

Proposed Guidelines
Endowment Income Fund
Approved January 20, 2011

The Endowment Income Fund (EIF) Committee of DMUMC shall include the Pastor, Lay Leader, Missions Team Chair and Church Council Chair. It shall receive requests for financial assistance for education and/or mission endeavors for church members and staff. At least 15 days prior to the event to be supported with funds from the EIF, applicants will submit a written request for funding support to the Pastor or Lay Leader, who will then forward it to the other members of the Committee for consideration and final approval. Upon committee approval, the Pastor or Lay Leader will submit a request to the treasurer to disburse the approved funds. Meal, travel and lodging cost guidelines will be consistent with those approved by the Virginia Annual Conference. Once approved, the Treasurer may advance funds to applicant(s) to make needed travel and registration arrangements. The applicant should also consult with the Pastor or Lay Leader about the most economical way to travel to events.

In their application for support from EIF, members of the DMUMC staff should include a description of how the event to be supported relates to the goals and objectives of DMUMC. Staff should also seek endorsement from SPRC to support their request for funding support and prepare a report to be shared with staff, SPRC and other relevant bodies in the church.