

Subject: Benevolence		
Effective Date: 4/1/2026	Department: Crews/Finance	

PURPOSE:

At Purpose, we offer Benevolence to provide short-term support to our partners, while Crews help us care for them over the long term. We use benevolence as a tool to minister to people within Care through financial assistance. For people outside our church (not affiliated) who request any assistance, we connect them with local organizations, agencies, and ministries or through Outreach.

POLICIES:**A. Benevolence Guidelines:**

- An active partner/attendee (call Purpose home)
- A Crew and/or Serve Team Member
- On the path to sustainability after the assistance
- Receiving assistance from Purpose Church for the first time
- Benevolence should be documented by staff

B. Prioritizing partners to assist, listed in the following order:

- Widows
- Single moms
- Families

(Young single people with no kids are a lower priority, because they can be more flexible.)

C. Methods of assistance

- Utilities (water, power, gas, etc.)
- Housing (mortgage, rent)
- Automotive repair
- Food

(We are not able to assist with: consumer debt, hospital bills, legal fees, hotel stays, or non-essential items.)

PROCEDURES:**Application and Review:**

1. Crew Leader/Serve Team Leader informs Coordinator.
2. Coordinator agrees to proceed with request.

3. Crew Leader/Serve Team Leader completes Benevolence Form (available on Planning Center). Form should answer the following questions:
 1. Relationship - who is in a relationship with this person?
 2. Involvement/Connectivity - are they members/attendees/visitors? Are they on the Serve Team or in a Crew? Have they started or completed Next?
 3. Context of situation - write a brief summary (1 to 2 paragraphs) of what led them to where they are currently.
 4. Sustainability - are they self-sustainable or sustainable in the near future?
 5. Need - be specific and identify the need. Collect any supporting documentation (i.e., statements).
 6. Next Step(s) - identify the next practical steps. Is it in the form of assistance, or is it a Financial Crew, or is it budgeting tools/resources?
 7. Are they submitted to the advice received by their Crew/Serve Team Leader?
 8. Recommendation - be specific and list your recommendation. Are you agreeable to Purpose Church helping with part of the need or the full amount?

4. Approval Process:
 1. \$399 and under
 1. After reviewing the submission, Crews Director may ask for more information.
 2. Crews Director provides Crew/Serve Team Leader with approval or declination.
 3. Crews Director documents the need and assistance, copying Admin Director and Operations Pastor.
 4. Crew/Serve Team Leader proceeds with handling the request via Check Request (available on Planning Center) or purchase through Divvy card (assisted by Crews Director).
 2. \$400 and above
 1. After reviewing the submission, Crews Director may ask for more information.
 2. Crews Director submits to Operations Pastor for review.
 3. Crews Director provides Crew/Serve Team Leader with approval or declination.
 4. Crews Director documents the need and assistance, copying Admin Director and Operations Pastor.
 5. Crew/Serve Team Leader proceeds with handling the request via Check Request (available on Planning Center) or purchase through Divvy card (assisted by Crews Director).

Accounting notes:

The Crews Director will own and manage the Care/Benevolence application budget. They will have access to the Care/Benevolence budget on Divvy/Bill, with funds added as needed. It will be the Crews Director's responsibility to ensure their card is not linked to the account for future payments. Approval email and any documentation must be attached to the transaction in Divvy/Bill.

On any card transaction/check request/invoice, the description field must include the type of assistance received and the person's name receiving the assistance.

Walmart Gift Cards - Overview of Process:

Walmart gift cards may be available for use in Care situations for active Crew/Serve Team Members. These cards are intended to be more than good gestures and should be aimed at alleviating an immediate need. Our focus is placed on single moms, widows, families, and spouses of deployed military. Cards will be purchased in bulk (denominations of \$50) by the Admin Director and available through Purpose HQ.

Walmart gift cards are not something we extend to unaffiliated individuals. Financial requests from those we do not have a relationship with are pointed to community resources.

These cards are to be used in conjunction with, not in place of the Benevolence Request Process, above.

WALMART GIFT CARD GUIDELINES	
DEMOGRAPHICS	GUIDELINE AMOUNT
Widow or widower (with no children)	\$100
Single parent (with 1 child)	\$150
*each additional child	\$50
Married couple (with 1 child)	\$250
*each additional child	\$50

As with any other Benevolence request, the Admin Director should keep a running log and total of who has received assistance, type of assistance, amount paid, and date.