



Office of
Charitable Giving

Diocese of Rockford

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Fund Raising Firm Agreement

In order for the fund-raising firm identified below to be recommended to parishes by the Office of Charitable Giving of the Diocese of Rockford, the firm agrees to:

- Promote the concepts described in the Section, "Integration of Stewardship Themes" (see below) as a part of the parish campaign case statement and materials;
- Meet with and provide information to the Office of Charitable Giving about the firm's methodology, fee structure and a list of references of past clients. The firm must have completed at least three successful parish capital campaigns.
- Assign a qualified consultant that is either a Catholic in good standing, or a person who has demonstrated a positive attitude and experience in the Catholic environment;
- Communicate regularly with and send copies of the Feasibility Study, Progress Reports and Final Report to the Director of Charitable Giving;
- Conduct the campaign such that parishioners are encouraged to continue supporting their parish offertory, Diocesan Annual Appeal, Diocesan Combined Appeals and other worthy causes;
- Assist the pastor in presenting the capital campaign to the Diocesan Building Commission; and
- Assist the pastor in adhering to the *Diocese of Rockford Capital Projects Procedural Manual*.

Integration of Stewardship Themes

Parish leaders and hired consultants shall infuse the teachings and practices of stewardship and the following principles as they develop the Case Statement, volunteer training aids and/or materials for soliciting parishioners:

- Themes and specific quotes from the United States Catholic Bishops' Pastoral Letter, *Stewardship: A Disciple's Response*.
- Sacrificial giving principles, i.e., A gift is given in:
 - thanksgiving for all the gifts given to us by the Lord.
 - sacrifice - both meanings: to make holy; to give up something to contribute. proportion to one's income (5% for the parish, 1% for Diocesan Stewardship, and 4% for other worthy causes which could include parish capital campaigns.) Note: in addition to recommending a gift that is a percentage of one's income, a specific dollar amount may be requested.
 - a planned method – from one's first fruits as the first item of one's budget.
 - an appropriate envelope containing stewardship messages.
- Recognize those forefathers and mothers who sacrificed in the past for present reality.
- Provide for those of future generations so that the Church will continue to evangelize.
- Catholic Church membership includes responsibility not only for the parish, but also for the Diocesan and the Universal Church and therefore giving to parish capital projects should be presented as an addition to one's ordinary giving to the parish, Diocesan Stewardship, and the Universal Church collections.

Name of Firm

President of Firm Signature

Date

Director of Charitable Giving Signature

Date