

NORTH RALEIGH CHURCH OF THE NAZARENE

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NRN Benevolence Fund Financial Assistance Policy

It is the desire of the Board of Stewards of North Raleigh Church of the Nazarene to offer financial assistance to members who have a true financial need. Since the Benevolence Fund budget is limited, and the needs of the church community can be great, we encourage members requesting assistance to consider obtaining funds through other sources (friends, family and personal funds) before applying for assistance. Occasionally, a member cannot obtain the funds needed through other sources. In those cases, the Board of Stewards will consider providing financial assistance based on the following guidelines:

1. Requests must be made in writing by submitting the Application for Assistance Form.
2. The person making the request must be an active member of NRN for a minimum of six months.
3. The person making the request must provide a minimum of two references from other NRN members, preferably in NRN leadership, such as pastoral staff, members of the Trustees Committee and members of the Christian Life Committee. If the individuals are not in leadership, someone in leadership must know them.
4. The person making the request must provide a list of alternative sources investigated for financial assistance. We are in partnership with North Raleigh Ministries and this service is available to all our members for assistance with rent, utilities and food.
5. The person making the request can only be considered for assistance once in a 12-month period.
6. The person making the request must provide a plan of action to prevent recurrence of the same type of need. This plan must accompany the application.
7. The person making the request must review the request with a member of the Stewards Committee (See Page 4 of the Benevolence Request Package.).
8. The funds for the benevolence request are taken from the designated gifts to the church. Since we have limited funds available each request must be limited to no more than \$500 unless approved by the members of the church board.

We call people to a wholehearted relationship with Jesus Christ!

July 2010

Benevolence Policy and Application for Assistance Form

Please complete this form in its entirety and print clearly.

Have you ever received assistance from any other church within the last 12 months?

_____ Yes _____ No

(If yes, please explain below.)

APPLICATION FOR ASSISTANCE FORM

PERSONAL INFORMATION

Name _____

Address _____

City and Zip _____ Phone _____

Name of spouse _____

Marital Status: Married ___ Divorced ___ Single ___ Living Together ___ Separated ___

CHILDREN LIVING WITH YOU:

Name	Age	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT

Are you currently employed? Yes _____ No _____

If you are not working, please state why: _____

How long have you been unemployed? _____

Most recent employer _____

Address _____

Phone number _____

Contact person _____

EMERGENCY CONTACT

Family member:

Name _____

Address _____

Home Phone _____

Work Phone _____

STEPS:

- 1. Review the NRN Benevolence Fund Financial Assistance Policy.**
- 2. Submit Application for Assistance Form.**
- 3. Review request with a member of the Stewards Committee**
- 4. A member of the Stewards Committee will contact you when a decision has been made.**

Benevolence Policy and Application for Assistance Form

Rent/mortgage payment paid to (if requesting housing assistance):

Name of agency or person: _____
Phone _____
Address _____
City _____ State _____ Zip _____
Amount of Payment \$ _____ Weekly \$ _____ Monthly _____

FINANCIAL INFORMATION List total household resources of *monthly* income:

1. Wages \$ _____
2. Social Security (income per month) \$ _____
3. Pension (Veteran's, Government or Company) per month \$ _____
4. Social Security Disability (SSI) \$ _____
5. Public Assistance (food stamps) \$ _____
6. Public Assistance (housing) \$ _____
7. TANF (welfare) \$ _____
8. Alimony/Child Support Specify which one by circling word) \$ _____
9. Income from interest on savings accounts, CD's, Stocks/Bonds \$ _____
10. Income from annuities, IRA or Life Insurance (please specify) \$ _____
11. Income from regularly occurring cash gifts \$ _____
12. Unemployment benefits (amount per month) \$ _____
13. Real estate property income \$ _____
14. Other \$ _____

Total Monthly Income \$ _____

REFERENCES

Benevolence Policy and Application for Assistance Form

Are you/have you been a regular participant in any activity/ministry at NRN ? ____ Yes ____ No

If so, please describe _____

Amount Requested \$ _____

Explanation of your need _____

You further state that all information in this application is true, to the best of your knowledge.

Print Name _____

Signature _____

Date _____

FOR OFFICE USE ONLY

Approved _____ Not Approved _____ Date _____

Approved By _____

NOTES:

Benevolence Policy and Application for Assistance Form
Benevolence Interview Questionnaire
(This section to be completed by the interviewer)

It is the policy of NRN to interview each person(s) submitting a Benevolence Request for financial assistance. The following is a list of questions that will be asked by the member of the Stewards Committee interviewing to gather information necessary for the decision-making process.

1. Have you attended any financial classes and/or seminars? Yes No If yes, when

2. What other alternative sources (family, friends, etc.) and/or agencies have you solicited for financial assistance? Please list: A. B. C. D.

3. If previously employed, have you applied for unemployment benefits? If yes, have you received any benefits? If no, please explain:

4. Are you willing to attend counseling, as recommended by the Steward Committee, to aid in the prevention of this situation recurring? Yes No

Note: Again, your plan of action, to prevent recurrence of the same type of need, must accompany your request.

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