

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. The 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 Servings
Wed 9am-11am; Gene Leahy Mall
FOOD NOT BOMBS
Sundays 2pm-3pm
Gene Leahy Mall area
Inclusive Life Center
402-575-7006; 4501 S 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 5-6:30pm
Open Door Mission Men's Center
Mon-Fri Lunch 11am-1pm
Salvation Army North Corps
2424 Pratt St., Omaha, NE
402-451-4048
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
Takin' 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, IA
Charles Drew Health Center
402-451-3553; 2915 Grant St.
Community Alliance (Mental Health)
402-341-5128; 4001 Leavenworth 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
Central Park Tower (62+ or disabled)
402-341-5130; 1511 Farnam St.
Douglas County General Assistance
402-444-6215, opt 5; 1111 S 41st St.
Douglas County Housing Authority
402-444-6203; 5404 N 107th Plz
www.douglascounty.com
Durham Booth Manor (62+)
402-898-5880; 923 N 38th St. Omaha
Family Housing Advisory Services
402-934-7921; 2401 Lake St. Omaha
www.fhasinc.org
Heart Ministry Center
402-451-2321; 2222 Binney St. Omaha
Housing Search Engine
www.housing.ne.gov
Municipal Housing Agency
712-322-1491; 505 S 6th Council Bluffs
www.mhacb.org
Omaha Housing Authority
402-444-6900; 1823 Harney St.
oha.cityofomaha.org
Park East (62+ or disabled)
402-345-3168; 539 S 26th Ave
Salvation Army (Utility only; 60+ or disabled)
402-898-5860 (Douglas & 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
Salvation Army North Corps
2424 Pratt St. Omaha
Siena/Francis House
1702 Nicholas St. Omaha, NE

Other Essential Services

Access Nebraska
www.accessnebraska.ne.gov
402-595-1258 (SNAP)
402-595-1178 (Medicaid)
Centro Latino Council Bluffs
300 W Broadway Suite 40
ENOA (Senior Services)
402-444-6536; 672-7118 (Español)
Free Pet Clinic
ODM 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; 5211 S 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 Rehabilitation
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; 812 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; 3801 Harney St Omaha
YES Drop-In Center (ages 12-24)
402-502-1636; 2602 Harney St Omaha
11/3/2021