

Guidelines for Use of COM Funds

(Approved by COM August 4, 2014)

I. Special Needs Fund (from offerings given at ordination and installation services)

- A. These funds are available to assist with pastoral care needs incurred by teaching elders and Commissioned Ruling Elder (CREs) members of Denver Presbytery, presbytery staff, candidates and inquirers under care of the presbytery, and dependents of the above. Such needs may include, but are not limited to, medical or dental expenses, counseling, funeral expenses, pulpit supply costs, car repairs, etc.
- B. Funds may be released to those eligible upon the concurrence of the presbytery pastor and the moderator of the Committee on Ministry. Funds may be released to candidates or inquirers or their dependents with the concurrence of the presbytery pastor and the moderator of the Committee on Preparation for Ministry. If the presbytery pastor or one of these committee moderators is unavailable (or is the person requesting assistance from the fund), the presbytery moderator or the stated clerk of the presbytery may substitute as an authorizing agent.
- C. The amount and a general description of the need (maintaining confidentiality) will be reported at the next COM meeting following each disbursement from the Special Needs Fund.
- D. Reports on the balance in the account will be shared at regular COM meetings.

II. Guidelines for COM Budgeted Funds

- A. Mileage for committee members to and from meetings and other related business shall be reimbursed for any mileage in excess of **40 miles per meeting** at the IRS established rate for volunteers (14 cents per mile in 2014). Such requests need to be submitted on a voucher, showing separate mileage and dates of travel listed, for the COM moderator to approve.
- B. Other committee expenses incurred by COM members will be reimbursed when submitted on a voucher (with receipts) for the COM moderator's approval. These expenses may include, but are not limited to, meals for committee members and for pastors as part of triennial visits, lodging for committee members when an overnight stay is required by the time or location of committee business, child care during committee business, meals or non-alcoholic beverages when meeting with pastors or elders to discuss concerns at their churches, liaison participation in pastoral search related meetings, etc.
- C. Budget reports will be shared at regular COM meetings.