



## Deacon Benevolence Fund (DBF) Deacon

**Mission:** The Deacon Benevolence Fund (BDF) Deacon is responsible for the collection, administration, communications, facilitate the approval process, and distribution of the funds of the Deacon Benevolence Fund. The Chairman of the Deacons will assign a deacon to administer the Deacon Benevolence Fund - BDF (BDF Deacon). There may also be an assistant DBF Deacon.

### Funds Collections:

1. Contributions are generally deposited in special boxes positioned at the North and South of the church building on the Sunday communion day (normally on the first Sunday of each month.)
2. Contributions can be designated on tithing envelopes.
3. Contributions can be received by the church at any time.

### Request for fund distributions:

1. Sources of requests
  - a. North Shore members at large
  - b. Deacons and/or Elders
  - c. Church staff
  - d. Outside requests from the community
2. Requests should be delivered to the BDF Deacon who will:
  - a. Gather data on the request
  - b. Analyze the request for appropriateness
  - c. Document the request
  - d. And, deliver the request and associated information to the Senior Pastor and Chairman of the Deacons.

## **Worthiness of the request:**

1. The approval of a request will be in accordance with our Christian principles.
2. The funds can serve our church membership as well as those in our community
3. The funds will generally be used to solve temporary financial problems.
4. The funds will generally not be paid directly to the recipient, but rather a source providing the invoice.

## **Approval and payment of requests:**

1. After due consideration and deliberation, the request will be approved/disapproved jointly by the Senior Pastor, Chairman of the Deacons, and the DBF Deacon. This disposition will be documented by the DBF Deacon.
2. The Senior Pastor will direct the payment by check and appropriate delivery of the check.

**Confidentiality: The name of the person or their agent requesting the funds should always be kept confidential except for those persons authorized to administer the DBF.**

## **Duties of the BDF Deacon are:**

1. Collect the money from the deposit boxes at the end of the last service, count the funds (in concert with another deacon), and deliver them to the treasurer or his designated representative.
2. After receiving a request for distribution of funds, follow the process of determining if the need “qualifies” and then obtain approval from the Chairman of the Deacons and the Senior Pastor. Document the requests and approvals.
3. Keep all parties involved informed
4. Always pray with/for the recipients of the funds.

5. Make a report at the deacon meeting of funds received, funds distributed, and funds balances. A description of how the money is spent and how much is expected and appropriate, but NEVER the name of the recipient or their representative.