Minister’s Discretionary Fund Policy

Date of Policy Approval: 2/11/2010; 11/26/2019; 09/16/2020 Policy Updated: 11/16/2022

Policy Owner: Board of Trustees

The use of the Minister’s Discretionary Fund (hereafter MDF) is at the minister’s sole discretion. However, the primary intent is for Members or Affiliates of the congregation who are experiencing short-term financial hardship to be the recipients of the Fund. Any MDF payments made to an employee for emergency assistance are taxable and the receipt needs to be submitted to the treasurer for entry on payroll,

Discretion should be used when an occasional non-member experiencing short-term financial hardship approaches the Church. In this case, the Minister should verify that all other community resources have been exhausted. Funds should be issued only once to the non-member. If another request for funds is made, it is recommended that the recipient check other community resources listed below. (See Resources listed).

Conservation of the MDF account should be practiced since this fund does not appreciate quickly. Consideration should be given to paying a percentage of a utility bill, rent, etc. to stretch the funds to assist multiple people. The MDF account is dependent on individual contributions and special offering collections.

In each case, the distribution must be in keeping with the tax-exempt purposes of the Second Unitarian Church of Omaha, as defined in its Articles of Incorporation and By- Laws. These purposes allow assistance with short-term financial needs such as: food, shelter, clothing, medical expenses, and transportation.

It is the intention of the Board of Trustees that this policy comply with the US Tax Code to reduce possible financial liability to the Minister and those who donate to the MDF.

It is the intention of the Board of Trustees that this policy allow for the highest level of pastoral confidentiality; that is, no one will know who the Second Unitarian Church member, affiliate recipients or non-member of funding are, other than the Minister.

It is the intention of the Board of Trustees that under no circumstances can the Minister or members of the Minister’s family be recipients of funding from the MDF.

To ensure that the Congregation has full control of the use of the MDF through its Board of Trustees, as well as that pastoral confidentiality is held for Second Unitarian congregational members and affiliates who receive funds from the MDF: no less than twice a year, or at any time at the request of the Chair of the Board of Trustees, the Minister and the Chair of the Board of Trustees shall review the use of the MDF. All information requested as to the use of the MDF will be provided by the Minister, other than the names of Second Unitarian congregants who have received money from the MDF.

The MDF is held in a separate checking account, titled *Second Unitarian Church Minister Discretionary Fund* at Core Bank in Omaha. The checkbook and statements are held in a locked file cabinet in the Minister’s Office. The Minister and the Treasurer receive copies of the monthly financial statements of the MDF account.

The checks written on the MDF require only one signature, which will usually be the Minister. The Treasurer or Chair of the Board of Trustees also has signing authority for use during times of ministerial absence. During a ministerial absence, the Chair of the Board of Trustees shall assume the minister’s role in disbursing funds from the MDF, in accordance with these policies. In these cases, the Chair of the Board of Trustees or the Treasurer will have the authority to sign MDF checks.

In all cases where it is possible, the Minister should give MDF funds indirectly to recipients rather than directly. That is, if rent is being paid, the check should be made out to a proprietor. In these cases of indirect support, a receipt should be requested as documentation.

Sometimes it is not possible for a check to be used, such as when a recipient is requesting financial support through a crowdfunding website. In cases where the use of a check is not possible, the Minister may use their church-issued credit card, and then reimburse the Congregation through writing a check from the MDF to the Second Unitarian Church of Omaha. The debit card tied to the MDF may also be used**,** however, these debit cards are not as secure as a credit card, and the bank does not usually cover the losses. A receipt is always required when the Minister’s credit card or debit card is used. The receipts for each event must be stapled to the appropriate bank statement.

Under no circumstances is the Minister to withdraw cash from the MDF account to give to an individual needing assistance. A check or a church credit card must be used. A debit card may be used but the reason (Gas, food) must be noted on the copy of the payment receipt.

Each week, one-half of the offering is set aside for Share the Plate which the MDF receives on the 5th Sunday four times a year. **T**he Minister’s Discretionary Fund will receive one-fifth of the total set aside in months when there are five Sundays, with the remaining four-fifths of the set aside designated for the Social Justice Committee’s current Share the Plate funding partner.

Community Resources:

Shelters

Catholic Charities Omaha

*Domestic Violence*

402-558-5700- 24 Hour Crisis Line Catholic Charities Council Bluffs *Domestic Violence*

712-328-0266 or 1-888-612-0266 (toll

free)

HFS Safe Haven *Domestic Violence* 1-800-523-3666

MICAH House *(families* & *women)*

712-323-4416

1415 Ave J, Council Bluffs MOHM's Place/Joshua House

*Men only*

712-256-3940

1435 N 15th St., Council Bluffs Open Door Mission/Lydia House 402-422-1111

2323 N 23rd St. E Omaha, NE Siena/Francis House

402-341-1821

1702 Nicholas St. Omaha, NE Stephen Center *(clean* & *sober)* 402-731-0238

2723 Q St. Omaha, NE

Youth Emergency Services {YES) 402-345-5187; ages 16- 24

Free Meals

Community Food Sel"Vings

Wed 9am-11am; Gene Leahy Mall

FOOD NOT BOMBS

Sundays 2pm-3pm Gene Leahy Mall area Inclusive Life Center

402-575-7006; 4501S 96th St.

