



Benevolence Ministry Procedure

Ministry Purpose: To minister and assist individuals/families in the area of benevolence, caring for them with the immediate need of food, clothing and shelter. Matthew 25:35-36

Criteria: All needs will be assessed individually, but no request will exceed one month's assistance. The priority for assistance will be:

1. DVCC members
2. DVCC members of the body of Christ
3. Community

Authorization: The Deacon Ministry will give approval of all benevolence requests. The only exception is when financial assistance is recommended. In the case of financial assistance, the Servant Leader of the Caring Ministries / Trustee Board will make the final approval.

Chain of events: The Deacon Ministry will begin their consideration/investigative process after they receive the completed application. All requests will be handled in a timely manner. Requester will be contacted within 48 hours from the initial request date. In the event of rental/mortgage assistance, the matter will be handled on a case-by-case basis.

Committee Members: The committee reports directly to the Caring Ministries Servant Leader. The committee consists of The Deacon Ministry.

Investigation Process: All benevolence matters are considered confidential in nature with the intent of not to disclose sensitive information or cause undue embarrassment/hardship to any applicant.

STEP #1 - The requester must make request known. i.e. to Minister, Deacons, Open Arms etc... and complete the "Request for Assistance" form. The form must be filled out completely.

STEP #2 - The Deacon Ministry will assess the request and to make their decision. This process shall not extend past 48 hours after the completed request is turned in. In the event of an immediate need for food, DVCC will provide food through the food pantry, or refer requester to a local food pantry.

STEP #3 - After approval/disapproval of request the Deacon Ministry will inform the person or family.

STEP #4 - A deacon will be assigned and will be responsible for the follow up on the person or family.

STEP #5 - All case information records will be kept on file.



It is our desire to assist you in an emergency situation; however we are not capable of making loans for non-essential items like car payments, bills, airfares, etc.

REQUEST FOR ASSISTANCE

Name _____ Marital Status _____

Address _____ Number of dependants _____

City _____ Phone _____

Form of Identification _____

Are you a member of DVCC? If not, how were you referred to us?

What is your need? (Be specific.)

Have you made a request before? If so, when? Was it approved?

What other contacts have you made for assistance?

Where do your closest relatives live?

Name
Address
City
Phone

Do they know about your need? If so, are they able to help?

Are you receiving any aid (financially or otherwise) from a government agency?
(Unemployment, disability, food stamps, welfare, legal aid)

Are you been employed? If so, where?
If not, when and where was the last time you sought employment?
If we know of an available job, are you willing to work today?
Do you attend church regularly? If so, where? Name Address City Phone Pastor's name

Have you accepted Jesus Christ as your Lord and Savior?
If you have not come to faith in Jesus Christ, do you want to hear about Him?

Your request for assistance will be submitted to the Deacon Ministry after is completely filled out and turned into the church office. Allow 48 hours for processing.

Signature _____ Date _____

By signing this document, I signify that the above statements are true to the best of my knowledge, and also allow the church to verify said statements to ascertain their value.

(Please remember, our church is not a government-assisted agency. All available resources are a result of direct donations from our congregation.)

Action taken by church:
