

First United Methodist Church of Westfield

Pastor's Discretionary Fund Policy

This policy statement outlines the guidelines for the acceptable use of a pastor's discretionary fund and the responsibilities associated with the operation and management of such fund at First United Methodist Church of Westfield. Any concerns or questions shall be directed to the Finance Committee.

The pastor's discretionary fund is held in an account held by First United Methodist Church of Westfield. The funds in this account are raised via the annual budget of the church, designated donations or via a special offering.

The pastor is authorized to withdraw from this fund to help those in need and is not required to publicly disclose the names of the recipients. However, all expenditures from the fund shall be documented including date and the details of the nature of the assistance provided (food, transportation, housing, etc.).

It is recommended that funds should be provided in the form of goods and services, rather than cash assistance—for example, bus tickets, food gift cards, taxi fare or payment to the landlord for rent - but final discretion is given to the pastor as to how funds should be distributed.

The fund may not be used to benefit directly or indirectly the pastor or the pastor's family. The fund may not be used on projects which might present an actual or potential conflict of interest or the appearance of impropriety.

The pastor is the sole signatory on the discretionary fund account and has sole access to the debit card for the account. The pastor is entrusted to make sound fiduciary decisions so as to ensure discretionary funds are available to help as many people as possible. The pastor shall make available upon the annual audit or when asked by the treasurer an account of disbursements.

Because the fund is an asset of the church, it will be included in the annual audit. The treasurer shall report the yearly balance of the discretionary fund and the amounts disbursed during the year for the annual audit.

Date Adopted by Administrative Council: 11/26/18

Senior Pastor Rev. Will [Signature]

Date: 11/26/18

Trustee President [Signature]

Date: 11/26/18