
Grace Lutheran Church

Members in Need Financial Assistance Policy

Team: Social Concerns

Regulatory Source: Internal Revenue Service

PURPOSE:

In the spirit of charity and generosity, Grace Lutheran Church (GLC) is committed to providing emergency funds to eligible members in times of need. GLC shall provide financial assistance in the form of a benevolence to eligible members in conformance with GLC financial policies and federal and state law.

SCOPE:

This policy applies to Grace Lutheran Church members in need of basic necessities of life. GLC employees and their family members are not eligible. To avoid conflict of interest, Senior Pastor, Council President, and the Social Concerns Team Leader (or their designate) making the eligibility determination are also not eligible.

POLICY:

Financial Assistance shall be available and without discrimination as to race, color, creed, national origin, religion, sex, sexual orientation, disability, age, source of income, or any other class protected by federal or Washington state law.

1. All applications will be handled with discretion and in a confidential manner.
2. Recipient Eligibility: GLC Members. (GLC employees and their family members are not eligible).
3. Stewardship: Members must show need for basic necessities before they will be eligible for Members in Need Financial Assistance. When appropriate or feasible, other GLC members with expertise or connections to community resources may be called upon to assist help direct the applicant to specific need-based funds or services. These consultants will be held to confidentiality standards.
4. Fund Criteria: Qualifying criteria for a member in need includes loss of income, distressed situation, loss of job, death in the family or other event that places the member needing basic necessities of life.
5. A maximum amount that can be provided to an individual or family unit per calendar year will be established annually by Social Concerns Team. In the event it is not changed it will remain the same as the prior year.
6. Requests for financial assistance can be made through Pastor or any staff member by way of a completed form.
7. Senior Pastor, Council President, and the Social Concerns Team Leader (or their designate) will make a final determination of the member's eligibility based on the

information provided in the Members in Need Financial Assistance Form and will notify the member within 10 days of receiving the complete application.

8. Financial Assistance awards will be processed expeditiously and documented in accordance with GLC financial policies as well as state and federal law.
9. The Members in Need dedicated funds will reside in the Social Concerns budget line item 17-6720. It will hold a beginning balance starting February of each calendar year. The fund will be replenished annually. If the line item is depleted prior to the close of the year, the Social Concern Team will make every attempt to replenish the fund prior to the following year. If funds are not replenished, financial assistance will not be available until the following February.

DEFINITIONS:

- **GLC:** Grace Lutheran Church
- **Member:** Grace Lutheran Church members of record.
- **Financial Assistance:** Benevolence funds allocated to provide the basic necessities of life.
- **Basic necessities:** Food, clothing, shelter, medical care, and other types of assistance to the poor or destitute.
- **Family members:** Spouse; the lineal descendants of both the employee and their spouse.
- **Should /may:** Indicates that team members/staff may use their own judgement regarding compliance with actions described or defined.
- **Will / shall:** Indicates team members/staff must comply with action(s) described or defined.

REFERENCES:

Grace Lutheran Gift Policy v2 rev 1/4/2021

Locke, Richard D. "Church Benevolence Policy" *tonycooke.org*, October 15, 2014, tonycooke.org/articles-by-others/church-benevolence-policy.

Members in Need Financial Assistance Form

Effective Date:	(Effective date)	Term Date:	(expiration)
Governing Team	Social Concerns		
Authored By:	Kay Fisher, Team Leader Robin Brown, John McQuaig CPA, Members	Date:	4/13/2021
Revised By:		Date:	
Reviewed By:	Social Concerns Team	Date:	6/1/2021
Approved By:	Social Concerns Team		6/1/2021
Approved By:	GLC Council	Date:	9/21/2021
Next Review Date:			

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