

## Benevolence Policy

It is the expressed policy of the church to extend benevolence to church families first. Matthew Road Baptist Church's benevolence directive is summed up in I Timothy 5 and James 1. Both verses charge the church with the task of helping widows (widows are further qualified as women over the age of 60), orphans and the disabled. Further the details below outline terms of benevolence for Matthew Road Baptist Church:

- MRBC's current benevolence account is not adequate to accommodate long term financial support of any family. It is our goal to provide assistance to families that are in immediate need.
- Benevolence must have dual approval from the deacon body and the pastor.
  - The deacon body will review benevolence needs through their subcommittee within the deacon body. This subcommittee will have the right/ability to direct funds.
  - If the benevolence subcommittee is not available, the chairman of the deacons may intercede on the behalf of the committee.
- Benevolence is funded in a three part process.
  - The budget will allocate a portion of the church's income to fund benevolence.
  - As needed, the church will take up offerings for the expressed purpose of increasing money in the benevolence account.
  - Donors may designate part of their offering for benevolence.
    - Persons designating benevolence will receive credit for gifts accepted.
      - For a gift to be accepted, the giver must understand that it is the duty of the benevolence committee and pastor to assign benevolence.
      - The giver does not identify people and give money to them through the church. (All benevolence is directed by the church.)
- Employees that receive benevolence from the church will see the amount of the assistance reported as income reflected in line one of their W2.
  - Taxes are applicable and will be withheld.
- All recipients of benevolence must fill out the Ministry of Benevolence Form. (This form may be waived in extreme circumstances by dual approval of the pastor and the deacon benevolence subcommittee. The form must be completed at a later time.)
- Generally Benevolence will only be written to a vendor or creditor except in case of an employee. Employee benevolence will be written as a payroll check since all benevolence to employees is considered income by the IRS.
- The limit per family is \$2,500.00 from the church budget. There is an overall limit of \$10,000 total. (This total is derived of the \$2,500 from church budget and an additional amount of up to \$7,500 in designated church gifts.)



## Benevolence Request Form

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Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ Spouses Social Security # \_\_\_\_\_

Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Address: \_\_\_\_\_

Marital status (circle one):      single    married    separated    widowed

Employment: \_\_\_\_\_

Spouses Employment: \_\_\_\_\_

Children's Ages: \_\_\_\_\_

Needs: \_\_\_\_\_

Home Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Pastor's name: \_\_\_\_\_

Monthly average cost: Mortgage/Rent \$ \_\_\_\_\_ Auto \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_

Water \$ \_\_\_\_\_ Phone \$ \_\_\_\_\_ Medical \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

## Benevolence Request Form

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Have you been helped previously by this Church (circle one)?    yes                      no

What did you receive, and when? \_\_\_\_\_

Others applied to for this need? \_\_\_\_\_

Please explain the circumstances which brought about this need.

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How are you actively working to assure that your benevolence situation will not become a long term situation?

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All checks for benevolence must be written to **vendors** or **creditors**. Please give us the specific information for the vendor you are requesting payment to:

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Total Amount Due \$ \_\_\_\_\_

Amount Required: \_\_\_\_\_

Additional pertinent Information:

I have read the Benevolence Policy. Sign as affirmation \_\_\_\_\_

(This form must be filled out each time a request is made.)

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-----**Do not write below this line – For Church Use Only**-----

Date application received in this office \_\_\_\_\_

Approved date: \_\_\_\_\_

Disapproved – Reason \_\_\_\_\_

Attach *copy* of requests with check stub