

Policy # _____
Effective Date _____
Revision Date _____

**UUCSEA
POLICY/PROCEDURE**

POLICY: The ***MINISTER’S DISCRETIONARY* FUND** exists at UUCSEA to provide resources for the Minister to use at his/her discretion as a part of the congregation’s ministry to its membership and to the community in accordance with the mission and vision of the congregation . The minister may only distribute funds for purposes that are in keeping with the congregation’s tax exempt status. The Board of Trustees’ retains administrative control to ensure that distributions are in accordance with its tax exempt status while respecting the confidentiality of individuals who receive assistance. The funds may not be used to benefit the minister or his/her family. Funds may not be spent on any line item in the UUCSEA operating budget.

PROCEDURE:

Income to the MDF will be solicited annually at a Sunday Service and from Ministerial fees as determined by the Minister (weddings, memorial services, speaking honoraria).

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. Individuals or families payee information is not required.

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.

Date approved by the Board: _____

Date approved by congregation if applicable: _____

Signature Board President: _____

Signature Minister: _____