



MINISTRIES UNLIMITED

POLICY MANUAL

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BOARD OF DIRECTORS

Pastor Brian Bradshaw – The Pentecostals of Troy, President

Jill Finley – Troy Bethel Baptist Church, Vice-President

Lori Bradshaw – The Pentecostals of Troy, Secretary

Linda Dunstan – St Jerome Catholic Church, Treasurer

Pastor Tim Lewis – Troy Bethel Baptist Church, Director

Pastor Andy Adams – Troy Methodist Church, Director

Mary Pulliam – Troy Methodist Church, Director

Pastor Tim Harrison – Friedens United Church of Christ, Director

Ruby Schultze – Friedens United Church of Christ, Director

Monica Hunsdorf – Friedens United Church of Christ, Director

Father Kevin Laughery – St Jerome & St James Catholic Church, Director

Veronica Gorackowski – St Jerome Catholic Church, Director

Pastor Albert Collver – St Paul Lutheran Church, Director

Shirley Schmitt – St Paul Lutheran Church, Director

Pastor Chris Funkhouser – Pathway Church, Director

Rev Philip Barbier – St Jacob United Church of Christ, Director

DIRECTOR OF OPERATIONS

(Past & Present)

Katherine Scheller – St Jerome Catholic Church – (April 1, 2022 – Present)

Betty Cothran – Troy United Methodist Church – (February 1, 2008 – March 31, 2022)

Sue Tracy – Troy United Methodist Church – (February 1, 1998 – January 31, 2008)

Lucille Schmalz – (Founder – January 31, 1998)

MINISTRIES UNLIMITED HISTORY

Ministries Unlimited was organized in 1978 by the following participating local churches: St. Jerome's Catholic Church, St. Paul Lutheran Church, Troy United Presbyterian Church, Bethel Baptist, United Pentecostal of Troy, Troy United Methodist Church, Frieden's United Church of Christ, and Troy Christian Church. The main purpose at that time was as an audio-tape ministry designed to meet the needs of the elderly, the shut-ins, the unchurched, as well as the entire Troy community. This program was operation from 1978 – 1984.

Another project at that same time was the Erna Smith Poetry Corner with her poems appearing in the Troy Tribune. Each Spring from 1981 – 1986 a poetry contest was held for various age groups with cash prizes being awarded in each category.

In December 1979 Rev. Rodney Wells, the pastor at Frieden's United Church of Christ, approached the Jarvis Township Supervisor about some donated money to pass along to a family who might not otherwise have a nice Christmas. The Supervisor suggested that the Assessor be asked for a family that might possibly qualify. A mother with 5 children was found and helped with the donated money. Within several days more money was donated and three more families were helped that Christmas.

As Christmas approached in 1980, Ministries Unlimited was more aware of opportunities to help less fortunate families. Various churches donated food and money which were assembled at the Jarvis Township Office and distributed to 9 families. Toys were also collected, repaired and delivered by Santa.

In 1981 the number of families served had risen to 15. And in 1984 the number of families served was 83. Every year the number of families served kept rising. Over the years the number of families served at Christmas time has risen to anywhere from 150 – 220 depending on the economy. Local businesses and community members have collected food and toys for donation. Annually Triad High School has collected food as a friendly competition between the classes to see who could collect the most items. Volunteers from the community come together to make the Christmas Baskets and wrap gifts for the families. Santa delivers to families that request it and volunteers deliver to the other families.

Throughout its history, Ministries Unlimited has been supported by efforts from community businesses, local Girl Scout and Boy Scout Troops, churches, youth groups and social organizations. Adelhardt's Grocery Store, Bernhardt's Food World, Adam's Drug Store, Pete's, 4-0 Quick Shop, Kelly's Butcher Shop, Troy Frozen Foods, The Lion's Club, The Jaycees, Knight of Columbus, Troy Womans Club, Kiwanis Club, Youth Groups from local churches, Girl Scouts, Boy Scouts, Cub Scouts, 4-H, and local churches are just some of the businesses and organizations that have helped support Ministries Unlimited with food, toiletries, money, and time. Without the help of them and local residents of the surrounding community, Ministries Unlimited would not be able to keep serving families in need.

Our area of families served started with Troy residents, but has expanded to include all of the Triad School District. We now serve families in Troy, St. Jacob and Marine.

HOLIDAYS/HOURS OF SERVICE

Ministries Unlimited Food Pantry will be closed and services suspended on the following holidays:

1. New Year's Day – January 1st
2. Memorial Day – Last Monday in May
3. Independence Day – July 4th
4. Labor Day – First Monday in September
5. Thanksgiving – Fourth Thursday & Friday in November
6. Christmas Season – Two weeks starting after the Christmas Basket drive through December 31st

Other Holidays/Closures: Other holidays may be added at the discretion of the Board. The Pantry will be closed during an emergency or severe weather.

When a holiday falls on a Monday for calling to schedule a shopping time, patrons will be asked to call during Friday Hours.

Ministries Unlimited Food Pantry hours of operation:

Monday: 9:00 – 12:00 Donation Drop-Offs & Home Deliveries (every other Monday)

Tuesday: 9:00 – 12:00 Patron Shopping & Donation Drop-Offs

Wednesday: 2:00 – 6:00 Patron Shopping & Donation Drop-Offs

Thursday: 2:00 – 6:00 Patron Shopping & Donation Drop-Offs

Friday: 9:00 – 12:00 Patron Shopping & Donation Drop-Offs

MINISTRIES UNLIMITED PHILOSOPHY AND PRINCIPLES

BOARD MEMBERSHIP:

Persons on the Board of Directors should be committed to Ministries Unlimited purpose and have time to give to its affairs; who will maintain an awareness of the service of pantries in preparation for making knowledgeable decisions in the interest of better serving our mission; and who will contribute independent thought and work cooperatively with other Board members for the common good of Ministries Unlimited.

Membership on the Board of Directors shall consist of active members who shall be the current Pastor/Minister and two members at large of each participating congregation. Voting privileges shall be accorded to all active members.

The officers of the Board shall include President, Secretary, and Treasurer and shall be elected from among the Board of Directors at the September annual meeting. Officers shall serve a term of one year.

The Board of Directors shall meet three times annually on the fourth Thursday of January, May and September. Other meetings may be called as necessary to conduct Ministries Unlimited business.

