
Title: **Minister's Discretionary Fund**

1.0 PURPOSE

To provide guidelines relative to funding and use of the Minister's Discretionary Fund.

2.0 RESPONSIBILITIES

2.1 Sr. Minister. (Usage)

2.2 Management Team, Staff and Lay Ministers. (Consultation).

3.0 SOURCES OF FUNDING

3.1 Individual Donations by members of USNH & members of the wider community.

3.2 Donations in Lieu of Payments for minister's role in weddings and memorial services for USNH members.

3.3 Christmas Offering if necessary.

3.4 Annual Budget if necessary.

4.0 USE OF FUNDS

4.1 Internal to USNH. Funds are primarily for the assistance of members in need and to support internal initiatives (examples are special projects or special guests)

4.2 External to USNH. Assistance to external organizations or, under unusual circumstances, assistance to individuals outside the congregation.

4.3 Limits. When funds are sufficient minor support (< \$500) may be provided 3-4 times annually or major support (>\$500) twice before referring an individual or family to outside resources for more sustainable support.

4.4 Consultation. Consult with staff and USNH lay ministers if/as appropriate.

5.0 APPLICATION FOR FUNDS

5.1 Making an Application. With prior consent of the minister, any member of the congregation or staff may apply for assistance. Individual outsiders or organizations may be considered under special circumstances. Outside funds will be limited to one per year. An application form is shown in Appendix I.

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6.0 NOTIFICATIONS, RECORD KEEPING AND PAYMENTS

- 6.1 Publish.** Notifications of the fund's existence will be communicated regularly.
- 6.2 Records.** Use of funds will be recorded on application forms (Appendix I). These will be maintained as a record of expenditures and their purposes.
- 6.3 Payments.** Checks will preferably be direct payments (for rent, car repairs, school etc.) Checks may be made out to individuals by name when absolutely necessary.

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Appendix I

Unitarian Society of New Haven, 700, Hartford Turnpike, Hamden, CT. 06517
203-288-1807 www.usnh.org

Instructions: Please complete and hand this form only to the Minister, in person.

USNH <u>Application for Minister's Discretionary Funds</u>	
Name:	
Address :	
Contact phone Number:	
Best times to call me:	
What are funds to be used for?	
Use additional sheets if needed	
Why is assistance necessary?	
Use additional sheets if needed	
Amount requested:	
Below for use by USNH:	
Approved by / date:	

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REVISION HISTORY

Rev	By	Date	Changes Made
1	Rev Megan / J Hill	10/02/2018	Initial Draft
2	J Hill	10/05/2018	After review with Rev Megan
A	Management Team	10/10/2018	Approved initial release