

UUFSD Policy and Procedure Document**Policy ID: 180****Title: Minister's Discretionary Fund**

Date Approved: 3/18/20

Purpose

The primary purpose of the Minister's Discretionary Fund is to serve the Pastoral Care ministry of the Fellowship. Specifically, it is to empower the minister(s) to assist members of the congregation, and persons in the larger community, who have a financial or material need.

Policy

This Fund is designated as a reserve fund (i.e. The fund is outside of the annual operating budget. It does not lapse and revert to the Fellowship's general fund at the end of any fiscal year but rather continues to be held for subsequent fiscal years until used to fulfill the purposes of the fund.) Contributions to the fund may be made by individuals or by allocations by the board or from the operating budget. A request for donations to the fund should be made whenever the fund goes below \$500 or at Thanksgiving time each year. Individual contributions must be made to the Fellowship with no restrictions. A contributor can make suggestions of the use of their contribution or of the Fund, but no contribution may be designated for the benefit of any particular recipient.

Procedure

1. The called minister(s) will manage this account at their discretion.
2. These funds will not be used for the benefit of the minister or the minister's immediate family.
3. These funds will not be used for the minister's professional expenses, or any ministry expenses which should be included in the operating budget, or expenses that should be drawn from any other reserve fund.
4. Wherever possible, all payments from the Minister's Discretionary Fund, for rent, utilities, food, car repair, services and the like, should be made directly to the provider (utility company, store, doctor, etc.) rather than to the individual or family in need.
5. If cash or gift cards are disbursed, the recipient will need to provide a signed acknowledgment of the receipt, including the date and amount of the gift.

6. The minister will make a general report of the uses of the Minister's Discretionary Fund at meetings of the Pastoral Care Team, and to the Board. These reports must be done in a way that the confidential nature of the disbursement of funds is maintained.
7. The Treasurer will review the canceled checks, credit card statements or receipts to confirm adherence to the written policy, and will keep confidentiality around any details.