
PREAMBLE:

POLICY: The Benevolent Fund shall be used to provide short term emergency assistance to individuals/families within the community. The fund may also be used as a resource for local refugee assistance.

APPROVED: Outreach Committee

DATE: February 1, 2000

GUIDELINES:

1. Access to Funds
 - 1.1. Emergent needs - Members of ministerial team and/or Administrative Assistant may access the funds, independently or in consultation, **if desired**, with one of the following: Board Chair, Vice Chair, a Trustee, a member of the Stewardship Committee, Outreach Committee or of the Refugee Committee (ad hoc). Expenditures should be reported to the Stewardship Committee at the earliest convenience.
 - 1.2. Non-emergent needs - Members of the Ministerial team, the Outreach Committee, or any other person may present the need to Executive Council for their consideration and recommendation regarding the dispersal of funds.
2. Appropriate use of funds - Funds shall be spent to reasonably and adequately meet such needs as food, lodging, transportation, clothing, or other short term emergency needs.
3. Method - A list of appropriate vendors and services shall be established and reviewed annually. Upon presentation of a need, the staff member shall contact the appropriate vendor or service and arrange for the needed item(s) to be provided to the person in need. The vendor or service invoices the church as appropriate, and the Administrative Assistant pays the invoice. In no case is cash given directly to the person in need. In some instances, the staff person will accompany the individual and will pay for the commodity in cash or by cheque.
4. In Good Faith - Decisions by staff regarding dispersal of Benevolent Funds shall be considered to have been made in good faith.
5. Replenishment
 - 5.1. The balance in the Benevolent Fund shall be reviewed at each monthly meeting of the Stewardship Committee, at each meeting of the General Board, and shall be reported at the Annual General Meeting of St. Paul's congregation.
 - 5.2. The fund shall be replenished at any time as recommended by the Stewardship Committee or General Board. The Stewardship Committee shall initiate fund raising activities in liaison with other appropriate committees (e.g. special appeal for donations, use of surplus White Gift donations, etc.)

EFFECTIVE DATE: February 1, 2000