



<b>Document #:</b>	Personnel P-10	Created: 03-20-2019
<b>Title/Subject:</b>	Staff Development Fund	Revised: (date)
<b>Purpose:</b>		Reviewed/unchanged:
<b>Operational Authority:</b>	Board, Administrative, Personnel Committee	

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## Policy

### Function/Purpose/Mission Statement:

This fund is for the support of staff (non-minister) professional development when there are special or occasional costs exceeding current year development allocations.

*(note: the Minister has a separate fund)*

## Procedure

### Description of Duties / Procedures:

- The fund is comprised of unused staff development funds at the end of each fiscal year.
- Staff can request funds from the head of staff to cover special or extra expenses related to professional or spiritual development. Expenses may include fees for conferences, classes, or other events related to their work. Covered fees may include registration, lodging, travel, meals, books, etc.
- The request must be approved by the head of staff.
- The head of staff may also approve the use of these funds for staff retreats, including lodging, travel, and meal costs.
- Any amount exceeding \$10,000 in the fund returns to the church's assets at the end of each fiscal year.

## Associated Documents

Example: Finance Policies - F-4 - Sharing the Offering with Charitable Organizations

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