

ROLCC Benevolent Check Request Guideline

Rev. April 2016

I. Objective

Based on the teaching of Galatians 6:10 "So then, while we have opportunity, let us do good to all people, and especially to those who are of the household of the faith" (NASB), the benevolent fund enables members when they have encountered colossal "difficulties" in their lives. The intention is not for the provision of fixed long term living support. It is also hoped that through this, cell group leaders or zone pastors can provide care or tending.

II. Content

1. Source of the fund: The source of the fund is completely derived from the offering of brothers and sisters as they are so moved. It is not part of the church budget. There can be no disbursement without offering. The Executive Pastoral Team may report to the congregation, according to the need, to encourage brothers and sisters to make offering.
2. IRS tax regulations: As per IRS tax regulations, the church has the absolute authority in decision-making and right of use over all of the offerings of the benevolent fund. A benevolent fund offering cannot be designated by its donor for specific person(s). Receipt cannot be issued for offerings that are designated for specific person(s).
3. Application and verification: For the application and verification of the benevolent fund, cell group leaders should determine the actual circumstances and fill out the benevolent fund request form. The completed form should be given to zone pastor for verification. After verification, the form should be given to the personnel in charge of the benevolent fund in the Church.

III. Criteria and Procedure

1. The maximum length of time for receiving from the benevolent fund is three months per calendar year.
2. Cell group leaders are responsible for filling out the request form on behalf of the applicant. The facts to be collected by the cell group leader are:
 - a. What is the colossal difficulty?
 - b. Is it possible to apply for or receive other governmental or private assistance? (e.g. UIB, worker's compensation)

- c. Are there other savings or resources that can be used? (e.g. IRA, 401K, stocks, etc.)
(If the applicant can legally work, or can receive any assistance listed above, or still has financial resources such as savings, issuance of the benevolent fund shall be postponed.)
3. The completed request form and associated information should be submitted by the cell group leader to the zone pastor. After verification by the zone pastor, the request form and information should then be given to the team of ministry of care of the Church.
4. The team in charge of the benevolent fund of the church must determine if sufficient funds are available for issuance as well as verify the necessary criteria. Then they must fill out the check request form and file all related documents and give these documents to accounting department to process the issuance of fund.
5. If there are no funds remaining in the benevolent fund and yet the need is great, the board of directors can decide on a case-by-case basis whether to issue funds in such the emergency situations.
6. The limit of receiving from the benevolent fund for each family is US\$1,000 per month with the yearly limit of US\$3,000 and life time limit of US\$10,000.
7. Special circumstances may be processed based on consultation with zone pastors and pastoral team.
8. These guidelines may be modified or corrected with the agreement of the pastoral team and the board of directors.

IV. Assistance for Passer-by Seeking Help

For passers-by seeking help, the limit is US\$25 per disbursement, with a yearly limit of \$50.00. Assistance will be issued in the form of supermarket food certificate or gift certificate. Church personnel in charge needs to verify the identity of the recipient (Social Security card, California driver's license) and the applicant needs to fill out an application form. The application form and photocopies of the recipient's ID must be filed for record.