



Forest Baptist Church

To Know Him, & To Make Him Known...

Benevolence Ministry Policy and Procedures

What is the purpose of Benevolence?

In keeping the command of Christ to “love your neighbor as yourself,” as well as other biblical prescriptions (1 John 3:17, Titus 3:14), the church has an obligation to help, aid, and financially assist those in need as church finances and opportunities allow.

Who can receive Benevolence?

Priority for benevolence distribution will given, in this order, to:

1. Members of Forest Baptist Church (Galatians 6:10)
2. Residents of the Forest community (Acts 6:1)
3. Persons who are orphaned, elderly, widowed, or disabled (James 1:27, Acts 6, 1 Tim 5:3, 16)

Those that do not fall into any of the above categories will be considered on a case-by-case basis, but should only receive benevolence in extreme cases.

What kind of Benevolence is available?

Benevolence distributions are only for:

1. Short-term needs (Long-term, disability, reoccurring help is not available.)
2. Basic necessities (This is limited to food, clothing, medications, essential medical supplies, utilities, and vehicle gasoline.)

How is a Benevolence distribution made?

1. Food benevolence will be distributed in the form of a grocery store gift card or by the purchasing and delivery of specific food items as needed.
2. Gasoline benevolence will be distributed in the form of a gasoline gift card or by personal arrangement at a gas station.
3. Clothing benevolence will be distributed in the form of a department store gift card or personal arrangement at a Goodwill store.
4. Benevolence for utilities, medication, or medical supplies will be distributed by the church Treasurer via a check written to the billing party, only after invoice(s)/ bill(s) are provided.
5. No cash or checks will **EVER** be distributed directly to a recipient.
6. Benevolence recipients will receive support no more than two times in the span of a year. Those applying repeatedly, will be referred to other local benevolence ministries when possible.
7. Benevolence recipients should be counseled in the gospel and encouraged towards personal responsibility, independent living, and self-sustenance when possible. (2 Thess 3:10)
8. Benevolence will be withdrawn from the “Benevolence Ministry” line-item of FBC’s Ministry Investment Plan.

How can a person be considered for Benevolence?

1. Individuals seeking benevolence assistance must completely fill out a Benevolence Application.
2. The applicant must be interviewed in person or on the telephone by the pastor, a church staff member, or deacon in order to be considered (with appropriate notations made on application).
3. The pastor, staff member, or deacon who interviews the candidate will be responsible for ensuring that appropriate distribution is made of benevolence.

Exceptions to any of these policy guidelines can only be made upon agreement of the pastor and chairmen of the deacons or deacon ministry at large.



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Benevolence Application Guidelines

Please read this page carefully before completing the application!

- Forest Baptist Church (FBC) members, regular attendees, and those not associated with FBC may apply for financial assistance through our Benevolence Ministry. Members, Forest community residents, as well as the widowed, orphaned, and the disabled will be given priority for assistance. Those who are not in one of these high priority categories are welcome to apply, but are less likely to receive assistance.
- Although it is our sincere desire to provide financial assistance to all who ask, we are unable to consider any requests except those that are short-term in nature. We are **not able to provide long-term assistance of any kind.**
- Additionally, we only help with basic necessities such as, but not limited to: food, clothing, housing, medications, essential medical supplies, utilities, or vehicle gasoline.
- Upon completion of the Application, please return it to our FBC office.
- Once FBC has received the application, it will be reviewed and verified. Applicants being considered for assistance **must** meet and/or speak with the Pastor, a staff member, or church deacon to review their information and need.
- Applicants **must** bring to the meeting bills, invoices, eviction notices, paychecks, and other pertinent documentation that may assist the Benevolence Committee in accurately understanding your financial situation. (*Copies are also acceptable.*) If financial assistance is requested, bills must be in the individual's name requesting the assistance. If funds are approved and available, check(s) will be made payable only to the service provider(s) to whom bill(s) are owed: (*e.g., mortgage company, utility provider, etc.*)
- The applicant **must** follow up on all recommendations made by Pastor(s) or deacon(s).
- All information provided on the Benevolence Application will be kept as private as possible, so please be open and honest in responding to questions. It is likely that during the application process, your information may be reviewed by members of our church staff and/or deacons.
- The Benevolence process may take up to two weeks. Failure to bring required documents could delay the process. Filling out this application and/or an interview with the Benevolence Committee **does not** guarantee that monetary assistance will be provided.
- ***Please keep this page of the application for your review and compliance.***

Forest Baptist Church

Benevolence Application

Today's date		Name							
Spouse's Name									
Children & Ages									
Address									
City		State		Zip code					
Home Phone	Work Phone		Cell Phone						
Check box next to current marital status.									
Married	<input type="checkbox"/>	Single	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widow/Widower	<input type="checkbox"/>
Length of residency at current address: Years & Months									
How did you hear about Forest Baptist Church (FBC)? Provide names of referrals.									
Have you or anyone else in your household been assisted by FBC? If yes when was it provided?									
Are you a member of FBC?	<input type="checkbox"/>	Regular attendee?	<input type="checkbox"/>	Visitor of FBC?	<input type="checkbox"/>				
If yes (to any of the above), when was the last time you attended?									
A member of another church? If so where?									
Is there anyone at FBC who knows your situation? If yes, who?									
What is your need today and what specific help are you requesting?									

Have you filed Bankruptcy before? Please provide details and circumstances.
What is the crisis or situation that has caused you to ask for assistance?
Have you been assisted by any other church/agency/organization? If yes, please provide name and assistance received. (Use back of page if necessary.)
List your current place of employment. Explain how long you have been employed there.
Is anyone in your household unemployed due to a disability? If so, are they receiving disability benefits?

If you are assisted by Benevolence, please consider a financial contribution when you are economically capable. This ensures that others can be helped when their need arises.

Release of Information

I hereby authorize the release of information to Forest Baptist Church (FBC) to receive the assistance I am requesting. I further certify the information I have stated is true and correct and that all income is reported. I understand that FBC may verify the information on this application and that deliberate misrepresentation of information may subject me to denial of assistance/services.

I give permission for FBC to discuss my case with other agencies, businesses, churches, attorneys, individuals, and any others deemed necessary to verify application information and/or identify additional sources of assistance. I understand that all information will remain as private as possible within these entities.

I have read, understand, and agree to the policies above regarding the Release of Information.

Signature

Date

Church Office Use Only:	
Member Status?	
Benevolence Received? (Amount/Details)	
Decisions/Special Notations?	