

OLOJ Social Outreach Committee
Guidelines

Initially the Social Outreach Committee provided assistance to a wide variety of worthwhile organizations without regard to affiliation. In recent years, however, the financial challenges facing poor Parishes and Catholic Service Organizations within the Diocese of Phoenix have greatly intensified. In response to this critical development, the Committee agreed to focus on the growing unmet needs within the Diocese. These Guidelines were developed to facilitate internal deliberations in support of this committee policy. Exceptions to these guidelines require the Pastor's review and authorization. Additionally, the Pastor reserves authority to independently direct funding as unforeseen priorities emerge over time.

The committee's primary function is to evaluate request for financial assistance made upon the Outreach Funds at Our Lady of Joy. The committee serves in an advisory capacity to the Pastor, and will evaluate all requests in accordance with these Guidelines.

- The Outreach Committee's overriding obligation is to focus on the underfunded needs of Catholic institutions/organizations serving the Diocese of Phoenix. The Committee will typically consider requests for assistance for: project materials, labor, and/or specific items supporting a needed improvement or repair, as opposed to contributions supporting an organization's general fund.
- Funding Priorities: (not in priority order)
 - ◆ Parishes/Missions unable to afford a necessity/repair supporting their primary mission.
 - ◆ Catholic Schools unable to afford a necessity/repair that directly impacts students.
 - ◆ OLOJ's open pledge to Notre Dame Prep's capital fund (until completed)
 - ◆ Select Projects (equipment & repairs) for Catholic Organizations that:
 - Support abortion alternatives and follow-on assistance.
 - Support the homeless.
 - Support the aged and/or end-of-life issues.
 - Support medical assistance for the poor.
- Organizations are typically required to identify a point of contact and fill out and submit a written assistance requests form (attached). This information is used in the Committee's initial deliberations. Additional, more detailed, information may be requested depending on the nature of the request.
- Organizations seeking assistance may be asked to meet with the Committee and present information regarding their request and answer questions. Alternatively, depending on the circumstances, a Committee member may visit the organization to obtain additional information and/or background. Committee members will act in the role of liaison and must not be seen as an "advocate" by the requesting organization.
- The Committee as a whole will consider all assistance requests and Committee recommendations will be presented to the Pastor for concurrence prior to any award and operate in accordance within Parish Finance Council norms.
- The Committee will not make grant commitments that are for multiple years.
- Upon award approval, a committee member will follow each project to completion, document results, and advise the committee as necessary.
- The committee will develop a report annually on its contributions from Outreach Funds.

OLOJ Project Assistance Request Form

Organization Requesting Assistance:

Name

Address

Phone Number

E-mail

Contact person: _____

Amount of request: \$ _____

(Please note: The Committee may not consider requests supporting ongoing operating expenses.)

Project Timing: When (in general) are the requested funds required: _____

(Please note: The Committee cannot typically accommodate short lead-times)

Discuss the project(s) for which you are requesting assistance:

- Why is this project important?
- What benefits will result?
- How will the completion of this project help Built up the Body of Christ?

Can OLOJ Parishioners assist in this project? (If yes, please explain)

Please outline all other sources of funds or potential sources of funds for this project:

What are the likely ramifications if funds are not forthcoming?