

**Gilliam Springs Baptist Church**  
**Deacon Policy & Procedures**  
**Benevolence Ministry**  
Revised December 12, 2023

**Mission:** The mission of the Gilliam Springs Baptist Church Benevolence Ministry is to provide financial and spiritual aid and assistance to those non-church members who are in need according to Biblical directives and within fiscal constraints.

**Goal:** The Benevolence Ministry's goal is to assist people with basic needs without creating greater dependencies. All persons seeking assistance will be treated with respect, dignity, and confidentiality.

**Qualified Recipients:** Non-church members shall be considered for assistance from the Benevolence Ministry.

**Note:** Members of Gilliam Springs Baptist Church shall be eligible for assistance from the Member Assistance Ministry as administered by the Deacons. See the document "Policy And Procedures - Member Assistance."

**Revenues/Budget/Expenditures:** GSBC recognizes the need for meeting basic benevolence needs through a "line-item allocation" in its annual General Fund Budget and through a monthly donation to TESA (Temporary Emergency Service of Arab). In addition, individuals may make designated donations to the benevolence fund within the guidelines established by the IRS. The IRS guidelines will not allow "tax-deductible" donations to be earmarked for specific persons or causes. Such donations are considered "gifts" rather than donations. All Benevolence Ministry expenditures shall be made through vouchers, invoices, or other means that do not allow for the direct transfer of funds from the church to individuals requesting assistance. Gifts and allocations to individuals shall be limited to no more than \$100 per calendar year upon approval by the Deacon Benevolence Team. The Deacons will review this limit annually considering economic conditions and church resources and adjust the limit in coordination with the Church staff. If the request for an extreme need exceeds the limit, the Deacon Benevolence Team will consult the Deacon Chairman for approval of additional assistance.

**Administration, Oversight, and Accountability:** The Benevolence Ministry shall be administered by the Deacons. The Deacon body will be organized into four-man teams and responsibility for benevolence counseling will rotate monthly among the four-man teams. The four-man teams will be scheduled by the Deacon Chairman and accountable to the Deacon body. In addition, the Executive Pastor/Missions Minister will work with the Deacon Benevolence Team to provide continuity and coordination with other church functions. Women may serve in the Benevolence Ministry on a voluntary basis, specifically in the case where a benevolence candidate is a woman. Women will assist Deacons in making wise and discerning decisions in benevolence cases for women candidates. One or two women is a sufficient number to compliment the

Deacons responsible for benevolence counseling. The wife of each Deacon is eligible to serve and encouraged to serve alongside her husband when he is responsible for benevolence counseling. Other women are eligible to serve as approved by the Deacon Chairman and Senior Pastor. All persons participating in benevolence counseling will be familiar with this policy.

**Eligible Expenditures:** The stated purpose of the Benevolence Ministry is to meet people's basic needs. Normally, these needs are defined as:

1. Lodging
2. Medical treatment or medication, including transportation assistance to such services
3. Safety issues determined by the Deacon Benevolence Team
4. Utilities (excluding phone service). "Notice to Terminate Services" from the utility company must be attached to the application.

**Ineligible Expenditures:** Benevolence Ministry funds shall NOT be awarded for any purpose that can reasonably be expected to support negative or irresponsible behavior. Examples of such purposes include, but are not limited to:

1. Housing for unmarried couples
2. Business expenses
3. Debt except when such debt poses a risk of immediate cessation of "basic needs or services"
4. Non-food substances not prescribed by a physician
5. Penalties, fines, or legal fees

**Gilliam Springs Baptist Church**  
**Deacon Policy & Procedures**  
**Policy for Benevolence When the Church Office is Closed**  
December 12, 2023

**Purpose:** This policy describes the process to follow when a member of the public comes to the church and requests financial assistance when the church office is closed. This policy also describes the people, process, and follow-up needed if this event occurs. This policy does not pertain to spiritual needs, but to financial needs.

**Distribution:** Each member of the First Impressions Team, each member of the Security Team, and each active Deacon will receive a copy of this procedure and maintain familiarity with it. This document will be available for reference at each major entrance to the church.

**Benevolence Candidate**

Someone who identifies themselves as a person in need of financial assistance. This is not a person with a Spiritual need.

**Unique Benevolence Candidate**

A Benevolence Candidate who does not agree to wait and follow our normal benevolence process when the church office is open.

**Process Steps**

**Normal Process Steps:**

**DO NOT contact a member of the Gilliam Springs Baptist Church Staff concerning the financial need or any financial assistance given.**

1. The church member that makes contact with a Benevolence Candidate should be sensitive to their situation.
2. If their need is not urgent, ask the Benevolence Candidate to come back to the church during normal church office hours (M-TH 8am-5pm) and talk with our Church Secretary.

