

THE DEACON MANUAL

APPENDIX B

THE ST. STEPHEN'S FUND

The St. Stephen's Fund is established according to the Archdiocese of Santa Fe by-laws and constitution. As such, it is an approved fund for the designated purpose of giving financial assistance to permanent deacons and/or their wives.

A. INCOME

The sources of income for the St. Stephen's Fund are from donations, fund raising and other sources.

B. PURPOSE OF THE FUND

The St. Stephen's Fund is intended to be temporary assistance during a time of crisis, or when a grave financial need has been identified. An example of such need may include, but is not limited to:

- Medical Expenses
- Funeral Expenses

Assistance from the Fund is intended to be a one-time gift. In certain circumstances, the committee may decide to help on more than one occasion.

C. DEACON FUND COMMITTEE

The St. Stephen's Fund is managed by a committee approved by the Deacon Council (under Article VII) which will consist of 3-5 members including the committee chair.

- The committee is accountable to the Director of the Office of Deacons and the Deacon Finance Council who represent all permanent deacons within the Archdiocese of Santa Fe.
- The committee will review petitions and present its recommendations to the Director of the Office of Deacons for final approval for disbursement or denial of a request.
- An ongoing written report will be presented at each Deacon Council Meeting.

D. . PROCEDURE FOR DISBURSEMENT

The permanent deacon or widow requesting assistance must complete a Request for Assistance application form from the Director of the Office of Deacons. It will be forwarded to the committee chair who will interview the applicant and take it to the committee for discussion.

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- Those requesting assistance must be willing to give the committee chair permission to follow-up on any of the information provided to the committee.
- The committee may request references and contacts to verify the need.
- The committee will be sensitive to all confidential issues.

E. PROCESSING THE REQUEST

- The application is received by the committee chair.
- The committee will review the request and discuss it in a meeting or via a telephone conference and make a recommendation to the Director of the Office of Deacons.
- The person making the request will be informed of the decision.
- A check will be written and disbursed by the Director of the Office of Deacons.
- Whenever possible, the checks will be made payable to an agency or vendor.