

Policy 084

Minister's Discretionary Fund

POLICY:

The Minister's Discretionary Fund (MDF) is created for member emergencies, intended to be used for one-time emergencies, and not ongoing support. The Minister or, in the absence of the Minister for an extended time, the Past-President of the Board of Trustees (BOT), has autonomy over the use of these funds and does not disclose fund recipients or their purpose to the BOT or Treasurer. The persons authorized to sign this account are specified in P108, NUUC Financial Account Signatures.

The Minister distributes the funds to the Northwoods' community, only, for a variety of emergencies, including but not limited to:

- Food
- Medical emergencies
- Family emergency flights home
- Housing emergencies

Funds for the MDF may come from, but are not limited to, the following areas:

- Fees/Donations from Members' Weddings
- Fees/Donations from Members' Funerals or Memorial Services
- Congregant donations designated for the MDF

Funds accepted may NOT be directed for a specific individual.

The Minister maintains records of funds disbursed, recipients of the funds and the purpose of the funds. Records are kept in a secure, locked location. The Minister is responsible for ensuring that the bank minimum balance, and no less than a positive balance of \$25.00, remains in the fund at all times. The MDF must be maintained in the church's accounting system, and the fund balance (only) will be reported to the BOT by the Treasurer with other financial reporting. The Minister may request the fund balance information from the church administrator or treasurer.

MDF expenditures must be documented in a timely manner. The MDF may be audited at any time by the Treasurer and no less than twice each fiscal year. Prior to the audit, either the names or other identifying information will be blocked by the Minister.

The MDF may NOT be used for the Minister or the Past-President of the BOT or the President of the BOT or for any of their family members.

REFERENCED DOCUMENTS:

- P108, NUUC Financial Account Signatures
- P073, NUUC Fundraising Policy

DEFINITIONS:

- BOT – Board of Trustees
- LMC – Lay Ministry Chair
- MDF – Northwoods Minister’s Discretionary Fund
- NUUC – Northwoods Unitarian Universalist Church

PROCEDURE STEPS:

- A) The Minister will determine if the need can best be satisfied by Lay Ministry, Pastoral Care, or a helping agency located in the member’s county.
- B) The Minister may consult with LMC about any current supports being provided by LMC to any congregants.
- C) Requests of \$500 or less may be evaluated solely by the Minister.
- D) Requests greater than \$500 will be evaluated and agreed on by both the Minister and Past-President. If either one is unavailable, the President of the BOT will serve as the second person as this decision must be made by two people. *(See step G for extenuating circumstances.)
- E) If the approval is denied, the Minister or Past-President may request an emergency hearing by the BOT.
- F) If the request is approved, the Minister or Past-President will write the check for the approved amount.
- G) In an extenuating circumstance that requires the financial support beyond that of the existing MDF as agreed by both the Minister and the Past-President (or in the absence of one, the President), the joint decision may be made to:
 - 1) Make a congregational request to increase the funds in the MDF, for needs that are unmet. Confidentiality is kept regarding specifics of current needs.
and/or
 - 2) Support in the establishment of a fundraiser outside of Northwoods, such as but not limited to, “gofundme” to raise funds if the intended recipient has given permission to forego anonymity for a public, income generating source. The treasurer is informed when this Step 5 Option #2 is implemented.
and/or
 - 3) Other fundraiser activity in compliance with the NUUC Fundraiser Policy PO73. This option also requires the support of the Treasurer.

OTHER INFORMATION - (Attachments, records, other comments as needed):

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