

POLICY and PROCEDURE
St. Luke Lutheran Church Sacramento, California

Number: P&P-2008-2
Title: SPECIAL BENEVOLENCE ADMINISTRATION
Board/Committee: Community Concerns Board
Effective Date: May 20, 2008, Revised October 1, 2020
Voided Date:

References: Constitution/Bylaws– C4.02(c, d, & f), C4.03(f & g), C13.17.07(a); Policy and Procedure –P&P-2005-1.

POLICY: The Congregation Council adopts the following procedures for administering special benevolence funds, including awarding grants from the Community Concerns Special Funds subaccount.

Purpose: It is the intent of the members and staff of St. Luke Lutheran Church to express our thankfulness, as a church, to God for his many blessings and return the Community Concerns Special Benevolences money to charitable outreach in our community and beyond. This is above and beyond our benevolence giving to the Synod and other normal congregational gifts to worthy causes from other accounts (i.e., Sunday School Offerings, ELCA benevolences, memorials, etc.).

Definition:

- a. Community Concerns Special Fund: Money that the Congregation Council, Finance Board, or others direct to the Special Funds account for unspecified charitable outreach in our community and beyond.

Administration: The Community Concerns Board (Board) administers the Community Concerns Special Funds and recommends the specific grants to be awarded. The Congregation Council reviews and approves the grants.

- a. Grant Applications: A member of the congregation or community may nominate a charity for a grant in writing to the Church, explaining the who, what, when, where, and why of the request.
- b. Time Limits: Funds provided to the Community Concerns Special Fund shall be expended within one year from the date the funds were allocated to the Fund.
- c. Grant Criteria: The Board will consider the request based on the following criteria:
 - i. **Social Concern Addressed:** Does the request mitigate social concerns in our community? Our world?
 - ii. **Reliability and Effectiveness of Charity:** Who runs it? Do we have proof this is a valid request from a worthy charity? Are they effective in reaching the needy and producing results? What percent of funding reaches ultimate recipients (and what goes for administration)? What are the ties to our church and community?
 - iii. **Need:** Have we given to them before? Who else funds them? Is this a worthwhile, viable start-up project with a well thought-out plan?
 - iv. **Timing:** What is the timeframe of need? "Right away or never" or a normal request?

- c. Some examples follow of worthwhile uses of funds:
 - i. Seminary students, missionaries, missionary schools, and hospitals.
 - ii. Shelters for the homeless and transition programs; elder day care development.
 - iii. Food and clothes closets; building habitat for the poor.
 - iv. Children's Receiving Home projects; after-school day care development.
 - v. Soup kitchens, holiday dinners, and free summer lunches.
- d. Announce to Congregation: The Board shall occasionally notify the congregation regarding the availability of funds to allocate to charitable outreach and ask that requests for funding worthwhile causes be submitted to the church in writing.
- e. Application Review: In light of the Church Mission Statement and the responsibility of the Board, the Board reviews and ranks requests for funds. Reminder: Some grants may qualify for a matching grant from Thrivent.
 - i. Church Mission Statement: Through the Power of the Holy Spirit, we accept God's call to spread the Good News, serve those in need, and share the victory of Jesus Christ throughout the world.
 - ii. Responsibility of Community Concerns Board: To provide leadership, education, direction, and support for worthy programs and efforts to mitigate social concerns, especially within the community in which we are located.
 - iii. Application Categories:
 - a) Program meets the Board's criteria -- fund in the amount requested.
 - b) Program meets the Board's criteria -- partially fund.
 - c) No funds at this time -- hold valid request.
 - d) Not directly relevant to Board's outreach mission -- no grant.
 - e) No need demonstrated -- no grant.
 - f) Incomplete application -- provide needed information and resubmit.
- f. Recommendation: The Board presents each recommendation to the Congregation Council for approval.
- g. Grant Final Procedure:
 - i. The charity, organization, or individual is notified of approval or disapproval of their request in writing.
 - ii. Where a grant is approved:
 - a) Prepare a Form 1000 requesting a check to recipient in accordance with P&P-2005-1.
 - b) Notify the congregation of the organization receiving a gift, the mission of the organization, and the amount of the gift in *News & Views*.

APPROVED:

Signature of Church Secretary (officer)

Date Approved

VOIDED:

Signature of Church Secretary (officer)

Date Voided