



Policy Location:	GSFS - 3	Created: 9/9/2018
Title:	Human Needs Fund	Revised: 7/11/2025
Policy Owner:	Financial Stewardship Team	
Associated Documents:	GSFS – 1 Financial Stewardship Team Policy; GSA - 17 - Online Membership Database Policy	
Last Reviewed:		

Policy

Purpose

The purpose of the Human Needs Fund is to provide monetary support to members (and non-members at the discretion of the minister and staff) in times of significant emergency and financial need.

Procedure

Requests are reviewed and approved by the minister, and the funds are distributed by the Finance Coordinator. A confidential report of annual funds distributed is held by the Minister and Finance Coordinator, and shared with lay leadership, including the Treasurer and other appropriate leaders.

The Human Needs Fund can be a recipient of the Christmas Eve services plate donations or one of the shared plate offerings. Contributions to the Human Needs Fund can be allocated via the annual budget, designated by families as the preferred use of memorial gifts received, or donated in celebration or appreciation of an occasion or person. Contributions should not supplant a person's support of the annual pledge campaign.

The Fund will be administered as follows:

1. When a donation is received from someone who is not in our database, a church staff member will send a written thank you to the donor to acknowledge the gift.
 - a. Otherwise their donation is recorded in our database.
2. Contributions will be deposited in the general account of the church. A named liability fund on the Balance Sheet will serve to reserve the money from year to year for the uses designated herein.
3. When a need arises relating to an emergency financial situation of a congregant (and non-members at the discretion of the minister and staff) of our church:
 - . The Minister initiates the process to give funds to a member (and non-members at the discretion of the minister and staff) of the church for occasional assistance with items such as transportation, household set-up, household repairs, rental assistance, groceries, gas and medical needs. Generally, the maximum amount a congregant can receive in one year is \$1,000 for a member and \$500 for a non-members at the discretion of the minister and staff.
 - . The Minister will determine who will receive money, in what amount, and in what form—check, cash, or money card. Approval can be in person, by phone, or e-mail.
 - . Human Needs funds are intended to provide temporary support to the recipient and may be considered a loan which is encouraged to be repaid to the Fund when possible. Repayments made to the Finance Coordinator will be brought to the attention of the Minister.
 - . Accounting procedures for the disbursement of cash from the Fund will be developed by the Finance Coordinator, in accordance with best practices.