

Benevolence Ministry Policy

(With Supporting Forms and Other Ministry Links)

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Section CA.

Date Approved/Revised:

Approved By:

BENEVOLENCE MINISTRY

Statement of Policy:

FirstChurch's Benevolence Ministry exists to glorify Christ by sharing His love in a material way with needy people in and outside our congregation. Benevolence assistance will be given when it is determined that a person or family is truly "in need" and such individual(s) demonstrate an effort to follow biblical money management principles and be accountable for their financial practices.

"Our desire is not that others might be relieved while you are hard pressed, but that there might be equality. At the present time your plenty will supply what they need, so that in turn their plenty will supply what you need."

2 Corinthians 8:13-14

"If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with actions and in truth." 1 John 3: 17-18

"For Macedonia and Achaia were pleased to make a contribution for the poor among the saints in Jerusalem." Romans 15:26

"Do not forget to entertain strangers, for by so doing some people have entertained angels without knowing it." Hebrews 13:2

Procedures:

1.0 GENERAL PROCEDURES

We adhere to the following procedures when someone applies to the Church for material assistance (such as food, clothing, shelter, money, or other financial assistance):

.01 When an applicant who desires help makes contact with the Church, whether through the Church office or through someone in a Church ministry, the person

who has been contacted records on the Benevolence Assistance ([Form No. 11-45](#)) the following basic information:

- The name of applicant
- Where and when the applicant can be reached
- A general description of the applicant's stated need
- Whether or not the applicant has previously contacted our Church for help
- Other pertinent information.

.02 The contact person informs the applicant that someone from the **Benevolence Ministry Team** will call them within 24 hours to discuss the details of their need. **Note:** Immediate help is not available. Before they can receive help, a representative of the Benevolence Ministry Team must contact each applicant.

.03 The contact person calls a member of the Benevolence Ministry Team (according to a prioritized calling list provided by the Ministry, which is on file with the Church receptionist and all Ministry Team members). The contact person gives the information about the applicant to the Benevolence Ministry Team member. **Note:** Contact persons must not give out the telephone numbers of Benevolence Ministry members to applicants.

.04 The Benevolence Ministry member contacts the applicant's Care Group leader to get more information about the nature, extent, and urgency of the need. If the Care Group leader is unaware of the need, the Benevolence Ministry member shall wait for the Care Group leader to look into the need first (in case the situation can be remedied by the applicant's Care Group). **Note:** The Benevolence Ministry member shall remind the Care Group leader of the Benevolence Ministry's 24-hour response commitment. The Benevolence Ministry member shall then ask the Care Group leader to get back with the Benevolence Ministry as soon as possible with an assessment of the applicant's need and an indication of whether or not the Care Group may be able to help.

.05 If the applicant's Care Group cannot meet the applicant's need, the Benevolence Ministry member then contacts at least two other Benevolence Ministry Team members (or other trustworthy, responsible Church members) to help determine the nature, extent, and urgency of the need.

.06 The people involved communicate with the applicant (either in person or by phone) to get detailed information about the applicant's history and need using the Benevolence Ministry Personal Assistance Questionnaire ([Form No. 11-44](#)). The individual requesting assistance can take this form and return it completed to the Church office. A valid form of proof of identification must also be provided with the questionnaire. This could include a picture ID or a personal verification from

a FirstChurch staff member. **Recommendation** - Unless the need is urgent, meet with applicants on the Church campus, either before or after a Sunday morning service or Wednesday evening service.

.07 The members involved verify the applicant's history from the information obtained on the applicant's questionnaire and determine the applicant's true need. This determination might require the obtaining and reviewing of additional support (i.e. tax returns, paycheck stubs, bank statement, utility bills, etc.). All such support shall be maintained in the applicant's personal file and held in a confidential manner. Financial need and/or distress may arise through a variety of circumstances. This review could reveal that the individual might need only short-term assistance because of his/her financial condition and/or education level. If necessary, the Benevolence Ministry Team schedules a second meeting with the applicant to help determine the true need and the root cause of problems.

