

**Glory Lutheran Church  
Pastoral Care Fund Distribution Guidelines**

Glory Lutheran Church Council has established a Pastoral Care Fund for the short term support of individuals or families in need. The following shall apply for the distribution of financial support.

1. The Pastor shall identify the individuals or families in need of support.
  - a. Families or individuals may discuss their situation and need with the Pastor.
  - b. Congregation members may become aware of an individual or family need and share that information with the Pastor.
2. The Pastor shall make a recommendation to Church Council for the approval of support outlining the form, amount and duration of the support. The name of the individual or family shall remain confidential.
3. Subject to funds being available in the Pastoral Care Fund, Church Council may approve:
  - a. The recommendation for support.
  - b. A fund raising campaign in support of the need.
  - c. A request for donations in support of the need.
4. Upon approval, the name of the individual or family shall remain confidential to the Pastor, Treasurer and one other designated Council member with signing authority.
5. The family or individual will be advised of approval by the Pastor.
6. The Treasurer will contact the individual or family to outline the details and arrangements for financial support. Those receiving support shall be advised that the appropriate Canada Revenue Agency forms will be submitted.
7. Receipt of donations to the Pastoral Care Fund shall be in accordance with the Reception of Donations Policy and CRA regulations (e.g. contributions to the fund cannot be accepted if they are directed by the contributor for use by a specific named individual or family).

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**\* Additional guidelines under point 8 dealing with gift cards to follow points 1-7 on the original document (as named above)**

03/10/2021

8. There are occasions where the Pastor finds it helpful to be able to give gift cards to those who are in need. In order to manage this (including reimbursement for the purchase of gift cards), the following guidelines shall apply.

a. Prepaid grocery store gift cards shall be the primary means of support. Gift cards in various amounts of \$100 or less may be purchased by the congregation and kept in the church office for this purpose. They should be kept in a secure location (such as in a locked file cabinet) to which only the people that are authorized to distribute them have access (such as the Pastor, the Office Coordinator and perhaps the Council Chair).

b. An inventory sheet shall be maintained to keep track of the gift cards that are on hand and when they're being distributed with a note indicating the date and the name of the recipient.

c. For amounts of \$100 or less which the pastor pays out of pocket on behalf of the congregation, the pastor shall submit an expense claim form and provide the name of the recipient and the date when the gift was given.

d. Original receipts for gift cards or any other purchases should be submitted to the treasurer along with a cheque requisition form for reimbursement.

e. If the amount given to an individual within one calendar year exceeds \$500, the Pastor shall make a recommendation to Church Council for the approval of support outlining the form, amount and duration of the support. The name of the individual or family shall remain confidential.