

Vestry Policy on Requests for Aid and Financial Assistance

In response to requests for aid—whether money, food, or other assistance—the following is St Paul's Parish procedure.

Non-Parishioners

Contact the Rector, or if he cannot be reached, contact one of the Churchwardens. Under Episcopal Canon Law, the Rector of a parish has the full responsibility—and thus authority—for parish ministry and any activities in the parish buildings. In addition, under the civil statutes of the State of Illinois the Rector is individually liable for any ramifications of parish ministry and anything which takes place in the parish buildings. Under the Canons, only the Churchwardens are authorized to act in the Rector's absence.

- If the person comes to the church, contact the Rector or Churchwarden immediately with the person present. Strangers should not be left in the buildings unattended.
- If the person telephones, take the person's name and number and tell him/her that you will have the Rector or parish official contact him/her as soon as possible.

In either case, if the situation appears to be an emergency, refer the person to the Township Supervisor at the Riverside Township Office in the Village Hall to the telephone number is (708) 442-4400. After normal business hours, refer the person to the Riverside Police Department which will contact the Township Supervisory for the person. The Township Supervisor has funds for those in need and will be of immediate assistance.

Note: it is the agreed standing policy of all of the Riverside churches that all “transient” requests for aid (i.e. those coming to the church building who are not Village residents) will be referred to the Township Supervisor for assistance, and under no circumstances will money be given out by any of the churches. This agreement has been made by all of the Riverside pastors with the Township Supervisor.

Parishioners

Contact the Rector, or if he cannot be reached, contact the Pastoral Assistant.

In case of emergency, if the Rector or other member of the Pastoral Care Coordinating Committee cannot be reached immediately, contact one of the Priests on the list of clergy to call in case of emergency.