

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	BENEVOLENT FUND	Policy Number	PPM-D4.1
Date of Approval by Council	April 17, 2013		
Revision Dates	April 20, 2016, Oct. 19, 2022	Date of next Review	Oct. 2025

PURPOSE:

The Benevolent Fund of Grace United Church, Caledonia is established to provide short-term emergency assistance to any individual.

At all times requests will be handled with utmost discretion.

POLICY STATEMENT:

The Minister of Grace United shall serve as the confidential contact for all requests for assistance, and will maintain a confidential list of all requests and amounts given within the last six years.

Benevolent assistance may be provided for:

- food
- medical supplies
- shelter
- transportation

Requests will be assessed based on a short interview and evidence of need.

For requests up to \$200, the situation will be reviewed in confidence by the Minister.

For requests over \$200, the situation will be reviewed in confidence by the Minister and by the Chair of the Missions & Outreach Committee, or by the Missions Coordinator should the Chair be unavailable.

In the case of an extraordinary circumstance, the Missions & Outreach Committee will be consulted to approve an appropriate response. This includes a situation where an individual has requested support more than three separate times within one year.

Decisions on the method and amount of support will be made within 24 hours of the request whenever possible.

When a cheque is required as part of the method of assistance, whenever feasible the cheque will be made payable to a recognizable third-party provider, not the individual making the request.

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Financial records will be maintained specifically for the Benevolent Fund within the books of Grace United detailing the amount of receipts and disbursements for the fund. The number of requests paid out of the fund will be reported annually to the congregation.

In the case of a shortfall in the fund, a general appeal may be made to the congregation for support. To comply with Canada Revenue Agency charitable policies, at no time will a specific individual, family or situation be named as the benefactor of the appeal.

REVISION HISTORY:

Oct. 2022
-revised request amount from \$100 to \$200

POLICY REVIEW:

Time Frame: Every three years

Committee Responsible: Missions & Outreach
Revisions to the Policy require Council approval.

CROSS REFERENCES:

United Church Of Canada, Financial Handbook for Congregations (2017) Section 5.8 – Benevolent Fund