Remote attendance at a Board meeting shall be allowed if Board is notified at least 24 hours before the scheduled meeting. After roll call, a vote of the Board of Directors physically present shall be taken on whether to allow an off-site board member to participate remotely. A vote of a majority of a quorum shall be necessary to decide the issue. There shall always need to be a quorum physically present. Meeting minutes shall also reflect whether each member is physically present, present by video, or present by audio means.

MINISTRIES UNLIMITED PURPOSE AND FUNCTION:

Ministries Unlimited is organized exclusively for charitable, religious, educational, and scientific purposes, including the right to establish and hold funds for the relief of the poor, the distressed, the underprivileged, and the less fortunate. It is an association of churches who have voluntarily joined themselves for the purpose of meeting human needs and the demonstration of Christian values marked by compassion, sympathy, and consideration of others.

Ministries Unlimited functions primarily as a food pantry. We demonstrate the love of Jesus Christ by providing the loving, compassionate distribution of food for the sustenance of those who are hungry in our community. Through our volunteers, we provide food and supplies to individual and families in the Triad School District of Troy, St. Jacob and Marine. The Pantry will actively seek to form and broaden collaborations committed to furthering our mission to relieve hunger.

FINANCE:

Ministries Unlimited must operate within its budget. The Board is committed to the development of a service program which can be sustained on a current and realistically projected level of financial support. Gifts and bequests from private donors are encouraged for specific or general purposes.

MISSION STATEMENT

Faithfully nourishing our community with sustenance, dignity, compassion, and opportunity.

VISION STATEMENT

Guided by faith, we envision a thriving community where every person has access to food, resources, and opportunities to build a stronger, more secure future.

POLICY ON NON-DISCRIMINATION AND HARASSMENT

This policy applies to all volunteers, patrons, contractors, and donors. Ministries Unlimited strives to create and maintain an environment in which people are treated with dignity, decency, and respect. The environment of Ministries Unlimited should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Ministries Unlimited will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of volunteers, Ministries Unlimited will seek to prevent, correct, and discipline behavior that violates this policy.

All volunteers, regardless of their positions, and program participants are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against anyone who violates this policy. Anyone who knowingly allows or fails to report misconduct is in violation of this policy and is subject to discipline.

Discrimination:

Ministries Unlimited does not and shall not discriminate based on race (including traits associated with race such as hair texture and protective hairstyles), color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, ancestry, age, disability, marital status, military status, order of protection status, genetic information, or any other protected characteristic under federal, state, or local law, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

Ministries Unlimited is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.

Harassment:

Ministries Unlimited prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce any person (volunteer or patron).

Harassment includes verbal, non-verbal, written, or online comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs, and negative stereotyping.

POLICY ON VOLUNTEERS

Ministries Unlimited relies on volunteers to be the helping hands for our programs that assist families who are in need of assistance. Our volunteers include individuals, families, senior citizens, religious organizations, corporate groups, military members, school groups, scout troops, youth groups, and many others who help us feed those in need.

Before volunteering, we ask that you attend a New Volunteer Orientation session lead by the Director, a Board member or experienced volunteer. You will be given additional detailed instruction in the area you choose to work when you volunteer.

Volunteer events are available in shifts ranging from 2 to 4 hours. Each event will involve a variety of responsibilities. It is required that all volunteers wear close-toed shoes and appropriate comfortable clothes are suggested.

The minimum age to volunteer is 10 years old. For the safety of our younger volunteers between the ages of 10 – 16 years of age, special arrangements must be made for volunteer opportunities outside our regularly scheduled distribution hours. Groups of children must have one adult present for every 5 children. All individual minors 14 years and under must be accompanied by an adult.

We welcome middle school, high school, and college students to volunteer and complete their required service hours. It is the responsibility of every volunteer to plan and schedule their visit well in advance. Registration is on a first-come, first-served basis. All attempts will be made to accommodate as many volunteers as possible.

Ministries Unlimited accepts volunteers who have Court Mandated Service Hours (CMSH). ONLY misdemeanor offenses will be considered eligible. Each candidate who wishes to fulfil their CMSH must interview with the Director of Operations and provide all additional documentation requested. Ministries Unlimited reserves the right to deny an application.

In order to maintain a harmonious environment, the Director of Operations has the right to dismiss a volunteer at any time if it becomes necessary.

MANDATORY VOLUNTEER DOCUMENTS:

All volunteers must

- Complete the Volunteer Registration Form
- Read and sign the Ministries Unlimited Volunteer Waiver and Volunteer Code of Conduct

VOLUNTEER OPPORTUNITIES:

Volunteers are the backbone of our programs and serve a vital role in our organization ensuring the success of our programs. Volunteers help as receptionist and interviewers as well as assist with administrative tasks. Some help as drivers to pick up or deliver food items. Many others are needed to inspect and sort food in the sorting area, store items in the pantry or help clients select grocery items in the market area. The following are ongoing programs that are regularly staffed by volunteers.

- Weekly Food Distribution – Qualified clients may visit the pantry to receive food once every two weeks. Each household is provided select grocery items suitable to the number of individuals in their family. Fresh produce, bread, and dairy items are included as available. The pantry is open for distribution Tuesday from 10:00 – 11:00, Thursday from 1:30 – 2:30 and Thursday from 5:00 – 7:00 excluding any holidays or due to severe weather.
- Homebound Deliveries – A few of our senior or disabled clients are homebound and cannot come to the pantry to pick up food. Home delivery is available on a case-by-case basis.
- Special Events – Special donation deliveries such as the annual Scouting-For-Food, April Showers, and Christmas Baskets require volunteers to help sort and check items for placing on our shelves.
- Adopt-A-Family – At Christmas time we pair with other groups or individuals to sponsor a family in need. Sponsors provide the entire family with gifts, especially for each child under 18 years of age.
- Receptionist – This person helps answer the phone for distribution registration on Monday from 9:00 – 12:00 and Wednesday from 12:00 – 4:00. They may also assist on Saturday from 9:00 – 12:00 when the pantry is open for donations.
- Data Entry – This person helps with the data entry of our clients, donors, special programs, and other tasks. It is vital to keep track of the number of households that are helped for grant eligibility and fund raising each year.
- Grant Writer – This person helps find and submit applications for grants that help support Ministry Unlimited services.
- Other – This entails any duties for daily operation, building maintenance, inventory management or as needed assistance.