.08 In most circumstances, the evaluation process shall consist of contacting appropriate third party individuals or businesses to verify need. For examples – a landlord might be contacted to verify the status of past due rent; a utility company contacted to verify outstanding monthly balance; a family member contacted to verify if assistance can be provided by them; etc. All inquiries must be adequately documented. A Memorandum of Telephone Discussions ([Form No. 6-15](#)) shall be used to document all phone conversations and a Memorandum of Meetings ([Form No. 6-11](#)) used for all meetings. These forms must be placed in the applicant's personal file for future follow-up and support for decisions reached.

.09 The involved members formulate and implement a plan of action that addresses the need(s) (within the limitations of this ministry). The Benevolence Ministry Team must adequately document this plan. All documentation received by the applicant or prepared by the Benevolence Ministry Team must be kept in the applicant's confidential personal file. The ministry team's documentation must include (based on IRS regulations), but not be limited to:

- a complete description of the assistance to be provided
- the purpose for which the assistance is given
- the Church's objective criteria for disbursing assistance
- how the recipient was selected or obtained
- the name, address, and amounts distributed to the recipient
- any relationship between a recipient and any ministry officers, directors, or key

employees of or substantial contributors to the Church

.10 The distribution of short-term emergency assistance (i.e. community disaster) will only require records be maintained showing the type of assistance provided, criteria for disbursing assistance, date, place, estimated number of victims assisted, charitable purpose intended to be accomplished, and the cost of the aid.

.11 After the plan of action is implemented, the Ministry Team works together with the recipient's Care Group leader to monitor the progress of the recipient and record the results. The Benevolence Ministry keeps confidential files in the Church office that contain records of all applicants and recipients.

.12 All benevolence assistance provided to employees of the Church must follow the same standards as outlined in this policy. However, such assistance must be treated as additional taxable income and included on the employee's Form W-2. Furthermore, special attention must be given to any benevolence assistance provided to employees or Church leaders who have substantial authority over the affairs of the Church. Special tax regulations relate to the payment of excess benefit transactions to these types of individuals. Members on the Council of Elders and other involved Church leaders can be assessed significant excise taxes on the payment of such benefits. Church General Counsel shall be consulted when financial assistance is being considered for such individuals.

2.0 DETERMINATION OF NEED

.01 The Benevolence Ministry must always make an objective evaluation of the individual's need before assistance can be provided. Primarily, interviewing the individual and reviewing the documentation that he/she provided will be adequate enough to make an assessment.

.02 Funds will not be distributed to individuals merely because they are victims of a disaster or emergency hardship. Need must always be the determining factor for providing assistance.

.03 Individuals do not have to be totally destitute to be financially needy; they may merely lack the resources to obtain basic necessities. Providing blankets, hot meals, crisis counseling, etc. to disaster victims will not require an assessment review since these needs are considered distressed irrespective of the victims financial condition.

.04 To assist the Benevolence Ministry Team with determination of need, the following information has been provided from the Internal Revenue Service,

Disaster Relief publication relating to the September 11, 2001 terrorist attacks, where they provided acceptable examples of individuals in need:

- Temporarily in need of food or shelter when stranded, injured, or lost because of a disaster
- Temporarily unable to be self-sufficient as a result of a sudden and severe personal or family crisis, such as victims of crimes of violence or physical abuse
- In need of long-term assistance for housing, childcare, or educational expense because of a disaster
- In need of counseling because of trauma experienced as a result of a disaster or crime
- Assistance to allow a surviving spouse with small children to remain at home with the children to maintain the psychological well-being of the entire family
- Assistance with elementary and secondary school tuition and higher education costs to permit a child to attend a school
- Assistance with rent, mortgage payments, or car loans to prevent loss of a primary home or transportation that would cause additional trauma to families already suffering
- Travel costs for family members to attend funerals and to provide comfort to survivors

3.0 BENEVOLENCE NEED CATEGORIES OF FIRSTCHURCH

Note: Items in bold-face type can be supplied to anyone whose need is verified. Other needs may or may not be met by the Benevolence Ministry Team, depending on the results of the assessment review and availability of resources.

