

Emergency Response Fund Disbursement Policy

(formerly known as The Ministers' Discretionary Fund)

1. Each year UUCA will collect money during the January "Share the Plate" collection to fund the budget line-item "Ministers' Discretionary Fund."
2. As per the Executive Team, the "Minister's Discretionary Fund" is changed to the "Emergency Response Fund."

5. Distribution Policies:

1. At no time shall any member of the staff give out cash from either their personal account or the church's accounts.
2. The church will not distribute funds directly to individuals in need. Instead, the church will disburse funds to an agency such as the individual's landlord for rent, a gas or electric bill, a car payment, etc via a written check.
3. The Emergency Response Fund will purchase gas and grocery cards to be distributed on an as-needed basis by a minister of the congregation. In the absence of a minister, the Administrator is empowered to hand out the cards. The names of recipients of gas or grocery cards will be documented.
4. An individual may request one gas card OR one grocery card per quarter not to exceed four total gift cards per calendar year. The recipient's name and date of distribution will be recorded in the Emergency Response Fund binder.
5. The Emergency Response Fund may also be accessed to cover emergency costs incurred, such as emergency need for food, clothing or shelter. No more than \$200.00 per individual per year may be distributed, except by special permission granted by the Executive Team. All monies distributed will be documented in a place accessible to staff & ministers.
6. The Administrator will keep the ministry team/staff apprised of existing/remaining funds on a quarterly basis (Jan – March/ April – June/ July – September; October-December.)
7. The ministers/staff may not promise funds to a person requesting support once the Emergency Response Fund is depleted.

Adopted June 18, 2015

Amended June 25, 2019

Amended September 27, 2019

Amended October 10, 2019

Confirmed by Executive Team on (10/10/19)