



Sample Pastor's Discretionary Fund Policy for XYZ Church

This policy statement outlines the guidelines for the acceptable use of a pastor's discretionary fund and the responsibilities associated with the operation and management of such fund at XYZ Church.

Any concerns or questions shall be directed to the Finance Committee.

The pastor's discretionary fund is held in an account held by XYZ Church. The funds in this account are raised either via the annual budget of the church or via a special offering .

The pastor is authorized to withdraw from this fund to help those in need and is not required to publicly disclose the names of the recipients. However, all expenditures from the fund shall be documented including the details of the nature of the assistance provided (food, transportation, housing, etc.).

Funds should be provided in the form of goods and services, rather than cash assistance—for example, bus tickets, food gift cards, taxi fare or payment to the landlord for rent.

The fund may not be used to benefit directly or indirectly the clergy person or the clergy person's family. The fund may not be used on projects which might present an actual or potential conflict of interest or the appearance of impropriety.

The pastor shall submit requests for discretionary funds to the treasurer. The treasurer shall remit funds to the pastor as indicated on the requested voucher. The approved limit on advances from the discretionary fund is _____.

Because the fund is an asset of the church, it should be included in the annual audit. The treasurer shall report the yearly balances of the discretionary fund and the amounts disbursed during the year for the annual audit.

Date Adopted _____

By _____

Senior Pastor _____

Date _____

Treasurer/Finance

Chair _____ Date _____