

Christ Lutheran Church

Pastor's Discretionary Fund Policy

Revision 2

Purpose: Christ Lutheran Church owns and operates a Pastor's Discretionary Fund. The fund was established as a restricted fund through the authority of the Congregation Council and is controlled and maintained by that body. The fund is an asset of the church and remains with the congregation when the Pastor departs.

Responsibility: The fund is made available to the Senior Pastor for use in responding to crisis or personal needs that may arise concerning individuals or households in the church or community. It may also be used to provide financial support to bona fide organizations whose purposes are consistent with the missions of the church. The Pastor has sole authority to determine the appropriateness of distributions of discretionary funds subject to the restrictions as noted below.

Policy:

1. Restrictions:
 - a. No funds shall be used for the benefit of the Pastor or any of the Pastor's immediate family members for any reason. Crisis or personal needs of the Pastor or the Pastor's immediate family will be addressed by the Congregation Council.
 - b. No more than \$500 shall be given to any individual, single household or organizations within a six month period and no more than \$1,000 total within any calendar year.
2. Funding:
 - a. The fund is funded by donations designated as "Pastors Discretionary Fund" either with cash or by checks made payable to Christ Lutheran Church.
 - b. Checks made payable to the Pastor will not be accepted and will be returned to the donor.
 - c. Donations made to the fund for the direct benefit of a named individual, household or organization (Pass through funds) will not be accepted and will be returned to the donor.
 - d. Properly made contributions to the fund are deductible by the donors as charitable contributions.
3. Disbursement:
 - a. When there is a need to be met, the Pastor may submit a request for check voucher in advance to obtain funds or submit a request for reimbursement voucher if personal funds were used. The Pastor is encouraged to pay for goods or services directly to the vendor by check or by charge to the corporate credit card. Only upon special circumstances and for minimal amounts should cash be used. The Pastor shall not keep cash on hand for quick disbursement.

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4. Accountability:
 - a. The Pastor shall maintain a confidential record indicating when, to whom and the reasons for the disbursement. This record will be reviewed by two members of the Executive Committee prior to the annual congregational meeting.
 - b. A summary report on discretionary fund distribution indicating the types of need being met while maintaining the confidentiality of the aid recipients shall be included in the annual report to the congregation at its annual meeting.
 - c. The fund is subject to audit annually by standard accounting procedures and the results are included in its financial reports to the congregation at its annual meeting.

5. Special:
 - a. In the absence of the Senior Pastor, Council President may be authorized by Congregation Council to disperse the Pastor's discretionary funds per the policy guidelines.

Revision History:

Revision 2: Approved November 12, 2013