

ANGEL FUND GUIDELINES



“Through the testing of this ministry you glorify God by the obedience to the confession of the gospel of Christ and by the generosity of your sharing with them and with all others...”

2 Corinthians 9:13

PURPOSE:

The Angel Fund was created to provide temporary financial assistance to parishioners in need at the Church of the Annunciation. Assistance can be requested for unexpected expenses, relating to medical bills, living expenses (heat, electricity, food, etc.), unemployment, or loss of property due to fire or natural disasters.

HOW IT IS FUNDED:

The fund is sustained by voluntary contributions from parishioners or other individuals. None of the fund is financed from the revenues collected by the parish.

GUARDIANS OF THE FUND

The Angel Fund is managed by a group consisting of three members, whose duties include disseminating information about the fund, providing guidelines for the dispersal of money, granting or denying requests for financial support and maintaining records of income and dispersals from the fund. The guardians consist of the pastor, pastoral associate for ministry and a member of the finance committee.

REQUESTS FOR FINANCIAL HELP

Requests to receive help from the Angel Fund may be made by a parishioner in need of assistance or by a person on behalf of a parishioner in need. All requests must be in writing using the Angel Fund form. No supporting financial documentation is necessary. The written requests should be addressed to the pastor of the Church of the Annunciation. The fund guardians will review the requests in a timely manner, responding to the person who made the request.

DISTRIBUTION OF FUNDS

Any monetary distribution will be done following the established business practices of the parish. All records of donations and/or dispersals are subject to review by the parish audit committee with all names held in confidence. All funds must be distributed to support the needs of the parishioners; no funds can be used for general parish expenses.

LIMITATIONS ON DISPERSALS

The Angel Fund is committed to helping parishioners (persons/families) in genuine need. The dispersal of funds is at the discretion of the fund's guardians but will not exceed \$1000 per request. Because the purpose of the fund is to provide help on a temporary basis, requests are normally

limited to one per individual or family. However, under special circumstances and at the discretion of the guardians, additional funds may be dispersed to the same individual or family.

CONFIDENTIALITY

All information and records on donors, requests for financial aid, and recipients will be kept confidential.