CPC Care Fund

The Care Fund exists to support the caring and mission ministries of CPC.

The Care Fund will be used for the following three purposes:

1) To support the ministry of deacons in caring for their flocks, the Stephen Ministers in helping their care receivers, and the Coordinator of GriefShare and Hope for Mental Health in supporting regular attendees of such groups by providing funds
    a) to those in times of need or distress. Examples include but are not limited to unexpected car repairs, medical or funeral expenses, and help with bills when someone unexpectedly loses employment
    b) to build and support relationships. Examples include but are not limited to sympathy or get well cards, flowers, care packages, gift cards, and meals
    c) to help people improve their circumstances. Examples include but are not limited to the tuition for job training, a budgeting class, a cooking class, work clothes, gas/grocery cards or household supplies

2) To support individuals serviced by CPC mission partners by providing funds in times of unexpected need or distress. The Care Fund is not intended for special projects or ongoing support of mission partners.

3) To support members of the local community, but only when those community members are part of a caring, sustained relationship with a CPC covenant partner (member) or mission partner.

Source of Care Funds

Contributions to the Care Fund are provided by direct donations from regular attendees and covenant partners of CPC. These funds are designated for the Care Fund specifically. The Care Fund is not part of the operating budget of CPC and is kept separate from other CPC funds.

The Care Fund will be "advertised" by a member of the Care Fund Team at least once a year via Minute for Missions and newsletter submissions.

Care Fund Team Members

The Care Fund Team will consist of three members: (1) the Director of Resources (who will lead the team), (2) a deacon appointed by the Assistant Pastor, and (3) a person appointed by the Director of Missions. Appointees will serve one-year terms, which can be renewed once and not to exceed two consecutive years with the approval of the Assistant Pastor or Director of Missions respectively.

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Role of the Care team Members

Care Fund Team members are tasked with being responsible stewards of the money entrusted to the Care Fund. This means following responsible accounting practices to deposit, manage, and disburse monies and reviewing requests for Care Funds, and either approving or denying the requests.

Care Request Criteria

Care Fund Team members must review each request for funds and ensure that:

1) there is a clear purpose for the funds in line with the purposes of the Care Fund
2) the recipient of funds has a personal, sustained involvement with a CPC covenant partner (member) or mission partner
3) there is a reasonable and practical plan for how the funds will be used, what they will be used for, and how this use will be beneficial to the recipient
4) there are clear guidelines around how to disburse the funds (i.e. account numbers, method of payment, address to send funds)
    a) Funds are not sent to beneficiaries directly
    b) Funds are paid directly to a vendor (power company, medical office, car repair shop etc.)
    c) Funds are used to pay a specific bill
5) the funds will not support or enable unsustainable situations, poor choices, or manipulative behavior on the part of the beneficiary

Note: Funding for Deacon Ministry activities (e.g., flowers, care packages, gift cards, Donuts with Deacons) will normally be supported by a budget line item supported by the General Fund. However, the Team may decide to offset Deacon Ministry expenses with proceeds from the Care Fund in special situations.

If the request meets the above criteria, then the expenditure can be considered by the Care Fund Team. The expenditure must be agreed to by a majority of the members of the Team.

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Requesting Care funds

Requests for Care Funds must come through one of the following persons: a pastor, a deacon, a Stephen Minister, the Coordinator of GriefShare and Hope for Mental Health, the Director of Mission Ministries, or the Director of Resources. If the beneficiary is involved with a mission partner, the requests must come through the Mission Ministry. The person who submits the request will be responsible for ensuring proper follow-up with the beneficiary.

Requests for Care Funds must be sent by email to the carefund@cpceco.org. The requestor will provide the Care Fund Team with the information enumerated under "Care Request Criteria" (above), as well as a date when the funds are needed (if the matter is time-sensitive). The requestor is also responsible for vetting the merit of a request for funds and for following up with beneficiaries after disbursement of the funds.

The Care Fund Team will ensure that the proper criteria have been met for the disbursement of Care Funds. The Team has the final say on whether funds will be disbursed for a particular request.

The Care Fund Team will approve, or deny the request in writing by email, and it may request additional information if one of the above criteria is not adequately addressed or if additional information is required.

Management & Record Keeping for Care funds

Received funds will be deposited by the CPC Business Manager in the same manner as other offering funds. The CPC Business Manager will maintain the accounts, disburse funds, and prepare quarterly contribution and reconciliation reports as requested by the Care Fund Team or other appropriate parties. The Business Manager will only disburse funds after receiving a passing vote from the Care Fund Team members as well as specific instructions for disbursing funds (See Item 4 under "Care Request Criteria").

Disbursements of funds will also be recorded by the Care Fund Team members. The written record (usually the email chain) which includes the original request and subsequent information up to and including the approval of the disbursement must be attached to each transaction where funds are disbursed. Quicken or an equivalent financial program that records transactions and has the ability to save receipts and other documents associated with each transaction has been used in the past and is recommended.

A report of received and disbursed funds will be provided quarterly to Session and included in the Annual Report.

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