

# Pastor's Discretionary Fund

## REQUESTOR'S INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
STREET/P.O BOX: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
NAME EMERGENCY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
REQUEST FOR: \$ \_\_\_\_\_

## VENDOR'S INFORMATION

SUPPLIER/VENDOR NAME: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
STREET/P.O BOX: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I AM REQUESTING THIS MONEY FOR THE PURPOSE OF:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ACTION VALIDATION

ID PROVIDED: \_\_\_\_\_ (ATTACH TO BACK OF FORM)  
REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
FUNDS WERE ISSUED BY:  CREDIT CARD  CHECK NO: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature of recipient)  
ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## Pastor's Discretionary Fund

**Purpose:** The Pastor's Discretionary Fund is to assist with emergency and temporary needs of people within the community or in transit and to host new guest(s) one-time to a meal. Assistance will be provided for items such as food, utilities, rent, car expenses, and other items needed day to day. (The Elders and Deacons Fund, another account, is available to members.)

**Income:** This fund will be replenished by both the board at the annual budget meeting for a sum of around \$500 depending on the will of the board and designated offerings or donations from individuals. There will be no designated offering taken in routinely scheduled services but rather individuals or groups desiring to contribute directly to this fund.

**Administration:** The fund will be administered by the Senior Pastor and Chair of the Board or a designee agreed upon by both. Any office staff, paid or volunteer, will be permitted to distribute funds with the approval of either the Office Staff or Pastor. The fund will be part of the general assets and no separate account will be segregated.

**Disbursement from Fund:** Funds will be distributed, not to exceed \$50 twice a year, to any individual for those items or like items described above. The payment will be with the church credit card or, in rare situations, a check for the assistance needed. Checks will never be issued to the individual. Payment may be called to the supply/service provider over the phone using the credit card, electronically, or check to the vendor. That amount will be charged against the budgeted funds. Cash, in the amount not to exceed \$25, may be distributed when no other form of payment is reasonable and prudent to do so. Generally, no receipt will be required for this transaction but a statement by the recipient will be written as a receipt of funds.

**Required to Receive:** Any individual, family, or group requiring funds will be asked to fill out a brief description form of what their need is and circumstances around that need. Once that form is received, the individual receiving that form will inquire if other services would be helpful for them such as referral to a physician, financial counseling, counseling of any other kind or help that may be appropriate to assist the individual in self sustainment. Normally food will be distributed from the food pantry and not from the Pastor's Discretionary Fund. The exception may be for fresh meat during a holiday such as a turkey for Thanksgiving or Christmas or other meats that are not prohibitive in cost.

**Identification:** The person will also along with the form provide either a state or government issued identification card which will be copied on the back of the form or will consent to a photograph copied on the back or attached to the form.

**Exceptions:** In rare exceptions payment for an amount up to \$100 may be appropriate. This must be approved by both the Senior Pastor and Chair of the Board or designee.

**Maximum:** Under no circumstances will any one individual, immediate family, or persons living in the same household will receive no more than \$100 in any calendar year.

Approval by the Board on: \_\_\_\_\_

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