



## **Guidelines for the operation of the Pastoral Fund of St. Mary's Church Newick**

Responsible Person Rev. Paul Mundy

**The object of the Fund:** shall be, in general, to assist those in need in the community of Newick who have insufficient means to finance their need themselves.

(Those who qualify to be assisted to include any person or family having close connections with Newick though resident outside the Parish. The interpretation of "close connections with Newick" to be entirely at the discretion of the Administrators).

In particular, though not exclusively, the fund shall be available for:-

1. Providing financial assistance to alleviate hardship or suffering in cases where the Newick Distress Trust is unable to help.
2. Paying in whole or in part for treatment or care where such is deemed necessary to deal with any physical or mental condition. (Those with purely material needs to be referred to the Newick Distress Trust for help.)
3. Paying any incidental expenses or other costs incurred in attending for or receiving the treatment or care in 2 above.
4. Financing schemes or services which provide shelter, warmth, hospitality or comfort to those who may need them.
5. Financing courses for, or providing medical or mental health support for members of the Pastoral Care Team.
6. Financing courses or training for any who may find themselves having to aid those in need.
7. Paying remuneration to, and expenses and other costs incurred by, members of the Pastoral Care Team.
8. Financing the Rector's discretionary fund.

**The Administration of the Fund:** shall be by the Rector, the 2 Church Treasurers and the principal of the Pastoral Care Team ("The Administrators")

Any payments from the fund must be authorised by at least two (2) but preferably by all of the 4 administrators.

EXCEPT THAT in the event of any urgent need an immediate payment of an amount not exceeding £100.00 may be made by a member of the Pastoral Care Team without authority

PROVIDED THAT in the case of each such payment a record is made of the date of the payment, the amount, the name and address of the recipient, and the reason the payment was considered necessary.

A receipt must be obtained from the recipient for all cash payments from the fund.

In addition a record shall be made and kept on file of all monies distributed.

In the event of the Administrators not being able to agree regarding the making of a particular payment, the decision of the majority shall be accepted. If the Administrators are equally divided on any decision, the Rector shall have a casting vote.

Strict confidentiality must be observed and maintained throughout.

Signed: Rev Paul Mundy

Adopted on .....28<sup>th</sup> November 2023 By the PCC

Reviewed 22<sup>nd</sup> January, 2023

Reviewed January 2024      Reviewed 2025