Volunteers are asked to choose volunteer opportunities that best fit their capabilities and interest. All volunteers will receive a general orientation on the nature and purpose of Ministries Unlimited and to the work to which the volunteer has been assigned. Volunteers will receive specific training to provide them with the information and skills necessary to perform their volunteer assignment. Volunteers will work in groups of 2 or more for safety precautions. Volunteer hours are flexible (daily, weekly, monthly) and Ministries Unlimited will schedule hours based on availability in order to cover all hours of operation in order to best serve our clients.

Volunteer Code of Conduct

We require a commitment by our volunteers of mutual trust and respect. To do this, we have outlined a Code Of Conduct for Volunteers.

1. Volunteers should treat everyone with courtesy and respect, regardless of their background, and avoid discrimination or harassment. Exhibiting respectful conduct by using appropriate language, avoiding physical or emotional violence, and being mindful of cultural differences and respecting local customs.
2. Volunteers should act honestly and ethically in all their volunteer duties, upholding Ministries Unlimited values and complying with policies.
3. Volunteers must respect the privacy of those they serve and keep sensitive information confidential, except when required by law or for investigation purposes.
4. Volunteers should prioritize safety, follow safety guidelines, and report any concerns about safety or misconduct.
5. Volunteers should follow the directions and instructions of Ministries Unlimited Board of Directors and Director of Operations, and participate in necessary training.

If you choose to not comply with the above expectations, you may be asked to leave, and may be restricted from future Ministries Unlimited volunteer service. Depending on the severity of the violation, legal action may also be taken.



Volunteer Registration Form

Date _____

Name _____

Address _____

Phone No. _____ Cell _____

Email _____

Emergency Contact _____

Phone Number _____

Birth Date _____

Past occupation if retired _____

Is this a required Community Service? ___ No ___ Yes ___ # of hours

Interested Hobbies, Talents, Travels, Etc. _____

How did you hear about this volunteer opportunity?

PREFERRED VOLUNTEER ACTIVITY (Please Check)

- ___ SORTING AND PACKAGING FOOD
- ___ DRIVER TO PICK UP FOOD (Large Vehicle Helpful)
- ___ UNLOAD FOOD DELIVERY (Able to lift at least 40lbs.)
- ___ NEIGHBORHOOD DISTRIBUTION
- ___ SPECIAL EVENTS
- ___ DATA ENTRY
- ___ RECEPTIONIST
- ___ GRANT WRITER
- ___ OTHER

SCHEDULE _____

NOTES _____

Volunteer Waiver

1. As a volunteer of Ministries Unlimited Food Pantry, I hereby agree to hold harmless and waive any and all claims or causes of action against the Ministries Unlimited Food Pantry arising out of any cause whatsoever, including but not limited to claims arising out of negligence or intentional conduct of its volunteers or agents.
2. I attest that I am physically fit and prepared to perform the tasks assigned to me as a Ministries Unlimited Food Pantry volunteer. (Let us know if you have a disability and we will try to find an appropriate task for you.)
3. I further agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for Ministries Unlimited Food Pantry.
4. I shall not operate a personal vehicle for volunteer activities unless I have a valid Driver's License and at least the minimum amount of liability insurance required by Illinois law.
5. Ministries Unlimited Food Pantry is not responsible for loss or damage to volunteer's personal property.
6. I also grant the Ministries Unlimited Food Pantry full permission to use photographs of me for publicity and

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I have read, understand, and agree to the above Ministries Unlimited Food Pantry policy and waiver and Volunteer Code of Conduct.

_____	_____	_____
Volunteer's Signature	Print Name	Date

If under 18, signature of parent or legal guardian is required Date

_____	_____
Print Name	Relationship

POLICY ON DONATIONS

Ministries Unlimited relies solely on donations of non-perishable and perishable food items, personal hygiene products, paper products and financial support from the communities we serve. Without the generosity of the local community, Ministries Unlimited would be unable to provide the quality and level of service that is so desperately needed.

Ministries Unlimited does its best to ensure that the food on our shelves is within the shelf-life guidelines provided by the USDA. Fresh produce, dairy products and other perishable items will be distributed when available. The food you receive comes from donations from a variety of sources.

Ministries Unlimited is open Monday, Tuesday, & Friday from 9:00 a.m. – 12:00 p.m., Wednesday & Thursday from 2:00 p.m. – 6:00 p.m. to accept perishable and non-perishable food items that have not passed their expiration date. We also receive personal care items and supplies for babies. Non-perishable & perishable food items will be distributed based on the USDA guidelines listed on their website [Shelf-Stable Food Safety | Food Safety and Inspection Service \(usda.gov\)](https://www.usda.gov/food-safety). Following are partial lists of acceptable non-perishable and perishable food items.

Non-Perishable Food Items:

1. Canned vegetables – green beans, corn, mixed vegetables, carrots, peas, etc.
2. Canned fruit – peaches, pears, mixed fruit, cranberry sauce, applesauce, etc.
3. Canned pasta – ravioli, spaghetti, etc.
4. Canned tomatoes – stewed, diced, sauce, paste, etc.
5. Spaghetti sauce
6. Pork-n-beans
7. Potatoes – canned, instant or sides
8. Rice – bags or sides
9. Stuffing mixes
10. Corn bread mixes
11. Pizza crust mixes
12. Ramen noodles
13. Soups – condensed, single serve, dried mixes, etc.
14. Pasta
15. Macaroni and cheese
16. Cake mixes
17. Baking supplies – flour, baking powder, baking soda, sugar, etc.
18. Spices – black pepper, salt, oregano, turmeric, curry, etc.
19. Peanut butter & Jelly
20. Crackers
21. Cereal & Oatmeal
22. Pancake mixes & syrup
23. Canned meat – tuna, chicken, Spam, beef, etc.
24. Hamburger or Tuna Helper
25. Canned meals – chicken and dumplings, beef stew, etc.

26. Jello & Pudding – mixes or cups
27. Beans – dried or canned – pinto, kidney, chili, garbanzo, refried, lentil, etc.
28. Broths – chicken, beef, vegetable
29. Misc. canned items – olives, sauerkraut, spinach, corned beef hash, coconut milk, etc.
30. Misc. items – taco shells, taco mix, salsa, pizza sauce, pickles, enchilada sauce, etc.

