

OUTREACH MINISTRY COMMITTEE
SS. PETER AND PAUL CONGREGATION
249I N. MURRAY AVENUE
MILWAUKEE, WI 53211

Purpose

SS. Peter and Paul Congregation's Outreach Ministry is a form of Christian service whereby the parish congregation, acting as a corporate entity, donates a portion of its income to groups, organizations, individuals or families not reached by the regular parish-sponsored programs and campaigns.

Organization and Budget

1. The Outreach Committee (Committee) shall consist of at least five (5) persons, one of whom will serve as Chairperson and a second as Publicity Coordinator.
2. Funding for the Outreach Committee will consist of a percentage of the Parish's Mass donations. This funding depends upon the Parish's financial resources as determined by the Parish Finance Committee and the Pastor(s). Direct donations can also be made to the Outreach Committee Ministry.
3. The Outreach Committee will meet at least quarterly or as needed so that requests for funding can be reviewed and considered.
4. The Outreach Committee, with due consideration of available funding, will:
 - a. Consider all requests
 - b. Investigate, discern and decide which requests should be funded.
 - c. Recommend the amount of funding for each project.
 - d. Inform the Director of Social Justice Ministries and Outreach of ongoing approved projects.
 - e. Provide the necessary information and paperwork to the Director Social Justice Ministries and Outreach for submission to the Director of Administrative Services.
 - f. Communicate with the recipients to confirm that the funding was received.
 - g. Communicate with the Parish about the work of the Committee in a timely manner, at least quarterly.

Guidelines for Giving

1. The main emphasis of the Outreach Committee Ministry is to address needs which are beyond the budgeted programs and those not reached by the regular parish-sponsored programs and campaigns. The purpose is to respond to the

needs of other people, especially the poor, voiceless, and powerless, regardless of race, nationality or creed.

2. Good stewardship dictates that preference be given to projects which will meet the greatest discerned needs. This will include consideration of the nature and impact of the request, and the severity of the needs addressed.
3. Funds will be used to support projects rather than ongoing operational costs of the group or organization.
4. When feasible, consideration will be given to the opportunity for direct parishioner interaction with the grant recipient.
5. A project for which funding is requested must conform to the moral teachings of the Catholic Church.

ADMINISTRATION

1. A request for funding must be made in writing to the Outreach Committee. The request must contain an identification of the agency, organization or person requesting funds, the reason for the request, the amount requested, and an explanation of the proposed use of the funds. Information about other sources of funding, promotional literature and the annual report should be included, where possible. Applications forms for funding requests are available on the Parish's website or from the Parish Office.
2. At each Committee meeting the Chairperson will present all current requests for grants. Committee members will review and discuss these requests and make a preliminary determination. If further investigation of a request is deemed appropriate and necessary, a Committee member will be assigned to conduct an inquiry and report the findings to the Committee. Such investigation may include a site visit, if feasible. The Committee will make a final decision to approve or decline each grant request. If approved, the Committee will determine the amount of the grant.
3. When the Committee approves a grant request, the Chairperson will advise the Director of Social Justice Ministries and Outreach, who will request that the Director of Administrative Service prepare a check in the appropriate amount to be sent to the grant recipient. Either the Director of Social Justice Ministries and Outreach or the Outreach Committee Chairperson will send a letter with the check enclosed to the agency, organization or person receiving the grant.
4. The Committee requests that the Director of Administrative Services keep records of all funds dispersed so that the Committee will know the current status of net funds available.

5. The Parish Pastor may allocate up to \$250 which, in his discretion, is urgently needed and meets the general goals of the Outreach Ministry. The Committee Chairperson should be notified of this allocation as soon as possible.
6. The Publicity Coordinator will be responsible for communicating the approved requests to the Parish in a timely manner via the Parish Bulletin and/or the Parish's website. As part of the grants, recipients will be asked to make a brief presentation to the congregation about their program and its impact on the community.