

# THE DIOCESE OF CHEYENNE



## FUNDRAISING NORMS FOR APPEALS TO THE FAITHFUL

February 2, 2012, the Feast of the Presentation of the Lord

On November 13, 2002, the United States Conference of Catholic Bishops approved for dioceses of the United States complementary legislation for the implementation of canon 1262 of the Code of Canon Law. The action was granted recognition by the Congregation for Bishops on May 2, 2007. The President of the United States Conference of Catholic decreed that the effective date of this decree for all the dioceses of the United States was August 15, 2007. Accordingly, the following norms shall govern fundraising appeals to the faithful for the Church support in the Diocese of Cheyenne.

- Article 1    §1. Fundraising appeals are to be truthful and forthright, to be theologically sound, and to strive to motivate the faithful to a greater love of God and neighbor.
- §2. Fundraising is to be for defined needs.
- §3. Funds collected are to be used for the purposes for which they were raised and are not to be absorbed by excessive fundraising costs.
- §4. Donors are to be informed of the use of the funds they donated and assured that any restrictions on the use of the funds by the donor are honored.
- Article 2    All fundraising for Catholic entities not listed the *Official Catholic Directory* (published annually by P.J. Kenedy & Sons) requires the written consent of the major superior or the competent governing authority of the entity and the Bishop of Cheyenne, his delegate, or his equivalent in office as determined in canon law,<sup>1</sup> and are not to conflict with the fundraising of the Diocese of Cheyenne, either for the ordinary operations of the Diocese or for an extraordinary appeal.
- Article 3    §1. Fundraising for ordinary operations of juridic persons subject to the diocesan bishop (e.g., parishes), institutes of consecrated life, societies of apostolic life, the Knights of Columbus, and other Catholic entities listed in the *Official Catholic Directory* (published annually by P.J. Kenedy & Sons) requires the written consent

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<sup>1</sup> The “equivalent in office as determined in canon law” for the Bishop of Cheyenne, is the priest chosen to govern the impeded see, the diocesan administrator, or the apostolic administrator.

of the pastor, or his equivalent in office as determined in canon law,<sup>2</sup> the major superior or the competent governing authority of the entity and are not to conflict with the fundraising of the Diocese of Cheyenne, either for the ordinary operations of the Diocese or for an extraordinary appeal.

§2. Fundraising for ordinary operations of auxiliary organizations of juridic persons subject to the diocesan bishop (e.g., women's, men's and youth organizations of a parish), institutes of consecrated life, societies of apostolic life, the Knights of Columbus, and other Catholic entities listed in the *Official Catholic Directory* (published annually by P.J. Kenedy & Sons) requires the written consent of the pastor, or his equivalent in office as determined in canon law,<sup>3</sup> the major superior or the competent governing authority of the entity, and are not to conflict with the fundraising of the Diocese of Cheyenne, either for the ordinary operations of the Diocese or for an extraordinary appeal.

Article 4 A pastor, or his equivalent in office as determined in canon law<sup>4</sup> is encouraged to invite approved organizations (e.g., Christian Foundation for the Children and Aging, Cross International Catholic Outreach, and Food for the Poor, etc.) to send a priest or another delegate to the parish to make an appeal on a weekend for their organization, provided the priest or delegate has had a background check, participated in safe-environment training, and is certified as in good standing by the superior. In addition, approximately every three years as a part of the Missionary Cooperative Plan, each parish is to host a missionary who will make an appeal for the work of the missions from his or her territory or region of the world. Sensitivity is to be given to the number of such appeals being undertaken in a given year.

Article 5 §1. Fundraising for capital campaigns, special projects, and other extraordinary appeals below \$25,000.00 or ten percent (10%) of the prior year's ordinary income, which every is higher, requires the written consent of the pastor, or his equivalent in office as determined in canon law,<sup>5</sup> the major superior, or competent governing authority of the entity, and are not to conflict with the fundraising of the Diocese of Cheyenne, either for the ordinary operations of the Diocese or for an extraordinary appeal.

