

Guidelines for Ministries Helping Others

Purpose

- The Pastoral Council recognizes that many of our ministries do not have sufficient funds or access to a budget. Ministries Helping Others (MHO) is a grant assistance program developed by the Pastoral Council to assist our parish ministries with funding their outreach goals. Funds are available only for special projects and activities aimed at providing assistance to others in the parish or in the neighboring community.
- MHO grantees may use MHO funds for supplies and materials for spiritual, educational and outreach programs and events available to all parishioners and members of communities served by St. Philip Benizi Parish. All expenses should be integral to the purpose and goals of the activity or event. For example, the grant may be used to provide a meal for underprivileged children or low income adults who are invited to an outreach event designed for them. It is not meant to provide funding for ongoing ministry operations or luncheons for parish groups or volunteers.

Funding Policy

- The MHO's primary source of funding is two second collections that take place annually in June and November. However, the number and timing of the second collections are subject to change.
- The parish Business Manager will manage MHO funds with the assistance of the Pastoral Council Treasurer.

Grant Eligibility

- Grantees of MHO's must be established and active St. Philip Benizi Parish ministries.
- Grant applications must specify goals and objectives that reflect the purpose for which the MHO grant was established.
- The MHO grant award shall not exceed a maximum of \$2000.00 per ministry, per one calendar year. MHO's may be requested for lesser amounts multiple times per year, not to exceed the annual maximum of \$2000.00.
- MHO grant requests must be submitted by the fifth of the month and must allow up to 60 days for the grant requestor to receive a response from the Pastoral Council.

Distribution Policy

- The Pastoral Council will vet all grant requests during its monthly Pastoral Council meetings and will present their recommendations to the Pastor.
- If approved, the Treasurer will notify the grant requestor and the Business Manager of the decision in writing. If disapproved, the Treasurer of the Pastoral Council will notify the grant requestor of the Council's decision.
- In compliance with approved parish policies, the Business Manager will distribute MHO funds on a reimbursement basis.

Post Audit Policy

- The Pastoral Council is sincerely interested in projects involving our ministries and is responsible for the proper use of grant funds. For these reasons, grantees are to follow the MHO Post Audit Policy.
- Within thirty (30) days following the event/project/activity, the grantee must submit a one-page After Action Report form (AAR) in three (3) copies: one to the Pastoral Council; one to the parish Business Manager; and one to the Pastor. A cover letter with additional information concerning the event may be included with the AAR.
- The Pastoral Council will review the AAR and provide comments, as needed.
- Ministries are encouraged to submit an article featuring their event/activity to the BeNewsZi to share with all parishioners.

Pastoral Council Oversight

- Review grant requests during monthly council meetings.
- Provide approval or disapproval recommendations to the Pastor.
- Track availability of MHO funds.
- Review After Action Reports (AAR).
- Follow-up with ministries which have not submitted AAR's.