

**Our Saviour's Lutheran Church**  
**Policy: Deacon's Fund Administration**  
**Date: February 14, 2011**

Introduction

Our Saviour's Lutheran Church maintains a Deacons's Fund that is used to assist those in need due to financial hardship. This fund is supported strictly through cash donations from congregation members, memorial offerings, etc. This fund is not a budgeted item.

Policy Purpose

This policy provides guidelines for distributions and ensures that the fund resources are used in a wise, compassionate manner.

Policy Specifics

This policy establishes assistance guidelines for both congregation members and non-members. It also recognizes additional community-based assistance resources.

The administrator of the Deacon's Fund is the current pastor of Our Saviour's Lutheran Church. If the current pastor is unavailable, the council/congregation president of Our Saviour's Lutheran Church will act as the administrator.

<b>Type of Assistance</b>	<b>Member Access</b>	<b>Non-Member Access</b>
Gas	\$30/week not to exceed \$90 per quarter. Payment will be via voucher to participating gasoline stations.	\$30/week not to exceed \$90 per quarter. Payment will be via voucher to participating gasoline stations.
Food	Refer to Food Pantry (if no assistance is available at food pantry, member may return for assistance which will be provided at the administrator's discretion. In this instance the Food Pantry should provide documentation that no assistance is available.)	Refer to Food Pantry (if no assistance is available at food pantry, non-member may return for assistance which will be provided at the administrator's discretion). In this instance the Food Pantry should provide documentation that no assistance is available.)
Rent	Up to one month rent per calendar year. Must present payment request directly from landlord.	Refer to community based assistance.
Utilities	Member should first seek assistance via utility provider. If there is still a need, additional assistance is at the discretion of the administrator. Reimbursement must be made directly to the utility provider.	Refer to community based assistance.
Medical	Member should first seek assistance from community based organizations. If there is still a need, additional assistance is at the discretion of the administrator. Reimbursement must be made directly to the medical provider.	Refer to community based assistance.

<b>Type of Assistance</b>	<b>Member Access</b>	<b>Non-Member Access</b>
Auto Repair	Auto repair is at the discretion of the administrator.	Refer to community based assistance.
Prescription	On an emergency basis, assistance may be provided for prescription co-pays. Assistance is limited to one reimbursement per quarter. Payment must be made directly to the pharmacy. Member must present a copy of the charge that is owed.	Refer to community based assistance.
All Other	Requests for other types of assistance may be provided at the discretion of the administrator.	Refer to community based assistance.

Administration:

See associated procedure.

Annual Review

Deacon's Fund utilization will be reviewed annually in January. A report shall be prepared and presented by the administrator detailing the type of service utilized, the number of people obtaining assistance, the contributions to the fund and distributions from the fund. Data presented will be at a summary level only – no individual identifying information will be included.

**Our Saviour's Lutheran Church**  
**Procedure: Administering the Deacon's Fund**  
**Date: February 14, 2011**

Requests:

Requests for assistance shall be made directly to the office secretary of Our Saviour's Lutheran Church. The office secretary shall perform first level triage of the request to include:

- Determining if the requestor is eligible for assistance per the associated policy.
- Referring requestor to appropriate community-based assistance.
- Collecting required paperwork from requestor including a request for assistance form and other documentation mandated per policy.
- Briefing administrator regarding requests.

The office secretary may disburse gas vouchers per the policy. All other fund disbursements are to be handled by the administrator (as defined in the policy). Disbursement will be in the form of a check payable directly to the vendor.

Record Keeping:

The office secretary shall maintain a spreadsheet or other data base with information contained on the request form. This data shall be used to ensure that any one individual does not exceed usage as outlined in the policy. Additionally this data shall include information necessary to providing data for the annual council audit as defined in the policy.

Account Organization

The Deacon's Fund is maintained as a checking account separate from any other funds of Our Saviour's. The administrator shall be authorized to sign checks originating from this account. It is the administrator's responsibility to contact the financial organization holding the account to ensure they are authorized to access the account and sign checks. As a backup, the council/congregation president shall also have access to sign checks. It is the responsibility of the administrator to ensure that the council president has authority with the financial institution to sign checks from this account.

Checkbook and voucher storage

The Deacon's Fund checkbook and gas vouchers shall be stored in the office safe. The administrator or office secretary shall remove and use these items in the normal course of administering the policy.

**Our Saviour's Lutheran Church  
Request for Deacon's Fund Assistance**

Date:

Name:

Address:

City/St/ZIP:

Member of Our Saviour's                       Non-Member

Type of expense assistance requested:

**AMT**

Gasoline

Food

Rent: Landlord name: \_\_\_\_\_

Utilities

Medical: Provider name: \_\_\_\_\_

Auto Repair: Vendor name: \_\_\_\_\_

Prescription Co-Pay: Pharmacy name: \_\_\_\_\_

Other (provide description) \_\_\_\_\_

Signature of requestor:

**Administrative Use:**

Funds disbursed:  Yes     No

Referred to community based assistance:  Yes     No

Amount disbursed: \_\_\_\_\_

Check number \_\_\_\_\_

Payable to: \_\_\_\_\_