

# Community Care Fund Notes

This note documents the receipt of Community Care Funds by stating the amount received and the reason for funds. This note helps us track community care funds, which are disbursed to congregants just once or twice a year. Formerly known as Ministerial Discretionary Fund Notes.

- **Example of Community Care Fund note:** John Doe received \$700 from the Community Care Fund for auto repairs.
  - **Process:**
    - Open PCO People profile of the person about whom you wish to write the note
    - Click “Notes” > New Note >
    - Category = Community Care Fund Notes
    - Type text into field of Community Care Fund note.
    - Click “Create”
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Revision #1

Created 2026-03-16 18:36:08 CET by Elaine

Updated 2026-03-16 18:36:18 CET by Elaine