**Unique Candidate Steps:**

**DO NOT contact a member of the Gilliam Springs Baptist Church Staff concerning the financial need or any financial assistance given.**

1. If the candidate refuses to wait and follow our normal benevolence process when the church office is open, they are considered a Unique Benevolence Candidate. Notify the Security Team Leader in charge for the day.

2. The Security Team Leader will contact the Deacon Chairman or Deacon Vice Chairman.
  - a. If the Chairman and Vice Chairman are unavailable, then contact two active Deacons.
3. **A minimum of two Deacons** will counsel with the candidate and discern if the financial need is immediate or if it can be handled with our normal benevolence process.
4. If the two Deacons determine the benevolence request is legitimate and must be addressed urgently, they can purchase a gift card for gas or food valued at no more than \$50, or make arrangements to pay no more than \$50 toward the need. **DO NOT** provide cash or purchase a generic gift card that can be used for tobacco or alcohol purchase.
5. If there is an immediate spiritual need, the Deacons should use discernment in handling the situation and involve a minister if necessary.

**Deacon Follow Up:**

The Deacons will collect contact information from the candidate and document the financial assistance given with a receipt or statement. When the church office opens, the Deacons will give the Church Secretary the contact information and the financial assistance information, including a receipt for the gift card or assistance payment.

**Gilliam Springs Baptist Church**  
**Deacon Policy & Procedures**  
**Member Assistance**

Revised December 20, 2023

**Mission:** Provide spiritual aid and temporary financial assistance to church members (hereafter referred to as members) who are in need, according to Biblical directives and within fiscal constraints.

**Goal:** Assist members with basic needs without creating greater dependencies. All members seeking assistance will be treated with respect, dignity, and confidentiality.

**Qualified Recipients:** Members of Gilliam Springs Baptist Church. Scripture plainly teaches that the church is to first care for its members. Any member may request assistance by making their needs known to a Deacon or staff member. Additionally, other members may make referrals for member assistance. The church staff will decide if the candidate meets the criteria for membership.

**Note:** Non-members are eligible for assistance from the Benevolence Ministry as administered by the Deacons. See the document "Policy And Procedures - Benevolence Ministry."

**Revenues/Budget/Expenditures:** GSBC recognizes the need for meeting basic member assistance needs through the establishment of an unbudgeted special account. Individuals may make designated donations to the Member Assistance fund within the guidelines established by the IRS. The IRS guidelines will not allow tax-deductible donations to be earmarked for specific persons or causes. Such donations are considered gifts rather than donations.

Member assistance expenditures shall be made through vouchers, invoices, or other means that do not allow for the direct transfer of funds from the church to individuals requesting assistance. Gifts and allocations to individuals shall be determined in relation to the identified needs. Generally, awards will be limited in both amount and frequency. If the request for an extreme need exceeds the Member Assistance fund, the Deacon Chairman will consult the Pastor for approval of additional assistance.

**Administration, Oversight, and Accountability:** Member Assistance will be administered confidentially by the Pastor and Deacon Chairman, who are accountable to the Deacon body. Additionally, the Executive Pastor/Missions Minister will work to provide continuity and coordination with other church functions.

**Eligible Expenditures:** The stated purpose of Member Assistance is to meet member's basic needs. Normally, these needs are defined as:

1. Lodging
2. Food

3. Medical treatment or medication, including transportation assistance to such services
4. Safety issues as determined by the Deacons
5. Utilities (excluding phone service). "Notice to Terminate Services" from the utility company must be attached to the application.

**Ineligible Expenditures:** Member Assistance funds shall NOT be awarded for any purpose that can reasonably be expected to support negative or irresponsible behavior. Examples of such purposes include, but are not limited to:

1. Housing for unmarried couples
2. Business expenses
3. Debt except when such debt poses a risk of immediate cessation of "basic needs or services"
4. Non-food substances not prescribed by a physician
5. Penalties, fines, or legal fees

Generally, deposits for utilities and other types of services will not be considered for approval.

**Guidelines for Disbursement:**

1. The Member Assistance fund is intended as a source of last resort, to be used when a member or their family has explored other sources of help from family, friends, savings, investments, and other reasonable sources.
2. Because GSBC makes monthly donations to Temporary Emergency Services of Arab (TESA), church members may request assistance directly from TESA. Such assistance will be separate and apart from any assistance awarded from the Member Assistance fund.
3. The Pastor and Deacon Chairman will consider requests for assistance when a need is made known. Any member requesting assistance may also request to meet with the Pastor and Deacon Chairman.
4. The Pastor and Deacon Chairman may require the recipient to participate with appropriate counseling services, as a condition of approval of the request. Additionally, recipients may be asked to sign a release form that allows GSBC to share their personal and financial information with other civic and community agencies.