



Title: Ministry Development Fund
Policy #: 54
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	7/21/2020	STEFANIE TRAKEL	TO PROVIDE GUIDELINES FOR THE USE OF THE MINISTRY DEVELOPMENT DEDICATED FUND
2.0	5/23/2022	DONNA FELCH	TO ALLOW FOR EXPANSION OF CURRENT MINISTRIES
3.0	6/21/22	PAUL H TEN PAS	TO ALLOW FOR HUMAN RESOURCE DEVELOPMENT AND CONSULTING NEEDS
4.0	8/15/23	EXECUTIVE TEAM	TO PREVENT THE FUND FROM GROWING IN EXCESS

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to the ministries of St. Paul only.

3 Policy

The Ministry Development Fund is a dedicated savings account with specific funding and spending restrictions. Funding comes from fiscal year end surpluses.

The fund can be used for the following purposes:

1. To balance the budget at the end of a fiscal year in the event of a deficit.
2. A "jump start" or a "catalyst" for new and/or expansion of outreach programs, mission projects and educational programs which could not otherwise get started due to budgetary constraints. New and/or expansion programs assisted by the Ministry Development fund must be funded through normal budgetary processes by the end of the second fiscal year.
3. To provide unemployment pay for staff in the event of a temporary layoff. This will require the Executive Team to establish specific guidelines for use, in order to create equality amongst all staff, depending on the circumstances of the situation.

4. Unbudgeted expenses for human resources development including individual leadership training, seminars and conferences for enhancing staff capabilities and competencies and group activities to foster staff cohesiveness.
5. Consulting services to address emerging challenges and issues facing the church as well as those facing the community where the church can provide Christian guidance and support.
6. 10% of the fund will be distributed annually to ministries within the church through a Fundraising Match Program.

Approval to use Ministry Development Funds must be authorized by the Church Council. The Council must exercise care not to abuse the fund by making every attempt to monitor income and expense throughout the year in an attempt to balance the budget at the end of each fiscal year.

4 Procedure

The use of the Ministry Development fund must be presented at a Church Council meeting for approval by majority vote, except for Fundraising Match Program, which will follow the procedure below on an annual basis.

Fundraising Match Program

1. At the close of the fiscal year, 10% of the Ministry Development Account will be available for the match program.
2. The DOCA will announce to all ministry leaders how much is available for the upcoming fiscal year and request applications.
3. Ministry leaders will submit form x139 to the DOCA by August 31 of each year, if they'd like to be included in the match.
4. Based on the amounts applied for, the DOCA will notify ministry leaders of their eligible funds available for the upcoming year.
 - a. \$2,000 maximum match per fundraising event
 - b. \$10,000 maximum match in total per ministry
5. After funds are raised, the DOCA will transfer matching dollars from the Ministry Development Account into the respective ministries account.

5 Forms

X 139 – Fundraising Match Program