



In-Parish Tuition Policy

Holy Family is a community of faith. A primary reflection of our faith is our shared values, and a primary expression of these values is our school. While many Catholic schools have closed in recent years, our school continues because of the extraordinary commitment of Holy Family Catholic Church parishioners. Only through responding to God's call to share our time, talent and treasure has this been accomplished. Our Holy Family Catholic School will be able to thrive for decades to come if we can maintain this commitment. It is in this spirit, that we adopt this policy.

A portion of funds contributed through parish pledges and weekend Mass offertory collections are distributed to the school to offset tuition costs. **Based on these contributions, we are able to offer reduced "in-parish" school tuition rates to families that actively engage with the parish faith community by sharing their time, talent and treasure.** The pastor determines which families are sufficiently engaged in the parish faith community to warrant in-parish tuition rates, taking into consideration the following:

- Time***
 - Your family is registered at Holy Family Catholic Church.
 - Your family attends Mass most every weekend with the Holy Family community.
 - Your family participates in parish activities. These are listed in the weekly bulletin.
- Talent***
 - Your family (all children in 5th – 8th grade and at least one parent) share their skills and expertise with the Holy Family community by participating in parish ministries. See Parish Volunteer form for examples.
- Treasure***
 - Your family gives financial support to the parish, pledging a minimum of \$800 per child to the parish (unless the pastor determines a lesser amount is appropriate under your financial circumstances).

The Parish Affiliation Commitment form is signed by the pastor each year to affirm your family's time and talent activities. For the treasure component your family is expected to stay current on a monthly basis with offertory contributions consistent with the amount pledged to the parish offertory. Families are encouraged to enroll in regular monthly automatic payments (ACH) to guarantee remaining current on their pledge. In the event a family receiving the in-parish tuition rate does not remain current on their pledge, the pastor, after considering all relevant circumstances, may withdraw the in-parish rate at his discretion.

This policy does not apply to preschool tuition since there is no in-parish tuition rate. However, preschool families that are Holy Family Catholic Church parishioners are strongly encouraged to support the parish and its many ministries through participating in the annual pledge, making regular offertory contributions and contributing time and talent to the ministries.

We are all asked to respond to Christ's call, each according to the measure granted. Working together we can guarantee the future of Holy Family Catholic Church & School.

What does it take to be an active family in the Holy Family Catholic Church?

- Registration on file in the Holy Family Catholic Church Office.
- Attend weekend Mass at Holy Family Catholic Church most every weekend.
- Participate in parish activities and ministries. 5th – 8th graders and at least one parent are expected to participate in parish ministries. See attached Parish Volunteer form.
- Holy Family Catholic Church annual pledge card on file in the Parish Office.
- Current on a monthly basis with the amount pledged to the parish offertory.

How do I find out if my family is registered at Holy Family Catholic Church or my pledge was received?

Please contact the Parish Office – 503.774.1428 ext 102 or churchlady@holyfamilyportland.com.

How is my family's contribution to the offertory measured?

The parish uses a spreadsheet program that is updated weekly. Many families select offertory direct (ACH) to make their contribution (*this is strongly encouraged*) so that they know their contribution is current every month.

How do I check that my family's contributions are current?

Annual statements will be mailed to your family at the end of January every year for your tax records and to help you confirm your monthly contributions. You can also contact the Parish Office – 503.774.1428 ext 102 or churchlady@holyfamilyportland.com.

What are parish ministries and activities and how is my family's participation measured?

The list of parish ministries are on the attached Parish Volunteer form, and cover a wide range of opportunities from Altar Server to Vacation Bible School. Holy Family has activities each week that are listed in the weekly bulletin (as Fr. Rodel says we have the best bulletin in the Archdiocese so pick one up each week).

Your family checks off the participating in ministries/activities on the Parish Affiliation Commitment form and the Fr. Rodel will review and make a determination. With the wide range of ministries/activities there is something for everyone.

My family gives to St. Vincent DePaul and donates directly to other parish ministries. Are these gifts counted toward my Holy Family annual pledge?

No. While these other ministries are valuable and important, only money contributed directly to the Holy Family offertory is counted in the annual pledge portion of the In-Parish Tuition policy. We have many great ministries at Holy Family: CYO, St. Vincent De Paul, Rosary Club etc. These ministries benefit from a financially strong Holy Family Catholic Church. To keep the parish itself financially secure we need all families to contribute to the general offertory.

