

Benevolence Ministry Team

I. Purpose

To establish guidelines for the Benevolence Ministry Team at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Benevolence Ministry Team at WRCC.

A. **MISSION STATEMENT** - The mission of the Benevolence Ministry Team is to serve those Active Members of WRCC (as defined in the Constitution Section 4.03. STATUS OF MEMBERSHIP) who have found themselves to be temporarily in need of financial or physical assistance. The Benevolence Ministry Team shall prayerfully consider each request for assistance and shall seek the guidance of the Holy Spirit before providing financial or physical assistance.

B. **MEMBERSHIP** – Membership on the Benevolence Ministry Team shall be for a term of one (1) year, except for the Pastor or the Pastor’s designee(s) acting as ex-officio member. A Deacon may serve for only two consecutive one year terms. Said term begins when the Deacon’s vote a Deacon on to the team and ends no later than the following October when the Deacon’s hold their next organizational meeting and a new team is formed.

The Benevolence Ministry Team shall consist of three (3) Deacons (See WRCC Constitution, Article VI – “Church Organization” and WRCC By-Laws, Article III – “Deacons”), including the Deacon Chair, and the Pastor or the Pastor’s designee(s) acting as ex-officio member. The Deacons Ministry shall choose, from its ordained inactive and active Deacon membership, two Deacons to serve for said term on the Benevolence Ministry Team along with the Deacon Chair.

C. Responsibilities:

The Benevolence Ministry Team or its designee(s) shall have the following responsibilities:

1. Administer the benevolent giving program of the church; annual Benevolence budget line item, all special offerings, designated gifts made to WRCC, and/or the WRCC Benevolence Ministry Team, for the expressed purpose of Benevolence.

2. Meet to consider requests for financial and/or physical assistance at the request of the Pastor or the Pastor's designee(s), or at the request of any Active Member of WRCC. Take into consideration the non-monetary resources available to WRCC, provide guidance to alternative sources of financial assistance, and facilitate designated offerings when appropriate.
3. Requests should be prayerfully considered. We will not provide cash or a cash equivalent (gift card, etc.) directly to an individual. Examples of gifts are:
 - o Home finance assistance – check written to bank, utility company or lessor
 - o Food assistance – bag(s) of essential food items (milk, bread, peanut butter, cheese, pasta, canned meat, ramen noodles, spaghetti sauce, canned fruit, canned vegetables) at predetermined value
 - o Funeral assistance – check written to funeral home
 - o Medical – check written to doctor or medical facility
 - o Prescriptions - accompany requestor to pharmacy and cover approved expense
4. Take into consideration the current financial condition of WRCC, and the goals, purposes, and priorities of WRCC, before providing financial or physical assistance.
5. Any request for help above \$300.00 needs to be approved by the Finance Committee. Confidentiality is maintained within Benevolence and no details are sent to Finance.
6. An Active Member may be granted financial assistance once during a rolling 12 month period.
7. The Chair shall create and maintain a financial record, using acceptable and normal accounting practices and procedures, to track a rolling twelve (12) month record of financial gifts; passing the record to the next Chair.
8. Maintain proper discretion when conducting the affairs of said ministry, due to the highly sensitive and private nature of its business.
9. Seek the approval of the Deacons Ministry for the removal of a Deacon of said ministry, should the Deacons Ministry determine that the Deacon in question has not maintained proper discretion when conducting the affairs of said ministry.
10. The Deacon Chair shall submit to the Finance Committee an annual budget request for Benevolence by the budget deadline date each year with detailed, itemized requirements.
11. Submit monthly reports to the Church Clerk containing no references to the name, or person, of any recipient or private provider of financial or physical assistance, due to the highly sensitive and private nature of its business.

Approved By:

Date Written:	September 2002
Date Revised:	December 2006
1/18/2014	approved by P&P
1/18/2014	approved by Deacons
2/02/2014	approved by the Congregation