Sunday sack lunch at 4:30pm (14th &

Douglas- 10th & Farnam) Least of My Brethren

4th Saturday 8am-10am McMahon

Hall 723 S 27th St. MOHM's Place

Breakfast 8-9am; Dinner S-6:30pm Open Door Mission Men's Center Mon-Fri Lunch 11am-1pm Sa!vatlon Army North Corps

2424 Pratt St., Omaha, NE

402-4S1-4048

Mon-Fri 11:30am-1pm Siena/Francis House Dinner from 5-6:30pm

St. Vincent de Paul Holy Family Mon-Fri Sack Lunch

1715 Izard St., Omaha, NE Takln' It to the Streets

Sun 10am; 3rd Sat 11a - 2p 28 Pearl St. Council Bluffs Trinity Episcopal Church Lunch 12-1:30pm

113 N 18th St

Health Care

All Care Health Center 712-325-1990

902 S 6th St, Council Bluffs, !A Charles Drew Health Center 402-451-3553; 2915 Grant St.

Community Alliance {Mental Health) 402-341-5128; 4001Leavenworth St. Douglas County Community Mental Health Center

402-444-7931; 4102 Woolworth Ave Lasting Hope Recovery Center

402-717-4673; 415 S 25th Ave,

Omaha

Nebraska AIDS Project (NAP)

402-552-9260; 250 S 77th St. Omaha

One World Community Health Center 402-734-4110; Livestock Exchange Bldg 4920 S 30th St. Omaha

Safe Harbor {Peer Support)

402-715-4226; Next to Lasting Hope

Housing-Related Services Bellevue Housing Authority

402-734-5448; 8214 Armstrong Cir [www.sarpyhousing.org](http://www.sarpyhousing.org/)

Central Park Tower (62+ or disabled) 402-341-5130; 1511Farnam St.

Douglas County General Assistance 402-444-6215, opt 5; 1111S 41st St.

Douglas County Housing Authority 402-444-6203; 5404 N 107th Plz

[www.douglascounty.com](http://www.douglascounty.com/) Durham Booth Manor {62+)

402-898-5880; 923 N 38th St. Omaha

Family Housing Advisory Services 402-934-7921; 2401Lake St. Omaha

[www.fhasinc.org](http://www.fhasinc.org/) Heart Ministry Center

402-451-2321; 2222 Binney St.

Omaha

Housing Search Engine [www.housing.ne.gov](http://www.housing.ne.gov/) Munldpal Housing Agency

712-322-1491; SOS S 6th Council

Bluffs [www.mhacb.org](http://www.mhacb.org/) Omaha Housing Authority

402-444-6900; 1823'Harney St.

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oha.cityofomaha.o,rg

Park East {62+ or disabled) 402-345-3168; 539 5 26th Ave

Salvation Army {Utility only; 60+ or

disabled)

402-898-5860 (Dougfas & Sarpy Co.) 402-898-5885 (All other counties) SA St. Vincent de Paul Omaha

402-346-5445 or call the local Catholic Parish in your area

Thrifty Nickel Omaha

Sleeping Rooms & Affordable Apts. omaha.thriftynickel.com

Clothing

ODM Timberlake Outreach Center Mon-Sat, 10am-6pm

Society of St. Vincent de Paul Omaha 1715 Izard St. Omaha, NE 68102

Helpline - 402-346-5445

Day Centers/Showers MOHM's Place/Joshua House

1435 N 15th St. Council Bluffs, IA Salvatlon Army North Corps

2424 Pratt St. Omaha Siena/Francis House

1702 Nicholas St. Omaha, NE

other Essential Se,vices Access Nebraska [www.accessnebraska.ne.gov](http://www.accessnebraska.ne.gov/) 402-S9S-1258 (SNAP)

402-595-1178 {Medicaid) Centro Latino Council Bluffs 300 W Broadway Suite 40 ENDA (Senior Services)

402-444-6536; 672-7118 (Espafiol)

Free Pet Clinic

QOM Timberlake Outreach Center Last Monday 1pm -2pm Siena/Francis House Baright

2nd Saturday 9am-11am Heartland Workforce Solutions (American Job Center)

402-444-4700; 5752 Ames Ave Omaha Immigrant Legal Center (Justice for Our Neighbors)

402-898- 1349; 4223 Center St.

Juan Diego Center

402-731-5413; 5211S 31st St. Omaha

Midlands Humane Society

712-396-2270; 1020 Railroad Ave Council Bluffs, IA

Nebraska Humane Society

402-444-7800; 8929 Fort St Omaha

Nebraska Vocational Rehab!lftatlon 402-595-2100; 1313 Farnam, the mall Salvation Army Emergency Community Support

402-898-6094

Salvation Army SAFE-T Program 1-888-373-7888

Together

402-345-8047; e12 S 24th St., Omaha

VA Homeless Outreach (CRRC) 402-977-4444

825 Dorcas St. Suite 200 Omaha, NE Women's Center for Advancement **(WCA)**

402-345-6555; 3801Harney St Omaha YES Drop-In Center (ages 12-24)

402-502-1636; 2602 Harney St Omaha

11/3/2021