

Kish Valley GBC

Benevolence

Guidelines

Kish Valley GBC

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 Deacon meeting.

A copy of the benevolence policy will be given to all Deacon Board members, the Financial Secretary 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 Deacon Board. The Deacon Board may consider recommendations from anyone, but in no event is the Deacon Board bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Deacon Board failed to honor the donor's recommendation, nor will the donor dictate the use and direction of the gifts.

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.

A Deacon Board Representative 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 Elder/ Deacon Board Member, 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 (The church requires receipt for all expenditures)

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 Deacon Board Meeting. The information is confidential and will be stored securely.

**Kish Valley GBC
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 in a sealed envelope to a Pastor, Deacon Board member or Office Administrator.

Note: Information given on this form is confidential and will not be disseminated to anyone other than the Elders, Deacon Board, Office Administrator and the Financial Secretary 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, Elder/Deacon board 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: _____

Kish Valley GBC
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 the Financial Secretary to put in finance software 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, Elders or Deacons
- Need of financial assistance

Purpose-How does this further *Kish Valley GBC* mission:

Manner in which selected:

The Deacon Board 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 Deacon Board has voted on this amount.

Name of any substantial contributor or grantor:

Benevolence Funds are controlled by: Deacon Board

Approved: Yes No (reason): _____

PAYABLE TO _____ AMOUNT: \$ _____

Benevolence Account: #420		
Signature/Date: _____		
Check Completed By: _____	Date Paid _____	Check# _____