

查城華人基督教會 (CCCC) 信望愛基金準則

August 2018

“所以有了機會、就當向眾人行善。向信徒一家的人更當這樣”
— 加拉太書 6:10

宗旨

教會信望愛基金（以下稱基金）是因著上帝的愛並據聖經教導和教會經濟條件的許可所設立的基金，用於幫助遇到困境的教會會員、個人、及家庭，為他們提供經濟上的一些基本生活所需，其意向是為有需求的個人或家庭在其困難過渡期中提供臨時性幫助。基金也可用於教會的事工幫助當地窮人或自然賑災。

監管和責任

教會執事會行使基金委員會職責，按照本準則條例行使基金使用和支出的決定，對基金使用和管理承擔完全的責任及問責。教會任何成員可向基金委員會提議，但終決權屬基金委員會。

基金準則條例

基金受益人優先次序

本基金主要用於幫助教會會員和家屬，其次可考慮教會經常例會者，最後亦可考慮當地社團成員。

基金幫助範圍

基金必須用於生活基本需求缺乏上的幫助，如：食物，水電費，房租或房貸，醫療費用，汽油，等。必須提供票據和賬單用於審計。基金擬於提供困難期的臨時性幫助，原則上是一次性的，只有在特殊情況下基金委員會可決定超過一次的幫助。基金屬無償性幫助，任何情況下不能作為貸款使用。

基金來源和規條

基金來源主要从每年的教會預算中分配，以及會友對基金的指定奉獻，基金的奉獻必須符合以下幾點：

1. 支票寫給 CCCC 並註明給信望愛基金
2. 基金不接受指名給某個個人的奉獻
3. 基金也不接受附帶條件

給基金的奉獻可用作減稅。

基金申請和批審程序

申請者必須同意並接受基金委員會對申請者所提供資料以及事後對基金款項去向的查詢權利，委員會也必須注意當事者個人資料的保密。

- 基金申請者必須填寫教會提供的申請表格，或由基金委員會指定他人代替申請人填表，遞交給基金委員會。
- 基金委員會收到申請表後將與申請者面談了解情況。
- 申請的批准和金額由基金委員會開會討論，低於或等於\$1000 的金額須三分之二委員同意通過；超過\$1000 的金額必須全數委員一致同意通過。
- 基金委員會將最後決定成文並簽字存檔。
- 基金支票應避免直接寫給申請者，而應該寫給提供服務的公司或醫院。

附件：

查城華人教會信望愛基金申請表[Benevolence Assistance Request Form 08-8]

Chattanooga Chinese Christian Church (CCCC)

Benevolence Fund Guidelines

August 2018

So then, as we have opportunity, let us do good to everyone and especially to those who are of the household of faith - Galatians 6:10

Purpose

The Fund is to demonstrate God's love by providing helps to our church members, individuals and families in need to meet their basic financial needs in times of crisis or transitions, according to biblical directives and fiscal constraints. The Fund achieves this purpose by providing reimbursement to the individual in need for its necessary needs. This fund is intended to be a temporary help during a time of crisis or other hardship.

This fund can also be used to support local outreach ministries to the poor or to provide assistance during times of catastrophe or major crisis.

Oversight and Accountability

The Deacons have ultimate responsibility and accountability for the fund and can make decisions to disburse funds subject to guidelines. The Board may consider suggestions to help others from anyone but is not bound in any way to honor the suggestions.

Fund Guideline

Recipients:

In order of priority:

- Church Member and their families
- Regular attendees
- Member of local community

The Funds must be used to reimburse for necessary needs such as Food, utility, Rent or Mortgage, Medical bills, Gas etc. Documentations must be submitted for audit purpose. It is intended to be a temporary help during a time of crisis. The assistance is intended to be a one-time gift per event. In unusual circumstances, the Deacons may decide to help an individual or family more than one time. However, under no circumstance is a gift from the fund to be considered a loan.

