

# Benevolence Policy

Christ Church Cathedral

## Purpose

God's people are commanded to care for each other.

*“Whoever has the world's goods and sees his brother in need and closes his heart against him, how does the love of God abide in him?” (1 John 3:17)*

To show compassion to the poor in a time of need or crisis, money will be committed to help meet basic financial needs of members of the Christ Church Cathedral family and anyone who is our neighbour in Fredericton NB.

A separate fund will not be created; however, 10 per cent of the annual budget of the Cathedral's Mission and Outreach Committee will be earmarked for benevolence. The committee's budget is assigned by Bishop and Chapter.

## 1. Responsibility

- 1.1 The chair of the Bishop and Chapter Mission and Outreach Committee will administer the benevolence funds per guidelines cited below, evaluating each request carefully and on its own merits.
- 1.2 The chair will be assisted in decision-making by the Dean of Fredericton and by a current member of the outreach group. An active member of the missions group can serve as an alternate to the outreach representative. Discussions and decisions can occur in person, by email or by telephone.
- 1.3 This three-person sub-committee will have discretion over benevolence spending decisions within the stated budget, but the chair must report on these decisions at Bishop and Chapter's monthly meetings.
- 1.4 Benevolence over and above the budget stated above could be handled by an appeal to the congregation or by fund-raising activities, but only following discussion with, and approval by, a meeting of Bishop and Chapter.

## 2. Process

- 2.1 Any cathedral member or non-member, or any applicant, may submit requests to the Mission and Outreach Committee chair for consideration. The information must be provided on a one-page form available from the church office. It is intended to be as complete as possible in defining the need and the help requested so that a timely decision can be made.
- 2.2 Other sources of community assistance, including support from other churches, may need to be verified before making a decision.
- 2.3 The chair will keep records in a secure place to document the use of benevolence funds. Required information should include the name and address of the recipient, the amount given and the reason, and the signature of the person who approved.
- 2.4 The chair will list the number of gifts given, and the total amount spent, when compiling the committee's annual report for the annual congregational meeting.
- 2.5 The names of those who receive assistance will not be published in the report.

## 3. Guidelines

### Priorities

Due to the limited budget, the following priorities related to the basic necessities of life have been established to help people in demonstrated need:

1. food (actual food items, grocery certificates, meals);

2. personal hygiene products, medications or medical treatments prescribed by a medical professional but not covered by public or private insurance;
3. clothing and footwear, especially seasonal items;
4. shelter in a situation stemming from a fire, natural disaster, recent job loss, serious accident or death in the family, or arrears for heat and light bills.

#### **4. Payments**

- 4.1 Assistance is for one-time, short-term help, not for ongoing assistance.
- 4.2 The same recipient cannot receive funds more than once in the previous six months.
- 4.3 Limits are established on the amounts given (e.g., up to \$100 for food, medicine or clothing; up to \$500 toward shelter or overdue power bills).
- 4.4 Whenever reasonably possible, payments should be made to a supplier or service provider rather than by cash or cheque to the recipient. The assistance could also be provided in the form of tangible goods or gift cards.
- 4.5 Decisions and payments will be made in as timely a way as possible.

#### **5. Income Tax Rules**

- 5.1 In order to comply with rules for Canadian charities set by the Canada Revenue Agency, benevolence funds are available to the wider community and not exclusively to cathedral members.
- 5.2 To comply with tax-exempt status and rules for charitable gifts, donors cannot direct contributions to a specific individual or individuals and receive credit for them as a charitable gift. However, offerings are always encouraged to help us generally meet the goals of our ministries of benevolence in the community.

#### **6. Other**

- 6.1 Applicants whose requests are rejected will be given a clear reason why and should be offered a list of local services such as the emergency shelters, food bank, community kitchen, health clinics, etc. Successful applicants will also be offered such a list.
- 6.2 The chair may consider whether there is a need for pastoral or other follow-up with recipients who have spiritual, physical, mental or other needs.
- 6.3 When in doubt, the committee will strive to err on the side of mercy in an effort to show God's love in our community.

11 September 2023

# Benevolence Application Form

Christ Church Cathedral, Fredericton NB



## Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Copy of ID provided (e.g. Medicare, Diver's License, SIN etc.)  Yes

What is your request?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you employed?

Yes

No

If YES, where? \_\_\_\_\_

Supervisor contact \_\_\_\_\_

Have you receive financial help from another church or social agency in the last 30 days?  Yes  No

If YES, what? \_\_\_\_\_

Have you received help from Christ Church Cathedral in the past six months?  Yes  No

If YES, when and why? \_\_\_\_\_

MY SIGNATURE INDICATES THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND ACCURATE.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*For Cathedral Office use:*

Request referred by \_\_\_\_\_ Decision \_\_\_\_\_

Type of payment (e.g., cheque issued, gift card, payment on account, etc) \_\_\_\_\_