§2. Fundraising for capital campaigns, special projects and other extraordinary appeals of or more than \$25,000.00 or ten percent (10%) of the prior year's ordinary income, which every is higher, requires the written consent of the pastor,

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<sup>2</sup> The "equivalent in office as determined in canon law" for a pastor includes a parochial administrator, or until a parochial administrator is appointed, the parochial vicar or senior parochial vicar by appointment if there is more than one parochial vicars or if there is no parochial vicar, a priest designated by the diocesan bishop. In addition, the "equivalent in office determined in canon law" includes the priest moderator when a team of priests *in solidum* are entrusted with the pastoral care of a parish, and the priest director with the faculties of a pastor when the participation of the pastoral care of a parish has been entrusted to another person who is not a priest, or to several persons.

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.

<sup>5</sup> Ibid.

or his equivalent in office as determined in canon law,<sup>6</sup> the major superior or the competent governing authority of the entity and the Bishop of Cheyenne, his delegate, his delegate, or his equivalent in office as determined in canon law.<sup>7</sup> Fundraising for ordinary operations of juridic persons subject to the diocesan bishop, institutes of consecrated life, societies of apostolic life and other Catholic entities listed in the *Official Catholic Directory* (published annually by P.J. Kenedy & Sons) requires the written consent of the major superior or the competent governing authority of the entity and are not to conflict with the fundraising of the Diocese of Cheyenne, either for the ordinary operations of the Diocese or for an extraordinary appeal.

Article 6 §1. Ethical business relationships are to be maintained by the Catholic entity conducting fundraising, commercial suppliers and consultants.

§2. Contracts between a Catholic entity conducting fundraising and commercial suppliers and consultants are to insure that control over materials, designs, money and general operations remain in the control and ownership of the Catholic entity.

§3. Agreements are not to be made which directly or indirectly base payment either to the commercial suppliers or consultants on a percentage basis.

Article 7 Funds raised beyond operating expenses are not to be accumulated or invested by a fundraising office, but are to be turned over to the appropriate office for allocation and/or investment.

Article 8 §1. Fundraising reports, prepared according to generally accepted accounting principles, and for entities with over \$1,000,000.00 in annual income, are to be audited by certified public accountant, are to be made annually and upon request to the major superior or competent authority of the entity, and to the Bishop of Cheyenne, his delegate, or his equivalent in canon law.<sup>8</sup>

§2. Annual reports are to be made to the benefactors. For parishes, this includes parishioners and other donors to the parish.

§3. Quarterly and annual reports are to be made to the major superior or competent authority of the entity, and the finance councils of the juridic persons.

§4. Each January for the preceding calendar year, in accord with Internal Revenue service required for donors (Publication 1771 Revised: <http://www.irs.gov/pub/irs-pdf/p1771.pdf>), donors are to be sent statements of contributions.

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<sup>6</sup> Ibid.

<sup>7</sup> The "equivalent in office as determined in canon law" for the Bishop of Cheyenne, is the priest chosen to govern the impeded see, the diocesan administrator, or the apostolic administrator.

<sup>8</sup> Ibid.

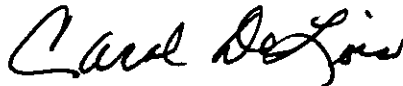
Article 9 Failure to observe these norms will result in termination of the fundraising effort, and may result in just penalty for the individuals involved up to and including privation of office.<sup>9</sup>

These norms become effective on February 2, 2012, the Feast of the Presentation of the Lord. They are to be published in the monthly mailing.

Given in Cheyenne, this February 2, 2012.



The Most Reverend Paul D. Etienne, DD STL  
Bishop of Cheyenne



Carol DeLois  
Chancellor

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<sup>9</sup> See *Codex Iuris Canonici auctoritate Ioannis Pauli PP. II promulgatus* (Vatican City, Libreria Editrice Vaticana, 1989) cc. 29; 135 §§1-2; 1315-1317.