.01 Counseling services:

- **Spiritual**
- **Financial**
- **Marital**
- **Legal**

- .02 **Food**
- .03 **Clothing**
- .04 Shelter
- .05 Utilities
- .06 Transportation
- .07 Repair services:
 - Auto
 - Appliance
 - Home/general
- .08 Child care
- .09 Legal services
- .10 Financial/banking services and counseling
- .11 Medical/dental services
- .12 Employment/vocational training services
- .13 Money:
 - Gifts
 - Non-cash property

NOTE - Loans will not be made for any form of benevolence assistance.

4.0 GUIDELINES AND LIMITATIONS

We follow these guidelines and limitations when evaluating and responding to needs:

.01 All benevolence funds come from congregational contributions. The primary means of benevolence support is derived from monthly offerings that are taken in conjunction with the observance of the Lord's Supper.

.02 We offer help to members, regular attenders, and Christian friends of FirstChurch. We do not provide help to transients or homeless people who are not members of FirstChurch. Rather, we refer them to local ministries that are designed to help meet the special needs of the transient or homeless. A Ministry Referral ([Form No. 11-47](#)) can be provided to the individual if so desired.

.03 The help we can provide is primarily to supply food and clothing. Occasionally, we may help with such expenses as house payments, rent payments, heating bills, car repairs, and so forth. However, we rarely help with debt or loan payments. Items such as cell phones, pagers, and cable are not considered necessities. We cannot spend more than \$500 total on one applicant (individual or family) without Minister/Elder approval. A Benevolence Ministry Gas Certificate ([Form No. 11-46](#)) can be used at the local Texaco station to assist with gas up to \$10.

.04 We do not give cash directly to applicants; rather, we meet actual, verified needs. **Example:** A family needs food. Rather than giving them money, the Benevolence Ministry Team evaluates the need, verifies its genuineness, and a member of the Ministry Team takes the family food shopping.

.05 We verify the applicant's need and history. We ask for references and we verify them, even if the applicant is making a one-time request.

.06 We require applicants to go through Crown Financial Ministries' Budget Counseling Program (Larry Burkett/Howard Dayton material) if any of the following conditions are met:

- If the applicant needs help more than twice in a 30-day period.
- If the applicant needs more than \$500 worth of help.
- If the applicant's ongoing needs appear to extend beyond six (6) months.

If the applicant refuses to start or continue counseling, assistance is discontinued. **Note:** These conditions are only guidelines, and may be waived under special conditions by majority vote of the Benevolence Ministry Team members who are at the meeting in which the issue is discussed. Refer to the [Financial Counseling Ministry](#) guidelines as documented in this Section of the Policies and Procedures Manual.

.07 We encourage Christian applicants to walk with the Lord daily. We present the plan of salvation to applicants who have not personally trusted Christ as their Savior.

.08 At least three Benevolence Ministry Team members meet together with an applicant. We always include at least one man and one woman in the evaluation

of an applicant.

.09 If possible, we offer applicants the opportunity to earn the money they need by working on the Church grounds or for Church families. All job opportunities on the Church grounds are confirmed with and coordinated by the Director of Facilities.

.10 We require applicants to comply with all directions and instructions that the Benevolence Ministry Team gives them, or they forfeit their opportunity for help (after one reminder).

.11 We keep records (on file in the Church office) for all completed cases and we also keep a supply of blank evaluation forms at the office.

.12 All members who evaluated an applicant's need (minimum: three) must agree unanimously on the assistance that shall be given to an applicant. Otherwise, assistance is denied.

.13 We seek the counsel of the Holy Spirit to give us wisdom and discernment about what kind of help is needed and how to administer that help. We also seek the counsel of other wise, godly people (FirstChurch members, if possible) to help determine how to handle the situations that arise. **Example:** If legal help is needed, we contact an attorney in our congregation. If ongoing financial help is needed, we contact a financial counselor in our congregation.

.14 All Benevolence Ministry Team members shall be familiar with the financial policies regarding benevolence gifts. The tax-deductibility of these gifts is restricted under certain conditions. Please refer to the [Benevolence Fund](#) financial guidelines as located in the Financial Section (Contributions Sub-Section) of this Policies and Procedures Manual for additional information.

5.0 MINISTRY LEADERS' DUTIES

People in each of the following roles support the Benevolence Ministry Team:

.01 Chairperson - The ministry chairperson organizes and administers the ministry's activities and makes quarterly status reports to the Minister of Administration.