Perishable Food Items:

1. Fresh vegetables – green beans, carrots, peas, tomatoes etc.
2. Fresh fruit – peaches, pears, apples, bananas etc.
3. Potatoes – sweet, russet, red skin, etc.
4. Milk
5. Dairy – sour cream, cottage cheese, yogurt, etc.
6. Eggs
7. Cheese – packaged shredded, blocks
8. Meat – chicken, beef, pork, etc. – must be packaged from store
9. Frozen pizzas
10. Frozen dinners
11. Frozen or refrigerated sides

USDA Food “Best By” Extension Dates

Canned Items (low acid): meat, poultry, fish, gravy, stew, soup, beans, carrots, corn pasta, peas, potatoes, spinach ----- 2-5 years	Canned Items (high acid): juices, fruit, pickles, sauerkraut, tomato soup, vinegar-based sauce ---- 12-18 months
Baking soda --- 18 months	Mustard --- 1 year
Beans (canned) --- 3 years	Nuts (canned & jarred) --- 1 year
Beans (dried) --- 1 year	Oil (Olive & Vegetable) --- 8 months
Cake, Brownie, Bread mix --- 18 months	Oil (spray) --- 2 years
Cocktail & Chili sauce --- 1 year	Olives (black & green) ---18 months
Cereal --- 1 year	Olives, Pickles, Salsa, Salad Dressing --- 1 year
Cereal hot (oatmeal, grits, cream of wheat) - 1 year	Pancake mix/Bisquick --- 15 months
Chocolate (chips, bars, syrup) --- 2 years	Pasta (dry) --- 2 years
Coffee (beans) --- 3 weeks	Pasta (canned) --- 3 years
Coffee (ground) --- 2 years	Peanut Butter --- 9 months
Coffee (instant) --- 1 year	Popcorn (jarred) --- 2 years
Condiments (BBQ sauce, ketchup, etc.) – 1 year	Popcorn (microwavable) --- 1 year
Cookies & Potato Chips --- 2 months	Potatoes (instant) --- 1 year
Cornmeal --- 1 year	Pudding Mixes --- 1 year
Cornstarch --- 18 months	Rice (brown) --- 1 year
Crackers --- 8 months	Rice (flavored, herb) --- 6 months
Extracts (vanilla, almond) --- 3 years	Rice (white, wild) --- 2 years
Fish (tuna, sardines, salmon) --- 3 years	Sauces (cream, jarred) --- 6 months
Flour --- 1 year	Sauces (non-dairy, spaghetti, jarred) --- 18 months
Flour – whole wheat --- 3 months	Soda – bottled --- 3 months
Frosting mixes --- 1 year	Soda – canned --- 9 months
Fruit (canned) --- 18 months	Soup (canned & microwavable) --- 3 years

Fruit (dried) --- 6 months	Soup mixes (dry) --- 1 year
Garlic (jarred) --- 18 months	Spices (ground) --- 3 years
Gravy (jarred) --- 5 years	Stew (canned) --- 3 years
Herbs (dried) --- 2 years	Sugar & Substitutes --- 2 years
Honey & Hot Cocoa --- Indefinite	Sugar (brown) --- 4 months
Jam & Jelly --- 1 year	Sugar (confectioners) --- 18 months
Jello --- 18 months	Syrup (maple & pancake) --- 1 year
Juice Boxes --- 6 months	Tea (instant) --- 3 years
Macaroni & Cheese --- 2 years	Tea bags --- 18 months
Marshmallows --- 4 months	Vegetables (all, canned) --- 3 years
Mayonnaise --- 3 months	Water (bottled) --- 2 years
Meat – canned (beef, pork, chicken) --- 3 years	
Milk (evaporated & condensed) ---1 year	

Donation Liability:

The Emerson Good Samaritan Food Act – Federal Legislation on October 1, 1996, President Clinton signed this act to encourage donation of food and grocery products to non-profit organizations for distribution to individuals in need. This law:

- Protects you from liability when you donate to a non-profit organization;
- Protects you from civil and criminal liability should the product donated in good faith later cause harm to the recipient;
- Standardizes donor liability exposure. You or your legal counsel do not need to investigate liability laws in 50 states; and
- Sets a floor of “gross negligence” or intentional misconduct for persons who donate grocery products. According to the new law, gross negligence is defined as “voluntary and conscious conduct by a person with knowledge (at the time of conduct) that the conduct is likely to be harmful to the health or well-being of another person.”

For the full text of the bill go to <https://www.law.cornell.edu/uscode/text/42/1791>

Financial Donations:

Ministries Unlimited accepts financial donations through the mail or in person. A donation application is available to download on our website at <https://www.ministriesunlimited.org>. Checks are mailed to Ministries Unlimited 310 Collinsville Road, Troy, IL 62294. As a 501(c)(3) non-profit organization, all donors will receive a tax-deductible donation letter for the current year by February 28th of the following year. If a donor requires a letter before this time for tax purposes, they must contact the Director by phone at (618)505-5053. A tax-deductible letter will then be mailed within 10 business days.

Financial donations are used to cover operating costs for the building, food vouchers, Christmas boxes, purchasing non-perishable and perishable food items not covered by in-kind donations, and purchasing personal hygiene products not covered by in-kind donations. An annual fund drive is held in November and December of each year to raise financial capital to cover the cost of operating Ministries Unlimited for the next year.

POLICY ON PATRONS

Ministries Unlimited purpose is to assist families and individuals in need of food support. In order to qualify for food support, they must reside within the Triad School District of Troy, St. Jacob or Marine. Families or individuals outside this service area will be served only on their initial visit. They will be provided information about food pantries and/or other assistance programs in their community of residence.

Becoming A Patron of Ministries Unlimited:

New patrons of Ministries Unlimited will be asked to complete a registration form on their first visit. We collect information on your family/household to create a file and assist in identifying other needs. Ministries Unlimited does not discriminate against any person on the basis of race, ethnicity, gender, national origin, disability, religion, or age. Acceptance for assistance from Ministries Unlimited is based solely on need. Any information provided will remain confidential and is used solely for Ministries Unlimited purposes. On each visit, patrons will be asked to provide a valid Photo ID and proof of residency before receiving their food distribution.

Scheduling A Pickup Time:

Patrons will be asked to call and make an appointment to shop a minimum of 24 hours in advance. Appointments for shopping will only be made for the current week. If the patron is scheduling an appointment for the first time, they will be asked to provide the following information:

1. Name – first & last
2. Current Address within service area
3. Valid phone number
4. Number of individuals in the household (adults & children)
5. Present valid ID (driver's license, passport or state-issued identification) and proof of residency (example: utility bill or lease) on pick up day

Patrons may schedule a shopping time every two weeks. If there is an emergent reason the patron is unable to make their scheduled time, the patron must notify Ministries Unlimited before their scheduled time to reschedule for another day.

