

Diocese of Rockford
Stewardship and the Assessment System
Approved on May 1, 1998
by Bishop Thomas Doran
Updated March 2009

Projects below \$12,500

I. Basic definitions and observations

Projects valued below \$12,500 are considered important for the on-going maintenance and upkeep of facilities. Often these projects, as well as, debt associated with them are funded through a combination of revenues generated by Ordinary Income, special "building" envelopes, or second collections. Some parishes use Ordinary Income only for these types of projects.

II. Diocesan Policy Statements

Implementation of Stewardship Goal

Parish should strive to move gradually toward the elimination of second collections, special envelopes and special fund-raisers for expenses related to normal parish operating activities and ministries.

Statement of Diocesan Assessment Goal:

To establish parity between parishes that choose either the "Parish Ordinary Income only" option or the "special fund-raising" option.

Statement of Procedures

- 1) The preferred source of revenue for these types of projects is Parish Ordinary Income.
- 2) If a pastor wishes to initiate a second collection or introduce a special envelope for this class of projects, he must request permission from the Bishop in writing. The written request must:
 - a. describe the purpose for the second collection or special envelope and
 - b. define the limited timeframe that the extra collection or special envelope will last.
- 3) The parish will report revenues from approved special fund-raising sources or envelopes for these types of projects to "Special Purpose Envelope-Collection Account #30750 of the Parish Uniform Accounting System.
- 4) Either method will be considered Ordinary Income and will be used to calculate diocesan assessments.