

Section CA.

Date Approved/Revised:

Approved By:

BENEVOLENCE MINISTRY

Statement of Policy:

FirstChurch's Benevolence Ministry exists to glorify Christ by sharing His love in a material way with needy people in and outside our congregation. Benevolence assistance will be given when it is determined that a person or family is truly "in need" and such individual(s) demonstrate an effort to follow biblical money management principles and be accountable for their financial practices.

"Our desire is not that others might be relieved while you are hard pressed, but that there might be equality. At the present time your plenty will supply what they need, so that in turn their plenty will supply what you need."

2 Corinthians 8:13-14

"If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with actions and in truth." 1 John 3: 17-18

"For Macedonia and Achaia were pleased to make a contribution for the poor among the saints in Jerusalem." Romans 15:26

"Do not forget to entertain strangers, for by so doing some people have entertained angels without knowing it." Hebrews 13:2

Procedures:

1.0 GENERAL PROCEDURES

We adhere to the following procedures when someone applies to the Church for material assistance (such as food, clothing, shelter, money, or other financial assistance):

.01 When an applicant who desires help makes contact with the Church, whether through the Church office or through someone in a Church ministry, the person who has been contacted records on the Benevolence Assistance ([Form No. 11-45](#)) the following basic information:

Click the Hyperlinked form as noted in blue above

- The name of applicant
- Where and when the applicant can be reached
- A general description of the applicant's stated need
- Whether or not the applicant has previously contacted our Church for help
- Other pertinent information.

.02 The contact person informs the applicant that someone from the Benevolence Ministry Team will call them within 24 hours to discuss the details of their need. **Note:** Immediate help is not available. Before they can receive help, a representative of the Benevolence Ministry Team must contact each applicant.

.03 The contact person calls a member of the Benevolence Ministry Team (according to a prioritized calling list provided by the Ministry, which is on file with the Church receptionist and all Ministry Team members). The contact person gives the information about the applicant to the Benevolence Ministry Team member. **Note:** Contact persons must not give out the telephone numbers of Benevolence Ministry members to applicants.

.04 The Benevolence Ministry member contacts the applicant's Care Group leader to get more information about the nature, extent, and urgency of the need. If the Care Group leader is unaware of the need, the Benevolence Ministry member shall wait for the Care Group leader to look into the need first (in case the situation can be remedied by the applicant's Care Group). **Note:** The Benevolence Ministry member shall remind the Care Group leader of the Benevolence Ministry's 24-hour response commitment. The Benevolence Ministry member shall then ask the Care Group leader to get back with the Benevolence Ministry as soon as possible with an assessment of the applicant's need and an indication of whether or not the Care Group may be able to help.

.05 If the applicant's Care Group cannot meet the applicant's need, the Benevolence Ministry member then contacts at least two other Benevolence Ministry Team members (or other trustworthy, responsible Church members) to help determine the nature, extent, and urgency of the need.

.06 The people involved communicate with the applicant (either in person or by phone) to get detailed information about the applicant's history and need using the Benevolence Ministry Personal Assistance Questionnaire ([Form No. 11-44](#)). The individual requesting assistance can take this form and return it completed to the Church office. A valid form of proof of identification must also be provided with the questionnaire. This could include a picture ID or a personal verification from a FirstChurch staff member. **Recommendation** - Unless the need is urgent, meet with applicants on the Church campus, either before or after a Sunday morning service or Wednesday evening service.

.07 The members involved verify the applicant's history from the information obtained on the applicant's questionnaire and determine the applicant's true need.