

## Help In Service Fund Policy

updated: July 2023

The Association of Free Lutheran Congregations (AFLC), in the exercise of its religious and charitable purposes, has established a benevolence fund, the Help In Service Fund (HIS Fund), to assist AFLC pastors in financial need.

The Pastor and Congregational Care Team was established by the AFLC congregations to assist pastors and congregations. This organization has a unique opportunity to work with AFLC pastors and their families. The AFLC Benefits Board works in conjunction with the PACCT to help with needs. The PACCT may determine needs and suggest a solution. The Benefits Board manages the HIS Fund to assist with the costs of implemented solutions.

The AFLC welcomes contributions to the HIS fund. Donors are free to suggest beneficiaries of the fund or of their contributions to the fund. However, such suggestions shall be deemed advisory rather than mandatory in nature. Donors will not be entitled to a return of their designated contributions on the grounds that the AFLC failed to honor their designations.

Donors wishing to make contributions to the HIS Fund subject to these conditions may be able to deduct their contributions if they itemize their deductions on their federal income tax return. The AFLC cannot guarantee this result and recommends that donors who want assurance that their contributions are deductible seek the advice of a tax attorney or CPA. Checks should be made payable to the AFLC, with a notation that the funds are to be placed in the HIS Fund.

The administration of the fund, including disbursements, is subject to the exclusive control and discretion of the Benefits Board. The Benefits Board may consider suggested designations, but in no event is it bound in any way to honor them, since they are accepted only on the condition that they are merely nonbinding suggestions or recommendations.

HIS Fund distribution requires an application process both to describe the request and to determine the need. All applications are to be submitted to the President's office. PACCT may also assist with submitting applications on behalf of an individual in certain cases of confidentiality. The application form is utilized for the purpose of accountability. Any monies distributed are done so as a gift. Repayment is not expected.

The board recognizes there are times when privacy is of utmost importance. The Benefits Board will work on behalf of a pastor's request through PACCT. This request will be viewed as valid and accountable as approved within their team. PACCT has their own Procurement of HIS Funds procedures. The Benefits Board reviews and votes for acceptance of the recommendation by PACCT. The President's office will also be included in the recommendations, but personal information may not always be shared.

The Benefits Board

The Association of Free Lutheran Congregations

Approved October 2 2023 AFLC Benefits Board