

# Benevolence Guidelines for non-members

## **Passages for Review**

- Matthew 5:42
- Matthew 25: 31-46
- James 2:15-17
- Proverbs 28:27
- Luke 3:11
- Hebrews 13:2

## **Manner of Giving**

No sum shall be given in cash to the recipient. Any payment rendered by the church will be given directly to the entity to which the payment is required.

## **Process**

The candidate under consideration shall submit or have someone on their behalf submit a formal request to the church in writing by means of the attached document (Appendix A). Only one request will be approved per year per household. The form shall be reviewed within 10 days by the following individuals:

- Church Treasurer
- Senior Pastor
- Chair of the Deacons
- Assistant Chair of the Deacons
- A member of the deacon body selected to serve in this capacity

Upon unanimous consent of approval by those present (quorum 3), the candidate shall be notified, and the funds distributed in the necessary means. If unanimous consent is not achieved, the applicant will kindly be notified that the request did not meet the criteria for acceptance.

## **Funds Limit**

The discretionary funds limit achieved through formal request to the church will be up to \$250 per year per household, which may be limited by circumstance, formal review, or availability of funds. Individuals or groups of individuals such as small groups are welcome to give more from their personal generosity if they believe they are led by the Spirit in doing so.

## **Fund Location**

The benevolence fund total will be available for review in the monthly financial report submitted by the church secretary. It shall be denoted as benevolence fund not otherwise budgeted.

## **Emergent Food Need**

In the event of an emergent food need, the officer of the church shall refer directly to the food pantry when open or the organizational director of the pantry when closed.

Date Notified \_\_\_\_\_ Decision Date \_\_\_\_\_

**Identifying Information**

Name: \_\_\_\_\_

DOB \_\_\_\_ Male \_\_\_\_ Female \_\_\_\_ Couple \_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

Spouse's name: \_\_\_\_\_

Children's names and ages:

\_\_\_\_\_  
\_\_\_\_\_

Family members living with applicant:

\_\_\_\_\_  
\_\_\_\_\_

List names and phone numbers of personal/pastoral references who could be contacted for further information regarding this individual (ask for verbal permission to contact these references): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Current Situation and Reason for Request**

What is the presenting problem?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the specific request of the church?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide any specific information necessary, such as account numbers for bills needing paid via this request.

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**Context and History**

*Education/Work History*

Current job held: \_\_\_\_\_ How long at present job? \_\_\_\_\_

Work history:

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