

Benevolence Policy

It is the express policy of Matthew Road Baptist Church (MRBC) to extend benevolence to MRBC members, MRBC employees, or direct family of a MRBC member. 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 details below outline terms of benevolence for MRBC:

- 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 behalf of the committee.
- Benevolence is funded in a **three-part** process:
 - The budget will allocate a portion of the **MRBC's** income to fund benevolence.
 - As needed, the church will take up offerings for the express 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. In the case of an 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

Benevolence Request Form

Date: _____

Social Security# _____ Spouses Social Security# _____

Name: _____ Phone: _____

Address: _____

Marital status(circle one): single married separated widowed

Employment: _____

Spouses Employment: _____

Children's Ages: _____

Needs: _____

Are you a member of Matthew Road Baptist Church? _____

If not MRBC:

Who of your direct family is a MRBC member? _____

What is your home church? _____

Church Phone: _____

Pastor's name: _____

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

Water \$ _____ Phone \$ _____ Medical \$ _____ Gas \$ _____ Other \$ _____

Benevolence Request Form

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.

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

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.)

-----**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