

San Gabriel Presbytery
COVID-19 Financial Relief Funds
Approved by PEC, 3/31/20

Guidelines

Thanks to faithful stewardship by Presbytery leaders and churches, and the generous support of the Synod of Southern California and Hawaii, San Gabriel Presbytery has established the COVID-19 Relief Fund to provide emergency aid to eligible churches impacted by the COVID-19 virus. This fund is intended to be used only for issues directly related to the COVID-19 virus, and to enable a church to maintain current ministries and the livelihoods of church staff. This fund may not be applicable for cases in which long-term financial support is needed. The maximum amount of disbursement shall be \$5,000.00. San Gabriel Presbytery may not be able to honor all requests as written and strongly encourages our congregations to explore other avenues for relief such as Board of Pensions grants, government benefits especially as designated for COVID-19 issues, and gifts from church members and friends. If needed, an additional \$5,000.00 may be made available through a no-interest loan, or an additional grant may be made available upon consultation with the Emergency Financial Team of the Presbytery.

Eligibility

Only current member churches and fellowships of San Gabriel Presbytery are eligible for the COVID-19 Relief Grant.

Procedures

- a. A completed “COVID-19 Relief Fund Survey” must be submitted by the member church/fellowship. The request must be approved by the church session or leadership team of the fellowship. Request forms may be directed to wendytajima@sangabpres.org. The request requires the most recent financial statements from the church, including restricted and unrestricted funds and endowments.
- b. Requests must be attested to by the Clerk of Session and Moderator of Session. This can be done via emails from each from the email addresses of the relevant “signers.”
- c. Requests must be made by June 30, 2020. This deadline may be extended upon approval of the Presbytery or its Executive Commission.
- d. All requests will be reviewed and approved by the Emergency Financial Team, comprised of the Moderators of the Commission on Ministry and Education, Equipping, and Empowerment Committee, and the Executive Presbyter. The Team may request additional documentation, and may not grant the amount requested.
- e. Funds may be transferred electronically, so if approved, the Presbytery Bookkeeper may contact the church for banking information.
- f. Upon acceptance of the San Gabriel Presbytery COVID-19 Relief Grant, the congregation agrees to engage with the Presbytery in a relationship that further explores the health, sustainability and stewardship goals of the church.

Parameters

- a. COVID-19 Relief funds can only be granted for necessities. These needs include, but are not limited to the following:
 - Pastor/Clergy Salaries and Benefits
 - Staff Salaries and Benefits for any persons directly employed by the church
 - Utilities and other critical expenses

- b. COVID-19 Relief funds cannot be granted for the following:
 - Third-party pre-school or childcare expenses
 - Capital projects
 - Pre-existing property disrepair
 - Pre-existing debt
 - Business ventures or investments

- c. Loans are set at 0% interest. Unless negotiated otherwise, the loan will be repaid in 12 equal monthly payments, beginning January 31, 2021.

**San Gabriel Presbytery
COVID-19 Relief Fund Survey**

Church Name: _____ City: _____

Person Completing this Survey: _____ Position: _____

Email address: _____ Phone: _____

Church Treasurer/Finance Manager: _____ Phone: _____

Amount of Grant Request (up to \$5,000): _____

Amount of Loan Request (up to \$5,000): _____

Purpose(s) of Relief Fund Request:

- Pastoral Staff and Benefits
- Other Staff and Benefits
- Utilities and other critical expenses

Date of Session Meeting when Request was Approved: _____

Financial Statement: Please send a copy of your 2019 year-end financial statement, including Revenues and Expenses and Balance Sheet. The Balance Sheet should include current (cash and money market funds) and long-term assets, and specify unrestricted and restricted funds (including endowments). If you do not have a 2019 statement, please send your most recent financial statement or reports on spending and assets.