

Policy – Benevolence

Woodlawn Christian Church

Purpose

The purpose of this policy is to ensure good stewardship of the financial resources of WCC in meeting the needs of those in our community and beyond.

Definitions

1. Benevolence – Assistance (primary financial) for those in need.

Procedures

1. When a request is made for assistance, a benevolence assistance form will be filled out by office staff. Copies of this form will be kept on file for future reference.
2. Special note: When gasoline is requested, a separate form will be used.
3. If possible, a copy of the drivers' license will be kept on file with the request.
4. Requests for under \$200 will be handled by the ministry staff. If the support staff receives a request when no ministry staff member is present, the request will be forwarded to the ministry staff as soon as it is convenient. If the situation is an emergency, the chairman of the elders will be contacted to give approval. If he is not available, another elder will be contacted to give approval.
5. Requests for \$200-499 will require one ministry staff member and one elder to approve the decision.
6. Requests for \$500 or more will require full elder consensus.
7. Decisions for or against support will be made by the appropriate ministry staff and/or elders on a case-by-case basis. Their decision is final.
8. Under no circumstances will cash or its equivalent be given to any person. Any financial assistance will be sent directly to the vendor (utility company, landlord, etc).

Considerations

1. We are to be good stewards of the financial resources God has entrusted to us. With that in mind, requests will be considered according to available funds and will be distributed in this order:
 - a. Requests from members of WCC
 - b. Requests from members of the Woodlawn community
 - c. Requests from the surrounding area
2. The ministry staff and elders reserve the right to cap benevolence expenses on a per person, per instance, or per monthly basis.
3. When a benevolence request is made, it is advisable to contact First Baptist Church to see if they had received a similar request. This will provide the best assistance possible without 'double dipping.'