We are new to the parish. Are we eligible for the In-Parish Tuition?

Yes! You just need to complete the parish registration, annual pledge card, and have the pastor sign your Parish Affiliation Commitment form.

The expected minimum offertory contribution is \$800 per student per year. The prorating is $(\$800/12)$ per student per month. If a family joins Holy Family Catholic Church in July then they are expected to have contributed $(\$800/12) \times 6 = \400 per student by the end of the calendar year.

What do I do if my family belongs to a different parish?

If your current parish does not have an elementary school, the Portland Archdiocese provides guidelines for parishes to provide a subsidy to supplement your child(ren)'s Catholic education. You must meet the active family guidelines of your parish. You may obtain a subsidy form from the Holy Family Catholic School office for your pastor to complete. If your parish does have an elementary school without sufficient room for your child(ren), you should speak to your pastor regarding the subsidy.



PARISH AFFILIATION COMMITMENT

Dear Friends,

I would like to thank you for choosing Holy Family Catholic School. Your choice assures you of an excellent Catholic education for your child/children that is based on our faith, religious tradition and core human values.

As parishioners, you are eligible for our in-parish tuition discount. This is our gift to you as members of our Holy Family. The parish gives 1 out of every 5 dollars of our yearly offertory to the school as a subsidy. This financial support comes from the pockets of the people sitting next to you each Mass, the people that you see in our parish events, and the people who volunteer and keep our parish going – your fellow parishioners.

To be qualified for the discount, however, you are expected to be an active member of our community as manifested by your weekly Mass attendance, participation in our parish activities/ministries and your sufficient financial support of our parish. This is your part in our partnership in bringing quality and affordable Catholic education to your child/children.

Detailed expectations for qualifying families are explained in the In-Parish Tuition Policy created by the Administrative Council. Please review the policy. Then take the time to prayerfully consider your commitment to our Holy Family, and complete the Parish Affiliation Form on the back of this letter accordingly.

It is a blessing to partner with you in the formation of our children. I am grateful to God for this opportunity to serve you with our principal, Loretta Wiltgen. If you have any questions, please do not hesitate to call or email me.

Respectfully,

Fr. Rodel de Mesa

fatherrodel@holyfamilyportland.com

503-774-1428 X106

Please turn over and complete form on back.



PARISH AFFILIATION COMMITMENT

Family Name: _____

Parent's Names: _____ Envelope # _____

Address: _____

Phone: _____ Email: _____

Names of children to be enrolled at Holy Family Catholic School for **2016-2017 school year**:

1. _____ Grade: ____ 3. _____ Grade: ____

2. _____ Grade: ____ 4. _____ Grade: ____

As members of Holy Family Parish, **we have fulfilled the following requirements in 2015:**
(please check boxes)

- Registered at Holy Family Parish
- Regular attendance at Holy Family weekend Mass
- Participating in parish ministries/activities (see attached sign up)
- Financial support of Holy Family Parish offertory

Special Circumstances: _____

Parent's Signature: _____ Date _____

Pastor's Signature: _____ Date: _____

Office Use Only

- Approved
- Conditional Condition: Missing _____ ACH required Schedule meeting
- Not Approved Comment: _____



2016 Holy Family Catholic Church Commitment

Share an Hour

Each week share your *time* by joining us for weekend Mass.

Each week share your *talent* with an hour of ministry or service work.

Each week share your *treasure* by donating an hour's worth of your wages.

Time

Holy Family is a loving community. Sharing time together at weekend Mass and parish events builds our community and allows us to support each other's faith journey.

Talent

Holy Family is a committed community. As Catholics we are called to do works for each other. By sharing our talents through parish ministries and service work we demonstrate our commitment to those in need. As Fr. Rodel says "We are all in this together as one Holy Family."

Treasure

Holy Family is a blessed community. By donating each week an hour's worth or more of your wages, you are symbolically working an hour for the Holy Family offertory. The offertory funds the basic requirements (lights, water, etc.) and services of our parish. Your weekly donations make the Holy Family Catholic Church possible.

Name: _____ Envelope # _____

My 2016 Treasure Commitment is: \$ _____ Weekly Monthly

I use automated giving (ACH) please change it to this amount.

Please contact me about signing up for automated giving.