Food Distribution:

Food distributions are subject to availability. Quantities are based on household size and availability. Non-perishable food items are provided at every distribution along with perishable food items. Perishable food items change weekly and are provided on a first come, first served basis. Ministries Unlimited will attempt to distribute perishable items equally amongst all distribution times for fairness. This practice will be based on quantities received from donations. Patrons may ask for dietary specific items that will be provided based on availability.

Personal hygiene items will be provided monthly based on availability. Household cleaning supplies will be provided monthly based on availability.

Food distribution is a shopping process. Patrons are asked to park in front of the pantry middle set of double doors. Patrons are allotted a 30-minute time slot for shopping. Volunteers will gather and pack all perishable items chosen by the patron. The patrons will choose non-perishable items from the shelves with the assistance of a volunteer. Items will be packed in bags or boxes to be loaded patron vehicles. Patrons that are physically able are asked to help load their vehicle.

Our workers are volunteers from the surrounding communities. We ask that you treat our volunteers, who are here to serve you, with kindness and respect. Failure to do so may result in termination of services.

Home Delivery Service:

Home delivery service is available every two weeks for elderly, homebound, or handicapped patrons. Patrons with transportation issues will be offered this service on a case-by-case basis. This service must be set up at least one week prior to starting the delivery. Patron must be home to accept the delivery on Monday from 9:00 – Noon. A volunteer will call to ask the patron their food choices and deliver within 15 minutes of ending the phone call.

Homeless Assistance:

Ministries Unlimited will provide emergency food (3-4 days) upon request to homeless individuals or families on a one-time or as needed basis. These patrons are usually referred to us by either a church or the Troy Police Department. Ministries Unlimited will also provide upon request a gas card to either Circle K or Casey's. We are limited in the amount we can offer each month. These cards will be distributed on a first come, first served basis. The amount of each gas card and the monthly total to be distributed each month is at the discretion of the Ministries Unlimited Board of Directors.

Patron Code of Conduct

We require a commitment by our volunteers and patrons of mutual trust and respect. To do this, we have outlined a Code Of Conduct for Patrons.

6. Patrons and volunteers will address each other in a respectful manner.
7. Patrons will refrain from exhibiting verbally or physically threatening or abusive behavior toward others. We have a zero tolerance for threatening or abusive behavior.
8. Weapons and firearms are forbidden on Ministries Unlimited property.
9. Children will remain in the seating area while the patron is being helped.

If you choose to not comply with the above expectations, you may be asked to leave, and may be restricted from future Ministries Unlimited privileges. If you continue to not comply with expectations, appropriate authorities, which may include law enforcement, will be notified and a formal complaint may be filed.



Patron Registration Form

Welcome to Ministries Unlimited! In order to better help you and your family we ask that you take a few minutes to complete this short form. Your response IN NO WAY will affect your receiving food today or in the future. We ask these questions as a way to get to know you and to understand how we can better meet the needs of our community. If you have any questions or concerns, please do not hesitate to ask any staff member or volunteer. Thank you and have a great day!

Name: _____

Phone: (____) _____ Alternate Phone: (____) _____

Emergency Contact Name/Relationship/Phone: _____

Date of Birth: _____ Gender: Male/Female

Email address: _____

Address: _____

Please list the names, birthdates and genders of all the people living in your household:

Full Name:	Date of Birth:	Gender
PETS:	# CATS:	# DOGS:

1. What is your household's total monthly income? (Include income from all members of the household and all types of income: wages, social security, disability, etc.): \$_____ per month.

2. Within the past 12 months have you worried that your food would run out before you got money to buy more? ____ Yes ____ No

3. Within the past 12 months did the food that you bought just not last and you didn't have money to get more? ____ Yes ____ No

4. If you have ever applied for Food Stamps or WIC, are you currently receiving benefits? ____ Yes ____ No

5. Are you a Military Veteran or active Military? ____ Yes ____ No

6. Do you currently have health coverage? ____ Yes ____ No

If Yes: ____ Whole Family ____ Myself ____ Kids Only ____ Spouse Only

Type of insurance: ____ Private Insurance ____ Medicare/Medicaid ____ Veteran's Benefit

By my signature below, I certify that all the information listed on this form is true and correct.

Signature: _____

Date: _____

Patron Code of Conduct

We require a commitment by our volunteers and patrons of mutual trust and respect. To do this, we have outlined a Code Of Conduct for Patrons.

10. Patrons and volunteers will address each other in a respectful manner.

11. Patrons will refrain from exhibiting verbally or physically threatening or abusive behavior toward others. We have a zero tolerance for threatening or abusive behavior.

12. Weapons and firearms are forbidden on Ministries Unlimited property.

13. Children will remain in the seating area while the patron is being helped.

If you choose to not comply with the above expectations, you may be asked to leave, and may be restricted from future Ministries Unlimited privileges. If you continue to not comply with expectations, appropriate authorities, which may include law enforcement, will be notified and a formal complaint may be filed.

By my signature below, I certify that I agree to abide by the Patron Rules of Conduct.

Signature: _____

Date: _____

Information Updated:

Date:

KEYS TO MINISTRIES UNLIMITED BUILDING POLICY

Keys to the building for Ministries Unlimited will be distributed based on office held on the Ministries Unlimited Board, position, or volunteer assignment. Only one person per day will have a key for access to the building. The Director or Board may decide at their discretion to remove access to the building at any time.

The following individuals will have keys to the building per Board office or position:

1. Ministries Unlimited Director of Operations
2. Ministries Unlimited Board President
3. Ministries Unlimited Board Treasurer
4. Persons designated by the Board of Directors
5. Persons designated by the Director of Operations

The following individuals will have keys to the building based on volunteer assignment:

1. One Volunteer per Day – Monday - Friday
2. Persons With Scheduled Donation Pickups Outside Hours of Operation
3. St Jerome Catholic Church Representative – Sunday

LUCILLE SCHMALZ COMMUNITY SERVICE SCHOLARSHIP

The Lucille Schmalz Community Service Scholarship was started in 2019 to help graduating Seniors within the Triad School District who perform community service and demonstrate financial need. This scholarship is open to Seniors living within the Triad School District boundaries of Troy, St. Jacob and Marine. This includes private school students, home school students and Triad High School.

The Lucille Schmalz Community Service Scholarship application period is open each year from March 1st through April 15th. Applications may be picked up at Ministries Unlimited or from Triad High School Guidance Counselors. Each applicant must complete all essay portions of the scholarship to qualify for consideration.

