

OLIVE TREE MESSIANIC SYNAGOGUE
Benevolence Policy

I. Benevolence Scriptures

Blessed is the one who considers the poor! In the day of trouble the Lord delivers him. (Psalms 41:1 ESV)

For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me. (Matthew 25:35 ESV)

II. Purpose

This benevolence policy is a tool to help Olive Tree Messianic Synagogue (“Olive Tree”) provide biblical assistance to those in need while complying with the requirements of state and federal guidelines as a 501c3 nonprofit organization as well as exercising good stewardship over the funds to which Olive Tree has been entrusted.

III. Adoption and Amendments

The Benevolence policy is not included in the Olive Tree Articles of Incorporation or By-laws and can be amended, deleted, or added to by majority vote at any Olive Tree Board meeting.

IV. Guidelines

Olive Tree, in exercising our mission, vision, and values, has established the benevolence fund to assist persons in significant financial need. Olive Tree welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Olive Tree Board. The Board may consider recommendations from anyone, but in no event is the Board bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution claiming that the Board failed to honor the donor’s recommendation. Anyone wishing to provide assistance to a specific individual or family should give the funds directly to them without going through the Olive Tree benevolence system.

Olive Tree recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Board vote to close this fund, all money in the fund at that time will go into Olive Tree’s general fund.

The Board will make sure the required Internal Revenue Service records for benevolence requests are documented and properly filed. As a minimum, the following documentation should be recorded for accurate record-keeping:

1. A complete description of the assistance requested and given.
2. The purpose for which the aid was given.
3. The objective criteria for disbursement.
4. How the recipients were selected.
5. The name, address and amount distributed to each recipient.
6. Any relationship between recipient and synagogue officers, synagogue employees, or contributors who recommended this benevolence to Olive Tree (**See 26 CFR 53.4958-3 for**

disqualified persons (i.e., board members and certain family members, etc.) that are ineligible for benevolence from the organization they serve).

Olive Tree benevolence assistance is always based on the availability of benevolence funds.

The synagogue will help via payments of bills to a 3rd party that will provide receipts for expenditures (IRS required for over \$75.00).

It is the policy of Olive Tree that benevolence money will not be given directly to the requestor.

Where food is needed, Olive Tree gives food; utility bills assistance, Olive Tree pays the bill directly with the utility company; medical bills, Olive Tree pays the bill directly with the medical provider; etc.

Example types of help that will be provided by the benevolence fund include: payments of water, food, gas, or medical bills, but are not limited to those categories. Once an individual or family has met the limit of \$500.00 in financial assistance, given within any 12 consecutive months, they are no longer eligible. However, in special circumstances, Olive Tree reserves the right to exceed the \$500.00 limit, up to a maximum of \$1,000.00, to be approved by special recorded motion and vote by the Olive Tree Board. The Board will not vote on any benevolence request without the Request Form and all documentation filled out and submitted to them.

The standing authority limits are as follows:

- Any two Olive Board Members may authorize up to a maximum of \$250.00 in value without prior approval. The Request Form should still be filled out for any amount. The Board is to be notified and receipts are to be provided. Remember that money is not to be given directly to the requestor.
- The Olive Tree Board must pre-approve any requests that are over \$250.00. The Request Form must be filled out and everything documented. Receipts are to be provided. The information on the Request Form is **CONFIDENTIAL** and will be handled and stored securely.

After the receipt of initial benevolence, the receiver must complete Financial Peace University (FPU) before being considered for additional benevolence. If started within 90 days of the receipt of benevolence funds, Olive Tree payment of 75% of the curriculum may be requested.

Olive Tree Messianic Synagogue

BENEVOLENCE REQUEST FORM

After filling out this form, please give it to the Rabbi, any Olive Tree Board member, or email to theolivetreemessianics@gmail.com. Information given on this form is confidential and will not be disseminated to anyone other than the Board and others directly necessary for accounts payable and synagogue account processing.

RECEIPT INFORMATION (ID should be presented and a copy attached):

Legal Name: _____

Address: _____

Phone: _____

Email: _____

VENDER: (attach copy of invoice/bill)

Name on Invoice: _____

Account/Invoice No: _____

REQUEST:

Amount of Request: _____ Date of Request: _____

PURPOSE: (Please explain why there is this specific need):

Financial Peace University (FPU) acknowledgement. By signing below, I acknowledge that I must complete FPU before being considered for additional benevolence. I also understand that if I begin FPU within 90 days of receiving benevolence funds, I may request that 75% of the FPU curriculum be paid for by Olive Tree.

REQUESTOR NAME (print): _____

REQUESTOR SIGNATURE: _____ Date: _____

Olive Tree Messianic Synagogue

BENEVOLENCE DISBURSEMENT FORM

Selection of Benevolence Funds Recipient

Complete this form to verify all required information has been received and approved prior to disbursing funds. After money disbursement has been approved use this form for accounting and filing. All documents pertaining to this Benevolence Request and Disbursement are confidential and must be kept in a secure physical or online location and will be maintained as required by the IRS.

- Legal Name
- Copy of ID (if possible)
- Address
- Phone
- Email
- Conflict check (no board members or certain family members of board members)
- Need of financial assistance that falls with the benevolence policy
- Copy of invoice/bill
- Receipt of payment
- Approved by (Board member names or full board): _____
- Payable to: _____ Amount: \$ _____
- Date and method of disbursement: _____
- Name of Disburser: _____