

UUFP POLICY

“Parishioner Assistance Fund”

Purpose

To establish guidelines for the use of the Parishioner Assistance Fund (“the fund”, formerly known as the Minister’s Discretionary Fund).

Rationale

1. To prioritize the limited resources available through this fund.
2. To comply with tax code requirements regarding such funds.

Policy

1. The fund exists to provide short-term assistance to individuals and families with a strong affiliation to the Fellowship, whether that is through membership or by establishing a history of involvement and service.
2. For those who are otherwise unaffiliated:
 - a. The fund shall be used to maintain a supply of one-day Hampton Roads Transit bus passes.
 - b. Unaffiliated persons shall be provided a one-day HRT bus pass as well as referral information to LINK.
3. All other disbursements, whether as cash or in other forms, from the fund shall only be made to those who are affiliated.
4. Prior to any such disbursement, the Minister shall consult with at least one of: the President; the Vice-President; the Chair of the Committee on Ministry; the Chair of the Caring Committee.
5. The Minister (or, upon the Minister’s request, the Administrative Assistant) shall obtain a written receipt — including the name, address and signature of the recipient, as well as the date, nature and amount of disbursement — for each disbursement.
6. The Treasurer shall reimburse the Minister for disbursements upon request.
7. The Minister (or, upon the Minister’s request, the Administrative Assistant) shall keep records tracking disbursements and reimbursements.
8. All receipts and records shall be kept confidential but shall be audited annually by the Treasurer.