

(Revision 2, March 1st, 2024) - **Good Samaritan Fund Operating Guidelines**

1. The Good Samaritan fund comprises a mix of cash and gift cards to disburse to approved people within the community targeting grocery, meals, OTC or medical prescriptions and transportation relief (bus ticket, taxi, etc.) for those in need.
2. Cash will not be given out to pay for any other need such as utility costs or housing. instead we will offer a guide showing potential organizations within the community that address these areas of need.
3. Any church congregation member can propose disbursement of a gift card or cash (gift cards are preferred from Safeway, Walmart, Target, Gas Stations, etc.) While written requests are preferred, a phone call or text approval is also acceptable for urgent needs or walk ins.
4. The request will be submitted to the Mission Committee chair(s) and a designated Good Samaritan Fund leader. This team then presents the request, suggested amount and gift card entity to the office Manager and Pastor for approval from which the office manager can release the gift card to the congregation member who made the request or to the person in need directly. **Urgent in person requests at the church may bypass this approval process at the discretion of the pastor or if the pastor is not available, agreement by two people within the following population, the office manager, any available Mission Committee team member or church leadership team member.**
5. Each gift card will require a record showing the gift card recipient, the requestor and the date, amount and type of gift card.
6. A congregation member may request up to two gift cards a month unless given special approval by the pastor. A gift card recipient may collect up to \$100 in a given month, not to be exceeded without prior Pastor approval.
7. A report will be generated by the office manager on a monthly basis and sent to the Mission and Leadership teams of the church.
8. Special congregation collections to fund the Good Samaritan fund will take place every other month on one of the communion Sundays - unless additional funds are needed which needs to be approved by the pastor.
9. A semi-annual communication to the congregation will take place with a Good Samaritan Fund update including donations received, expenditures made by category, number of people assisted and any positive supporting information

showcasing the church and our help to those in need. Depending on the pastor, an appeal for additional donations may also be made.

10. At the discretion of the Mission team and the pastor, an appeal to the greater community may be made explaining the Good Samaritan Fund, its purpose, how it has helped those in need and the scope of annual giving.
11. MHUMC Finance has a line item titled Good Samaritan fund in the budget and expense statements which will track and manage this fund. Surplus funds at the end of the fiscal year will be rolled over to the next year unless needed in other areas, or the fund is disbanded at the discretion of the pastor and Mission Committee leadership.
12. Any changes to the rules set forth need to be approved by the Mission Committee leadership, the pastor and the office manager.