

BENEVOLENCE COMMITTEE CHARTER

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In accord with the Church Council and as directed by the Pastor, the Church hereby establishes this charter for its Benevolence Committee:

Article I – Purpose

The purpose of the Benevolence Committee is to investigate and assess how to best help those requesting for assistance. Assistance may be in the form of money, food, shelter, clothing, counseling, or with other tangibles

Article II – Authority

The Benevolence Committee is empowered by the Church Council to respond to request for assistance from Church members and non-members within the parameters as set forth in this Charter and within the Church Benevolence Policy

Article III – Responsibilities

Responsibilities of the Committee include:

- Receive, review, investigate, and assess how to respond to each request for assistance
- Verify and validate each request for assistance and justify the acceptance or rejection of each request based on the principles and guidelines in the Church Benevolence Policy
- Define, recommend and establish an annual budget for the Benevolence Committee

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Article IV – Membership and Officers

Members of the Benevolence Committee can be church ministers, deacons, or up to 5 selected members from the congregation (common membership).

Minimum membership on the Committee includes the pastor, at least one deacon, and at least one church member. The pastor is ex-officio, the president of the council. The deacon is the chair. Membership tenure is a period of two years. Members are selected by the Church Nomination Committee or by the Pastor on an annual basis. Membership shall not extend beyond 3 terms without at least 1 year sabbatical.

Article V – Committees

The Benevolence Committee may establish subcommittees, either standing or ad hoc, to assist in carrying out its responsibilities. Subcommittees may be established to review and amend this charter and other church benevolence policies and practices; to respond to special cases of benevolence outside the normal scope; or to define and recommend the benevolence budget. Subcommittee membership should consist of several standing members of the benevolence committee, but it can also include other church members who have a special interest or capability to offer.

Article VI – Voting

Most decisions can be rendered by a consensus. When voting is necessary, decisions are based on a majority vote by the common membership, with the Chair voting only to break a tie. However, the pastor retains the right to override a vote.

Article VII – Meetings

The Benevolence Committee shall have a minimum of one regular meeting every other month on the 2nd Friday of January, March, May, July, September, and November. The presence of the pastor or deacon and at least one common member constitute a quorum.

Ad-hoc meetings may occur as needed to timely respond to request for assistance or to other matters of the committee. These ad-hoc meetings shall be called by the Chair, and the same quorum requirements exist as for regular meetings.

Each meeting, regular or ad-hoc, shall record its minutes. At a minimum, the agenda for the regular meetings shall include:

- Recent benevolence activities addressed
- Entertainment of new requests for assistance
- Lessons learned
- Status of budget

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Article VIII – Charter Review

Once this charter has been approved, it is to be reviewed every two years. Recommendations for changes may be made only by a two-thirds vote of the members of the committee and final approval by the Pastor and/or Church Council.