

## **Guidelines For Requesting Assistance from the Members' 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.

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 use of funds.

4. For requests made for needs greater than \$2500 the review committee will explore alternative options such as personal loans from within the congregation. For large requests, or if the members' Needs Fund becomes depleted, there will be a request to the congregation for additional giving specific to the Members' Needs 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 decided 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 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.

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