



MINISTER'S DISCRETIONARY FUND POLICY

The following resolution was duly adopted by the Governing Board of the Unitarian Universalist Church of Loudoun (UUCL) at a regularly called meeting held on November 4, 2004, a quorum being present:

Whereas The Unitarian Universalist Church of Loudoun (UUCL) desires to maintain a Minister's Discretionary Fund to provide confidential assistance to church or community members facing financial need; and

Whereas, without adequate documented policies and controls, such a fund could be construed as constituting income to the benefit of the Minister; therefore be it

Resolved, that The UUCL hereby adopts a Minister's Discretionary Fund Policy, upon the following terms and conditions:

1. This fund is for use by the minister for the good of others in the congregation, the community at large, and the wider UU Movement at the minister's discretion. Use of the fund must be consistent with the mission, covenant and by-laws of the church. Our intent is that the use of the funds will be kept confidential, except as noted below.
2. The minister will not use the fund for his/her personal benefit nor for the benefit of any member of his/her family. The fund shall not be used for business or professional expenses incurred on behalf of the church. The Discretionary Fund is intended only to meet confidential pastoral and charitable needs.
3. The Minister's Discretionary Fund shall be funded from the Church's Operating Budget and from designated voluntary contributions from individuals. In order to ensure that contributions to the Fund are considered charitable and thus tax-deductible, no contribution may be designated for the benefit of any particular recipient.
4. The minister will maintain the checkbook specific to the Discretionary Fund account listing at a minimum the date, amount, recipient and purpose for each transaction. The UUCL Treasurer will review the account statements and cancelled checks monthly. The treasurer is expected to maintain strict confidentiality unless some inappropriate transaction is discovered, in which case it should be brought to the Board. The treasurer shall report monthly to the board the aggregate amount of additions to and disbursements from the account as well as the current balance. Neither the recipients nor the purposes of the disbursements shall be regularly reported to the board.
5. This policy is intended to maintain the necessary trust involved in management of the fund, and to make it clear that contributions to the fund are not income for the minister.

RECORD OF CHANGES:

Date Change

Oct 2, 2010 approved by Board