

**Baptist Fellowship Association**  
**Dr. Richard C. Mattox Pastoral Endowment Fund**

**Purpose:** In honor of the late Dr. Richard C. Mattox, the Pastoral Endowment Fund is a designated fund, made available to the Senior Pastor of an approved BFA member church for the purpose of emergency financial aid.

**Funding from the Mattox Endowment Fund:**

The President or Executive Director can make an emergency decision to disperse funds up to \$1,000.00. Above \$1,000.00, the Steering Council would need to be contacted.

**Endowment Distribution Guidelines:**

In order to help our BFA pastors and to support accountability for this fund, the BFA Steering Council has developed these guidelines for disbursement of the Mattox Pastoral Endowment Fund:

1. Confidentiality of those receiving assistance should be maintained to the extent possible. Knowledge of the transactions should be limited to the BFA Steering Council and the BFA Bookkeeper. (See accountability section.)
2. A log sheet will be maintained to record the date, name of person receiving the assistance, amount, and a brief description of the need. The log will be kept in a locked location at the BFA Home Office.
3. The same recipient should be required to wait 1 year before receiving additional assistance.
4. The amount of assistance given should be limited to \$2,000.00 except in extraordinary circumstances.
5. There will be a determination that the need truly exists.
6. All assistance will be given in the form of a BFA association check payable to the source of the need.

**~~Monies Received:~~**

~~Monies received from said endowment must not be recorded as taxable income to the recipient. Prohibited uses of this endowment are payments for anything that personally benefits the recipient. Therefore, personal clothing, books, vacations, hotel lodgings, home or auto purchases, are inappropriate uses of said endowment fund.~~

~~Therefore, it should be clearly established and enforced that the endowment fund may not be used to benefit directly or indirectly, the pastor or his family. If any of this fund is used for personal use, that portion will be added as taxable income to the recipients receiving the benefit.~~

A wife may request funds on behalf of her husband in the event he is unable to make the request himself. The wife of a senior pastor may also request funds from the Association to assist with funeral costs of her husband if there is a need.

**Process of Application for Assistance:**

A BFA senior pastor seeking assistance from the Mattox Pastoral Endowment Fund should take the following steps:

1. Obtain a “Pastoral Endowment Request Application” from the BFA Home Office (or website). The application must be completed fully, with all supporting documentation attached, and returned to the Home Office (*incomplete applications will not be processed*).
2. The application will be reviewed by the BFA Steering Council. The Council may contact the applicant for additional information or to schedule a meeting.
3. The applicant will be informed of the status of his application no later than five (5) business days from the Council’s receipt of the completed application. If the Council determines that the applicant is eligible for assistance, it will make the applicant aware of the amount and how the funds will be disbursed.