

## APPENDIX 2.8

### **THE BENEVOLENT FUND POLICY**

#### Origin and Purpose

The Benevolent Fund (the "Fund") is a Special Fund that is common to many churches and is generically described in section 5.8 of the Financial Handbook for Congregations 2017 – The United Church of Canada (the "Handbook").

The fund is used to support members and adherents of the congregation and the broader community in times of financial or material needs.

The Benevolent fund was previously managed by a member of Grace in a separate bank account. In 2016 these monies were incorporated into the Grace financial bookkeeping database and bank holdings.

#### Parameters to the Fund

In order to be receiptable, contributions must be made to the Fund, never to assist specific individuals. Raising funds and providing assistance must be separate functions (see section 5.8.3 of the Handbook)

A funding appeal is routinely included as a separate offering on the same Sundays as the church offers the sacrament of communion. Individuals may contribute to the Fund at any time. A special appeal for donations to the Fund may be announced by a minister or by Council in order to be able to respond to an emergent need in the community.

Disbursements from the Fund are at the discretion of a minister. Suggestions may be proposed by the Congregational Care and Growth committee or any individual

Disbursements will comply with the church's normal practices for handling petty cash and cheque distributions.

Assistance should generally be for short-term help, not ongoing assistance.

Other or alternate sources for assistance may also be explored with the party in need.

#### Levels of Support:

Basic Level support may be up to \$200 in each single situation. Repeated support at this level places the assistance at the Advanced Level.

Advanced Level support may be authorized by the majority approval of the group consisting of a minister, the Chair of Council or designate, and the Chair of Congregational Care & Growth. In such cases the name of the person under consideration does not have to be revealed to the group.

Care should be taken to ensure that uses of the Fund are kept in confidence, as much as reasonably practicable.

The church office administrator maintains a record of the givings in a confidential file, including the amount given, the recipient, and the minister involved.,

The Fund is one of several Special Funds managed by the church. As such, the Benevolent Fund is managed as a separate account within the Finance committee's accounting system.

#### Authority and Approvals

Authority for the use of the Fund is described above. The Congregational Care and Growth committee is responsible for maintaining and periodically reviewing this fund policy.