Each year, one applicant will be chosen by the Scholarship Committee to receive the scholarship in the amount of \$1000. The scholarship award will be paid directly to the College or University the winner is attending for the Fall Semester. Recipients are provided with a letter detailing instructions on notifying the registrar's office to provide a copy of the Fall tuition bill to Ministries Unlimited.

The Scholarship Committee will be composed of no less than three individuals. These individuals are Jon Schmalz – Scholarship Chairman, the current Ministries Unlimited Director, one Ministries Unlimited Board member. An additional two individuals may also be chosen to review applications and to aid in a tie decision. It is at the Committees discretion and availability of funds on whether more than one winner may be chosen.



LUCILLE SCHMALZ COMMUNITY SERVICE SCHOLARSHIP

AWARD AMOUNT: \$1000

APPLICATION DEADLINE: APRIL 15, 20XX

Mail to: Ministries Unlimited at above address

Scholarship is limited to any graduating senior within the Triad School District for further education to college or trade school.

A. PERSONAL INFORMATION – PRINT NEATLY OR TYPE:

Name _____

Address _____
Street City State Zip

E-Mail Address _____ Phone _____

Birthdate _____ Age _____ Gender: ____ Female ____ Male

Name of Parent(s) _____

Adjusted Gross Income For Parents in 2022 (IRS 1040 line 11): _____

Did anyone in your parent's household receive: (Check all that apply)

- ☐ Medicaid
- ☐ Free or Reduced School Lunch
- ☐ Supplemental Security Income (SSI)
- ☐ Temporary Assistance for Needy Families (TANF)
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ Special Supplemental Nutrition Program for Women, Infants, & Children (WIC)

B. EDUCATIONAL INFORMATION

High School _____ City _____ State _____

Graduation Year _____

I have applied for admission to _____ school

College Major (Indicate General Studies if undecided) _____

C. ACTIVITIES

Civic/Volunteer Activities

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. ESSAY (Must be TYPED – double spaced)

- a. A short bio about you (maximum of 200 words)
- b. Describe your educational plans, career aspirations and future goals. **(no more than one page)**
- c. Why does continuing one's education bring a benefit to your community and society in the future? **(no more than one page)**

E. LETTER OF RECOMMENDATIONS (from (1) faculty member from Triad High School and (1) from a community service performed.

APPLICANT SIGNATURE (required) _____ **Date** _____

With my signature, I certify that all information provided is, to the best of my knowledge, true and complete and I have not willingly or knowingly withheld information.

Note:

1. This is a confidential form. Information provided on this application is used to determine your eligibility for a scholarship award.
2. Resumes are not part of this scholarship application – please do **NOT** enclose a resume.

Ministries Unlimited “Lucille Schmalz Community Services Scholarship” check will be made out to the institution that the student will be attending at the time of fee payment.

SUPPORTING TRIAD COMMUNITY KIDS (STiCKs)

Ministries Unlimited is dedicated to feeding those in need in our community. With this mission in mind, we support all Triad Community Unit #2 School District schools in providing meals to students. This program provides lunches to school aged children that may be at risk for missing meals during the weekend. Families with school aged children can sign up for their child to receive a take home sack lunch for the weekend.

Letters are sent to the families requesting registration by the school district. This program runs through the school year and is followed by the Summer Lunch Program when schools are not in session.

Friday sack lunches are packed with the assistance of the National Honor Society students from Triad High School. This provides them with community service hours and exposes them to those less fortunate than themselves.

Each sack lunch will contain anywhere from 8 to 10 items. A list of suggested items is provided below. Items should be within their Best By Date in accordance with school district guidelines.

Sack Lunch Donation List:

1. Cereal Bars
2. Oatmeal
3. Cereal
4. Pop-Tarts
5. Ramen Noodles
6. Soup (Microwaveable Container or Pop-top cans)
7. Mac-n-Cheese
8. Vienna Sausages
9. Beanie Wennies
10. Chicken or Tuna in a Pouch or Can
11. Ready Rice
12. Vegetables (Cup or small Pop-top can)
13. Pudding Cup
14. Jello Cup
15. Fruit Cup
16. Hot Chocolate
17. Drink Mix (individual packets)
18. Slim Jim / Jerky
19. Chips – Single Serving Bag
20. Cheese Sandwich Crackers
21. Gummy Snacks / Candy

Packing List:

1. 2 Cereal Items
2. 2 Lunch Items
3. 1 Pudding or Jello Cup

4. 1 Fruit Cup
5. 1 Drink Packet
6. 1 Meat
7. 1 Snack Item

The following rotation of items will be used based on availability and extended weekend:

1. Ramen, Mac-n-cheese, Pudding Cup, Fruit Cup, Oatmeal, Cereal Bar, Chips, Slim Jims, Hot Chocolate.
2. Ramen, Mac-n-cheese, Pudding Cup, Fruit Cup, Pop-Tart, Cereal Bar, Cheese & Crackers, Slim Jims, Hot Chocolate.
3. Ramen, Mac-n-cheese, Pudding Cup, Fruit Cup, Oatmeal, Pop-Tart, Vienna Sausages, Gummy Snack, Drink Mix.
4. Ramen, Mac-n-cheese, Pudding Cup, Fruit Cup, Pop-Tart, Cereal Bar, Tuna or Chicken, Rice or Potato Cup, Vegetable Cup, Cheese & Crackers, Drink Mix.

Below is a list of participating schools in the STiCKs program each year:

1. C.A. Henning Elementary School – 520 E. US Hwy 40, Troy – (618)667-5401
2. Silver Creek Elementary School – 209 N. Dewey St, Troy – (618)667-5403
3. Triad Middle School – 9539 US Hwy 40, Troy – (618)667-5406
4. St. Jacob Elementary School – 305 Jacob St, St. Jacob – (618)644-2541
5. Marine Elementary School – 725 West Division St, Marine – (618)667-5404

SUMMER LUNCH PROGRAM

Ministries Unlimited is dedicated to feeding those in need in our community. With this mission in mind, we support all our local churches that participate in the Summer Lunch Program. This program provides lunches to all individuals age 18 and under. Families with school aged children that are eligible for the free lunch program during the school year may not be able to provide lunch during the Summer.

Letters are sent to the participating churches on May 1st of each year asking them to contact Ministries Unlimited for funds to support their Summer Lunch Program. Once the participating church has contacted Ministries Unlimited, a check will be sent to them based on the size of the community they are serving and the number of times they are serving. This may vary from year to year based on Ministries Unlimited financial health.

