



MINISTRIES UNLIMITED

POLICY MANUAL

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BOARD OF TRUSTEES

Pastor Brian Bradshaw – The Pentecostals of Troy, President

Lori Bradshaw – The Pentecostals of Troy, Secretary

Linda Dunstan – St Jerome Catholic Church, Treasurer

Pastor Tim Lewis – Troy Bethel Baptist Church, Trustee

Jill Finley – Troy Bethel Baptist Church, Trustee

Pastor Andy Adams – Troy United Methodist Church, Trustee

Betty Cothran – Troy United Methodist Church, Trustee

Mary Pulliam – Troy United Methodist Church, Trustee

Pastor Tim Harrison – Friedens United Church of Christ, Trustee

Ruby Schultze – Friedens United Church of Christ, Trustee

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

Veronica Gorackowski – St Jerome Catholic Church, Trustee

Pastor Albert Collver – St Paul Lutheran Church, Trustee

Mary Ann Bonneville – St Paul Lutheran Church, Trustee

Shirley Schmitt – St Paul Lutheran Church, Trustee

Floyd Madison – Troy Christian Church, Trustee

Pastor Chris Funkhouser – Pathway Church, Trustee

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

DIRECTOR

Katherine Scheller – St Jerome Catholic Church

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 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 food pickup, patrons will be asked to call during Saturday Hours.

Ministries Unlimited Food Pantry hours of operation:

Monday: 9:00 – 12:00 Call in for Tuesday morning food pickup

Tuesday: 10:00 – 11:00 For food pickup

Wednesday: 1:00 – 4:00 Call in for Thursday afternoon or evening food pickup

Thursday: 1:30 – 2:30 For afternoon food pickup & 5:00 – 7:00 For evening food pickup.

Saturday: 9:00 – 12:00 For donations

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.

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

Recognizing that God has blessed us to be a blessing, Ministries Unlimited Food Pantry serves as a vehicle to share the overwhelming abundance God has showered on us with those in need in our community. Emergency food is shared with love and respect to those who come for assistance. It is our intention that they receive not only food for their physical hunger, but generous portions of kindness and grace to feed their spiritual and emotional hungers. We believe the words of Jesus that this is one way we can respond directly to God's love for us: *"For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in."* Matthew 25:35

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 16 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 and provide all additional documentation requested. Ministries Unlimited reserves the right to deny an application.

In order to maintain a harmonious environment, the Director 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

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 Registration Form

Date _____

Name _____

Address _____

Phone No. _____ Cell _____

Email _____

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 promotional purposes.

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

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. It is

Ministries Unlimited is open Monday from 9:00 a.m. – 12:00 p.m., Wednesday from 12:00 p.m. – 4:00 p.m. and Saturday from 9:00 p.m. – 12:00 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 the day prior to food pick up. Patron call times are Monday from 9:00 a.m. – 12:00 p.m. and Wednesday from 12:00 p.m. to 4:00p.m. If the patron is scheduling a pick up 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 food pickup every two weeks. If there is an emergent reason the patron is unable to make their scheduled pickup time, the patron must notify Ministries Unlimited during their scheduled time or the next scheduling call time to reschedule for the next distribution day.

Food Distribution:

Food allocations are prepared in advance and are subject to availability. Quantities in each distribution are based on household size and availability. Personal hygiene items will be provided monthly based on 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.

Food vouchers are provided for each family with every distribution. Voucher amounts are based on household size. These vouchers may be redeemed at one of our partnering local businesses, Pete’s Market or 4-0 Quick Shop & Kelly’s Butcher Shop & Deli. A valid Photo ID will be required to use the voucher. Only the person listed on the voucher will be allowed to use it at the participating business. Vouchers cannot be used to purchase alcohol, tobacco or lottery items. Voucher amounts will be reviewed annually and adjusted for inflation and availability of funds.

Household Size	Voucher Amount
1	\$25
2/3	\$30
4	\$35
5	\$40
6	\$45
7	\$45

Food distribution is a drive through process. Patrons are asked to line up one at a time to circle in front of the pantry double doors. Food will be loaded into the trunk of the car. Patrons that are physically able are asked to help load their vehicle. This allows time for the volunteer to gather perishable items for the distribution. Once items have been loaded into the patron’s vehicle, the patron may browse and select up to 5 items from our variety cart(s). These items are one-of-a-kind, limited supply, gluten free, condiments, spices, etc. types of non-perishables.

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.

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 Trustees.



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: (____) _____

Date of Birth: _____ Gender: Male/Female

Address: _____

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

Full Name:	Date of Birth:	Gender

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: _____

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
2. Ministries Unlimited Board President
3. Ministries Unlimited Board Treasurer

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

1. Receptionist – Monday and Wednesday
2. Food Distribution – Tuesday and Thursday
3. Donation Pickup Pete's Market – Wednesday and Saturday
4. Donation Hours – Saturday
5. St Jerome Catholic Church Representative – Sunday
6. Recycling – Day varies
7. Supply Pickup – Day varies

LUCILLE SCHMALZ COMMUNITY SERVICE SCHOLARSHIP

The Lucille Schmalz Community Service Scholarship was started in 2019 as a way 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, 2022

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) or Spouse _____

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.

SUMMER LUNCH PROGRAM

Ministries Unlimited is dedicated to feeding those in need in our community. With this mission in mind, we support all of 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. Saint Jacob churches will be sent up to \$500 and Troy churches will be sent up to \$1000 to support their programs.

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. Troy United Methodist Church – 407 Edwardsville Rd, Troy – (618)667-6241
6. The Pentecostals of Troy – 8965 Rt 162, PO Box 538, Troy – (618)667-6054
7. St. Paul's Lutheran Church – 112 North Border, Troy – (618)667-6681
8. St. Jacob United Church of Christ – 204 West Main, S.t Jacob 62281 – (618)830-0526
9. St. James Catholic Church – 305 Washington St, St. Jacob 62281 – (618)644-5773

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 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.

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, 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, 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.

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.