



Human Needs Fund Policy

The “Human Needs Fund” was established as a minister’s discretionary aid fund that was created in 2015 from which the minister could discreetly release small amounts of money to help a congregant in financial distress, in a timely, confidential manner. It is a balance sheet account that is funded by a couple of Sunday morning plate collections and/or direct fundraising to the congregation. There is a separate checking account for this fund.

Guidelines:

- The funds be used for congregants, with only one payment/household/year
- It is preferred that checks be written to the receiving organizations (ex-car repair shop, NYSEG, etc) vs “cash”
- A confidential log will be kept of the families receiving assistance.
- The use of the fund will be confidential, at the discretion of the minister or Human Needs appointee. The fund and disbursements will be reviewed annually by the Treasurer, and part of any full audit.

In the event the position of minister is vacant, a single individual designated by the Care Team will serve as the contact for anyone who needs the support provided by this fund. The Care Team can develop its own process for deciding how to allocate the fund, but the identity of people seeking its support shall be known only to the designated contact person. The Care Team should consider designating a back-up person should the designated person be away or incapacitated or have a conflict of interest. The Care Team will designate a Financial Officer to disperse these particular funds. In the event

the Financial Officer is unavailable, the Congregational Administrator may disperse these funds.

The following people have access to this account: the Treasurer, the Administrator and a designated member of the Care Team.

Policy Updated April 15, 2026 at the Board of Trustees Meeting