

Guidelines for Ministerial Relief Fund Monies

- 1. Purpose.** The purpose of the Relief Fund shall be to provide emergency assistance to continuing members of presbytery and their immediate families who, having exhausted other sources of help, are unable to cope with extraordinary financial burdens caused by uninsured catastrophes such as (a) fire, (b) natural disaster, (c) family crises, (d) medical or emotional problems. The structure of the funding process attempts to balance confidentiality and accountability in the service of meeting unanticipated human need.
- 2. Application.** Application for Presbytery's Relief Fund monies shall be made through the Presbytery's Committee on Ministry or the General Presbyter. The applicant may be asked to furnish a response from the Board of Pensions indicating the extent to which that agency has dealt with the need.
- 3. Authorization.** In order to protect the confidentiality of those who make application for Relief Fund assistance, and in order that assistance might be made available for emergencies within a reasonable time frame, authorization of expenditures from the fund shall be made by the chairperson of the Committee on Ministry and the General Presbyter, acting in concert. Checks will be drawn by the Treasurer or Financial Secretary and signed by the Treasurer or Assistant Treasurer or President of the Corporation. It is understood that neither the General Presbyter nor the Chair of the Committee on Ministry shall be eligible to receive Ministerial Relief funds while in office.
- 4. Administration.** Approval of applications for Relief Fund monies shall be based upon: (a) funds available, (b) adequacy of fund reserves, (c) need in relation to funds purpose, (d) need compared to other applicants. Funds may be provided as either grants or loans and will be so stipulated. When the form of funding is deemed a loan, an agreed upon repayment schedule will be included as a receipt agreement. Decisions to provide or not provide funds shall be reported at the next meeting of the Committee on Ministry with names of applicants, places, etc. deleted to preserve anonymity. Fund records, including gifts, expenditures and loan repayments will be reported annually to Council at its first meeting each year.
- 5. Records.** A confidential file on the nature of each funding request, the person or persons involved, and the purpose of the expenditure, together with copies of checks issued and any additional information that may be necessary to

document expenditures and loan repayments shall be kept on file at the Presbytery office. A record of loan repayments to date will be provided by the Financial Secretary to loan recipients each January. Presbytery's Auditor will include this fund in Presbytery's yearly audit review.

6. Funding. Special gifts may be made to the fund, undesignated, designated for a cause, or designated for any individual. Offerings shall be received at ordination and/or installation services held within the presbytery, and at the Annual Meeting of the Presbytery, to be placed in the fund. A letter will be sent from the Stated Clerk to each church planning an ordination or installation service to lift up this request.

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