



Clergy Care Fund Disbursement Policy and Procedure

Revised 4/1/25

Clergy Care Fund

Purpose:

The Clergy Care Fund assists active clergy under appointment who are experiencing an unforeseen financial crisis. Priority for funding will be given to situations that interfere with a clergy person's ability to be fully present to their appointment and/or immediate family. The Clergy Care Fund is funded through an offering at Clergy Session and generous donations year-round from clergy and other people of good will.

Policy:

The Clergy Care Fund is administered by the Board of Ordained Ministry and is supported by an offering during Clergy Session. Requests for assistance from the fund are made via referral from the clergy's District Superintendent. Clergy in need of assistance should contact their DS to begin the process. Disbursement of funds is discerned collectively by the Clergy Care Fund Stewardship Team (Chair of the Order of Elders, Chair of the Order of Deacon, Chair of the Fellowship of Local Pastors in consultation with the Chair and Vicechair of the Board of Ordained Ministry). An award of assistance from the Clergy Care Fund is considered taxable income from the Upper New York Conference.

Procedure:

1. A request for assistance from the Clergy Care Fund shall be made by the District Superintendent of the clergy in need. The request shall include the name of the clergy person requesting assistance, the amount of assistance requested, and a brief explanation of why assistance is requested.
2. The request shall be presented to *any or all* of the following:

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- Chair of the Order of Elders
 - Chair of the Order of Deacon
 - Chair of the Fellowship of Local Pastors
 - Chair or Vicechair of the Board of Ordained Ministry

3. The request is then shared with entire Clergy Care Fund Stewardship Team and a consensus is found.

4. The Chair of the Board of Ordained Ministry shall notify the District Superintendent who made the request of the decision. The District Superintendent shall share the decision with the clergy person.

5. If a financial assistance award is granted, a payment request to the Upper New York Finance Manager is made by the Chair of the Board of Ordained Ministry while copying:

- The Conference Treasurer
- The requesting District Superintendent
- The Bishop's office
- The Director of Missional Excellence

6. The Finance Manager will notify the receiving clergy of the tax implications of the awarded assistance when the check is sent.