

**THE ARCHDIOCESAN PRESBYTERS COUNCIL AND
THE NATIONAL SISTERHOOD OF PRESVYTERES
JOINT BENEVOLENT FUND**

Purpose:

The Archdiocesan Presbyters Council (hereinafter referred to as APC) and the National Sisterhood of Presvyteres (hereinafter referred to as NSP), to promote the spirit of Christian love among clergy families and to develop a genuine interest in one another's well-being, hereby establish this joint Benevolent Fund to offer assistance during a family crisis, medical emergency, and/or extreme financial need to a Priest or Deacon serving, or has served in the Greek Orthodox Archdiocese of America, his Presvytera or Diakonissa, and/or their children.

Funding:

1. The monies used to establish this joint Benevolent Fund will come from the existing benevolent funds of the APC and the NSP.
2. Additional voluntary contributions will be graciously accepted.
3. A coordinated fundraising campaign will be implemented annually to maintain the fund.

Fund Management:

Four people will administer the Benevolent Fund. This four-person group (hereinafter known as the Administrators) will be comprised of the Presidents and Vice Presidents of the APC and NSP. The Administrators' responsibility will be to manage the Benevolent Fund. The Vice President of the NSP will serve as the coordinator. The coordinator will process all requests to the Benevolent Fund confidentially and will present these requests to the other Administrators for their approval. Requests can come from anyone but must be sent to one of the four Administrators who will send the request to the coordinator. The coordinator will contact the individual/family in need and receive the details and invoices. The coordinator will then present the case to the remaining three administrators who must all vote on the case. Three votes are required for approval. All approvals must be made via email and attached to the case record. Once approved, the coordinator will process the invoices for payment from the Benevolent Fund.

The Administrators empower the coordinator to:

1. Record all donations and issue thank-you letters.
2. Deposit all monies in a timely manner (with the For Deposit Only APC/NSP Benevolent Fund Stamp) and reconcile all bank statements on a monthly basis.
3. Sign all Benevolent Fund checks for approved invoices.
4. Render an accounting of the Benevolent Fund to each supporting organization annually by case numbers.

This Benevolent Fund is to be operated under the sole management, control, and discretion of the APC and NSP. No accounting is to be rendered to any other group, agency, organization, or individual unless required by law. This Benevolent Fund is to be distinguished from any other benevolent fund or similar fund or program and operates entirely independently of any other such benevolent fund or similar fund or program.

Division of Funds:

1. Twenty-five percent (25%) of all collected monies will be deposited into a permanent reserve fund. Only the interest generated from this permanent reserve fund will be disbursed. The principal will remain intact.
2. Seventy percent (70%) of all collected monies will be deposited into a checking account, savings account, and/or certificate(s) of deposit and will be immediately available for disbursement.
3. Up to five percent (5%) of all collected monies from the checking account, savings account, and/or certificate(s) of deposit may be used for administrative costs to maintain the Benevolent Fund and to pay the coordinator's travel expenses to report on the Benevolent Fund to the APC and Philoptochos National Board. In addition, no funds given to the Benevolent Fund from the National Philoptochos will be deposited into the permanent reserve fund. Rather those funds will be immediately available for disbursement.

Disbursement of Funds:

The coordinator, in consultation with the other three Administrators, will be empowered to disburse up to the maximum sum of \$5,000.00 per case, in a timely manner. Requests for assistance may be made verbally. Although written requests for assistance are not required, documentation along with the actual invoices are to be provided to the coordinator since funds are paid directly to various services and vendors by the Benevolent Fund. All such documentation will be kept in strictest confidence.

Dissolution:

In the event of the dissolution of either the APC or the NSP, the existing Benevolent Fund will become the sole property of the surviving organization. In the event of the dissolution of both organizations, the monies in the Benevolent Fund will be immediately transferred to the Archdiocese Benefits Committee.

Amendments:

Any proposed changes to the Benevolent Fund must be approved by both the APC and the NSP Board.

Ratified 33rd Clergy-Laity Congress – New York, New York on July 4, 1996
Amended 36th Clergy-Laity Congress – Los Angeles, California on July 3, 2002
Amended by the Archdiocesan Presbyters Council – Tulsa, Oklahoma on October 11, 2006

Amended by NSP Board – Las Vegas, Nevada on May 1, 2009
Amended by the NSP Board – Atlanta, Georgia on April 24, 2010
Amended by the Archdiocesan Presbyters Council – Irvine, California on April 26, 2010
Amended by the NSP Board - Pittsburgh, Pennsylvania on October 22, 2010
Amended by the Archdiocesan Presbyters Council - New Rochelle, New York on November 3, 2010
Amended by the NSP Board – Delray Beach, Florida on October 11, 2019
Amended by the Archdiocesan Presbyters Council - San Antonio, Texas on October 28, 2019