

# Eagle Ridge United Church

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## **Benevolent Fund Policy**

Governed by: Session  
Adoption Date: March 31, 2016  
Modification Date:

### **DEFINITION AND PURPOSE:**

The Eagle Ridge United Church Benevolent Fund is used to support members and adherents of the congregation, as well as individuals from the broader community, in times of need.

### **CANADA REVENUE AGENCY REQUIREMENTS**

1. Money is raised by accepting specific contributions to the Benevolent Fund. These contributions qualify as a charitable donation, and will be receipted by the Envelope Secretary at the end of each year.
2. Funds must be made available to the wider community and not just Eagle Ridge United Church members.
3. All contributions are made to the Benevolent Fund, never to assist identified individuals or families.

### **EAGLE RIDGE POLICY:**

1. The Ministry Staff are solely responsible for disbursing funds in a confidential and timely manner.
2. These funds are meant primarily for the necessities of life in times of crisis and immediate financial distress.
3. For those not known to Eagle Ridge United Church, verification of the person's identity is required in the form of photo identification. First-time grants have a maximum of \$50.00 until further assessment of need is made. Further assessment includes verification of need and the facts presented.
4. Maximum amount to be given at any one time is \$300.00. Any amount above that must be approved by Session. Email is an acceptable method of attaining approval.
5. If a person makes a THIRD request for funds, Session must approve the granting of funds.
6. If the minister is ever uncertain about granting funds to any individual, for any reason, Session must be consulted and asked to approve the request.
7. Whenever reasonable, the Ministers or Office Administrator should direct people in need to an appropriate agency.
8. Assistance should be of a short term nature and not ongoing assistance.
9. The Ministers will maintain accurate confidential records, including names of recipients and amounts given.
10. Staff are NEVER permitted to loan personal money to anyone asking for assistance.