

## **PASTOR'S DISCRETIONARY FUNDS POLICY**

**BACKGROUND:** Some years ago, several members of St. Matthias UMC came together with the idea of collecting funds to provide help to members of this church and the local community in times of need, apart from the regular local missions projects. It was decided that these funds would be collected on Communion Sundays and kept separate from the “regular” offering, which is used for operating expenses or other specially designated funds. It was decided that the Pastor would be the person responsible for deciding the disposition of these funds.

**GUIDELINES:** In order to help as many people as possible through an ever-increasing volume of requests and to support accountability for this fund, the Finance Committee has developed these guidelines for disbursement of the Discretionary Funds.

- 1) Confidentiality of those receiving assistance should be maintained to the extent possible. Knowledge of the transactions should be limited to the Pastor, the Treasurer, and the Administrative Assistant.
- 2) A log sheet will be maintained to record the date, name of person receiving the assistance, amount, and a brief description of the need. (ex: food, gas, electricity, etc). The log will be kept in a locked location at the church.
- 3) The same recipient should be required to wait 90 days before receiving additional assistance.
- 4) Members of the congregation and those with a connection to St. Matthias (ex: former members, family members, friends, neighbors, etc.) will be given assistance before persons in the local community with no connection to anyone at St. Matthias UMC.
- 5) The amount of assistance given should be limited to \$50 per event, except in extraordinary circumstances.
- 6) There will be a determination that the need truly exists.
- 7) All assistance will be given in the form of a church check payable to the source of the need (Ex. utility company, landlord, etc.) or food cards in the case of grocery or gas needs and all of these recorded on the log outlined in paragraph 2.
- 8) If the Discretionary Funds are exhausted prior to a Communion Sunday, no further assistance or disbursements of funds will occur until the funds are available
- 9) Under no circumstances will Discretionary Funds be used to pay for program or other operating expenses of this church.

St. Matthias UMC Finance Committee  
February 17, 2011