



Standard Operating Procedure (SOP)

Title:

Benevolence – Church Member Financial Aid

Purpose:

Church Member Benevolence is created to streamline the ministry of LifeChurch International, Inc. regarding church members who reach out for financial assistance or looking for general help financially for any reason.

Scope:

LifeChurch International, Inc. seeks to provide aid and financial assistance to all in need. This includes those who are church members.

To fulfill this need, and to avoid abuse to the church and exercise financial stewardship we have outlined this SOP to help guide ministry leaders and volunteer staff on how to facilitate anyone who approaches LCI with a benevolence request.

Church Member Benevolence Financial Aid examples that this SOP covers are:

1. Rent / Mortgage Assistance
2. Help with paying utility bills
3. Grocery / Food / Money / Etc.

Financial Committee Guidelines:

LifeChurch International, Inc. will use the guidance from the Financial Committee's appointed members to approve any benevolence forms for church member financial aid. Guidelines for the Financial Committee to follow are:

1. There is a monthly cap on all benevolence distributions. Monthly aggregated allocations are not to exceed 2% of the previous months Tithes. *Example: If previous month's Tithe is \$10,000, then total benevolence funds allowed will be \$200*
2. Benevolence distributions will be limited to no more than one (1) time per six (6) month period for any one (1) individual/family.
3. Financial Committee to use discernment and prayer if additional funds are needed to facilitate need.

If there is a special need which is outside of this SOP and guidelines, LCI is available to set up donations from church members to be collected and provided to the specific family in need.

Financial Committee Members: (as of 2022)

1. Terry Baughman
2. Derrick Buck
3. Jeremiah Vigil
4. Steve Sullivan
5. Corey Saunders

Procedures:

If approached by a church member seeking Financial Aid, LCI staff are asked to do the following:

1. Assure the person in need is acknowledged, and the church can help them.
2. Pray with guest if needed or requested.
3. Inform a member of the elected Financial Committee and request a Benevolence Form.
4. Benevolence Form to be completed by the member in need and submitted to the Finance Committee. (text, email, or in person submissions are acceptable)
5. Finance Committee will hold a discussion and vote on the approval of the Benevolence Form.
6. Upon approval, Finance Committee will request CFO to distribute funds to the person in need.