

## **Establishment of Emmanuel Episcopal Church (EEC) Parish Discretionary Account (PDA)**

Whereas the Coronavirus has had a significant impact on the Petoskey economy and will continue to do so in the near future and whereas members of the EEC community have been significantly economically impacted by the virus, Emmanuel Episcopal Church, through the Vestry, approved the set-up of a Parish Discretionary Account (PDA) so that EEC can help our fellow parishioners.

### **Purpose**

The purpose of the account will be to provide short term economic assistance to those families in need because of the impact of the virus.

### **Funding**

There is currently \$10,000 in the restricted bank account which will be earmarked for this purpose.

### **Eligibility**

Regular parishioners of EEC are eligible to receive this assistance. Other persons may apply to the Rectors Discretionary Fund.

### **Process**

The Parish Office will make the Congregation aware of this Account. Parishioners will be able to contact the Senior or Junior Warden for economic assistance. The Senior and Junior Wardens, working together and having received prior approval from the Vestry, will be authorized to provide grants of up to but no more than \$500 per family. If the Wardens decide to make a grant, the Office Manager will cut a check in that amount and deliver to the appropriate family.

### **Decision Making and Interpretation of these Rules**

The Senior and Junior Warden are granted sole authority to make decisions on eligibility and interpretation of these rules.

### **Accounting**

Approval has been received from the Vestry to proceed, therefore, a Restricted Account entitled Parish Discretionary Account will be created and appear on the balance sheet. Grants will be paid from this account.

### **Confidentiality**

Only the Senior and Junior Warden will be aware of any persons requesting assistance. Only these two wardens, the Office Manager and the Treasurer or Assistant Treasurer will be aware of the names of any persons receiving grants.

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**Replenishment of Account**

Should this account be reduced to 0 by grants, the Vestry, aided by the Treasurer and Finance Committee will consider if it is possible to replenish the Account.

Presented by Mark Thompson, EEC Treasurer

**Approved on March 23, 2020 via electronic voting by the 2020 EEC Vestry:**

Randy Evans, Sr. Warden	Lauren Liebler, Jr. Warden
Bruce Turner, Clerk	Jay Emmendorfer, Vestry Member
Timothy Tippett, Vestry Member	Nina Wagar, Vestry Member
Ashley Price, Vestry Member	Dennis McGeath, Vestry Member
Sharyn Olliffe, Vestry Member	