communications Committee, and include a plan for account management by appropriate ministry leaders.
- St. Paul's also maintains a YouTube channel for posting video content. This account is administered by staff and the Communications Committee.

- Video conferencing is also an option for ministries to consider as a means of conducting meetings or reaching out to the community. Use of a church account for video conferencing can be arranged through staff or the Communications Committee.
- 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, this must be true of the online communities we establish as well. Online services need to be monitored by responsible parties and appropriate action taken as quickly as possible when the 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.

Privacy Considerations and Guidelines

The following guidelines should be considered by any St. Paul's ministry or group requesting a post to 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:** Notices that St. Paul's is a public place with cameras in use at certain events appear periodically in church bulletins or newsletters, informing members that the church occasionally uses photos of people and groups on the church website. Members objecting to the use of their photos (or photos of their children) should 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. Every effort is made to remove identifying information from photos, such as blurring name tags when possible.
- When using photos and videos for ministry purposes, only post images that respect the dignity of every person depicted.

Specific guidelines for Interactions with Children and Youth

Digital communications for children and youth programming must be approved by staff or committees supervising those areas. Best practices for digital communications for children and youth are established and updated based on Safe Church Training principles and Diocesan guidelines. The Diocesan "Model Policy for the Protection of Children and Youth Appendix B: Recommended Practices and Guidelines for Social Media and Electronic Communications for Children and Youth" is the best reference and can be accessed through [this link](#). Please contact the Rev. Alice Graham Grant (alice@stpaulscary.org), Associate Rector for Children's and Youth Formation, or the Children's Ministry Committee or Youth Committee, for questions on digital communications involving children and youth.

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 minors, such as Episcopal Youth Community (EYC), Pre-EYC and Children's Ministries events, the registration forms should already include a notice of photography / video and require a signature from the parent for written consent. The church office 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.