

Pastor's Discretionary Account Policy

Holy Spirit Lutheran Church

This document supersedes any and all previously dated documents of the same title and intent

	Required? Y or N	Date
Approved by Council	Y	2/20/2013
Approved by Congregation	N	
Approved by Synod	N	
Date Effective	-	2/20/2013

Pastor's Discretionary Account

The Pastor's Discretionary account is intended to give the Pastor discretion and authority, within the limits and guidelines below, to provide confidential financial support to individuals in the church or community.

The Finance Committee recommended and Church Council approved the following Pastor's Discretionary Fund Policy

Guidelines

1. Pastor has sole authority to determine the appropriate distribution of the discretionary funds within these guidelines.
2. Funds for this account may come from designated giving and will be deposited to, and withdrawn from, the designated account within the Current Fund.
3. Donations to the account may not be designated to a specific individual.
4. Confidentiality of those receiving assistance should be maintained to the extent possible. Knowledge of the transactions should be limited to the Pastor, and the Treasurer.
5. No checks will be made out to cash. Every effort should be made to write checks directly to a merchant or agency for goods or services.
6. No funds shall be used to benefit the Pastor or any of Pastor's family.
7. This account is not to be used as a reimbursement account for a Pastor's business expense nor to augment, reward, nor as a gift to any regular staff member of this or any other organization.
8. The Church Treasurer and/or Financial Secretary shall maintain the requisitions submitted by the Pastor on file, and they shall be available during the annual Church audit when the Pastor's Discretionary account is audited along with the other Church accounts.