

IMMANUEL EV. LUTHERAN CHURCH

 POLICY & PROCEDURE

Effective Date: February 18, 2014	Policy Number: IL14-001
Subject: Member Help Program	Revision Date: N/A
Application: MH Committee Guidance	Pages: 2

I. PURPOSE

A. The purpose of this policy is to establish guidelines on providing financial support for members of Immanuel using Member Help Program funding. This program provides a confidential means for members to notify designated officers of Immanuel of their need, or the need of others, and to receive assistance as the congregation may provide.

B. The program is intended to reflect the love we have for our fellow Christians and should be guided and operated in accordance with these principles.

I'm giving you a new commandment: Love one another! Love one another as I have loved you. (John 13:v34)

If a Christian man or woman doesn't have clothes or daily food and one of you tells them, "Good-bye, keep warm, and eat heartily," but you don't give them what the body needs, what good does it do? (James 2:v15-16)

II. POLICY

A. The Member Help Committee consists of the following officers of the congregation: President, Head Elder, and Treasurer. The Pastor serves as an ex-officio member of the committee.

B. All requests for assistance and any assistance provided as part of this program will be held in confidence. This information will not be released without the specific request for release by the majority of the voters at a voters' meeting.

C. This program is not intended to be any form of repetitive or ongoing personal or family financial assistance or frequent or continuous supplemental income. It is part of Immanuel's alms ministries and is intended to satisfy an immediate and significant need that may impact a member's physical and mental wellness.

D. Normally all members of the committee should be involved in any decision regarding the expenditure of funds. To allow for member absence and when a member cannot be readily located, and there is a need for immediate action, the remaining members may make the decision. A quorum is considered to be two officers and the Pastor. Funds may not be disseminated without achieving a quorum.

E. Assistance may only be provided up to the limit of funds available.

III. PROCEDURE

A. Member Action


1. A member may notify the Pastor or any member of the committee of a specific need.
2. Sufficient details in support of a request for assistance must be provided. Failure to provide adequate information regarding the situation is cause for the request to be denied.
3. Members are requested not to share information with other members regarding their request, the committee's response or details of any funding received.

B. Committee Action


1. After the Pastor or a committee member receives a request, the remaining members of the committee shall be informed.
2. The committee will consider the request and will decide, based on the specifics of the case and the availability of member help funds, whether assistance will be provided and if provided, in what form and to what level.
3. The Treasurer will provide funds as directed by the committee, maintain records of financial transactions, include receipt or expenditure of funds information in financial reports, but will withhold all information regarding the names of members receiving aid.

This policy takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.


Immanuel Ev. Lutheran Church, Kewaunee
Church Council



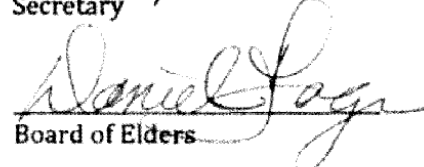
President




Secretary



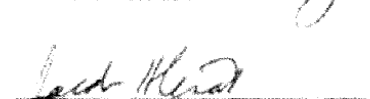
Treasurer



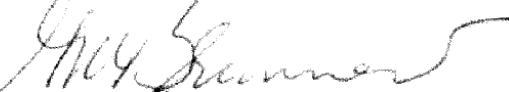
Board of Elders




Board of Youth Christian Ed.



Board of Evangelism



Board of Adult Discipleship



Board of Property