SAMPLE BENEVOLENCE POLICY

TITLE OF POLICY: Benevolence Policy

POLICY #

APPROVAL DATE:

APPROVED BY:

PURPOSE: As an integral part of the ministry of our church, the Benevolence Fund provides financial assistance to individuals or families who are experiencing financial or materials needs.

- To show God's love and compassion in our community
- To minister to our community in a time of need or crisis
- To minister to our members in a time of crisis

SCOPE: This policy applies to members and non-members.

POLICY:

Responsibility & Process

- The deacons will administer this fund per established guidelines.
- In general, the assistance will be limited to funds available in the current year's budget.
- Benevolence over and above the budget for an emergency or special need, may be handled through a special love offering or special appeal. Should this be necessary, the deacons will bring a recommendation to the church.
- Any member or non-member may pass on information to the deacons regarding a need. This information should be as complete as possible in both defining the need and what help is being requested.
- All information will be kept confidential. The names of those who receive assistance will not be released unless it is a special circumstance.
- The deacons will report to the church on the number of gifts given during the year and the total amount given.
- The deacons will keep records on file to document the use of benevolence funds.
BENEVOLENCE POLICY (continued)

Guidelines

In an effort to show God’s love in our community, the following list is given to help define how the benevolence fund will be used. This list is given as a guideline only and should not limit the use of funds should other specific needs arise.

- Benevolence is not limited to money but could include clothing, food, grocery certificates, payment of unusual or one time expenses and so on.

- Due to the limited budget, the following priorities have been set for the use of our benevolence funds:
  
  a. Food – actual food items, grocery certificates, meals, money
  b. Clothing
  c. Hospital Ministry – flowers, books, parking expense

- In general, benevolence will not be on-going but rather a one time gift to meet a specific need.

- Benevolence funds may not be used for vacation expense.

- Benevolence funds will not be granted at a set amount but rather given based on actual need and availability of funds.

- Where special offerings are taken to meet a special need and as recommended by the church, the funds will remain in control of the church. Once the need has been met the church reserves the right to use any balance of funds as per the designated gift policy, which reads:

  - “Spending of funds is confined to ABC Baptist Church approved programs and projects. Each restricted contribution designated towards an approved fund, program or project will be used as designated with the understanding that: when the need for such a fund, program or project has been met, or cannot be completed for any reason determined by ABC Baptist Church, the remaining restricted contributions designated for such fund, program or project will be used where needed most.”