Ministries Unlimited will be actively involved in the planning phases to determine how the pantry can support this effort either financially or with supplemental food for the Friday backpacks.

Below is a list of participating churches in the Summer Lunch Program each year:

1. Friedens United Church of Christ – 207 East Center St, Troy – (618)667-6535
2. Pathway Church – 312 South Main St, Troy – (618)751-4499
3. Bethel Baptist – 7775 Collinsville Rd, Troy – (618)667-7775
4. St. Jerome Catholic Church – 511 South Main St, Troy – (618)667-6571
5. St. James Catholic Church – 305 Washington St, St. Jacob 62281 – (618)644-5773
6. Troy Methodist Church – 407 Edwardsville Rd, Troy – (618)667-6241
7. The Pentecostals of Troy – 8965 Rt 162, PO Box 538, Troy – (618)667-6054
8. St. Paul's Lutheran Church – 112 North Border, Troy – (618)667-6681
9. Providence Presbyterian Church – 1928 SrA Bradley R Smith Dr, Troy – (618)505-0155
10. St. Jacob United Church of Christ – 204 West Main, S.t Jacob 62281 – (618)830-0526
11. Marine United Church of Christ – 111 N Center St, Marine 62061 – (618)887-4465

FINANCIAL POLICY

Purpose:

This policy establishes financial guidelines designed to:

- Protect the assets of Ministries Unlimited.
- Ensure the maintenance of accurate records of Ministries Unlimited financial activities.
- Provide a framework of operating standards and behavioral expectations.
- Ensure compliance with federal, state and local legal and reporting requirements.

Exceptions to written policies may only be made with the prior approval of the Board of Directors. Changes or amendments to this policy may be approved by the Board of Directors at any time. A complete review of the policy shall be conducted every three years by the Board of Directors or its designee. All personnel with financial responsibilities are expected to be familiar with and operate within the parameters of this policy.

Fraud Prevention:

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

All fraudulent acts or related misconduct are included under this guideline and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities;
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files);
- Improprieties in the handling or reporting of financial transactions;
- Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the pantry, patrons, suppliers, or others with whom there is a business relationship;
- Authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving payments for hours not worked or expenses not accrued and documented;
- Profiteering as a result of insider knowledge of pantry activities.

Fraud and related misconduct will not be tolerated. Volunteers found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Board of Directors, Director of Operations and volunteers are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Anyone who knows or suspects fraud or related misconduct shall report that to the President of the Board of Directors or the Director of Operations.

When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and pantry policies. During or following the investigation, the Board may choose to consult with legal counsel and take appropriate steps to minimize recurrence.

Authority:

The Board of Directors is ultimately responsible for the financial management of all Ministries Unlimited activities. The Board Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.

- The Director of Operations is responsible for the day-to-day financial management of Ministries Unlimited. The Board authorizes the Director of Operations to approve and supervise volunteers and independent consultants, pay bills, receive funds and maintain bank accounts.
- The Board Treasurer and Director of Operations are authorized to sign checks in the following tiered requirement.
 - <\$2,000 require one signature of either Board Treasurer or Director of Operations.
 - >\$2,000 - \$5000 require the signature of both the Board Treasurer and Director of Operations.
 - >\$5,000 require the approval of the Board of Directors prior to acceptance of the invoice or contract. Signatures of both Board Treasurer and Director of Operations are required on the checks.
- The Director of Operations is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Board of Directors on variances and the reason for these variances.
- The Board of Directors must approve any use of the cash reserved or investment funds.

Responsibilities:

The Director of Operations or Board Treasurer shall:

- Account for donor restricted and Board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board of Directors.
- Record fixed assets with purchase prices greater than \$500 as capital assets in accounting records.
- Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- Limit vendor credit accounts to prudent and necessary levels.
- Obtain competitive bids for items or services costing in excess of \$2,000. Selection will be based on cost, service, and other elements of the contract.
- Receive, process, and disburse funds under controls that are sufficient to protect bank accounts, income receipts, and payments.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss or significant damage.

- Plan and carry out suitable protection and maintenance of property, building, and equipment.

The Director of Operations or Board Treasurer shall:

- Review financial reports at each Board meeting.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.

Budget:

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organizational goals, and specific five-year objectives, the Director of Operations shall:

- Submit operating and capital budgets to the Board of Directors in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.
- Use best practices for obtaining supplies at the most reasonable price.

Accounting:

Generally accepted accounting principles are employed using Excel Spreadsheet basic accounting software.

Banking:

The Board of Directors have designated the following separate banking accounts to be maintained.

- Checking Operations Account: This account is used for paying monthly payables and deposit of donations.
- Checking (Savings) Account: This account is used for paying the following annual responsibilities for Summer Lunch Program and the Lucille Schmalz Community Service Scholarship and funds transfer from other accounts as approved by the Board of Directors.
- Checking (Donation) Account: This account is used for accepting online donations via PayPal or Venmo without risk to Ministries Unlimited main capital. Transfers will be made to the Checking Operations Account once a balance >\$200 has been reached.
- Investment Account (Certificate of Deposit): To protect the safety of principal, all investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives. In addition, we desire a return on investments (Yield).

FUND RAISING POLICY

All funds or gifts accruing to or received by Ministries Unlimited, whether solicited or unsolicited, are for the use and benefit of Ministries Unlimited and are held in accordance with the trust or restriction imposed thereon by the donor. If no specification is designated by the donor, funds will be used for general operating expenses such as purchase of non-perishable or perishable food items, building maintenance, etc.

Ministries Unlimited seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations – unless acceptance of gifts from a specific source is inconsistent with the organization's beliefs, values, and mission. Ministries Unlimited will enter all gifts in the donor database for tax purposes.

An annual fund raiser using direct mail or email is held in November and December of each year to generate operating funds for the next year. The goal for the fund raiser is set based on current year expenses and current inflation rates. Weekly updates on the amount raised and names of donors, unless they wish to remain anonymous, are published in the local paper The Times-Tribune.

To secure the future operations of Ministries Unlimited, other fundraisers are scheduled throughout the year. These fundraisers will accurately reflect the organization's mission, accomplishments, and intended use of funds. They may include such events as: Dine & Donate, direct solicitation at community events, raffles, silent auctions, trivia nights, Walk-A-Thon, Buy A Brick, bingo, or street corner donation.

