### Benevolence Team Description

### Summary:

The primary goal of the benevolence team is to support the mission of Westlake. We want to **help people find their way back to God** by empowering the church meet some physical or financial need that they have. Westlake intends to bless people within already established relationships that exist between the church (that is, the people who call Westlake their home church) and people who are **finding their way back to God.**

### How it works:

* The application (see attached) will be submitted primarily through small groups who have identified a need and already have an established relationship. For example, a neighbor or coworker who does not yet have a church home.
* Applications will be available on the Westlake website and the church office. The system will be promoted whenever possible at leadership team meetings, small group kick-off meetings, congregational meetings and potentially on Sunday mornings.
* Once the need has been supplied, the person(s) who are acting as the Church, will provide feedback to the benevolence team.

### Some Guidelines:

* Requests for funds must be submitted by a member who is acting on the behalf of a non-member or another member.
* Individuals simply coming to the church asking for funds will be directed to other resources unless a church member can be found to act on their behalf. Every attempt will be made to match up a person in need with a member.
* All funds will be drawn from line item 30550 (Faith Promise – Dollar Box).
* No cash will be handed out. Rather, whatever is needed (rent, car payments, utility bills, clothes, food) will be purchased by the church directly or reimbursed to the purchaser with a valid receipt.
* These will not be anonymous payments. The idea is that the person that is being helped will be drawn into a relationship that **helps them find their way back to God**.
* The benevolence team (a leader, representatives of the finance team and missions team) will consider each application as it is submitted. Please allow at least 2 weeks for the submission to be acted upon. Remember that all people involved are volunteers and benevolence work happens during after-work hours.
* Most requests will be limited to $500. There will be a lifetime limit for each family of no more than 3 requests (or $1500).
* Westlake staff will not be asked to make decisions or write checks without going through the benevolence team. All decisions will be communicated to the church’s administrative assistant for fund disbursement.

Benevolence Distribution Request

# Westlake member that is completing this request:

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# What is the best way to contact you?

## Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Text: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# If you are associated with a small group, please list members and leader

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# Describe your relationship with the beneficiary

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# Describe the specific need, including the dollar amount requested

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# What plans do you have for leading this person or family back to God?

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# Are you willing to share this story ?

## \_\_\_\_ In a small group kickoff meeting?

## \_\_\_\_ In a leadership team meeting?

## \_\_\_\_ In a Sunday sermon interview?

# Is there anything else you would like to share?

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