



## Ministerial Excellence Fundraising Workshop

### *Program Guidelines and Frequently Asked Questions*

Catholic Extension Society is offering Puerto Rican parishes an opportunity to receive up to a \$5,000 match. To qualify, participants must meet the guidelines below, which includes enrolling in the Institute of Economic Development of Parishes.

To support effective financial stewardship of today's parish communities, Catholic Extension Society is offering to dioceses the first workshop through the establishment of the *Institute of Economic Development of Parishes*. The institute will provide pastors and parish leaders, activities, opportunities, and resources that will support them and their communities in areas related to economic development that will lead to the development of resilient Catholic communities in Puerto Rico.

The institute will begin its services with the implementation of a three-day Spanish-language workshop that will empower pastors to develop a working plan confidently and competently for fundraising activities. In 2024, the first workshop: *Transforming parish, missionary, and financial growth in our communities: Fundraising Workshop for Priests and Laity*, will take place at Casa Manresa, Aibonito, Puerto Rico, from June 4-6 and June 25-27, 2024. We ask that you pick a first choice and second choice, and we will attempt to honor your first.

After the three-day workshops, participants will be required to attend hybrid monthly coaching sessions until the end of the challenge.

This will be an opportunity for real-time peer-learning that will highlight the creative ways that peers are raising funds in their parishes. After their participation in the workshops, the participants will:

- a. Set a fundraising goal.
- b. Develop a fundraising plan and timeline.
- c. Implement activities to integrate in their parishes for fundraising.
- d. Identify best practices and share stories of success or struggles with others.

### Program Guidelines:

- The cost of the workshop is fully covered through Catholic Extension Society and our funding partner Lilly Endowment.

- Participants in 2024 are selected based on their participation in the Pilot Project of the Recovery Program with FEMA.
- Each Participating Parish must have one lay person, and one clergy represented.
- Thirty (30) parishes will be admitted into the program this year and may select the following dates for the workshop (we will attempt to meet your preferred date)
  - June 4-6, 2024
  - June 25-27, 2024
- Each parish will establish a separate account to receive matching dollars and to deposit their funds raised towards their matching challenge (See FAQ for more details).
- Catholic Extension Society's matching funds will be designated only for costs associated with rebuilding/repairing their church (See FAQ for more details).

This program is open to applicants from parishes whose priests would like to participate accompanied by a member of the community:

1. Each pastor needs to submit an application to participate of a three-day workshop.
2. Each participant needs to participate in the monthly coaching sessions.
3. Each participant needs to participate in the One-day Best Practice Workshop after the fundraising has been completed.
4. Each cohort will have the same deadline to raise their respective match.

## Goals

This initiative seeks to accomplish two important specific goals:

1. Familiarize pastor and parish leaders on the steps to develop successful fundraising activities by providing hands on experiences on effective fundraising strategies.
2. Create long-term strategies for the sustainability of the parish. Explore innovative and continuous methods of fundraising.

## 2024 Ministerial Excellence Fund Challenge Timeline (Tentative):

To Apply:

Complete the simple **Online application** by April 1, 2024.

Note: The designated Diocesan Primary Contact for Catholic Extension Society must submit applications. Participants should collaborate with this contact to fill in the necessary information.

**NOTE FOR POINT OF CONTACT:** you must submit a list of participants within the application and all participants must be part of the archdiocese-Dioceses Pilot Project.

**Diocesan Primary Contacts:**

Archdiocese of San Juan

- José Méndez Rosa

Diocese of Arecibo

- Mariluna Román

Diocese of Caguas

- Padre Reinaldo Estrada

Diocese of Fajardo-Humacao

- Rosa Santos

Diocese of Ponce

- Teresa Aponte

Diocese of Mayagüez

- Padre Eric García

**For More Information, contact:**

Susana Linares, Manager for Economic Development, at 787-640-2996 or Manuel Martínez 787-363-6805 or via email [slinares@catholicextension.org](mailto:slinares@catholicextension.org) or [mmartinez@catholicextension.org](mailto:mmartinez@catholicextension.org).

## **Frequently Asked Questions**

### **Where will the funds be deposited?**

In a subaccount set up in your parish's name through Catholic Extension Society, which will accrue interest.

### **How will my parish access these funds?**

When your parish enters its rebuilding/repair phase, there will be costs that may not be covered by FEMA, such as increased insurance costs, or any other non-reimbursable cost share. You might also have cashflow needs as you await reimbursements from the federal government. As these needs arise, you will be able to submit in writing the amount of funds you need from your account, to release funds for your designated purpose. You can direct your request to access funds to Susana Linares at [slinares@catholicextension.org](mailto:slinares@catholicextension.org).

### **Do you anticipate expanding this opportunity to more Parishes during this year?**

This is an introductory challenge program. This program is subject to review and changes by Catholic Extension Society based on the program's success, the ongoing needs, and available resources.

### **Why do we need to establish a target fundraising goal? What happens if we do not meet that number?**

To receive a \$5,000 matching from Catholic Extension, your parish will have to:

1. Activate matching funds beginning at \$2,500 at a rate of 1:2 or \$1 matched per \$2.00 raised. Example: if your parish raises \$2,500, Catholic Extension Society will match \$1,250. This for a total of \$3,750.
2. Once the parish raises \$5,000, the match becomes 1:1.
3. If the parish does not reach the initial \$2,500 activation funds, they will not qualify for any funding.