.02 Member - Benevolence Ministry Team members make the decisions regarding who actually receives help from the available Church resources. The ministry meets once a month and as necessary during the month. The ministry

will be composed of members who have differing spiritual gifts. (i.e. mercy, administration, helps, etc.)

.03 Advisor - A ministry advisor regularly supports the ministry with advice and counsel on an as-needed basis, but does not officially serve as a voting member of the ministry team. Ministry advisors seldom meet with applicants and they are not required to attend ministry meetings. Anyone can potentially serve as an advisor depending on experience, knowledge and wisdom.

.04 Information supplier - Anyone can serve in this occasional, impromptu capacity, depending on the person's experience, knowledge and wisdom. Information suppliers are not voting members of the Ministry, and they do not serve as official Advisors.

6.0 SCRIPTURAL REFERENCES OF GIVING TO THE POOR

Scripture references for use in counseling sessions:

.01 Designed to:

- Help poor believers - Lev. 25:35; 2 Cor. 8:13-15
- Receive blessings - Deut. 15:10-11; 2 Cor. 9:6
- Meet basic needs - Deut. 15:7-18; Ezek. 18:7; 2 Cor. 9:12
- Demonstrate commitment - Luke 16:10-13

.02 Manner of Giving:

- A willing spirit - Deut. 15:7-11; 2 Cor. 9:12
- Cheerfully - 2 Cor. 9:7; Rom. 12:8
- With love - I Cor. 13:3; I Cor 16:14
- With fairness to all - Acts 4:32-35; James 2:2; 2 Cor. 8:14
- Without judgment or condemnation - Matt. 7:1-5
- With discernment - Jn. 7:24; I Tim. 5:8; 2 Thess. 3:6-8

.03 Cautions:

- Not for man's honor - Matt. 6:1-4
- Not for lazy - 2 Thess. 3:6-10
- Needful for rich - I Tim. 6:17-20

.04 Rewards:

- Now - Deut. 14:28-29; 2 Cor. 9:9,11
- In heaven - Matt. 19:21; I Cor. 3:12-14

.05 Poverty Causes:

- God's sovereignty - I Sam. 2:7; I Chron. 29:11-12
- Laziness - Prov. 6:10-11; 24:30-34
- Love of pleasure - Prov. 21:17
- Stubbornness - Prov. 13:18
- Empty pursuits - Prov. 28:19
- Alcohol abuse - Prov. 23:21

.06 Wrong Treatments of the Poor:

- Is a reproach against God - Prov. 14:31
- Brings punishment - Prov 21:13
- Brings poverty - Prov. 22:16
- Is judged by God - Is. 3:13-15; Ezek. 22:5-16

BENEVOLENCE MINISTRY

(Supporting Forms and Other Ministry Links)

BENEVOLENCE ASSISTANCE

Contact By:	Telephone _____	Church Visit _____		
Name	Last	First	Middle	
Address	Street	City	State	Zip
Telephone No.:	Home _____	Work _____		
Date of Birth	_____	Marital Status:	M S W D	
No. of Children	_____	Ages	_____	
Social Security No.	_____			
Driver's License No.	_____			
Assisted Before?	Yes / No	If "Yes" When?	_____	How Assisted? _____
ASSISTANCE REQUESTED				
Description	Total Need	Amount Requested	Assistance Given	Date Paid
Rent				
Mortgage Payment				
Lodging				
Utilities				
Prescription				
Transportation				
Gasoline				
Gospel Presented? Yes / No Prayed With Them? Yes / No Follow-Up Needed? (Make Comments) _____ _____ _____				
Prepared By	_____			Date _____

FINANCIAL INFORMATION

Are you receiving financial help now? _____ If so, from whom and how much?

