



Tapestry: A Unitarian Universalist Congregation

Title: Minister's Discretionary Fund		
Initial Board Approval Date: <i>November 15, 2007</i>	Date First Issued: <i>November 15, 2007</i> (Effective Date)	
Date Board Approved Revision:	Revision #:	Effective Date of Revision:

BACKGROUND/HISTORY/DISCUSSION:

A Minister's Discretionary Fund exists at Tapestry to provide resources for the Minister to use at his/her discretion.

PURPOSE:

The Minister is often made aware of situations where individuals, families or groups, who may or may not be members of the congregation, are in need of assistance. The Minister's Discretionary Fund is designed to be used in such situations.

POLICY:

It is the policy of Tapestry that the resources in the Minister's Discretionary Fund are to be spent:

- in accordance with the mission and vision of the congregation
- only for needs or projects in keeping with the congregation's tax exempt purposes
- as part of the congregation's ministry to its members and beyond, and
- as deemed appropriate by the Minister.

The Minister has sole discretion for the disbursement of money from the Minister's Discretionary Fund, with the following restrictions:

- Funds may not be used for the direct or indirect benefit of the Minister and/or his/her family
- Funds may not be spent on any line item in Tapestry's operating budget

AREAS/COMMITTEES/SUBCOMMITTEES INVOLVED:

The Finance Committee in the person of the Treasurer is responsible for balancing the account and reporting available funds as part of the periodic financial statements.

MODIFYING CIRCUMSTANCES/EXCEPTIONS:

In special circumstances, the Minister may elect to provide support to a specific activity of the congregation, such as a Social Action event, that might otherwise be funded from a budget line item.

DEFINITIONS (AS/IF APPLICABLE):

N/A

PROCEDURE:

Income for the Minister's Discretionary Fund derives from two sources: collection at the Christmas Eve Service and Ministerial counseling fees.

The checkbook for the Discretionary Fund is retained by the Minister, who has signature authority on the account.

When a check is written from the Discretionary Fund, the Minister notifies the Treasurer of the date and amount so the bank account can be reconciled. Payee information is not required.

REFERENCES/CITATIONS (e.g., Roberts' Rules, bylaws, or other policies):

(None)

FREQUENTLY ASKED QUESTIONS (FAQS) AND ANSWERS:

What is the procedure for obtaining money from the Minister's Discretionary Fund?

If a need is known, it should be communicated directly to the Minister. S/he will make appropriate inquiries and decide about financial assistance on a case-by-case basis.

Is there a limit to the amount of money available for assistance?

Distribution of funds will be limited to the lesser of the Minister's determination of need or the balance in the account.

Is there any oversight on the distribution of funds?

No. The Minister has complete discretion over the use of the funds, with the restrictions noted above.

OTHER RESOURCES:

(None)