



Benevolence Policy

The benevolence fund of Riverside Church is a fund established to bless people who are in a financially hard place. There is a benevolence oversight department and accounting department that helps determine the distribution of these funds. It is our desire to administer these funds to the glory of God. We view this fund as a resource belonging to God (I Chronicles 29:11-12), and we will use loving discernment to distribute the funds wisely (Acts 6.1-6). In administering the funds it has been determined that the distribution of funds to church members should be treated separately from non-members.

Recipients

In order of priority, recipients of funds distributed from the benevolence fund are:

1. Church Members
2. Regular Attenders
3. Members of the local community

Criteria

The stated purpose of the benevolence fund is to meet people's basic needs. Normally, these needs are defined as follows:

- Lodging
- Food
- Clothing
- Medical treatment
- Transportation to & from work

Procedure for Disbursement

1. A benevolence request form must be filled out by the individual requesting help.
2. Once filled out, the application is returned to the church office representative.
3. The benevolence oversight department reviews the request and comes to a decision.
4. The person making the request is informed of the decision by a church office representative.
5. Checks are written and disbursed, As much as possible, checks from the benevolence fund will be payable to vendors rather than to the individual requesting assistance.

Benevolence Limitations

- The benevolence fund operates on a first come, first serve basis as the fund will fluctuate due to budget and requests.
- There is no guarantee that the requested amount will be able to be covered.
- The benevolence fund will only be disbursed to an individual/family at \$300 max per request.
- The annual cap for an individual/family to receive in total is \$1,000 per year.



Benevolence Fund-Member/Non-Member Request

To be completely filled out by the member/non-member requesting help:

Date: _____ Name of Member (Please Print): _____

How long have you been attending Riverside Church? _____

Name of Non-Member: _____

Address: _____

Phone Number(s): Home _____ Cell _____

Monthly Expenses (please be as specific as possible)

TYPE	OWED TO	MONTHLY AMT	Remaining Amt Owed
Rent/Mortgage			
Auto			
Gasoline			
Taxes			
Personal Loan			
Utilities: Electric			
: Water			
: Phone			
Cable/Internet			
Groceries			
Insurance(s)			
Other Payments			

Apartment/Mortgage Company Information:

Name of Apartment/Mortgage Company: _____

Contact Name: _____ Phone Number: _____

Mailing Address: _____

Employer name and Phone #: _____

Total Monthly Income for everyone in your household: _____

If unemployed, list the last 3 places that you worked and dates of employment:

1. _____
2. _____
3. _____

If unemployed, list the last 3 places you have applied for work with dates and status:

1. _____
2. _____
3. _____

Is anyone in your household unemployed due to disability? Yes ___ No ___

Is anyone in your household receiving disability benefits? Yes ___ No ___

Name, relationship to you, and the ages of everyone living in your household:

Amount Requested \$_____ Purpose for request _____

If this is a bill, what is the due date? _____ (Please provide a copy of the bill.)

What is the crisis or situation that has caused you to ask for assistance?

If assisted by Riverside Church, how will you pay for next month's expenses?

Have you, or anyone in your household, ever been helped by Riverside Church?

Yes ___ No ___

If yes, when? _____

Have you contacted Social Services? Yes ___ No ___

What is your payment record with the local utility company?

Always on time ___ Sometimes late ___ Usually late ___



Can the police department, utility companies and local ministries verify that the information in this application is correct? Yes ____ No ____

Signature _____ Date _____

What is the name of your church contact? _____