

1 St. John United Church of Christ
2 520 Fairfield Ave.
3 Bellevue, KY 41073
4

5 **Pastor's Discretionary Assistance Fund Policy**

6 Approved by Church Council - August 2012

7 Revised by Strategic Leadership Council - February 2017

8 Reviewed by Strategic Leadership Council – September 2018
9

10 This policy statement outlines the income, expenses and management responsibilities for
11 the Pastor's Discretionary Assistance Fund (PDAF) at St. John United Church of Christ,
12 520 Fairfield Avenue, Bellevue, KY (the Church).
13

14 Any concerns or questions shall be directed to the Strategic Leadership Council
15 (henceforth known as SLC) or designated Committee/Ministry.
16

17 The PDAF is funded by offerings collected during communion services or other
18 designated times. No offering given for the PDAF may be otherwise designated. All funds shall
19 roll over from year to year.
20

21 The Pastor is responsible for documenting and recording distribution of the fund. All
22 records are confidential and held by the Pastor. The Church acknowledges that the Pastor
23 is authorized to distribute this fund at his or her discretion and is not required to provide
24 any personal details regarding who receives assistance. The Church may request general
25 information regarding types of assistance requested (food, transportation, etc.) to assess
26 the changing needs of the community and individuals.
27

28 The Pastor is encouraged to allocate resources for goods and services, rather than cash
29 assistance - for example: bus tickets or taxi fare, grocery gift cards, hotel, rent or utility
30 bill payment.
31

32 The Pastor shall submit requests for the PDAF to the Treasurer with an Expense Request
33 Form. The Treasurer shall remit funds to the Pastor as indicated on the Expense Request
34 Form, in accordance with the Expense Approval Reimbursement Policy/Procedure. The
35 approved limit on advances from the PDAF is \$300.
36

37 The Pastor shall designate a person to perform his/her duties regarding the PDAF in the
38 Pastor's absence. During a time when there is no called Pastor, the SLC shall designate
39 an appropriate person to administer the PDAF (this person shall not be the Treasurer or
40 Financial Secretary).
41

42 The monthly Treasurer's report to the SLC will include the expenses from the
43 previous month and balance as of the monthly report of the PDAF. The Treasurer shall
44 report the beginning and end of year balance of the PDAF in the Annual Report and for
45 any audits, in coordination with the Administrative Assistant and Financial Secretary.