So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith.
– Galatians 6:10

We hope to avoid any criticism of the way we administer this generous gift. For we are taking great care to do what is right, not only in the eyes of the Lord, but also in the eyes of men. – 2 Corinthians 8:20-21

House on the Rock Fellowship believes that meeting the financial needs of our faith community is one way we share the love of Christ. This Benevolence policy outlines the process used by the Finance Team when assisting those within our fellowship (both members and regular attenders). Assisting others outside our fellowship should be directed to our Hope Team.

This policy is to provide transparency and faithful stewardship before God and the greater Fellowship as well as protect the staff from the consequences of making financial decisions regarding benevolence. Further, this policy is to guide a team of people, confirmed by the church family, who shall:

- Manage budgeted funds for benevolent purposes
- Deal with benevolence requests on a case-by-case basis based on these written policies and procedures.

GUIDELINES

When handling a benevolence request the current Finance Team shall:

- Discern the difference between **“need” vs “convenience”**
    - A “need” is understood as something required for survival
    - The types of help that will be provided by the benevolence resources include, but are not limited to; meeting financial hardships that have arisen as a result of natural calamities, food needs, payments of utilities, medical bills, but are not limited to those categories.
- Discern between **helping vs harming**, underwriting an irresponsibility or particular lifestyle choice.
- **Provide financial instruction** any time money is provided, i.e. basic financial planning, reference a simple money management book, etc.
- **Provide vouchers** as opposed to money whenever possible.
- Pay bills to a 3rd party that provide receipts for expenditures (IRS required for over $75.00).
- Not provide money to people who are not a part of this fellowship, i.e., non-members or those not in regular attendance. Those requesting assistance who are not members/ regular attenders of this fellowship shall be referred to the Hope Team.
- Counsel the applicant to seek assistance in the following order:
    1. Family (Relatives)
    2. Life Group- If the Life Group can help or should know of a need, communicate with the group leader the name(s) of their members who are in need.
    3. Finance Team
- Void and return all checks designated to a specific individual or family. *Please give to specific individuals or families directly*.
- Not to exceed $500 per family, annually, without further Elder approval.
- Maintain complete confidentiality regarding benevolence discussions except for pertinent information offered to the Elders and Life Group leaders.

PROCESS

The individuals or the families who seek financial assistance from HRF are required to follow the below steps:

1. Firstly, the individual or family members are required to obtain and submit the Request Form. The form should be supported by the required documentation. *Requests must be made directly and are not received or processed on behalf of someone else.*
2. Then the interview/ appropriate counselling must be completed with the Finance Team.
3. All the additional information and documents asked by the Finance Team must be provided.
4. Finally, the Finance Team will review the application and approve, based on a majority decision, and communicate the amount of financial aide to the one seeking assistance as early as possible. Assistance is always based on the availability of benevolence funds.

IRS REPORTING

The Finance Team will record the required Internal Revenue Service documentation for benevolence requests and gifts. The following documentation should be recorded for accurate record-keeping:

1. A complete description of the assistance
2. The purpose for which the aid was given
3. The objective criteria for disbursement
4. How the recipients were selected
5. The name, address, and amount distributed to each recipient
6. Any relationship between recipient and officers, or key employees or substantial contributors to the church.

ADOPTION AND AMENDMENTS

The Benevolence Policy is not included in the church constitution or by-laws and can be amended, deleted, or added to at any regularly scheduled Elders Gathering. The church body will be informed of changes made to the designated benevolence policy. A copy of the benevolence policy will be given to all Elders, the Finance Team, and also kept in a prominent location of the church.

HOUSE ON THE ROCK
FELLOWSHIP

BENEVOLENCE REQUEST FORM

House On the Rock makes every effort to live for and be surrendered to Christ and the teachings of the Bible. It is our privilege, purpose, and passion to share about Jesus Christ primarily throughout the local area.

Note: Information given on this form is confidential and will not be disseminated to anyone other than the Elders and the Finance Team members without the expressed written or verbal consent of the requestor.

RECIPIENT INFORMATION:

Name: ________________________________ Address: ____

Phone: ____________________________ E-Mail: ____

I am a ☐ *Covenant Member* ☐ *Regular Attender (6 months min.)*

REQUEST:

Amount of Request: ____________________________ Date of Request: ____________________________

PURPOSE: (Please explain your need. Include as much detail and supporting information as possible)

____

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____

____

- In your opinion which term below best describes your current financial situation? (circle)
  Emergency Short term problem Long term problem
- Are you related to any HRF staff, Elder, or Finance Team member? No Yes
  (if yes) Who? ________________________________
  (if yes) What is your relationship to the above mentioned? ____________

  [The above question does not limit those able to receive aide but provides further transparency protecting the receivers and overseers.]
- Have you received assistance from HRF in the past calendar year? No Yes
- Are you willing to receive financial counseling? Yes No

VENDOR AND/OR ATTACHED BILL:

Name: ________________________________ Address: ____

Acct No. or Invoice No. ____________________________

REQUESTOR NAME (print) ____ Date __________________

REQUESTOR SIGNATURE: ____

Please give your request to an Elder, Finance Team member, or place in a sealed envelope in the offering plate.

HOUSE ON THE ROCK
FELLOWSHIP

BENEVOLENCE DISBURSEMENT FORM

Complete this form to verify all required information has been received and approved prior to writing check. After check has been written give this form to HRF Operations Lead to put into software and file. Supporting documents are confidential and are kept in the locked file cabinet at HRF and will be maintained as required by the IRS.

Recipient: ____

Address: ____

Relationship between recipient and staff, Elders, or Finance Team: No Yes: _____________________________

Is recipient a family member of a substantial donor? Yes No

REASON FOR BENEVOLENCE REQUEST

____
____
____

HOW DOES THIS FURTHER HOUSE ON THE ROCK'S PURPOSE:

____
____
____

MANNER IN WHICH GIFT WAS DETERMINED:

The HRF Finance Team has reviewed the request for benevolent funds to determine that there is a need and researched to verify if the recipient has/has not received assistance in the past. Based on the information available, and in compliance with the church policy, the Finance Team has voted on the amount.

PAYABLE TO____ AMOUNT: $_______________

Check Completed By: ___________________________________ Date Paid: __________ Check#_________

Benevolence funds are controlled by: current House On the Rock Finance Team on behalf of HRF Elders

Finance Team Member Signature: ____