Policy for Charity

1. Preamble

St Andrew’s has always been privileged to be a generous ‘giving’ church. In the past we had a Chaplain’s discretionary fund which was limited to AED3000/- per month. However this has changed and currently 90% of all proceeds from the Thrift Shop are earmarked to support charitable causes. This puts a great responsibility on the Council to ensure that cases are genuinely deserving and funds are used with wisdom and discernment.

2. Introduction

The following guidelines are drawn up both to indicate the types of causes that will and will not be supported and also to streamline and clarify procedures for the making of requests and disbursing of funds. These policies and procedures are laid out to ensure that funds are utilised impartially, with full accountability and transparency. If it so wishes, the Council may from time to time set a target for the division of its giving between mission and humanitarian causes although it is recognised that very often a cause may be both.

3. The Types of Charitable Causes That Will Be Supported

a. Within the UAE we will seek to support charitable causes in the Emirate of Abu Dhabi although in exceptional cases this may be extended to other Emirates, particularly the Northern Emirates.

b. We will also seek to support charitable causes outside the UAE that meet the other criteria set out below.

c. The types of causes to be supported include both Christian mission and humanitarian causes. For a cause to be considered as one that is purely a Christian mission cause and is not humanitarian in nature, it shall have the approval of the Chaplain.

d. Humanitarian causes will include (but not be limited to) the support of safe houses in Abu Dhabi, the repatriation of individuals from safe houses to their own countries, emergency medical care as well as the support of medical clinics, orphanages, schools and institutions for challenged persons in places such as India, the Philippines, Yemen, Rwanda and other places in such need. If a cause is humanitarian in nature it does not have to be specifically benefitting Christians or principally Christians (eg: the Eye Clinic in Yemen).

e. Ideally any such support and giving will benefit the wider community and not just an individual and be one where we can develop a long term relationship with the recipients.

f. The final decision as to whether to support a particular cause lies with the Council.
4. The Types of Causes That Will Not Be Supported
   
a. Funds will not be used for the relief of debt.
   
b. Supporting educational needs of individuals (as opposed to supporting a whole school).
   
c. Causes that are being supported by international relief organisations.
   
d. No loans will be made. All giving must be by way of gift or donation.
   
e. Charitable causes that do not involve the needy or disadvantaged e.g. sports clubs and music societies.

5. Procedures
   
a. All donations from St Andrew’s Church are to be paid by cheques / demand drafts / bank transactions, favouring the institution / organisation only.
   
b. Air tickets for deserving cases will be purchased by St Andrew’s office and the journey must originate in the UAE.
   
c. Donations in excess of AED 10K will only be made in exceptional circumstances and where the Charity Committee has put forward a case acceptable to the Council why such limit should be exceeded.
   
d. All payments must be acknowledged by the receiver with an official receipt in the name of St. Andrew’s Church. This may be emailed or sent by post in cases outside the UAE.
   
e. In case of charities which require donations in kind such as uniforms, shoes, books or utility items etc. the bill of purchase has to be sent to St Andrew’s along with photographic evidence substantiating the purchase of the item/s.
   
f. In the event of major projects where the donation exceeds AED 50K it is recommended that representatives (not exceeding 2) from the Council, other than the proposer of the charity visit the site and present a report to Council with supporting documents.
   
g. In case of shortage of funds from the Thrift Shop, an appeal may be made to the congregation. However, all donations received via an appeal must be recorded in the book of accounts.
   
h. When a donation is made, a member of the Charity Committee should follow up with the recipient to get feedback as to whether a difference has been made.
6. Policy

a. Cases / causes may be proposed by members of the congregation and Council. All requests for donations shall be presented to the Charity Committee at least two weeks before the Council meeting, to enable them to study the case.

b. Cases presented directly involving church members, through either personal need or participation in the particular cause shall receive priority. Cases, in which the potential recipient is not a member of St. Andrew’s and belongs to another congregation, require written confirmation that the potential recipient has approached their own congregational leader for funds and that congregation has not been able to meet the need.

c. It is the responsibility of the Charity Committee to review the requests and present the case/s to Council with justification of the deserving charity at least 3-4 days before the Council meeting. This is to ensure that all Council members have the opportunity to study, review and understand recommendations in advance and avoid lengthy deliberations and hasty decisions at the meeting.

d. Exceptions to the above rules may be made in case of medical emergencies / hospitalization in Abu Dhabi where an amount of AED 3K maximum may be sanctioned by the Chaplain and Charity Committee.

St Andrew’s Church
Abu Dhabi
October 2013

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Charity Committee is formed by Chaplain and five members of Council.