

Regional Mission Partnerships:
Framework for Decision Making and Fund Distribution
Approved November 2018

Fiduciary Responsibilities (Trust Obligations)

Decision-Making Authority:

Each Region may design its regional decision-making process, in consultation with Presbytery Staff and the Partnership Working Group. The Region's decision-making process must include such matters as the Region's notifications to congregations of meetings concerning projects or proposed projects, project-selection criteria, decision-making process, application form(s), election of representatives to act on behalf of the Region, and notifications and reports to the Presbytery. The Region's decision-making process must be documented in writing and approved by Presbytery Staff and the Partnership Working Group.

Each Region is solely responsible for the approval of the regional mission projects themselves, the distribution of funds and the evaluation of projects.

Requesting Funds:

The Region should provide written delegation of authority as to who may request funds for the Region, based on the decision-making processes adopted. There would normally need to be at least two individuals signing on any request.

Receiving Funds and Accounting for Funds:

The Presbytery will normally only make an expenditure of funds to an entity (not an individual), such as a congregation within the PCUSA, who receives the funds from Presbytery. That entity then would be responsible for distribution of those funds in accordance with the process the Region has adopted. If a PCUSA congregation is the entity, the Session of that congregation will need to pass a written resolution to empower their church administration to receive, process and account for any payment from Presbytery. The receiving entity will be the one for whom the primary fiduciary responsibility then resides over making sure that payments to individuals, companies or organizations are being made in concurrence with the approved fund distribution process of the Region, and in accordance with the law. This entity will be responsible for accounting for these payments from Presbytery, and for filing any necessary related paperwork such as IRS 1099 forms.

If a Region so desires, it may request that Presbytery pay specified funds directly to another entity (not normally an individual) provided that the Region has provided the written authority to do so and that the Region (not the Presbytery) retains all of the fiduciary responsibilities over the funds apart from writing the check.

- *Example 1: A Region wants to donate money to an existing organization. After demonstrating the Region's authority to do so, the Region could request that Presbytery make the payment directly to the organization, but the Region would still be responsible for implementing any aspects of the relationship and any conditions of the grant, such as accounting for the purpose and use of the grant.*

- *Example 2: A Region votes to hire a consultant. After demonstrating the Region's authority to do so, the Region could request that Presbytery make a payment to the consultant, but the Region would need to designate the person/s who are authorized to negotiate and sign a contract, and who can request payments on the contract. The Region would be responsible for implementation of the terms of the contract and administration of the contract. If an individual, Presbytery would require that the consultant provide tax identification such as a W-9 prior to receiving payment.*

Reporting on the Fund Uses:

After dispersal of the funds for the mission beneficiary, or no later than 6 months after receiving the funds, the Region or its designee will need to report, in writing, to Presbytery on the progress of the funds reaching their missional goal and recipients. This report is twofold: 1) to celebrate with all other congregations the mission work that we are doing with each other, and 2) to “close the loop” on the documentation of where the mission money went and how it was used, which Presbytery is required to do as a part of its fiduciary obligation to the PCUSA.

If the Presbytery deems additional or follow-up documentation or information, the Region and the entity who make the request for the funds will be responsible for providing that documentation and information upon request.