

# Christ the Redeemer Anglican Church

## Relief Fund Policy

### **Statement of the Relief Fund:**

James 2:26

For as the body apart from the spirit is dead, so also faith apart from works is dead.

Hebrews 6:10

For God is not unjust so as to overlook your work and the love that you have shown for his name in serving the saints, as you still do.

**Purpose:** The purpose of the Relief Fund Policy is to enable the clergy and council of Christ the Redeemer (CtR) to provide guidance and material assistance to individuals requesting such assistance within CtR's church body during a societal time of need.

**Adoption and Amendments:** The Relief Fund Policy is not included in the church canons nor by-laws and can be amended, deleted or added to at any regularly scheduled leadership council meeting. A copy of the Relief Fund Policy will be given to all leadership council members, the treasurer, the bookkeeper and kept in a prominent location of the church.

**Relief fund Sources of Income:** The Relief Fund may collect income through allocation from the CtR's general fund or through direct donations made by individuals.

**Discretion over use of Relief Fund:** One clergy and two members of the leadership, designated by the leadership council, will comprise the Relief Fund Team and will:

1. Oversee the accurate use and distribution of the Relief Fund.
2. Meet with individual(s) requesting funds, provide council, and fill out the Relief Worksheet.
  - a. Inform the individual(s) to have ready vendor name, bill, and account/invoice number information available for meeting.
  - b. Seek all available aid offered by governmental agencies or organizations
3. Present Relief Worksheet to the leadership council for approval.
4. If approved, complete the Distribution Form with the treasurer and inform the individual(s) of approval. Store all documentation in a locked cabinet in offices.

**Guidelines:**

Christ the Redeemer's leadership council, in exercising our duties, has established a Relief Fund to assist persons in financial need during times of economic stress. Christ the Redeemer welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the leadership council. The leadership council may consider recommendations from anyone, but in no event is the leadership council or the relief person or persons bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the leadership council failed to honor the donor's recommendation. The church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing restricted account. If within a six month period there are no distributions from this fund, the Leadership Council will redistribute the relief fund balance within the missions budget while leaving a standing balance of \$500.00 should a need arise.

The leadership council will record the required Internal Revenue Service documentation for benevolence requests. The following documentation should be recorded for accurate record-keeping:

1. A complete description of the assistance
2. The purpose for which the aid was given
3. The objective criteria for disbursement
4. The name, address and amount distributed to each recipient
5. Any relationship between recipient and staff or leadership council members of Christ the Redeemer.

All assistance is based on the availability of Relief funds. The Fund may assist via payments of bills to a 3<sup>rd</sup> party that will provide receipts for expenditures (Internal Revenue Service (IRS) required for over \$75.00). The types of assistance that will be provided by the Relief fund include, but are not limited to, payments of water, gas or medical bills but are not limited to those categories. Once an individual or family has met the annual limit up to \$500.00 of financial assistance, they are no longer eligible for further assistance that calendar year. Christ the Redeemer reserves the right to exceed the \$500.00 annual limit in special circumstances to be approved by the leadership council.

The information is confidential and will be stored securely.

Christ the Redeemer's goal is to live for and be surrendered to Christ and to follow the way of Christ as found in the Holy Scriptures. It is our privilege, purpose, and passion to share the Good News of Jesus Christ and to passionately love our neighbor as our self.

Note: Information given on this form or as backup information is confidential and will not be disseminated to anyone other than the Ordained Clergy and Leadership council.

# Relief Worksheet

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**VENDOR: (or attach bill)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Account/Invoice No: \_\_\_\_\_

**REQUEST:**

Amount of Request: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**PURPOSE: (Please explain why there is a need)**

\_\_\_\_\_  
\_\_\_\_\_

Is the Recipient a member of CtR? Yes No  
Frequent Sometimes Seldom Never

**Which description best describes your financial situation?**

Short term emergency (One time, Urgent) Short term problem (Recurring, 1-3 Months) Long term problem (Recurring, 3-12 months)

**Is recipient related to any employee, officer, leadership council member or Relief committee member of CtR?**

No Yes (If yes) Whom and relationship? \_\_\_\_\_

Have they received assistance from the CtR in the past calendar year? No Yes  
(If yes) Explain:

\_\_\_\_\_  
\_\_\_\_\_

Is the recipient willing to receive financial counseling? No Yes

# Disbursement Form

## Selection of Relief Funds Recipient:

Complete this form to verify all required information has been received and approved prior to disbursing a check. If the Relief Fund(s) are administered by the Church This form should be given to the bookkeeper prior to processing the check and being filed. If the account is held in a separate account at the discretion of specific signer(s) this document should be given to the Treasurer or their designee to support the annual audit of the account. Supporting documents are confidential and are kept in the locked storage cabinet at the church and are to be maintained as required by the Internal Revenue Service (IRS).

- Name
- Address
- Relationship between recipient and ordained clergy, staff or leadership council members
- Need of financial assistance

Purpose-How does this distribution fulfill the purpose of CtR's Relief Fund?

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This Relief Fund is at the discretion of: \_\_\_\_\_

**CHECK PAYABLE TO:** \_\_\_\_\_

**AMOUNT:**                 \$ \_\_\_\_\_

\_\_\_\_\_  
**Member of Relief Fund Team Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

Check Completed By: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check# \_\_\_\_\_