

# Diocese of Rockford Fund Raising Firm Agreement

In order for fund-raising firms to be recommended to parishes by the Office of Stewardship Development of the Diocese of Rockford, the firm agrees to:

- Promote creatively the concepts described in the Section, "Integration of Stewardship Themes" (see box below) as a part of the Parish Campaign Case Statement and materials;
- Meet with and provide information to the Office of Stewardship Development about the firm's methodology, fee structure and a list of references of past clients.
- 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 the Office of Stewardship Development;
- Observe the diocesan moratorium by not conducting the active solicitation phases of a parish capital campaign from the beginning of April to the end of August so that the Diocese can conduct its annual Diocesan Stewardship Appeal.
- Provide a written contract for services to be signed by the pastor and by the firm. In the case of a contract for more than \$12,500, the Bishop of Rockford must sign the contract.

\_\_\_\_\_  
President of Firm

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
David J. Hougan, Diocesan Director  
Office of Stewardship Development

\_\_\_\_\_  
Date

## 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.