

# **Bayside Presbyterian Church**

## **Credit Card Reward Points Usage Policy**

Approved by Session on 16 August 2016 for implementation on 01 January 2017.

### **BACKGROUND**

Each month Bayside Presbyterian Church accrues “reward” points through the use of our church BB&T VISA credit card. These points may be converted into VISA debit cash cards or used for purchases with participating vendors. These points are available for use by any of the church ministries or the church staff for benevolences.

### **RESPONSIBILITY**

The church Treasurer and the Stewardship ministry moderator are responsible for the utilization of the accrued credit card “reward” points.

The Treasurer will:

- Quarterly, report to session the total dollar value of credit card reward points available for use.
- The value of credit card “reward” points used during the current Calendar year and the previous quarter.
- The ministries and the staff member who used the “reward” points.
- Ensure \$150 worth of Visa cash debit cards are available in the church office for use when authorized as described below. (see Procedures)
- Receive all requests for utilization of debit cards or purchases. Recommend approval/disapproval as appropriate.
- Maintain procedures for the use of “reward” points for purchases from vendors.
- Issue Debit cards when approved as described below (see Procedures)

The Stewardship ministry moderator will:

- Oversee the Bayside credit card account and the utilization of VISA debit cards or purchases derived from that account.
- Approve requests for VISA debit cards as appropriate.(See Procedures)

### **PROCEDURES**

Credit card points derived from the use of Bayside’s BB&T credit card may be utilized as follows: Appropriate uses are:

- Pastor’s benevolences
- Food pantry purchases,
- Appreciation of staff or volunteer actions,
- Congregation Care ministry needs and any other non- budgetary needs of the various ministries.

The amount requested should be \$100 or less

Requests shall be submitted, in writing, to the Treasurer.

Such request shall include:

- The amount requested.
- When the Debit card or purchase is needed.
- The reason the Debit card or purchase is needed.
- The signature of the Ministry Moderator or Staff member making the request.

The moderator of the Stewardship ministry may approve Debit card requests up to \$100.

The Session shall approve requests for Debit cards for more than \$100.

### **IMPLIMENTATION**

This policy will be effective 1 January 2017.