



First Congregational Church United Church of Christ

1 CHURCH STREET ▪ PO BOX 246 ▪ DEEP RIVER, CT 06417
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POLICY FOR DISTRIBUTION OF DRCC MISSION FUNDS

A meeting was held at the 1st Congregational Church of Deep River (DRCC) in the Church Office on Friday, February 19th, 2010 at 4:00pm.

Purpose/Mission

To clarify distribution of mission fund monies to individuals taking part in a non-DRCC mission and groups taking part in a sanctioned DRCC mission.

To define a policy regarding donations to and distribution of Mission Trip/Work/Program Funds as to adhere to the Internal Revenue Service policies and statutes regarding non-profit church status.

Meeting Attendance

Present: Rev. Timothy Haut, John Bauer (Account Examiner), Dayle Larson (Treasurer), Claudia Hardy (Collector), Sybil Higgins (Director of Christian Education), Jack Coulter (Board of Trustees), and Deb Van Wyngaarden (Clerk). Absent: Emily Bjornberg (Director of Youth & Family Ministry) and Jayne Mather (Board of Trustees)

Outcome/Goals of Meeting

The church has an established Mission Fund with income and expense accounts.

- A. Mission Fund for Church Activities (subcategories for Treasurer use only)
 - Backpack Program
 - Youth Mission
 - Intergenerational Program/Trip/Work
 - Undesignated Fund
 - Collections not directly associated with DRCC
 - Eddy Shelter
 - Dominican Republic Mission Trip
 - Additional categories as needed (i.e. Haiti Trip, Sr. High Mission Trip)

The church will differentiate between UCC Mission Donations and Mission Trip/Work/Program (performed by members) on any published materials.

- B. Policy for Distribution of Funds must be established (this document).

C. Establish procedures for requesting funds and develop forms/applications.

The following forms/applications will be developed by Church Clerk and approved by Church Council.

- Mission Planning Procedure
- Mission Trip/Work/Program Fund Request Procedure
- Sponsorship of Individual or Group Application
- Mission Trip/Work Final Report
- Request to Collect Materials/Items for Mission Trip/Work/Program

Distribution of Funds

- a. Treasurer cannot distribute funds until Church Council has voted and approved the individual or DRCC group (i.e. Senior Mission Trip) as official mission worker of the church. If Church Council is not holding a Regular meeting or there is an immediate need for collections, the Senior Minister may approve collection and report his approval to Church Council at their next Regular meeting.
- b. Treasurer will distribute funds to sponsor organization and not individuals. If this is not possible, an individual must supply receipts or note on organization letterhead stating that you are a participant of the trip or authorized to collect donations for the organization.

Collection of Donations

- a. Checks should be deposited into the appropriate Mission Fund income line.
- b. Checks should be deposited as follows:
 - Unrestricted (if for General Mission)
 - Restricted Trip (if for Dominican Republic trip or Sr. High Trip they will be restricted and the Mission Fund itself is restricted-can only be used for Mission).
 - Restricted Program (if for Backpack or Eddy Shelter they will be restricted and the Mission Fund itself is restricted-can only be used for program).
- c. Donors will be asked to fill out a Mission Fund Donation form. (Attachment A)
- d. Monetary donations made out to DRCC for Mission related activities (trip/work/programs/collections), the donor will receive an acknowledgement at the end of the year from the Treasurer and/or Collector for their monetary donation.
- e. Any mission that is not on-going and has remaining funds at the end of the program/trip/work/collection will be transferred to the unrestricted mission line at the discretion of the Senior Minister, Director of Christian Education, and Director of Youth and Family Ministry.

Respectfully Submitted:

Deborah Van Wyngaarden

Deborah Van Wyngaarden, Church Clerk

Approved by Members in Attendance: 2/26/2010
Approved by Church Council: 3/1/2010