



BENEVOLENCE POLICY

This general policy governs the release of benevolence funds to those requesting support or help. This policy is a guide, and the Elder body may decide to do something outside this policy if, after prayer and thought, they decide that a situation warrants extra support or attention.

When a need is made known, go on the church's website, click the benevolence link, complete the requirements below and email the request to info@providencecitychurch.org. The attached information sheet (on the following page) must be filled out in as much as possible as it is needed to assess the need.

THE INDIVIDUAL REQUESTING ASSISTANCE FROM PROVIDENCE CITY CHURCH:

- Must complete the Benevolence Form (next page) before assistance will be considered.
- Payment or support will be given directly to the creditor. No money will be given directly to the individual.
- Maximum gift will be no larger than 50% of the available benevolence fund unless there are special circumstances and the Elders agree that this is warranted.
- Providence City Church will help an individual or family a maximum of twice per year.

The following **Vital Information** must be gathered from the requestor:

- Proof of expense.
- Benevolence form.
- Plan of action recommendations.

Giving to the benevolence fund:

- Gifts should indicate that they are intended for the benevolence fund.
- Gifts may not be earmarked for any specific individual.
- A special Offering may be taken if the need and circumstances warrant.



BENEVOLENCE FORM

- Name
- Address
- Email Address
- Phone Number
- Were you born in the U.S.A? If not, what is your current immigration status?
- Reason for request
- Amount requested
- Creditor/Payee information (Account info, Contact info)
- Plan of Action (What are you doing to correct the situation?)