

Massaponax Baptist Church Ministry Team Benevolence Policy

The purpose of the benevolence fund is to meet people's basic needs. Its funds are disbursed for its stated intended purposes at the direction of the Pastor and the Ministry Team.

The benevolence fund is a line item in the church's budget. As such, designated offerings may be made to the fund; however, recipients of the gift cannot be designated.

Benevolent gifts should be made with an attitude of encouragement, compassion, and learning. Our desire is to encourage people to grow in their personal lives and grow in their relationship with Christ.

Guidelines for Disbursement

The benevolence fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis. The church will not participate in or offer benevolence for any need that is non-scriptural, illegal, or is a clear duplication of services more readily or appropriately available through recognized public agencies.

Assistance from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the Pastor and Ministry Team may decide to help more than one time. However, under no circumstance is a gift from the benevolence fund to be considered a loan. No gift may be repaid, either in part or in full, in money or in labor.

If the recipient desires to give to the church at a later time, this individual should be encouraged to give directly to the general fund of the church.

Those requesting assistance must also be willing to receive financial, family, or emotional counseling. The Pastor and the Ministry Team will not provide help to anyone who, in its estimation, will have negative or irresponsible behavior reinforced by financial help.

Those requesting help must be willing to give the Pastor and the Ministry Team permission to follow up on any of the information provided to the team, and to provide written documentation of the need. The team will be sensitive to confidential issues.

Recipients

In order of priority, recipients of funds disbursed from the benevolence fund at the direction of the Pastor and the Ministry Team are:

1. church members
2. regular attenders
3. immediate relatives of church members

Members or attenders should have been such for a period of at least six months prior to applying for benevolence assistance.

Criteria

The state purpose of the benevolence fund is to meet people's basic needs. Normally, these needs are defined as:

- Lodging necessities
- Food
- Medical treatment

Needs that may *not* be met by the benevolence fund include:

- School expenses, business investments, or anything that brings financial profit to the individual or family
- Paying off credit cards
- Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
- Housing for unmarried couples
- Legal fees
- Penalties relating to late payments or irresponsible actions
- Private school fees or tuition
- Business ventures

Generally, assistance from the benevolence fund will not exceed \$500 per person or family in any calendar year. In very unusual circumstances, families and individuals who are in need of substantial funds (over \$500) and who have the opportunity to make a life-changing decision can continue to be assisted up to whatever limit the benevolence fund deems appropriate. In all cases, the church reserves the right to award an amount less than the amount requested.

All applicants are considered on a first come, first served basis and as funds are available. The church is under no obligation to spend the entirety of the benevolence

funds each year, but if these funds are exhausted, the church cannot provide any additional funds.

A Benevolence Request Application form must be filled out by the person requesting help or by someone who is assisting the person in need. The completed form should be given directly to the Pastor. Within two weeks, in a meeting by phone, email, or in person, the Pastor and the Ministry Team reviews the request and comes to a decision. The person making the request is informed of the decision by the Pastor immediately. Checks are written and disbursed through the church treasurer, maintaining as much confidentiality as possible. Checks will be made payable to vendors rather than to the individual requesting assistance whenever possible. The Ministry Team Leader will maintain records of benevolence gifts.

In addition to the benevolence fund, the emergency food pantry operated by the church is available no more than once a month to anyone requesting such assistance.

BENEVOLENCE REQUEST APPLICATION

(Request should be submitted one week prior to needed date)

PLEASE PRINT CLEARLY

Application Date: _____ Applicant Name: _____

Home Phone #: _____ Work/Cell Phone #: _____

Home Address: _____

City/State/Zip: _____

Age: _____ Date of Birth: _____

Current Marital Status: Single Married Divorced Separated Widow/er

Spouse's Name, if Applicable: _____

List **ALL** persons in household, relationship, and age:

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT INFORMATION

Name of Employer: _____
Address: _____
City/State/Zip: _____
Telephone #: _____ Current Position: _____
Name of Immediate Supervisor: _____

Name of Spouse's Employer: _____
 Address: _____
 City/State/Zip: _____
 Telephone #: _____ Current Position: _____
 Name of Immediate Supervisor: _____

Total Household Income: _____ Weekly Monthly Annually Other

REFERENCES (not living in the same house, not a relative)

Name: _____ Telephone Number: _____
 Name: _____ Telephone Number: _____

TYPE OF ASSISTANCE

Food Shelter Rent/Mortgage Utilities Medication Other
 Please explain the circumstances which brought about this need.

Total Amount Requested: \$ _____
 Would you like financial counseling? Yes No

When requesting bill payment, copy of bill must be attached to request application.

#1 Company Name: _____
 Address _____
 City/State/Zip _____
 Telephone Number _____ Bill attached? Yes No
 Total Amount Due: \$ _____ Amount Requested: \$ _____

#2 Company Name: _____
 Address _____
 City/State/Zip _____
 Telephone Number _____ Bill attached? Yes No
 Total Amount Due: \$ _____ Amount Requested: \$ _____

#3 Company Name: _____
 Address _____
 City/State/Zip _____
 Telephone Number _____ Bill attached? Yes No
 Total Amount Due: \$ _____ Amount Requested: \$ _____

Have you been helped previously by MBC? Yes No
If yes, what kind of assistance did you receive and when?

Are you a member of another church? Yes No If yes, list church information.

Church Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Pastor's Name: _____

How did you hear about this church? Friend Family Member Other (explain below)

I understand that any assistance from Massaponax Baptist church will be given based upon the verification of information given on this application. I understand the truthfulness as well as the verification of an emergency and/or a need exists and all payments will be made payable directly to the agency/individual to whom it is due. **In addition, I understand that additional counsel from another agency may be recommended instead of assistance given.**

I have carefully read this application form and to the best of my knowledge and belief, the information submitted is true and accurate. I further certify that I understand and agree to the conditions of Massaponax Baptist Church regarding benevolence assistance.

Applicant's Signature: _____ Date: _____

FOR MBC USE ONLY	
Date received by Pastor:	_____
Disapproved Reason:	_____
Approved By:	_____
Pastor's Signature:	_____
Ministry Team Leader's Signature:	_____
Date Determination Made:	_____
Check #: _____ Payable to:	_____ Date: _____
Mailed to address on statement?	Yes No
Additional comments:	_____
