

# Presbytery of Arkansas

## Short-term Operating Assistance Program

### Overview:

The Presbytery of Arkansas has established a short-term operating assistance fund to provide churches with up to two months (60 days) of operating expenses.

Members of some congregations may be unable to contribute to church support through offerings, or pledge commitments during the pandemic due to financial impact to church members. This fund is for those churches that do not have sufficient reserves or ability to access established bank lines of credit to pay operating expenses during the days, and weeks ahead.

Assistance funds will be loaned from the Presbytery at 0% interest rate, and repaid within a period of time not to exceed 24 months after the assistance is provided.

### Details of the Program:

*Short-term Assistance Task Force:* The Coordinating Team, on behalf of the Presbytery, has established a Short-term Assistance Task Force. Task Force membership includes representative(s) from Administration (2), Future of the Church (1), and Mission of the Church (1), and one At-Large member. The General Presbyter and the Treasurer will serve as ex officio members.

The Task Force has the authority to approve assistance requests up to \$25,000 per month for an individual congregation. Depending on the demand for this program, and the total amount available to distribute, the approved amounts may be limited to a percentage of the total requested amount per month and/or may be limited to 30 days of operating expenses. Further discussion with our churches for any required changes in this program will be reviewed as needed.

*Application for Assistance:* Church Sessions must submit an operating assistance request with supporting documentation (If the requested documentation is not available, please provide a narrative explanation):

1. Narrative explanation for the request (a paragraph is sufficient)
2. Contributions and Operating Expenses for the prior six months
3. Session Approved Annual Budget
4. Voided check for the bank account to which funds (if approved) are to be transferred.

Electronic submission is preferred. Within three business days of receipt of the request, the Short-term Operating Assistance Task Force will respond to this request for assistance.

If approved, the first month of the operating assistance will be electronically transferred within four business days to the church's operating account. If a second month of operating assistance is required, the church may request it via an E-mail or letter and those funds will be released within four business days.

### Reporting Requirements:

Individual churches that utilize this program will be reported to the Administrative Committee, and the General Presbyter, and not in minutes reported out to Presbytery.

Only the number of churches, and the total dollars that were provided in this assistance program will be reported to the Presbytery.

### Attachments

1. Application Form for Short-Term Assistance
2. Suggested format for Contributions and Operating Expenses for the prior six months
3. Loan Agreement

# Presbytery of Arkansas

## Short-term Operating Assistance Application

Please email completed application to General Presbyter Stewart Smith.

stewart@presbyteryofarkansas.org

Church Name:

Church Address:

Amount Requested to Support Church Operations:

Approved by the Session of CHURCH NAME on DATE:

Attachments:

1. Narrative explanation
2. Contributions and Operating Expenses
3. Session Approved Annual Budget
4. Voided check for the bank account funds (if approved) are to be transferred to.

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Clerk of Session

## Church Contributions and Operating Expenses for the Past Six Months

<b>Church Name:</b>								
<b>City:</b>								
	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>		
<b>Contributions</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Expenses</b>								
<b>Salaries &amp; Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Operating Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Committee Expenses</b>								
Committee 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committee 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committee 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committee 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committee 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committee 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committee etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Total Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Expenses Vs Contributions</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

	Current Value							
<b>Reserve Funds</b>								
Reserve Fund 1								
Reserve Fund 2								
Reserve Fund 3								
Reserve Fund 4								
Reserve Fund 5								
Reserve Fund 6								
Total Reserve Funds								
Contributions: Includes all contributions to the church general fund. It does not include special funds that the session has established.								
Salaries and benefits includes staff salary, allowances, employer's portion of Social Security, etc.								
Operating expenses: Funding used to take care of the facility, office supplies, equipment, electric bill, gas bill, lawn services								
Committee expenses by committee. If the session doesn't track it that way, explain which line item includes it.								
Total Expenses is the sum of all expenses								
Expenses Vs Contributions is Contributions minus Expenses.								
Reserve Funds are funds which must be used for a designated purpose. It includes funds such as Capital Improvement.								

# Loan Agreement

1. Parties:

Borrower:

Church Name:

Church address:

Lender: The Presbytery of Arkansas.

2. Date of Agreement: \_\_\_\_\_.

3. Loan Amount: \_\_\_\_\_ Annual Percentage Rate: Zero (0) %

4. Promise to Pay: Within 24 months from the first day of the month following the date of this agreement.

5. Repayment: Borrower will choose one of the following methods of pay back:

a. Borrower will repay the amount of this note in 24 equal continuous monthly installments of \$ \_\_\_\_\_ each on the \_\_\_\_\_ day of each month preliminary on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and ending on \_\_\_\_\_, 20\_\_\_\_. Or

b. Borrower will repay the amount of this note in 8 equal continuous quarterly installments of \$ \_\_\_\_\_ each on the \_\_\_\_\_ day of each month preliminary on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and ending on \_\_\_\_\_, 20\_\_\_\_. Or

6. Prepayment: Borrower has the right to pay back the whole exceptional amount at any time or to increase the amount paid.

**Agreed:**

<p>Borrower:</p> <p>Date Approved by the Session:</p>  <hr/> <p>Clerk of Session</p>	<p>Lender: Presbytery of Arkansas</p>  <hr/> <p>General Presbyter</p>
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