Address: _____

Phone: _____ Email: _____

Thank you! Your commitment is crucial for responsible budgeting at Holy Family Catholic Church.

Parish Volunteer Registration Form

Holy Family Parish is a vibrant Catholic community where our parishioners are connected through many valuable ministries and volunteer opportunities. Everyone is encouraged and welcomed to participate in any of our ministries. Please take a moment to look over our opportunities and mark any that interest you. We will have someone contact you with more information very soon. Thank you for your consideration.

Names: _____

Email: _____ Phone Number: _____

Liturgy

- Lector/Commentator
- Eucharistic Minister
- Greeter/Usher
- Traditional Choir
- Contemporary Choir
- Youth Choir
- Cantor
- Pianist
- Guitarist
- Other Instrument:
- Altar Server
- Altar Society
- Friday Adoration of The Eucharist
- Church Decorating

Volunteer Help

- Office Help
- Carpenter, Painter
- Plumber/Electrician
- Gardener
- Parish Newsletter
- Prepare Mailings
- Babysitting (Events, Mother Share)
- Driver for Elderly or Disabled (Sunday Mass or other)
- Collection Counter
- Web Site Development

Education

- Catechist (Sunday programs)
- Children's Liturgy of the Word
- Sunday Pre-School
- Vacation Bible School
- Family Camp Volunteer
- Adult Education
- Sacramental Prep. (Baptism, First Communion, Confirmation, Marriage Prep.)
- Faith Sharing Group Leader
- Women's Day of Recollection
- Bible Studies

Social Action

- Home/Hospital Visitor
- St. Vincent de Paul
- Health Ministry
- Social Justice Commission
- Needleworks
- Prayer Circle-Phone
- Prayer Circle-Email
- Prayer Shawl Ministry
- Meals for individuals or families
- Rosary Makers-adults
- Rosary Makers-children
- Christian Service
- Funeral Reception Assistance

Parish Activities

- Hospitality Committee
- Coffee & Donuts
- Mother Share
- Middle School Youth Group
- High School Youth Group
- CYO Activities
- Youth Scouts
- Christian Services
- Men of Intention
- Backpacks for Kids
- Fundraising Events

Leadership & Administration

- Administrative Council
- Development Council
- Pastoral Council

School Opportunities

- School Advisory Council
- PTO
- Scrip Sales Program
- HEROS Reading Program
- Hot Lunch Help
- School Office Help

Evangelization

- RCIA Sponsor
- RCIA Team
- RCIA for Children

HOLY FAMILY OFFERTORY DIRECT SIGN-UP FORM

AUTHORIZATION AGREEMENT FOR OFFERTORY DIRECT PAYMENTS (ACH DEBITS)

Holy Family Parish
Attn: Business Manager
3732 SE Knapp
Portland, OR 97202

I (we) hereby authorize Holy Family Parish to initiate debit entries to my (our)

(select one)

Checking Account

Savings Account

at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of Offertory Direct (ACH) transactions to my (our) account must comply with the provisions of U.S. law

Depository Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number: _____ Account Number: _____

This authorization is to remain in full force and effect until Holy Family Parish has received written notification from me(or either of us) of its termination in such time and in such manner as to afford Holy Family School and DEPOSITORY a reasonable opportunity to act on it.

Depositor Name (Your Name)

Please deduct the following amount from my account each month

\$ _____

Signature _____ Date _____
(Authorizing Deduction)

Signature _____ Date _____
(Second signature line for accounts that require dual signatures)

ALL DEDUCTIONS ARE MADE DURING THE SECOND WEEK OF EACH MONTH

Please attach a voided check

What is Offertory Direct, ACH?

Offertory Direct debit or ACH (Automatic Clearing House) is used to regularly deduct your chosen offertory gift from your bank account each month.

- Just fill out the Offertory Direct, ACH sign-up form on the reverse of this sheet, send it to the parish and **never worry about taking your check book or losing your envelopes** again.
- **Help our parish plan for our financial future** with your regular gift.
- Once you begin using Offertory Direct, ACH, **you can change the amount you designate at any given time** by contacting our **Business Manager, Luc Normandin, at 774-1428 x 108, or emailing him at BusinessMgr@holyfamilyportland.com.**
- For more information about **Offertory Direct ACH giving** call our **Business Manager, Luc Normandin, @774-1428 x108.**



Thank you for your generosity to our parish. You are blessed!