Grant opportunities will be researched and applied for as needed to help Ministries Unlimited maintain current and future services. Grants will be sought at local, county, state, and federal levels as necessary. If a volunteer does not have grant writing experience, then a grant writer will be required either as a volunteer, pro-bono, or paid service.

If at any time the Board of Directors or Director of Operations determine more funds are necessary to continue services, then other fundraising events may be scheduled throughout the year. These events will be approved by the Board prior to being scheduled.

INVESTMENT OF FUNDS POLICY

Purpose:

This policy establishes investment objectives, policies, guidelines and eligible securities related to all assets held by Ministries Unlimited primarily for investment purposes. In doing so the policy shall:

- Clarify the delegation of duties and responsibilities concerning the management of Ministries Unlimited funds.
- Identify the criteria against which the investment performance of the organization's investments will be measured.
- Communicate the objectives to the Board, Director, investment managers, brokers, donors and funding sources that may have involvement.
- Confirm policies and procedures relative to the expenditure of Ministries Unlimited funds.
- Serve as a review document to guide the ongoing oversight of the management of the organizations' investments.

Delegation of Responsibilities:

The Board of Directors has a direct oversight role regarding all decisions that impact Ministries Unlimited funds. The Board has delegated supervisory responsibility for the management of its funds to the Board Treasurer. Management and administrative responsibility for the investment policy is hereby delegated to the Treasurer or his/her designee. The Treasurer, and by designation, the Director of Operations, are both responsible for establishing internal controls and written procedures for the operation of the investment policy, which shall be designed to prevent loss, theft, or misuse of funds.

Investments shall be made with judgment and care, under the circumstances then prevailing, and take into account diversification, which persons of prudence, discretion and intelligence exercise in the management of their own funds - not for speculation, but for investment. In considering the probable safety of capital, as well as the profitable income to be derived, investments shall be made in accordance with this policy of Ministries Unlimited. All investment policies and procedures of Ministries Unlimited will be in accordance with Illinois and Federal law.

OBJECTIVES

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- Legality- conformance with federal, state and other legal requirements.
- Safety- preservation of capital, including diversification appropriate to the nature and amount of the funds and protection of investment principal.
- Liquidity - maintenance of sufficient liquidity to meet current obligations and operating requirements and those reasonably anticipated.
- Return on Investment - the investment portfolio shall be designated with the objective of obtaining a positive market rate of return on investments throughout the budgetary and

economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

- Simplicity of Management- the Treasurer, Director of Operations, and other designated administrative staff must be able to manage Ministries Unlimited investments effectively and efficiently within the time constraints imposed by other responsibilities and limitations imposed by their respective levels of financial expertise. The Treasurer and by delegation, the Director, shall both review the portfolio periodically as to its effectiveness in meeting the need for safety, liquidity, rate of return, diversification and performance.

ETHICS AND CONFLICT OF INTEREST

Officers and volunteers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Board Treasurer shall maintain a list of financial institutions authorized as depositors for funds and to provide investment services. The Board of Directors may approve contracting the services of an investment advisor or money manager.

AUTHORIZED AND SUITABLE INVESTMENTS

Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills, Bonds, Notes, and other securities guaranteed by the U.S. Government, or any other investments allowed under Illinois state law that satisfy the investment objectives of a 501(c)(3) non-profit, provided any such investment is specifically approved and authorized in advance by the Board of Directors at a duly constituted Board meeting.

SAFE KEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by Ministries Unlimited, shall be conducted in a manner that ensures security. Ministries Unlimited is required to keep receipts and a written record of all transactions.

REPORTING

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Directors, and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Treasurer, or his/her designee, shall review this policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting Ministries Unlimited's need for safety, rate of return, and general performance. Any policy, rule or law governing a 501(c)(3) non-profit or parts thereof in conflict with this Policy is hereby repealed to the extent of such conflict.

CONFLICT OF INTEREST POLICY

Purpose:

This policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- d. Compensation includes direct and indirect remunerations as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures:

Duty to Disclose:

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists:

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflict of Interest Policy:

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings:

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact exists.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation:

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements:

Each director, principle officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption is must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Periodic Reviews:

To ensure the Organization operates in a manner consistent with charitable purposes, and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.
- c. When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

RECORDS RETENTION AND DESTRUCTION

Ministries Unlimited is a 501(c)(3) nonprofit organization. As an exempt organization, documentation of receipts and expenditures reported on our annual return and on tax returns must support income, expenses, and credits reported on these returns. The IRS breaks down the records 501(c)(3)s should keep into four categories: money coming in, money going out, employment tax records, and asset records.

Records of money coming in are kept for a minimum of 5 years in order to calculate the required public support test on IRS form 990 Return Of Organization Exempt From Income Tax. Financial documentation may be retained permanently in a digital format. Documents that fall under this category are cash register receipts, bank deposit slips, receipt books, invoices, credit card receipts, and any Form 1099-MISC you send to the IRS. This amount is the sum of all the money the nonprofit receives, including contributions.

Records of money going out are kept for a minimum of 5 years and may be retained permanently in a digital format. Documents that fall under this category are bank statements, canceled checks, cash register receipts, credit card sales slips, invoices, and petty cash slips.

Employment tax records are kept for a minimum of 4 years. Documents that fall under this category show salaries, wages, benefits paid, and taxes withheld.

Assets and liabilities are records showing what Ministries Unlimited owns. This includes buildings, furniture, or investments. Such records should show when an asset was purchased, any debt used to purchase it, the purchase price, the sale price, the expense of selling it, the cost of any improvements, deductions taken for any depreciation or destruction of the asset, how the asset is or was used, and when and how the asset was disposed of.

Patron records are kept for a minimum of 5 years. This includes all intake forms and electronic copies of weekly patrons.

Destruction of records will be after the minimum required time limits for all paper copies. These records will be shredded in order to maintain privacy of donors and patrons of Ministries Unlimited. Electronic copies of financial records will be kept permanently. Electronic copies will be destroyed by permanently deleting the documents from all sources.

Policy Manual Updates:

May 26, 2022 – Policy Manual adopted by Board

August 3, 2022 – Revised to include Investment Policy & Record Retention Policy

September 28, 2023 – Revised verbiage for Board of Directors and Director of Operations per legal advice

January 25, 2024 – Updated Board Membership to include Remote Attendance – New Finance Policy

May 23, 2024 – New policies added - STiCKs and Conflict of Interest – updated Summer Lunch Program

September 18, 2025 – Added Code of Conduct for volunteers and patrons – updated Summer Lunch Program and STiCKs, Fundraising Policy