	<u>Type (from whom)</u>	<u>Amount</u>
Unemployment	(_____)	\$ _____
Welfare	(_____)	_____
Salvation Army	(_____)	_____
Food Stamps	(_____)	_____
Individuals	(_____)	_____
Other	(_____)	_____
Other	(_____)	_____

Did your previous church supply help? _____ If so, what kind? _____

What are your living expenses? (for monthly amount, multiply weekly total by 4.33)

Food per month	\$ _____	Other _____	per month	\$ _____
Rent per month	\$ _____	Other _____	per month	\$ _____
Utilities per month	\$ _____	Other _____	per month	\$ _____
Transportation per month	\$ _____	Other _____	per month	\$ _____

Total monthly living expenses \$ _____

Income from employment \$ _____

Income from other sources \$ _____

List sources _____

Total monthly income \$ _____

Have you applied for help from other organizations and been turned down? _____ If so, give the name of that organization and their reasons for turning you down :

Name of Organization/Phone

Reason why they didn't help

Do you have a car or access to other daily transportation? _____ If no, please explain _____

Are other members of your family unemployed? _____ If yes, explain nature of unemployment

Any medical problems in your family? _____ If yes, please explain _____

OTHER INFORMATION

References whom can confirm your background and your need :

Name

Address

Phone

Describe the kind of help you are looking for, and tell us why you want this help _____

How long have you been involved with our church/organization? _____ Are you a member? _____

If no, why not? _____

What church/ministries are you involved in? _____

FOR BENEVOLENCE MINISTRY USE ONLY

Interviewed By _____ Date _____

Interviewed By _____ Date _____

Interviewed By _____ Date _____

Describe recommendations made, actions taken, and any follow-up (include dates) :

MINISTRY REFERRAL

Referred to	_____
	(agency)

	(address)

	(city/state/zip)

	(phone)
_____	of _____
(applicant's name)	(applicant's address)
_____ has applied to our church for	
assistance with _____	(type of assistance)
(Check one)	<input type="checkbox"/> We are not able to give the assistance.
	<input type="checkbox"/> We have assisted in the following way(s) :

We are referring the applicant to your agency for further aid. Thank you for considering their request.	

	(church name)

	(church address)

	(church phone)
Directions to agency	_____

BENEVOLENCE MINISTRY GAS CERTIFICATE

Date _____	Authorized Amount \$ _____
Recipient's Name _____	
Address _____	
Telephone Number _____	Vehicle Make _____
Vehicle Tag No. _____	Driver's License No. _____
Authorized Signature _____	
P/F Req. Number _____	
Name of Service Station _____	
Address of Service Station _____	
Agent for Service Station _____	

HALF SHEET FORM

FIRSTCHURCH, INC.

MINISTRY DESCRIPTION

Ministry Title: Benevolence Ministry Team
Reports To: Fellowship Ministry Team
Staff Advisor: Director of Business Affairs
Date Prepared/Revised:

Ministry Purpose Statement

To glorify Jesus Christ by sharing Christ's love in a material way with needy people in and outside our congregation.

Specific List of Responsibilities

- Determine the spiritual condition of everyone who seeks help, encouraging them in their walk with Christ if they are believers and sharing the Gospel of Jesus Christ if they are not born again.
- Determine the amount and frequency of assistance to individuals or families.
- Identify and meet the needs presented, in a godly, wise, and biblical manner and within the limitations of this ministry.
- Identify the root cause of needs, rather than only the outward symptoms and share that information with the parties who are seeking help.
- Formulate and carry out a plan to remedy the root cause of the needs.
- Involve each recipient of help in the life and activities of our church (in the most appropriate and beneficial way possible).
- Recruit and train volunteers to serve in this ministry based on their spiritual giftedness.
- Locate church members and community businesses that will provide areas of assistance (i.e. automotive repairs, grocery store gift certificates, etc.).
- Investigate and determine reputable community service agencies where the ministry

team can refer needy individuals.

- Investigate and administer benevolence resources as needed.
- Adhere to the Benevolence Ministry guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines also provide responsibilities for the various ministry team members.
- Provide reasonable assurance that the following FirstChurch ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Fellowship Ministry Team.

(Refer to the Ministry Descriptions Section of the Organizational Manual found in the Frieze Resource Library for continuation of material.)

Section CB.

Date Approved/Revised:

Approved By:

FINANCIAL COUNSELING MINISTRY

Statement of Policy:

The Financial Counseling Ministry of FirstChurch has been established for the purpose of ministering to members and non-members alike regarding their personal finances. All counseling will be based on biblical principles. If any discrepancy occurs regarding a biblical principle or practice, the Council of Elders shall address such issues.

