

### **Church Benevolence Policy**

1. Requests for benevolence should be made in writing on a Benevolence Request Application.
2. Requests for benevolence should be directed to one of the church deacons.
3. Once a request has been made to one of the deacons, he should direct the request to the Chairman of the Board of Deacons.
4. The Chairman shall notify the other deacons to discuss the request. The deacons shall consult with other individuals who are aware of the need to determine the accuracy of the request. The deacons are authorized to make a decision based on the information that they have received.
5. If the request is granted, the chairman will notify the church treasurer with details about how to issue the check. If the request is not granted, the chairman will notify the requester about the decision.
6. Generally, cash will not be given to the requester, and requests will be limited to \$1,500 unless approval is granted by the church board.
7. If a granted request is eligible for matching through Everence, the deacons will make necessary arrangements.
8. Requests for food can be directed either to the deacons or the church office, where a small amount of food is kept for distribution. The church secretary will notify the Chairman of the Board of Deacons when the pantry needs to be restocked.