

# Community Care Fund

This fund was formerly called the Ministerial Discretionary Fund

## 1. Purpose

The **Community Care Fund** exists to offer short-term, confidential financial support to members of our Foothills community who are facing urgent need.

This guidance supports our commitment to **compassion, equity, and pastoral care**. It ensures this support is offered with **discretion, clarity, and consistency**, aligned with our mission to care for one another with courage and humility.

## 2. Organizational Guidance

The Community Care Fund is available **once per calendar year** per household. The fund is not for long-term or recurring assistance but is intended to meet acute, essential needs.

### Eligibility

- Individuals must have a **current connection to the Foothills community**, such as:
  - Member or regular attender
  - Active participant in a ministry area
- Priority is given to needs related to, but not limited to
  - **Housing stability**
  - **Food insecurity**
  - **Medical access**
  - **Transportation**
  - **Safety and crisis response**
- Exceptions may be made at the minister's discretion.

### Request and Disbursement Process

#### 1. Initiate Request

- A request may come through a minister, staff member, Caring Listener, or trusted lay leader.
- The individual may also directly reach out to a minister or relevant staff.

## 2. Review and Decision

- The request is reviewed by a designated member of the Ministry Team, often the Minister for Community Care.
- Decisions consider
  - Urgency
  - Alignment with fund purpose
  - Whether community resources have been utilized or are available
  - Available Community Care Fund budget

## 3. Disbursement

- **[This form](#) is submitted** by a minister to request the check. Be sure to note whether the check is to be sent via mail or be picked up at Foothills.
- The **amount is open**, determined based on the situation and available resources.
- A **Community Care Fund Note in PCO** is generated by the minister connected with the disbursement.

# Confidentiality and Records

- All requests and disbursements are treated with **strict confidentiality**.
- Only those directly involved in review and disbursement are aware of identifying details.
- Records are kept solely for **internal financial oversight**—not for public or staff-wide reporting.

# 3. Related Content

## Bylaws and Policies

This guidance interprets or implements the following:

## Organizational Guidances & SOPs

This guidance is related to or informs the following:

- [Template Email for responding to request from someone who is not engaged at Foothills](#)

# 4. Revision History

Originally created by

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Revision #4

Created 2025-04-14 23:19:25 CEST by Rev. Sean Neil-Barron