"If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever."

1 Timothy 5:8

Procedures:

1.0 INTRODUCTION

.01 These procedures will serve as the primary guide and documentation for the Financial Counseling Ministry Team. As additions, deletions, and modifications to this ministry occur, such changes will be appropriately made and distributed to all Church approved counselors. Counselors are encouraged to furnish any suggestions they might have to further improve the effectiveness and efficiency of this ministry.

.02 This ministry will be under the primary staff leadership of the Minister of Administration. This individual shall delegate appropriate responsibilities to the Financial Counseling Ministry Director as he might consider necessary. The Financial Counseling Ministry Director will serve as the primary contact person for all approved counselors.

.03 These procedures do not propose to give answers to all the questions that might arise in this ministry. They do, however, serve as a tool to aid in the coordinated execution of a dynamic ministry which will glorify our Lord.

(Refer to the Ministry Section of the Policies and Procedures Manual found in of the Frieze Resource Library for continuation of material.)

accounts for general operating fund purposes. However, designated funds can be borrowed against when approved by the Stewardship Oversight Committee, and a properly documented resolution is made in committee minutes. The Church will pay interest on these committee designated account borrowings at the same rate as what they were earning before such borrowings.

4.3.1 Benevolence Fund

.01 FirstChurch, in exercise of its religious and charitable purposes, has established a benevolence fund to assist persons in financial need and/or distress arising from a variety of circumstances. The Church welcomes contributions to the fund which will always be considered "to or for the use" of FirstChurch. Members are free to suggest beneficiaries of the fund but not designate or restrict the identity to a specific needy individual or family. However, such suggestions shall be considered advisory rather than mandatory in nature. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Benevolence Ministry Team. This control consists of the selection of the recipients, amounts to be granted and timing of assistance. The Ministry Team has the right to accept or reject any donor's recommendations. Anyone wishing to make contributions to the fund, subject to these conditions, may be able to deduct their contributions if they itemize their deductions. Receipt of funds will be accounted for on the donor's annual giving statement. Checks shall be made payable to the Church with notation on the contribution envelope that the funds are to be placed in the benevolence fund. The Church reserves the right to return any gifts that do not meet the above conditions.

.02 This policy is published in the Church's weekly newsletter on a quarterly basis to inform prospective donors. Copies of this policy will also be made available to persons wanting to make a designated contribution to this fund.

.03 Benevolence assistance made to a Church employee will under most circumstances be considered additional taxable income. Income tax regulations define charitable and needy very restrictively. The regulations define charitable as "the relief of the poor and distressed or of the underprivileged." Needy is defined as "being a person who lacks the necessities of life, involving physical, mental, or emotional well-being, as a result of poverty or temporary distress". Furthermore, regulations define a gift as "proceeds from a detached and disinterested generosity, out of affection, respect, admiration, charity or like impulses". The tax courts and the IRS have consistently considered employee financial assistance as nothing more than additional taxable compensation for services rendered.

(Refer to the Financial Section of the Policies and Procedures Manual found in the Frieze Resource Library for continuation of material.)

IMPORTANT NOTICE TO USER OF RESOURCE

This resource has been prepared solely for illustrative purposes. The examples in this policy are not intended to be a final product. They are instead a template for you and your professional advisors to use in developing your own organizational material. Every ministry is different. Therefore, its organizational structure, polity and levels of responsibility must reflect those differences and specifically address needs that are unique to your organization. The material in this policy can serve as a good starting point in developing needed guidelines, or in reviewing and updating existing ones. The resource is not intended to be all-inclusive with regard to laws and regulations and under no circumstances should it be relied upon for that purpose. Furthermore, because laws and regulations do frequently change and vary from one state to another, some materials in this resource may be outdated or not applicable. The services of competent accounting, legal, or other professional advisors should always be sought to review initial drafts and all final documents, prior to implementation, regarding those specific applications of professional standards, laws, and regulations that directly relate to your ministry. The author of this resource recommends that you review your organizational and management resources on an annual basis.

Please click on the following Logos link for additional information regarding the Frieze Resource Library:

<https://www.logos.com/product/188720/frieze-resource-library>