

Archdiocese of Santa Fe  
Saint Stephen's Fund  
Committee Guidelines

**St. Stephen Fund**

The St. Stephen Fund is established according to the Archdiocese of Santa Fe bylaws and constitution. As such, it is an approved fund for the designated purpose of giving financial assistance to Permanent Deacons and/or their wives.

**Income**

The sources of income for the St. Stephens Fund are from offertory donations, fund raising and other sources.

**Purpose of the Fund**

The St. Stephens 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.

**Deacon Fund Committee**

The St. Stephen Fund is managed by a committee approved by the Deacon Council which will consist of 3-5 members including a committee chair.

The committee is accountable to the Director of Deacons and the Deacon 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 Deacons for final approval for disbursement or denial of request.

An ongoing written report will be presented at each Deacon Council meeting.

**Procedure for Disbursement**

The Permanent Deacon or widow requesting assistance must complete a Request for Assistance Application from the Office of the Director of Deacons. It will be forwarded to the Committee Chair who will interview the applicant and take to the committee for discussion.

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 collaborate the need.

The Committee will be sensitive to all confidential issues.

### **Processing the Request**

1. The application is received by the Committee Chair.
2. The Committee will review the request and discuss in a meeting or via telephone conference and make a recommendation to the Director of Deacons.
3. The person making the request will be informed of the decision.
4. A check will be written and disbursed by the Diaconate Office.
5. Whenever possible, the checks will be made payable to the agency or vendor.