



Making and Maturing Disciples of Christ to Minister

**BETHEL
LUTHERAN
MINISTRIES**

Date Approved: November 16, 2009

Approved By: Bethel Lutheran Board of Elders

Title: BENEVOLENCE POLICY

PURPOSE: The purpose of this document is to set forth the intent of the Community Assistance Fund and the guidelines to achieve that goal. The CAF is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings or investments. It is intended to be a temporary help during a time of crisis.

DEFINITIONS: The Community Assistance Fund is a recognized and permanent restricted fund of the church. It has no budget for either income or expense. Its receipts consist entirely of designated giving and its expenses consist of funds disbursed for its stated purpose.

GUIDELINES FOR DISBURSEMENT:

- 1. Bethel Lutheran wishes to help all of those truly in need and will make every effort to do so. Should community assistance funds get low priority will be given in the following order: 1) Church members 2) Regular attendees 3) Members of the community and 4) Transients.**
- 2. Applicants for utilities, housing, medical or other major assistance must complete a short questionnaire to determine need.**
- 3. Requests to pay off credit cards, penalties relating to late payments or irresponsible actions, private school expenses, business/investment ventures, legal expenses (such as bail), auto repairs or lodging will NOT be considered.**
- 4. The Senior Pastor or Business Manager can approve requests for assistance up to \$500.**
- 5. For any request over \$500 the situation must be reviewed and approved by a majority vote of the Elder Board. This may be accomplished by telephone or e-mail.**
- 6. Assistance shall be limited to a maximum of \$1,000 per individual or family within a 12-month period. Exceptions to this policy will be made only with the approval of the Board of Elders.**
- 7. No cash will be given to any applicant.**
- 8. A financial accounting will be provided monthly to the Board of Elders.**

- 9. Transients requesting food may be given \$10-\$20 in Scrip for groceries or fast food. A box of groceries can be received according to food pantry guidelines.**
- 10. Scrip cards for up to \$20 can be given out for gasoline.**
- 11. No medicine is to be filled without a doctor's prescription.**
- 12. Requests for utilities payments – the applicant must show the need and bring in the bill for verification. Approved requests will be paid by church check directly to the utility company. No late fees or hook up charges will be paid for.**
- 13. Requests for rent or house payment – applicant must provide the name of the mortgage company along with a payment book/coupon. If applicant is renting the property, a copy of the lease along with the name of the landlord is required. These must be verified before payment can be rendered. Upon approval the assistance is to be paid directly to the appropriate company.**

Liability Release

I have read and understand the aforementioned guidelines and policies. I also agree that Bethel Lutheran Church, its Pastor, Officers, Agents, Employees and Members are hereby released, forever discharged and held harmless from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred while the applicant's request is being reviewed, approved and/or denied. Furthermore, requester hereby agrees to hold harmless and indemnify Bethel Lutheran Church, its Pastor, Officers, Agents, Employees and members for any financial liability sustained by said acts of the aforementioned Bethel Lutheran parties.

Signature _____

Print Name _____ Date _____

Address _____

City, State and Zip Code _____

Telephone # _____ E-mail address _____

Bethel Representative _____

