

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.4.4

BENEVOLENCE COMMITTEE

11/21/2017

Purpose:

The **purpose** of the Benevolence Committee is to administer the White Bluff Chapel benevolence activities.

Responsibilities:

- Review applications for assistance from the benevolence fund.
- Interview applicants.
- Conduct background investigations as deemed appropriate.
- Approve or deny applications for assistance.
- If assistance is approved, submit approved check requests to Treasurer authorizing payment of benevolence funds.
- Follow up interviews with benevolence recipients.
- Provide leadership and education for the WBC members concerning the benevolence activities.

Administrative:

- The Chair of the Benevolence Committee is elected annually by the WBC membership in accordance with the procedures in Article 6.5 of the WBC By-Laws.
- The Benevolence Committee will be composed of six (6) individuals selected by the Chair of the Benevolence Committee and will include the following representatives:
 - One member from the Board of Trustees.
 - One WBC Treasurer (or the Assistant WBC Treasurer)
 - One member from the Pastoral Staff.
 - One member from the Membership Care Committee.
 - Two At-Large members from the Chapel membership.
- Bring any committee policy, procedural, financial, or functional related issue(s) to the Board of Trustees for consideration.
- Keep Office Administrator informed of plans for meetings, activities or events.
- Committee Chair attends or sends a representative to the Council of Ministries meetings.

Related Documents in Organization and Procedures Manual:

[2.2 By-Laws Article 6: Board of Trustees](#)

[4.4 Council of Ministries Committees](#)

Related Documents in Committee Policies and Procedures Manual:

[10.1 Benevolence Guidelines](#)

[Form 10.2 Benevolence Application](#)