

BENEVOLENCE MINISTRY GUIDELINES AND PROCEDURE

The benevolence fund is intended as a source of last resort, to be sought only when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, investments, or any other resources. It is intended to be for temporary help during a time of crisis. Assistance from the benevolence fund is intended to be a one-time gift.

The Benevolent Fund should be distributed discretely. The assistance is always based on the availability of benevolence funds

We Seek to Avoid the Duplication of Services Provided by Other Organizations

We are determined not to duplicate the efforts of other relief organizations, which are located in our community, but rather we will seek to work alongside them. In an effort to be a good steward of what we have been given, we will help Applicants explore other community resources for aid, but will generally not provide material assistance when an alternative community resource is available.

We Will Avoid Paternalism

We believe that those working in the benevolence ministry should be mindful of their decisions and take all efforts to avoid paternalism. To determine circumstances, a pastoral process not a committee process in an amount above a particular amount \$200.00

General Guidelines

1. All applicants must fill out an Application in full, regardless of the request.
2. A church member or the church secretary shall provide the completed application to the Senior Pastor of the church, who serves as the Benevolence Team Leader.
3. A completed application is then submitted via email to all team members for careful consideration and input. The applicant should be made aware by any minister, pastor, or support staff, that the decision to grant or deny a request is made by a team of church members, a majority of which do not work at the church office
4. The Benevolence Team Leader shall communicate with team members and determine whether the team wishes to grant, deny an applicant's request, or whether an appointment or meeting is necessary to gather more information. Note: The Benevolence Team Leader has the authority to approve a request for up to \$200.00 in emergencies, without the consent of the team.
5. The applicant will be notified by The Benevolence Team Leader (by phone, writing or any means available) as soon as some decision is made. The team is not required to tell the applicant why they are being denied assistance. The letter shall be kept in a file as a record of any action taken by the team.
6. Payment of utility bills, rent, deposits of any kind, motel room bills, loan payments or other financial obligations can only be authorized with full team approval.
7. Non Church Members Seeking Assistance:

For non-church members seeking assistance, the limit is \$20.00 per individual. The amount may be modified for a family. Physical assistance will be in the form of a Gift Card, food, clothing or products (i.e. personal hygiene). Cash disbursements under normal circumstances will not be given by the church. If a member of the church feels the need to give a cash disbursement, it will be an in-kind donation that will not be reimbursed by the church.

8. The Benevolence Team will consist of the following members:

- Senior Pastor
- Member from the Steward Board
- Member from the Stewardess Board
- Member from the Prayer Ministry

9. The Benevolent account should not exceed \$1200.00 at any given time. Any amount over the maximum of \$1200.00, will be moved to the General Fund Account, and will not be replenished.

Note: Benevolence may also be utilized for regional and Connectional (international) scholarship donations as to not tax the general fund. The same \$200.00 limitations apply.

MILES CHAPEL
 CHRISTIAN METHODIST EPISCOPAL CHURCH
 4315 Lyons Avenue | Houston, TX 77020 | 713.672.0619

Benevolence Request Form

Date: _____

Name of person requesting assistance		Phone
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Address:			

Is there any family support?	_____ Yes	_____ No	
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Reason for Request:			
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Requestor's signature:	Date:
Note: Please provide identification so that a copy can be made and attached to application.	

Notes:			
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FOR OFFICE USE ONLY

Are funds available to honor request? Yes ___ No___ (If yes proceed with request. If no, a team member will contact the requestor and inform him/her that we are unable to satisfy request at this time).

Review Notes/Comments:			
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Request Approved Yes No
 If approved obtain copy of gift card for file (if gift card is being provided).

<input type="radio"/> Contact requestor and inform of team's decision	<input type="radio"/> Schedule date and time with requestor if needed
<input type="radio"/> Provide gift to requestor	<input type="radio"/> Have requestor sign/date for gift
<input type="radio"/> File application	

Pastor's Signature/date	Finance Committee Signature/date

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