

St. John's Episcopal Church
Crawfordsville, Indiana

Rector's Discretionary Account Policy

This Policy is adopted by the Vestry of St. John's Episcopal Church, Crawfordsville, Indiana for the purpose of setting parameters around the disbursement of funds designated "Rector's Discretionary Account."

Purpose: Funds which are deposited into the Rector's Discretionary Account ("Account") are to be used solely to aid the poor and for such other "pious and charitable purposes consistent with the Church's mission" (see Canon III.9 5(b)(6) and the Manual of Business Affairs of the Episcopal Church, Chapter V).

Funds received by the clergy for performing weddings, funerals or similar ministerial functions are to be deposited into the Account. The Account may not be considered funds of the clergy nor may the funds be used by the clergy for personal benefit.

Eligible Persons or Organizations: The Account may be used for payment of housing or temporary lodging, or for utilities, medical and other similar needs of persons who are in need.

Payments may be made to Organizations whose stated purpose is to assist the poor in lieu of payments to vendors who have provided, and are owed monies from individual persons/family units if the clergy has investigated the Organization and believes that the Organization will use the funds for the Purpose stated above.

Expenditure for a purpose that the Vestry has declined to fund is not an appropriate use of discretionary funds.

Procedure for Disbursement:

1. Clergy making a disbursement from the Account shall request the name, address and contact information from the person for whom the payment is to be made.
2. Such persons shall demonstrate that they have no personal sources of funds for such payments.
3. Payment shall be made to the landlord, motel, utility, medical provider or similar vendor and may not be made directly payable to the person requesting assistance.
4. Record of the disbursement shall be made in the check register noting the above information such that the Treasurer and Auditor are able to perform their responsibilities relative to the Account.
5. Payments may not exceed \$300 per calendar year per person/family unit.
6. Payments may not be made per calendar year for the same reason (e.g., may pay rent only once per year).
7. No disbursement may be made payable to cash.

Reporting to Vestry of Disbursement: The clergy shall report to the Vestry when funds are disbursed from the Account. Such report shall not use names of the individuals requesting funds (to preserve pastoral confidentiality). However, the report shall identify date, amount and purpose. The report shall be made in any month when there is disbursement of funds from the Account at the next meeting of the Vestry.

The Account: All deposit accounts for clergy discretionary funds should be approved by the Vestry and be opened using the congregation's Federal Employer's Identification Number. The bank accounts should be in the name of the congregation and not that of the rector or other individual member of the clergy. Discretionary funds are subject to audit and are included in financial reports following standard accounting procedures. Discretionary funds should remain with the congregation when the clergy leaves.

The Account shall be reconciled monthly in accordance with the regular practices of St. John's for its other checking accounts. The clergy shall not reconcile the Account. If any questions arise regarding disbursements from the Account, they shall be promptly taken up with the clergy; no further disbursements may be made from the Account until the questions are resolved to the satisfaction of the Treasurer.

Adopted by the Vestry:

Date: _____

Senior Warden

Treasurer

Clergy