

**Guidelines summarized by Finance Committee, JAS, and Pastoral Team**

CMCL provides four avenues for responding to special needs in the congregation:

1. Care Fund
2. Jubilee Fund
3. Designated non tax deductible contributions
4. Mennonite Mutual Aid Grants

**Care Fund**

The Care Fund is a line item on the general church budget. Members approve the Care Fund allocation each year when they approve the general budget.

1. Care fund monies are available to members or regular attenders for assistance in the following areas: medical expenses, living expenses, adoption expenses, counseling fees, education fees, funeral expenses, other expenses approved by Pastoral Team.
2. Pastoral team makes allocations as they become aware of special needs in the above categories.
3. All allocations are kept confidential within the pastoral team.
4. Pastoral team may make special appeals for contributions designated to Care Fund to increase the Care Fund balance. In advertising for these designated contributions, Pastoral Team may make general statements about how monies are being used but may not make reference to specific disbursements that would reveal who is receiving the money.
5. Designated Care Fund contributions are tax deductible. These contributions should be above commitments that persons make to the general budget.

**Jubilee Fund**

The general church budget includes the Jubilee Fund line item. Members approve the Jubilee Fund allocation each year when they approve the general budget.

1. Jubilee Fund monies are available to small groups within the congregation who may wish to respond to specific needs or finance special projects. Persons who benefit may or may not be affiliated with CMCL.
2. Small groups submit a proposal for funding to Justice and Spirituality Committee.
3. If JAS determines that the project is in keeping with the vision and goals of CMCL, they will match up to \$75 provided by the small group per each project. JAS records funded projects in their minutes.
4. JAS will only fund projects as long as there is money available from their Jubilee Fund budget.
5. The church treasurer will determine if contributions made by members of the small group are tax deductible. This will vary depending on the nature of the project.

**Designated Contributions**

From time to time, special needs arise to which persons in the congregation wish to make direct but anonymous gifts that would benefit a specific person or family. CMCL encourages this kind of generosity and will accept designated giving earmarked for a specific person.

1. Pastoral Team will approve and announce any initiative for special designated giving.
2. Contributions can be sent to the church office with the specific designation indicated.
3. The church treasurer will receive and disburse these contributions but will not issue a receipt to the donor since these contributions are not tax deductible.
4. Although these contributions are not tax-deductible, their documentation may make them eligible for matching grants from MMA.

**Mennonite Mutual Aid Grants**

Mennonite Mutual Aid provides matching grants in the areas of community outreach, living expense, medical expense, pastoral leadership living expense, continuing education and premium assistance. When properly documented, many of CMCL's allocations in Care Fund, Jubilee Fund and Designated Contributions are matched by MMA. MMA will also match qualifying allocations made by JAS Committee in local agency giving. CMCL's MMA Advocate processes all applications for MMA matching grants.