

How to Create a NARRATIVE BUDGET

SAINT SWITHEN'S Narrative Budget

1. CHOOSE an image that best represents the church.

Examples might be the building itself, the congregation seated at services, or the clergy in action.



2. WRITE a short summary of the congregation and its mission.

St. Swithen's is a community of <summary of congregation and mission.> A narrative budget spreads fixed costs, like utilities, facilities, and salaries across program areas so that we see the impact of our money.

3. DETERMINE the channels used to fund the budget and what percentage of the projected yearly income each contributes.

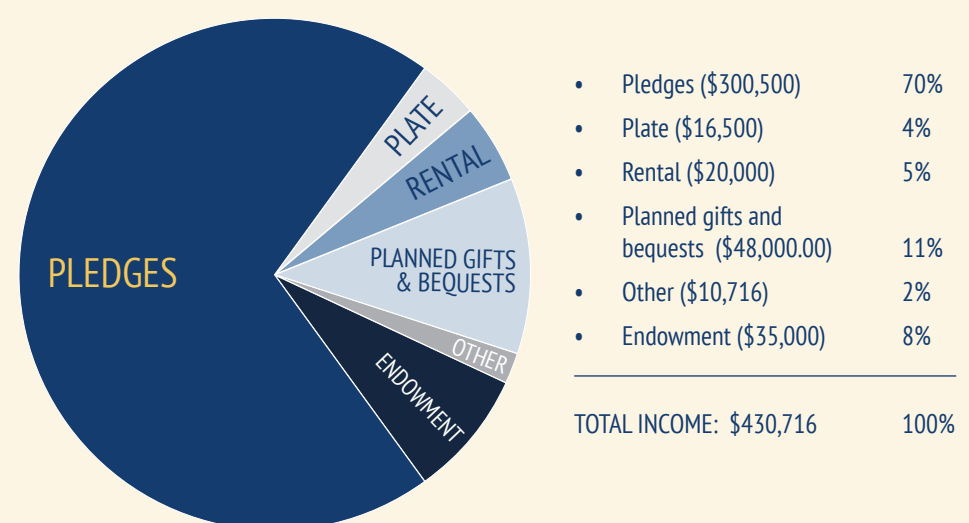
Pledges, plate & flower payments, rental income, columbarium & bequests, and other small sources are examples of income channels to consider.

How We Fund Our Budget

Saint Swithen's funds are raised with the following methods:

- Pledges
- Plate & Flower payments
- Rental Income from a community nonprofit that uses office space
- Planned gift income and bequests
- Other small sources
- A 4.25% draw of our endowment each year for operating income

4. CREATE a chart or graph to illustrate the breakdown of income including dollar amounts.



5. LIST the programs that receive funds from the budget.

Funds are distributed to the following St. Swithen's programs:

- Children and Families
- Community
- Formation (including Sunday School)
- Our Neighbors (outreach and service programs)
- Sacramental Life (liturgy, services, and support for services)

6. CONSIDER the salaries and benefits of all church employees and SPREAD them proportionally over the programs they serve.

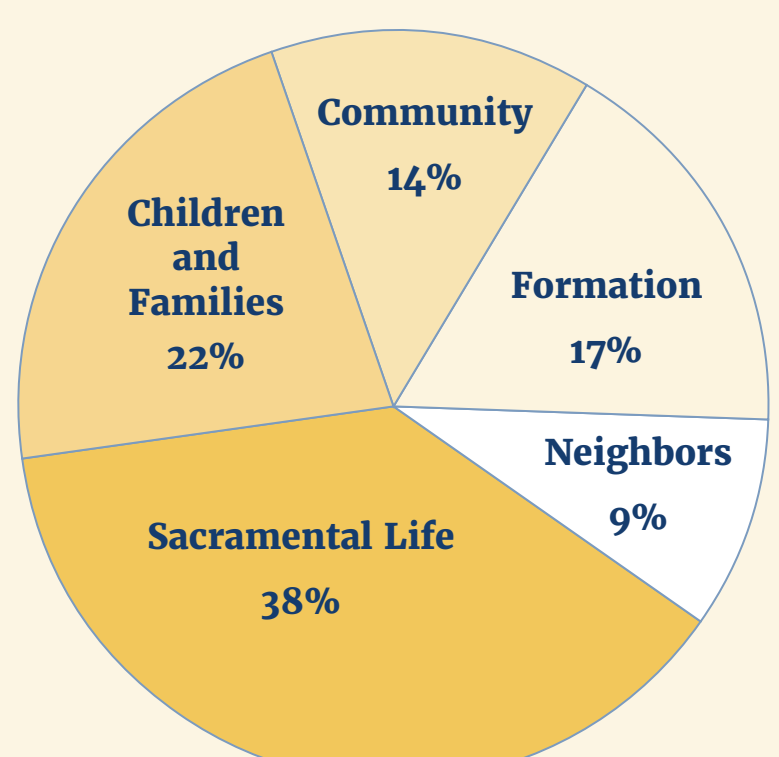
St. Swithen's employs one full time priest, a director of music, a youth coordinator, and five hours a week of office support.

	CHILDREN & FAMILIES	COMMUNITY	FORMATION	OUR NEIGHBORS	SACRAMENTAL LIFE
RECTOR	20%	15%	15%	10%	40%
YOUTH COORDINATOR	50%	10%	40%		
MUSICAL DIRECTOR					100%
OFFICE ADMINISTRATOR	20%	20%	20%	20%	20%

- The Rector divides time between all program areas at the percentages shown in the table above
- The Youth Coordinator divides time between Formation, Community, and Children & Families
- 100% of the Music Director's time is spent in the Sacrament category
- The Office Administrator supports all areas equally.

7. CALCULATE what percentage of the budget is used by each program.

To find the percentage, divide the sum of each column by the total of all salaries combined.



8. WRITE THE NARRATIVE

Using photographs, illustrations, and bullet points, write a paragraph or two about the value of each program and how it contributes to the mission of the church.