

## **Guidelines For Requesting Assistance from the Member's needs fund**

### **A. Unexpected Financial Emergencies**

1. General Fund Budget category *Assembly life & Mission: Member's needs* shall be used for emergency financial needs for members and regular participants. \$500 is available annually for non-participants needs at the discretion of the members needs committee when requested by a pastor.

2. Requests shall be made in writing to the Review Committee by the small group or under special circumstances by a trusted member of the small group. (If the participant is not in a small group, the concern can be brought by a trusted member of the congregation).

3. Needs greater than \$1000 will be discerned within the Review committee with a recommendation made to Leadership group for disbursement of the funds. This will provide for accountability and transparency regarding the process and the use of funds.

4. For requests made for needs greater than \$2500 the review committee will explore alternative options and may make a request to the congregation or personal loans through the congregation. For large requests or if the members needs funds becomes depleted then there will be a request to the congregation for increased funding to the fund.

5. In most cases the expectation is that assistance from Assembly would be for one payment. For continuing needs, the small group and the Review Committee should work with the individual or family to seek long-term solutions.

### **B. Health Insurance**

1. Because of Assembly's limited ability to respond to major medical needs within the congregation, participants are encouraged to carry medical insurance. If the financial burden of medical insurance premiums becomes too great for an individual or family, this concern should be shared with the small group. The need will then be brought to the Review Committee, who will explore options and solutions. (If the participant is not in a small group, the concern can be brought by a trusted member of the congregation).

### **C. The Review Committee**

1. The Review Committee will be made up of three persons: the Chair of the Congregation, the Chair of Finance Committee, and one member of the Pastoral Team, usually the one carrying administrative responsibility.

2. The Review Committee has the responsibility and authority to review requests, advise the small group or individuals making the request where limitations are called for, and decide on an appropriate response. The nature of the request and the current status of the budget will be considered. The Everence rep will be consulted to make use of the matching funds as needed and appropriate.

3. The Review Committee will communicate its decisions with the ones making the request and, when appropriate, the Assembly treasurer.

4. The Review Committee will evaluate their decision-making processes annually with a representative of each small group (or with the member) making a request during that year in order to refine the process so it is sensitive to the needs of those asking for assistance.

Leadership Group

June 9, 2000, rev. Oct. 2015, rev. Nov 2018