



Title: Social Ministry Fund
Policy #: 62
EXPIRES: When Replaced
ISSUED BY:
SIGNED:

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	6/21/23	STEFANIE TRAKEL	TO ESTABLISH GUIDELINES FOR SOCIAL MINISTRY DEDICATED FUND USE

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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to members of the church, ministry staff and individuals in the community.

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## 3 Policy

The Social Ministry Fund will be administered by our pastors and church administrator, who will keep adequate records to account for the funds that will be dispersed. However, they will also protect the confidentiality of those being served.

The Social Ministry Fund will be used for emergent needs only. All other requests will be referred directly to Love Inc.

- An emergent need is defined as job loss, eviction or medical issues.

Assistance requests must come from members or referrals from a church member.

Assistance amounts:

- Members – to the discretion of the pastors.
- Non-members – not to exceed \$250 per time, no more than 2-3 times in their lifetime, as they need to find a more permanent solution to improve their financial situation.

Any individual requesting assistance for a second time, must show proof that they are working with Love Inc to improve their situation.

The assistance that will be provided will be in the form of financial assistance to cover basic necessities like food, gas, medications, rent, baby supplies etc.

Whenever possible, assistance is to be paid directly to the debtor. For example, rent is paid directly to the landlord, utility bills directly to the utility company. Temporary housing, such as a hotel room, will be paid with a church credit card.

Cash is not to be used. Gift cards can be used with discretion.

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#### 4 Procedure

Requests can be made by contacting the church office. Congregation members must make the initial contact, either on behalf of themselves or someone they are referring.

Individuals will be referred to Love Inc, unless they indicate an emergent need as described above, in which case they will be directed to a Pastor for assistance. The Pastor will follow the policy when determining assistance.

The Pastor must fill out a requisition slip each time. The purpose must include the recipient's name. This will be included in the general ledger when documenting the expense. If a Pastor is requesting reimbursement, a receipt must be provided.

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#### 5 Forms

None