

## Crossroads Church Benevolence Request Guidelines

### Benevolence Funds

Benevolence funds (as available) are for people “connected” to the congregation that need financial assistance. This financial assistance is necessary to help with physical, emotional and spiritual survival. *Galatians 6:10*

“Connected” is defined as a person in our congregation, a staff member, or a person that has relationship to a person in the congregation or staff member, or a community partner organization.

These Funds are also available to assist our community organizations as these funds are used to support the greater community of Crossroads Church.

The Benevolence Funds are overseen by the goServe Committee and include a Treasurer (Crossroads Member/volunteer) who specifically handles the accounting of this fund. It is currently David Canfield. The Benevolence Funds are authorized through the Campus Pastors or the goServe Committee.

Benevolence funds are collected via the Wicker Basket on the 1<sup>st</sup> Sunday of the month. Funds are also received via online donations or any other donations under the designation: Benevolence.

### Requesting Benevolence Funds

All requests for Benevolence Fund must go through the Campus Pastors or goServe Committee. If a need is recognized or requested for an individual – contact the Campus Pastor where the family/person is connected. If for a community partner organization, contact a member of the goServe Committee.

#### Types of Acceptable Benevolence Requests for Individuals

1. Primary lodging (mortgage or rent)
2. Utilities (electric, gas, water)
3. Food (if food bank services cannot meet needs)
4. Medical services or treatment
5. Transportation to or from place of employment
6. Funeral expense assistance may be considered
7. Counseling (see Counseling section)
8. All other requests are at the discretion of the Campus Pastor or goServe Committee. If advice is needed contact Michele Gerbrandt, Kim Skattum, Matt Manning or Chip Case.

#### Guidelines for use of the funds:

- Must be a person/family or community partner organization connected to the church. Individuals are typically defined by a profile in MYCC.
- Use list of acceptable benevolence requests as guidelines.
- Disburse checks/cash directly to the company/organization. Disbursements must include the bill/invoice/statement and a receipt must be given on receipt of funds.
- Disbursements amount is capped at \$500 per household/family unit in a given year. Exceptions for amounts greater than \$500 must have additional approvals:
  - \$501-\$1,000 – approval from Campus Pastor and one additional person. Additional approvals may come from either of the following:
    - Chip Case
    - Michele Gerbrandt
    - Kim Skattum or
    - Matt Manning
  - \$1,000 or greater – approval from Campus Pastor and two addition people from the list above.
  - When submitting P.O. or check request, individual(s) approval must be included.

### **Community Partner Limit**

- Community partner organization approval from the goServe Committee has a cap of \$10,000. If amount exceeds \$10,000, a proposal must be submitted to Church Council.
- Community partner organization benevolence needs less than \$500 may be approved by the goServe Director, Michele Gerbrandt, as representative of the goServe Committee without Committee approval.

### **Counseling Guidelines**

- Disbursements amount is capped at \$500 per household/family unit in a given year.
- Payment for services will be billed from Crossroads Counseling Associates, Mark Clubb is the current contact.
- A Counseling Request form called "CCA Request" is required whenever a request is sent. The form goes to Mark Clubb.

### **Accessing and reporting use of funds:**

- To access checks or request payments contact [Chip.Case@crossroadsabc.com](mailto:Chip.Case@crossroadsabc.com)
- Or submit a P.O. to Chip Case. The P.O. must include:
  - Recipient name
  - Reason for request
  - Additional approvals, if required
- For individual requests, Chip Case fills in a Google Doc spread sheet for global view for Campus Pastors.
- For goServe check request, use form [crossroadsabc.com/goservechecks](http://crossroadsabc.com/goservechecks)
- **Immediate Use:** King Soopers gift certificates in increments of \$20-\$25 are available at each campus.
- Chip gives a summary to the goServe Treasurer each month.