

Benevolence Fund Policy

Version 1.1

05/05/2013

1.0 Purpose

The purpose of this policy is to establish and manage a restricted benevolence fund for the benefit of members and regular attendees of South Point Baptist Church. Meeting the needs of others in the community is also allowable as reviewed by the committee.

Benevolence is a restricted fund created to receive and disburse monies for short-term assistance during times of financial difficulty and will be administered by the Benevolence Committee.

1.1 Benevolence Committee

1. Has the authority to accept or reject requests for financial assistance.
2. Will consist of elected members and the Pastor as an ex-officio member.
3. Will require approval by two members for an amount over \$500.

1.2 Business Administrator

1. Will support the committee to facilitate disbursement of funds.
2. Will oversee the administration of the policy and procedures.
3. Will ensure funds are available prior to disbursement.

1.3 Confidentiality

The Benevolence Committee will make every effort to protect the identity and dignity of those who receive aid.

2.0 Procedures

The purpose of these procedures is to facilitate financial assistance from the Benevolence Fund according to the Policy.

2.1 Qualifications and Guidelines

1. Primarily, assistance is for active members of South Point Baptist Church or active attendees that have been a part of the church for at least three (3) months.
2. Inactive members and others may be considered for assistance in the community when referred and qualified by members or staff.

3. The fund is intended to provide encouragement to those facing short-term financial difficulty, and not to provide a long-term subsidy. Therefore, in most cases, gifts will be limited to no more than \$2,000 per family within any fiscal year. Any gift or cumulative series of gifts of \$4,000 or greater per family requires the approval of the acting Chairman of Deacons, a Pastor or Minister, and the Business Administrator.

4. The fund is supported by gifts given by the congregation. Should those funds begin to approach \$5,000 or less, a request to the church at large should be made to replenish.

2.2 Contributions to the Fund

1. Contributions to the Benevolence Fund must be made at arms length in order to be considered tax-deductible charitable contributions. For example, if an individual or family gives to the fund for the benefit of their close blood relatives, the donor's gift will not be considered tax-deductible.

2. Contributions to the fund must be undesignated in order to be considered tax-deductible charitable contributions. The fund can be utilized for designated gifts for a specific recipient or family (for anonymity purposes), but the donor's gift will not be considered tax-deductible.

2.3 Disbursements

1. When a pastor, minister, or member becomes aware of a financial need, he should contact the Benevolence committee with his concern.

2. If \$500 or less, the committee chairman can approve. If greater than \$500, the committee must approve the request.

3. A request should be submitted to the Business Administrator or the Financial Secretary.

4. Every effort should be made to direct the payment to a third-party payee, such as a hospital, landlord, mortgage company, creditor, etc. This is not required, but recommended.

5. All notes and/or copies of the transaction should be kept confidential.

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Revision Notes

Approved	By	Version	Comments
05/05/2013	Church Conference	1.1	Minor formatting changes
02/06/2012	Approved	1.0	Creation of the Benevolence Policy