



1 Timothy 5:3 NLT *The church should care for any widow who has no one else to care for her.*

James 1:27 NLT *Pure and lasting religion in the sight of God our Father means that we must care for orphans and widows in their troubles and refuse to let the world corrupt us.*

Basis:

The Bible is clear; we are to care for those among us who are in need. The following guidelines have been developed to address how the Community Church will administer benevolence.

Types of Expenses Covered by the Benevolent Fund:

Emergency expenses that may be covered include, but are not limited to the following: Electric, Water, Gas, Rent, Mortgage, Medical, Food, Clothing, Home Phone, and Vehicle Repairs / Loans (if the vehicle is used to travel to and from work and no other vehicle is available).

In addition to the above expenses, it is used for the purchase of flowers and/or food for church families during the bereavement of immediate family members.

Types of Expenses Not Covered by the Benevolent Fund:

Expenses deemed as not necessary include but are not limited to the following: Credit Cards, Personal Loans, Cable or Satellite TV, Internet Access and Cell Phone (Note: Phone bills may be considered as necessary depending on the specific situation. For example a person with medical issues that needs the phone in case of emergencies).

Note: A request for assistance that does not meet these guidelines may still be considered, but may take longer to evaluate.

Non-Church Family Requests:

Those requests will be handled as follows:

1. The person seeking assistance will go to Portsmouth Area Resource Coalition's offices (PARC) and follow their screening process.
2. PARC will submit the screening results to Community Church and administer help based on funding available and screening results.



3. The person administering the benevolent fund will update the benevolence activity file when there has been activity.

Guidelines:

1. A single transaction cannot be any larger than \$100.00 per month.
2. A family cannot receive more than \$300.00 in one calendar year.
3. Payments will be made for utility bills with cut off notices only.
4. Payments will only be made to companies. Gift cards may be given to individuals.

Church Family Requests:

Those requests will be handled as follows:

Owner in Community Church:

1. Requests will be made and discussed with the group leader. Benevolence requestor will fill out the Benevolence Form and attach any other documents needed (utility bill, phone bill, repair bill, etc.).
2. If possible the group leader will try to rally the group to support the need; while being sensitive to the situation. Group leaders will not share any information without permission of the individual. If the issue cannot be fulfilled in the group, or is too sensitive to fulfill in group, the group leader will send the benevolent request form and documents to benevolence@communitychurch.info. If email is not available; the documents can be dropped off to the receptionist at the church offices.

****We are not looking for the group to ask everyone to chip in \$300 to pay for an owners car repairs. We are asking the leader to discern if their group could help do things like: buy diapers for a single mother in the group, help an elderly neighbor fix the railing on his deck, or help an owner install a working toilet in their house.*

3. The person administering the benevolent fund will screen the application with the guidelines below and if it meets them they will pass along to the benevolent team to process.



4. The Benevolence Team will:
 - a. Approve the request and send back to person administering the benevolent fund.
 - b. Deny the request and send back to the person administering the benevolent fund.
5. The person administering the benevolent fund will contact the person requesting help, and the group leader, to let them know the decision and process from that point.

Non-owner in Community Church:

1. Person will be put in contact with the Pastoral Care Team.
2. The Pastoral Care Team will work with them to get into group and discover the circumstances. If the Pastoral Care Team determines this is a valid benevolence request they will submit form to benevolence@communitychurch.info.
3. The person administering the benevolent fund will screen the application with the guidelines below and if it meets them they will pass along to the benevolent team to process.
4. The Benevolence Team will:
 - a. Approve the request and send back to the person administering the benevolent fund.
 - b. Deny the request and send back to the person administering the benevolent fund.
5. The person administering the benevolent fund will contact the person requesting help, and the group leader, to let them know the decision and process from that point.

Walk-in Owner in Community Church: *Person will follow the process for a non-owner above.*

Guidelines:

1. A single transaction cannot be any larger than \$1,000.00.
2. A family cannot receive more than \$3,000.00 in one calendar year.



3. Payments will only be made to companies. Gift cards may be given to individuals
4. There is a limit of three times during any 12 month period:
 - a. *First Request:* Explain that assistance is only for emergency issues, not on-going financial needs.
 - b. *Second Request:* Require enrollment into Financial Peace University (or similar and we pay enrollment costs). If they do not take the class they will not be eligible for future requests. If the class is to be held several months after the day the request comes in, we can set up FPU mentors to work with the requestor so they can receive advice.
 - c. *Third Request:* Remind them this is the last assistance for the current year. Required to meet with a FPU mentor to receive benefit.