

Matthew 25 Committee

Policies and Procedures

Revised April 17, 2016

This revision has been prepared to clarify the policies and procedures of the committee. In the past the committee has operated on an informal and open basis and will continue to do so.

- 1) Members of the Matthew 25 Disbursal Committee:**
 - a) Must be registered contributing members of the parish.
 - b) May be appointed by the committee or the pastor
 - c) Student representation is encouraged
 - d) There is a pastoral team liaison
- 2) The committee operates by consensus.**
- 3) Disbursements alternate on a weekly basis between eastern hemisphere recipients and western hemisphere recipients. The western hemisphere includes local needs.**
- 4) Committee members choose to be part of either the eastern or western hemisphere subcommittee with the goal of having an approximately equal number of members in each subcommittee.**
- 5) There is one Matthew 25 recipient per week, with the following exceptions**
 - a) Christmas (2 recipients, one from each hemisphere)
 - b) Easter (2 recipients, one from each hemisphere).
 - c) Ash Wednesday, entire collection divided among three recipients, one from each hemisphere and Alternate Spring Break
 - d) Holy Thursday, 2 recipients, one from each hemisphere
 - e) Sunday with a visiting missionary (Money goes to the mission.)
 - f) If there is an important emergency situation somewhere may insert it and move the schedule back a week.
- 6) For both the eastern and western hemispheres several donations each term should be directed to developmental aid that has lasting effects.**

- 7) New proposals are reviewed throughout the year by the committee. The proposal form includes the criteria of dire need that defines eligibility. The Matthew 25 proposal form is available:**
 - a) In the parish offices at both St. Thomas Aquinas and St. John.
 - b) On line at the parish web site
- 8) The goal of the program is the sharing of parish contributions with groups around the world that serve dire human survival needs. The criterion that groups serve dire human survival needs is seriously considered and applied by the committee. Examples of groups that serve such needs are those that provide food, water, healthcare, and emergency shelter to people in need.**
- 9) The committee usually meets 3 times per year to consider proposals, discuss world needs and designate recipients for specific dates. Meetings are generally held on Sundays in the St. John library.**
- 10) Meetings are announced:**
 - a) In the parish bulletin
 - b) On bulletin boards around the parish
 - c) On the Parish web site.
- 11) All members of the parish are welcome to come to the meetings and may participate in the discussions.**
- 12) A chairperson for each meeting is rotated among the members.**
- 13) There is a secretary chosen by the committee.**
- 14) The secretary serves as a contact person to the committee.**
- 15) The secretary, working with the parish staff is responsible for:**
 - a) Meeting minutes
 - b) Reserving a room for upcoming meetings
 - c) Placing an announcement of upcoming meetings in the parish bulletin.
 - d) Maintaining a list of members
- 16) Meetings of the committee being with prayer**
- 17) Minutes are kept and published on the web page.**
- 18) The subcommittees are responsible for providing the parish office and the pastoral team liaison with the newly designated recipient list.**
- 19) The lists include the following information for each recipient:**
 - a) date for which recipient is designated to receive funds;
 - b) name and address to which funds are to be sent (preferably a United States address for all recipients, including international recipient's);

- c) name of group receiving the funds;
- d) the exact name of the payee of the disbursement check and
- e) any notation to be included on the check;
- f) a brief description of the work for which funds are being disbursed. .

20)The parish secretary compiles the list of upcoming recipients and sends the list, the minutes and the updated roster to committee members and the pastoral team liaison.

21)Every week, the bulletin identifies that week’s Matthew 25 recipient and the recipient for the upcoming week, in addition to identifying the immediate past recipient and amount disbursed.

22)At every weekend Mass, the name of the Matthew 25 recipient and a brief description of its work are included in the announcements.

23)Distributed to the recipients:

- a) Each week a calculation is made of 5 percent of the offertory collection. Baskets are available at the end of each Mass for contributions. All the money in the baskets goes to the recipients. If the total in the baskets is less than the 5 percent calculation, the difference is made up from the offertory. As a result (except in very unusual circumstances) putting money in the basket does not increase the amount that goes to the recipient but rather reduces the contribution from the offertory. See the examples below.

Offertory	5 % of Offertory	Basket	Total to recipient	Recipient from Basket	Recipient from Offertory
40,000	2,000	500	2,000	500	1,500
40,000	2,000	0	2,000	0	2,000
40,000	2,000	1,500	2,000	1,500	500
40,000	2,000	2,500	2,500	2,500	0

- b) All discussions of the Matthew 25 program should include the above description of how the calculation is made.

24)The cover letter to recipients includes the statement:

We request that funds not be used for fundraising or other administrative purposes and that our name not be sold or used for solicitation.

25)Records of past recipients and current proposals are kept by the subcommittee contact persons and are available in the parish office. [This will be reviewed at a future meeting.]

26)The general goal is to choose a given recipient to receive Matthew 25 disbursement funds no more than once yearly. This does not preclude the

possibility of using the same organization as a delivery vehicle for different recipient locations.

- 27) Designation of a group as a Matthew 25 disbursement recipient does not guarantee its receipt of Matthew 25 disbursement funds again at a later date. Whether acknowledgment letters and reports on fund use are received will be a factor in future funding decisions.**
- 28) The director of operations updates the committee with the annual outline of special collections each fiscal year.**
- 29) The parish St. Vincent de Paul (SVDP) programs are sometimes in need of Matthew 25 funding but not on a regular basis. The SVDP chairpersons are responsible for keeping the Matthew 25 disbursement committee apprised of SVDP's need for funding.**
- 30) The Diocesan Office of Missions requires a mission speaker in every parish each calendar year. The mission is then designated for the Matthew 25 on the weekend the mission speaker is visiting. The mission speaker is chosen by the pastor in consultation with the Matthew 25 committee. The Matthew 25 collection, not including the direct contributions placed in the Matthew 25 baskets, is sent to the Office of Missions which sends the proceeds, minus 10% for the work of the Missions office, to the mission speaker. 100% of the contributions placed in the Matthew 25 baskets is sent directly by the parish to the mission speaker.**
- 31) There will be a Matthew 25 section on the parish web site that includes:**
 - a) A simple explanation of committee procedures
 - b) A form for applying for a disbursement
 - c) Date of the next meeting
 - d) Minutes of past meetings
 - e) A list of committee members
 - f) A list of Disbursements by date