

[Church Name]

Benevolence

Guidelines

[Church Name] BENEVOLENCE Fund Policy

Statement of the Benevolence Fund:

James 2:26 (NKJV)

For as the body without the spirit is dead, so faith without works is dead also.

Hebrews 6:10 (NIV)

God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them.

Purpose: The benevolence policy is a tool to help the church comply with increasing federal and state government guidelines in operating nonprofit organizations. This policy is intended to help the church avoid conflicts by providing well-written and understandable content based in biblical handling of the financial resources God has provided.

Adoption and Amendments: The Benevolence policy is not included in the church constitution or by-laws and can be amended, deleted or added to at any regularly scheduled council meeting. The church body will be informed of changes made to the designated benevolence fund policy.

A copy of the benevolence policy will be given to all council members, the treasurer and the book keeper and also kept in a prominent location of the church.

Guidelines:

The church, in exercising our religious purposes, has established the benevolence fund to assist persons in financial need. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the church council. The council may consider recommendations from anyone, but in no event is the council bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation.

The church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general fund of the church.

The council will record the required Internal Revenue Service documentation for benevolence requests. The following documentation should be recorded for accurate record-keeping:

1. A complete description of the assistance
2. The purpose for which the aid was given
3. The objective criteria for disbursement
4. How the recipients were selected
5. The name, address and amount distributed to each recipient
6. Any relationship between recipient and officers, or key employees or substantial contributors to the church.

The assistance is always based on the availability of benevolence funds.

The church will help via payments of bills to 3rd party that will provide receipts for expenditures (IRS required for over \$75.00)

The church will void and return all checks designated to a specific individual or family. Please give to specific individuals or families directly.

The types of help that will be provided by the benevolence fund include, but are not limited to, payments of water, gas or medical bills but are not limited to those categories. Once an individual or family has met the annual limit up to \$500.00 of financial assistance they are no longer eligible. However the church reserves the right to exceed the \$500.00 annual limit in special circumstances to be approved at a legally called congregational meeting.

The information is confidential and will be stored securely.

[Church Name]
BENEVOLENCE
REQUEST FORM

The Church is making every effort to live for and be surrendered to Christ and the teachings of the Bible. It is our privilege, purpose, and passion to share about Jesus Christ primarily throughout the local area. Please give your request to an Elder, Benevolence Committee, Church Council member or place in a sealed envelope in the offering plate.

Note: Information given on this form is confidential and will not be disseminated to anyone other than the Elders, the Benevolence Committee members, and the Church Council, without the expressed written or verbal consent of the requestor.

RECIPIENT INFORMATION:

Name: _____

Address: _____

Phone: _____

VENDOR: (or attach bill)

Name: _____

Address: _____

Account/Invoice No: _____

REQUEST:

Amount of Request: _____ Date of Request: _____

PURPOSE: (Please explain why there is a need) _____

GENERAL INFORMATION:

Do you have a personal relationship with Jesus Christ? Yes No Not Sure

Are you a member of the Church? Yes No

Which best describes your attendance at Church?

Frequent Sometimes Seldom Never

In your opinion which description best describes your financial situation?

Short term emergency Short term problem Long term problem

Is recipient related to any employee, officer, board member or benevolence committee member of the Church?

No Yes

(If yes) Who? _____

(If yes) What is your relationship to the above mentioned? _____

Have you received assistance from the Church in the past calendar year? No Yes

(If yes) Explain: _____

FINANCIAL INFORMATION:

Are you willing to receive financial counseling?

No Yes

REQUESTOR NAME if different from recipient (print): _____

REQUESTOR SIGNATURE: _____ Date: _____

[Church Name]
BENEVOLENCE
DISBURSEMENT FORM

Selection of Benevolence Funds Recipient:

Complete this form to verify all required information has been received and approved prior to writing check. After check has been written give this form to bookkeeper to put into QuickBooks and file. Supporting documents are confidential and are kept in the locked file cabinet at the church and will be maintained as required by the IRS.

- Name
- Address
- Relationship between recipient and members, officers or trustees
- Need of financial assistance

Purpose-How does this further [Church Name] mission:

Manner in which selected:

The church council has reviewed the request for benevolent funds to determine that there is a need and researched to verify if the recipient has/has not received assistance in the past. Based on the information available, and in compliance with the church policy, the council has voted on this amount.

Name of any substantial contributor or grantor:

Is recipient a family member of substantial contributor or grantor?

- Yes No

Benevolence Funds are controlled by: [Church Name] Church Council.

Approved: Yes No (reason): _____

PAYABLE TO _____ AMOUNT: \$ _____

Benevolence Account: #42155

Council Signature/Date: _____

Check Completed By: _____ Date Paid _____ Check# _____