

Funding and Disbursement Guidelines

Missions Committee – First Presbyterian Church of Kingwood

FPC-Kingwood Mission Statement – First Presbyterian Church-Kingwood is a family of faith where people sense the presence of Christ, respond with passionate worship, embrace the power of personal discipleship and partner in God’s mission to the world.

Mission Statement of Missions Committee – The Missions Committee seeks to further the power of personal discipleship and offer opportunities where the congregation can partner in God’s mission to the world through both benevolent giving and through their personal participation in their enthusiastic response to Jesus’ second commandment to love your neighbors as yourself and in their showing Christ’s compassion and love to the sick, the poor, and those in need through their active support of and involvement in activities in order to become, more fully, the person that God has intended us to be.

Effective January 1, 2011, all requests for benevolent financial support from the FPC-Kingwood Missions Committee, all disbursements authorized by the FPC-Kingwood Missions Committee and all requests for disbursements from the designated funds that are under the stewardship of the Missions Committee should follow the Funding and Disbursement Guidelines below:

- I. General responsibility for the oversight of all benevolent financial support by the FPC-Kingwood Missions Committee and adherence to these Funding Guidelines shall vest with the Elders on the Missions Committee whose authority shall include but not be limited to their exercise of their consensus vote as a veto power over actions that may be desired by a majority of the members of the FPC-Kingwood Missions Committee which actions, in the Elders’ sole discretion, are not consistent with these Funding and Disbursement Guidelines.
- II. Verbal requests by any requestor for benevolent financial support from the FPC-Kingwood Missions Committee will not be considered.
- III. Preference for benevolent financial support will be given to religious organizations and to religious-affiliated charitable organizations. Benevolent financial support will not be considered or provided for any secular charitable organization that will not permit FPC-Kingwood or its members to express their Christian faith or to any secular charitable organization that advocates viewpoints contrary to generally acceptable Christian beliefs.
- IV. All requests for the benevolent financial support for a charitable organization must be in writing and submitted to the FPC-Kingwood Missions Committee Chair, with a copy to the FPC-Kingwood Missions Pastor (the pastor assigned by FPC-Kingwood to coordinate Missions Committee activities), no later than one week prior to the date of the FPC-Kingwood Missions Committee meeting in order to be considered for inclusion on the

Funding and Disbursement Guidelines
FPC-Kingwood Missions Committee

Final Version 11/15/2010

meeting agenda for the next scheduled FPC-Kingwood Missions Committee. The written request must include, at a minimum:

- a. A complete description of the charitable organization;
- b. The amount and timing (i.e., immediate, monthly, quarterly, etc.) of the proposed financial support;
- c. Any readily available materials and publications and other public documents, including financial statements;
- d. The purpose for which the requested financial support is to be used;
- e. The name and contact information of the person with the charitable organization with whom FPC-Kingwood should coordinate in the disbursement of its support; and
- f. Any relationship that the requestor, if a member of FPC-Kingwood, has with the charitable organization pursuant to the Funding Guideline V. below.

If the request is accepted for inclusion on the FPC-Kingwood Missions Committee Meeting Agenda, the FPC-Kingwood Missions Committee Chair or the FPC-Kingwood Missions Pastor will invite the requestor and/or a representative from the charitable organization to attend the FPC-Kingwood Missions Committee meeting in order to present the request and to remain available for questions. If the request is incomplete or unacceptable, the requestor will be notified prior to the date of the FPC-Kingwood Missions Committee meeting.

- V. Committee members or other members of FPC-Kingwood requesting financial support who have a relationship with a charitable or religious organization or a religious-affiliated charitable organization and/or any of its officers and/or directors or who may be a key employee, officer, or a director of, or a substantial contributor, as defined below, to the charitable organization may participate in initial presentations regarding their request for benevolent financial support for such religious or religious-affiliated charitable organization and will graciously leave the committee meeting area during the deliberations and funding decisions by the FPC-Kingwood Missions Committee until after the final funding decision has been made.

For purposes of the above guideline, a “substantial contributor” means any person or member of that person’s immediate family that has contributed or expects to contribute during the current calendar year an amount that is equal to or in excess of \$5,000 to the charitable organization for which benevolent financial support is being requested.

- VI. Consideration for benevolent financial support by the FPC-Kingwood Missions Committee for the mission-related activities of FPC-Kingwood members will be given upon submission to the FPC-Kingwood Missions Committee of a written request for support. The written requests must include, at a minimum:
- a. A complete description of the mission-related activity;

Funding and Disbursement Guidelines
FPC-Kingwood Missions Committee

Final Version 11/15/2010

- b. Amount and timing (i.e., immediate, monthly, quarterly, etc.) of the requested financial support;
- c. The purpose for which the financial support is to be used;
- d. The name and contact information of the person with whom FPC-Kingwood should coordinate in the disbursement of its financial support; and
- e. Any relationship that the requestor has with the mission-related activity pursuant to the first paragraph of Section V. above.

Note: The above is not to be confused with a request for benevolent financial support of a religious organization or a religious-affiliated charitable organization, as noted above.

