

Chinese Community Church of Indianapolis Benevolence Fund Policy

I. Introduction

This policy is to explain the purpose of the Chinese Community Church of Indianapolis (CCCI, the church) Benevolence Fund (the Fund), the sources of the Fund, the procedure to request a monetary aid to support an individual or a family from the Fund, and the guideline to put the Fund in good use. The purpose of this policy is also to help our church member to file in a Fund request properly and to make sure that the Church's financial operation of the Fund is fully complying with IRS's regulations.

II. The Purpose of the Fund

The Fund is to enable the church to provide financial aid to individuals who are in need on an urgent basis. The Fund may not be applicable to all the urgent cases, especially for those who have good financial capability. The church has the right to disapprove the Requester's request and may consider providing other help than monetary support.

III. The Sources of the Fund

The Fund comes from these two sources:

1. A portion of the monetary offering that the church receives. The amount will be decided by the Deacons Board and budgeted before the year begins.
2. Monetary offering from individuals or organizations that is designated to the Fund.

IV. Making a Contribution to the Fund

Any donor who wishes to make a contribution to CCCI to the Benevolence Fund is very welcome. However, the church has the right to decide the amount and whom to be given to. To make contribution to the Fund,

1. Please make check payable to CCCI and put on "Benevolence Fund" on the bottom of the check as a remark. A donation receipt will be issued to the donor as a proof to file for tax deduction.
2. Do not put any specific name of an individual or an organization on the bottom of the check. The church will either return the check to the donor or make a proper arrangement to transfer the donation amount to the specific individual or organization without providing a donation receipt to the donor if this is a designated donation*.
3. To make monetary donation to any specific individual or organization, please refer to other related church policies.

** A donation through CCCI which is designated to an individual, a foreign organization, or a profit organization can not be treated as a tax deductible donation This will be considered as a personal gift by the IRS code. IRS has stated that if contributions to Church funds are intended by the donor for a particular individual, they are treated, in effect, as being gifts to the designated individual and are not tax deductible donation. (IRS code, section 170)*

V. The Procedure for Fund request and approval

The following procedure guides the request and approval of monetary support from the Fund:

1. A church member (Suggester, see section V for qualifications) completes the first section of the “Chinese Community Church of Indianapolis Benevolence Fund Request Form” (the Form) and sends the Form to one of the CCCI Benevolence Fund Committee (the Committee) members.
2. The above Committee member visits the beneficiary if needed, justifies the request, completes the second section of the Form and submits the Form to the Committee for approval.
3. The Committee will review the request, decide the amount and term for the support, complete the third section of the Form and submit it to the Deacons Board for timely final approval.

VI. Qualifications for a Suggester

The following qualifications must be met for an individual to submit a Fund request:

1. A member of CCCI for at least one (1) year
2. A re-born Christian when he or she files the request
3. Not having beneficial relationship with the recipient
4. Not one of the family members or relatives of the recipient

VII. Restriction on the support amount

The cap for one-time support for each recipient (individual or family) is no more than three thousand dollars (\$3,000). The cap for the short-term support is limited to 6 months and six thousand dollars (\$6,000) in its entirety. A long-term support is not recommended. Any exception must be suggested by the Fund Committee and approved by the Deacons Board.

VIII. Other

1. The Committee consists of the church’s Senior Pastor or one of the pastoral staff members, Caring Deacon and Treasury Deacon.
2. The approval of this Policy and any changes rests on the Deacons Board.
3. The Committee is responsible for explaining the Policy and keeping it up to date.