The contributions to the Fund in the form of check should be made payable to CCCC with a notation that the fund is to be placed in the "Benevolence Fund". The fund will not accept the check that directs the contribution to any specific recipient. All contributions to the Fund are unconditional and tax deductible.

Those requesting help must be willing to given the Board permission to follow up on any of the information provided to Board and the Board will be sensitive to confidential issues.

Procedure for the disbursement:

- A request form must be filled out by the person requesting help or other designated person
- Deacon will set up a meeting with the requestor
- Disbursements amounts less than \$1000 have to be approved by 2/3 of Deacons in the board and disbursements amounts above \$1000 have to be approved by Deacon unanimously
- Deacons document the decision with signatures. The document is filed as the church record.
- Checks are written and disbursed. As much as possible, checks from the fund will be payable to the vendor who provide the services rather than to the individual requesting assistance.

Attachment

[Benevolence Assistance Request Form 08-8]

查城華人教會(CCCC)信望愛基金申請表

Benevolence Assistance Request Form

日期 Date: _____

你是 CCCC 會員嗎 Are you CCCC member? · Yes · No

你是為他人填表代申請嗎 Are you applying for someone else? · Yes · No

这是为自然赈灾吗? · Yes · No If Yes, skip to **D** and **F**

A. 申請人個人資料 Personal Information

中英文姓名 Name of Person(s) Requesting: _____

住址 Current Address: _____

City: _____ State: _____ Zip Code: _____

聯繫電話及電郵 Current Phone: _____ Email _____

性別 Sex: · 男 Male · 女 Female 年齡 Age: _____

婚姻狀況: · 單身 · 已婚 · 寡居 · 分居或離婚
Marital Status Single Married Widowed Separated/Divorced

B. 申請人家庭資料 Household Information

列出家庭成員名單 List all individuals sharing your household:

姓名 Full Name	年齡 Age	關係 Relationship	雇主 Employer	月收入 Monthly Income

C. 列出你的幫助要求 Please list your specific requests:

金額 Amount	用途 Description of Need	需求期限 By Date

D. 簡單述說申請原由 Briefly, what events led to your needing assistance?

E. 其它資料 Other Information:

住房 Housing: · 有房 Own house · 租房 Renting · 其它 Other

是否付房貸 Do you pay mortgage? · Yes · No 月付金 Monthly Payment \$_____

是否有其它貸款 Do you owe other loan? · Yes · No 月付金 Monthly Payment \$_____

過去 6 個月是否從其他人得到過幫助? Have you got assistance from others within the last six months? · Yes · No

若有的話提供了多少金額並註明來源 If “Yes,” amount: \$_____ from
· 家人 Family · 朋友 Friends · 教會 Churches · 慈善機構 Agencies

是否從政府機構得到任何補助 Are you receiving financial aid from a government agency?

- Yes · No 金額 Amount: \$_____ 註明來源 Please specify:
- 失業金 Unemployment Insurance · 社保 Social Security
- 勞工補助 Workers Compensation · 殘疾人補貼 Disability
- 其它 Other: _____

你以前曾經向CCCC申請過經濟幫助嗎Have you requested or received assistance from CCCC before? · Yes · No

若有，是什麼時候 If “Yes,” when did you make the request? ____/____ (Month/Year)

收到多少金額 Amount received? \$_____

若申請人本人不是 CCCC 會員，請提供至少一名認識你的 CCCC 會員為介紹人

If applicant is not a member of CCCC, please provide at least one reference who is CCCC member as your sponsor:

姓名 Name	關係 Relationship	電話號碼 Phone Number

F. 授權與簽字 Authorization

以下簽名表示以上所提供的資料屬實並同意授權給教會對以上任何信息和資料進行查證的權利。

By signing below, I certify that all information is true and correct to the best of my knowledge and I am giving permission to CCCC or its authorized personnel to validate any of the above information.

申請人簽名

Signature: _____

簽名日期

Date: _____

申請人中文姓名

Print Name: _____