- VII. Written considerations for benevolent financial support by the FPC-Kingwood Missions Committee for charitable organizations with whom FPC-Kingwood has had knowledge prior to 2011 and that are submitted during the course of a meeting of the Missions Committee shall be entertained by the committee to the extent that such request includes, at a minimum, the following information:
 - a. The name of the charitable organization;
 - b. The purpose for which the financial support is being requested;
 - c. The amount and timing (i.e., immediate, monthly, quarterly, etc.) of the requested financial support;
 - d. The name and contact information of the person with whom FPC-Kingwood should coordinate in the disbursement of its financial support;
 - e. A statement by such member of the FPC-Kingwood Missions Committee requesting the financial support on whether such member is considered to be a “substantial contributor” within the meaning ascribed to such term in the second paragraph of Section V; and
 - f. Any relationship that the requestor has with the charitable organization pursuant to the first paragraph of Section V. above.
- VIII. The FPC-Kingwood Missions Committee shall be given full control and authority over the use of funds allocated to the Missions Committee pursuant to a Session-approved budget.
- IX. Individuals who need financial assistance and who wish to participate in FPC-Kingwood supported mission trips for which funds are being requested through the Missions Committee must submit the Scholarship Application provided by the FPC-Kingwood Missions Committee.
- X. Academic scholarships for FPC-Kingwood members attending a seminary school will be subject to the following guidelines:
 - a. The recipient must maintain a cumulative grade point average of not less than 2.75 on a 4.0 scale.
 - b. The recipient must identify other scholarships or grants that are available.

Funding and Disbursement Guidelines
FPC-Kingwood Missions Committee

Final Version 11/15/2010

- c. Scholarships are only for tuition and will be limited to one course per semester or quarter.
 - d. Scholarship assistance, once approved, will be submitted directly to the seminary and not to the recipient.
- XI. The minutes of the Missions Committee shall reflect the following regarding committee-approved benevolent funding:
- a. The name of the charitable organization, church designated fund, or person(s) to receive the benevolent funding;
 - b. The name of the person or organization requesting the funding and whether such person has a relationship or is a substantial contributor to such organization;
 - c. The purpose for which the benevolent funds are to be used;
 - d. The amount and timing of the benevolent funding; and
 - e. Whether the disbursement is to be made by wire or by check. Wire disbursements may only be made to international organizations.
- XII. Within two (2) days following the date of a Missions Committee meeting, the elder assigned to monitor the finances of the Missions Committee shall inform the Finance Associate (an employee with FPC-Kingwood responsible for the disbursement of church funds) in writing, with a copy to the other elders on the Missions Committee and to the FPC-Kingwood Missions Pastor of the instructions for committee-approved benevolent funding. Elders who disagree with or wish to further clarify such instructions must provide the Finance Associate, with a copy to the other elders on the Missions Committee and the FPC-Kingwood Missions Pastor, with written comments within two (2) days following receipt of the initial instructions. Upon receipt by the elders and the FPC-Kingwood Missions Pastor of any receipt of any disagreement or clarification, the elder assigned to monitor the finances of the Missions Committee shall seek to obtain a consensus instruction from the elders assigned to the Missions Committee or, if necessary, by vote of the committee members, within two (2) days of the receipt of any disagreement or clarification and submit such consensus instruction to the Finance Associate. The Missions Committee should be aware that the Finance Associate can only make a disbursement at the earliest on that date which is three (3) business days following the date of receipt of the initial instruction or the consensus instruction as the case may be.
- XIII. During its January meeting, the Missions Committee shall review each of the designated funds that are under the stewardship of the Missions Committee and confirm the charitable purpose for and the name(s) of the member(s) of the FPC-Kingwood congregation who is to have primary oversight of each of the designated funds. This review shall be noted in the minutes of the January meeting and the names of each member approved to have primary oversight of a designated fund under the stewardship of the Missions Committee shall be provided to the Finance Associate. Designated funds that are proposed to be placed under the stewardship of the Missions Committee during the calendar year should also be reviewed for confirmation of its charitable purpose and

Funding and Disbursement Guidelines FPC-Kingwood Missions Committee

Final Version 11/15/2010

the name of the member(s) of the FPC-Kingwood congregation who is to have primary oversight of such fund noted in the minutes of the Missions Committee. Any unresolved matters related to the foregoing shall be investigated by the elder serving as secretary for the Missions Committee prior to the February meeting of the Missions Committee. At the February meeting of the Missions Committee, the secretary for the Missions Committee shall review with the Missions Committee each designated fund, its charitable purpose, and the name(s) of the member(s) of the FPC-Kingwood congregation who is to have primary oversight. Within two days following the February meeting of the Missions Committee, the elder serving as secretary for the Missions Committee shall notify the Finance Associate in writing, with a copy to the Chair of the Missions Committee and the FPC-Missions Pastor, the committee's understanding of the charitable purpose for each designated fund and the name(s) of the member(s) of the FPC-Kingwood congregation who shall have primary oversight for such designated fund. Such written notice shall also include but not be limited to the following reminders to the Finance Associate:

- a. All contributions to be accepted by FPC-Kingwood for deposit into a designated fund stewarded by the Missions Committee must be for the general purpose for such designated fund. All contributions not meeting this general guideline shall be first reviewed by a member of the Finance Committee prior to deposit and, if directed by the member of the Finance Committee, returned to the donor.
- b. Requests for remittances by a member of the FPC-Kingwood congregation that has primary oversight for a designated fund stewarded by the Missions Committee must be in writing with a copy to at least one elder on the Missions Committee and the FPC-Kingwood Missions Pastor. No remittance shall be made by the Finance Associate from a designated fund without the prior written consent of an elder on the Missions Committee or the FPC-Kingwood Missions Pastor.
- c. Requests for reimbursement for out-of-pocket expenses by a member of the FPC-Kingwood congregation that is intended to be funded from moneys in a designated fund stewarded by the Missions Committee must comply with the existing FPC-Kingwood expense reimbursement procedures. The Finance Associate can provide clarification on these procedures. Prior to making any disbursement from such designated fund, the Finance Associate should provide a copy of the request to the member of the FPC-Kingwood congregation that has primary oversight for the designated fund and obtain the prior written consent of an elder on the Missions Committee or the FPC-Kingwood Missions Pastor.