



## **BENEVOLENCE POLICY**

*See that you also excel in this grace of giving. 2 Corinthians 8:7b*

**PURPOSE:** To make Jesus famous by providing financial assistance to individuals or families who are experiencing financial or materials need.

### **POLICY:**

#### **1. COLLECTION & DISTRIBUTION:**

- a. The Benevolence Fund ("Fund") is held in the name of Sturgeon Alliance Church (SAC), business/registration no. 108044553 RR 001.
- b. These funds are collected from both members and non-members through special contributions.
- c. The direction and control of the funds always rests with the Benevolence Team and the funds will be distributed and used as set out in this Benevolence Policy.
- d. Except for special circumstances, benevolence funds will not be disbursed directly to the recipient, but rather to the third party organization that will be providing the service/materials the recipient is in need of. Details of all transactions will be recorded on the Benevolence Fund Form (attached as Schedule "A") and kept in the benevolence binder located at the offices of SAC. A copy of each invoice or bill will be kept by the bookkeeper.
- e. For special circumstances, such as a direct withdrawal of an invoice or bill from the recipient's personal bank account, copies of the invoices and any other documentation relating to the transaction will be forwarded to the bookkeeper to be kept on file and a cheque will be disbursed to the recipient for reimbursement of the expense. Details of such special transactions will be recorded on the Benevolence Fund Form and kept in the benevolence binder located at the offices of SAC.
- f. The Benevolence Team will make sure that there is always at least \$1000 worth of gift cards to be distributed as needed. Details of all gift card transactions will be recorded on the Benevolence Fund Form accordingly and kept in the benevolence binder located at the offices of SAC. In addition to completion of the Benevolence Fund Form, the details of all gift

cards are summarized, logged, and tracked on a separate form which is kept in the benevolence binder at the offices of SAC.

2. TEAM RESPONSIBILITIES: The Benevolence Team (Team) will be made up of two church members and one staff member as appointed by the board of elders. The responsibilities of the Team are as follows:
  - a. to keep a pulse for those in our church and in our community who may be struggling and in need of financial assistance
  - b. to be ready and available to assess needs when approached
  - c. to collectively work together to assess each need on an individual basis and complete the Benevolence Fund Form
  - d. to collect and record the information needed to complete the Benevolence Fund Form
  - e. to conform to CRA's regulations and only issue funds if the recipient understands the possible implications such as taxes or eligibility for benefits and is in agreement with providing their SIN
  - f. to have two out of the three Team members sign off on the completed Benevolence Fund Form when the decision is made to disburse funds for the recipient's need
  - g. to communicate with the bookkeeper on a regular basis as to the total amount available in the Fund
  - h. to be the direct contact with the recipient
  - i. to keep all documentation for each disbursement on file for six years
  - j. to keep a running total of all disbursements and report to the church at the AGM on activities for the prior fiscal year
3. CONFIDENTIALITY: All information collected will be kept confidential as per the *Freedom of Information and Privacy Act (FOIP)*.
4. GUIDELINES FOR ASSESSMENT OF NEED: In an effort to show God's love in our community, the following list is given to help define how the Fund will be distributed to meet needs of those in and around our community. **This list is given as a guideline only and should not limit the use of funds should other specific needs arise. When assessing each situation, keep in mind other community organizations that offer resources that may be available to the person(s) in need (Gibbons Family Resource Centre, Food Bank, government assistance, etc.) and**

**collaborate with these other community organizations accordingly to care for the person(s) in need.**

- a. by assessing each situation on a need-to-need basis
- b. by assessing and assisting each recipient in their efforts in becoming self-sustaining
- c. in general, benevolence will not be ongoing to any one recipient, but rather assessed on a need-to-need basis for each situation
- d. benevolence funds will not be granted at a set amount but rather given based on actual need and availability of funds
- e. any Team member should not be part of a decision/approval for a family member

# STURGEON

ALLIANCE CHURCH

## SCHEDULE "A"

### BENEVOLENCE FUND FORM

This form will be completed by one of the three Benevolent Team members when processing a request to provide assistance to individuals or families who are experiencing financial or materials needs. This form is confidential and will be kept in the benevolence binder at the offices of Sturgeon Alliance Church.

**IMPORTANT:** Benevolence funds will be disbursed in accordance with CRA guidelines.

#### RECIPIENT'S INFORMATION:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

SIN (for T5007): \_\_\_\_\_ (if applicable)

#### **ASSESSMENT OF NEED(S):**

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#### **GIFT CARDS:**

Date	Gift Card	Amount	Need
_____	_____	\$ _____	_____
-			
_____	_____	\$ _____	_____
-			
_____	_____	\$ _____	_____
-			

**DISBURSEMENTS:**

Date	Payable To	Amount	Need	Date Cheque Rec'd & Disb.
-	-	\$	-	-
-	-	\$	-	-
-	-	\$	-	-

Benevolence Team Signatures (two of the three team members)

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

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

Date of approval: \_\_\_\_\_

Date of approval: \_\_\_\_\_

**CONTACT:**

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All information collected will be kept confidential as per FOIP.

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