



## **Love Fund Policy & Procedure**

### **1. The Love Fund Account:**

The Love Fund is a charity account of FEC-SGV under the Social Concern Ministry. The Deacon Board oversees this account by designating the Social Concern Deacon as the manager of the Fund and the chairperson of the Love Fund Committee. This Policy and Procedure is established by the Deacon Board and approved by the FEC-SGV Elder Board, dated March 19<sup>th</sup>, 2006.

### **2. The Love Fund Committee:**

The Social Concern Deacon shall chair the Love Fund Committee, which shall consist of (1) One Social Concern representative from Mandarin, Cantonese, and English congregation; (2) Director of the Agape Caring Center, and (3) Social Concern Deacon. Any member of the church is qualified to join the Committee by obtaining a recommendation from his/her congregational pastor. All Committee members are on volunteer basis. The term of the chair will be 2 years, but all other members will be 1 year. The term can be renewable.

### **3. Duties of Committee Members:**

- 3.1. The concept of Christian stewardship should be firmly established in the minds of believers through every possible channel. As an act of stewardship for the Fund, Committee members should be disciplined by first establishing, reviewing or amending related Policy and Procedure to ensure it is practical, suitable and updated.

If there is any amendment, it should be further reviewed by the Deacon Board and approved by the Elder Board.

- 3.2. The Committee is the entity of approval for all applications which should first of all be recommended by the congregational pastor and/or initiated by an applicant or a congregational pastor designated leader.

- 3.3. The chair of the committee should facilitate the application approval process by the committee and fund disbursement process by the Finance Deacon.
- 3.4 Social Concern Deacon should report all plans, utilization progress, and balances of the Fund to the Deacon Board.
- 3.5 All procedures should be in compliance with the FEC-SGV bylaws, Policy and Procedure Manual, and FECA Social Concern Policy and Procedure (if any).
- 4. Policy of Love Fund Utilization:
  - 4.1. Love Fund is intended for poor, needy individuals or groups in FEC-SGV or the community for any unplanned events. The priority of consideration may go to our church members.
  - 4.2. Scope of Assistance:
    - 4.2.1.Church members:
      - a. Relief of unexpected life emergency.
      - b. Crisis intervention.
      - c. Counseling referral.
    - 4.2.2.Community:
      - a. Relief of unexpected life emergency.
      - b. Special aid for the homeless.
      - c. Assistance for natural disaster victims.
      - d. Special charity donations
    - 4.2.3. Church staff
- 5. Procedure of Application:
  - 5.1. Church members:
    - 5.1.1. An application form (Attachment I) should be filled out by the applicant or his/ her pastor/congregational pastor designated leader. The form shall be submitted to the congregational pastor for recommendation.
    - 5.1.2. The requestor will then place the recommended application form in the mailbox of the chair of Love Fund's committee for approval process (expect 2 weeks to go through approval and fund disbursement process.)
    - 5.1.3. The financial aid shall be limited to one time and no more than \$300.00 in total. Exceptions for special circumstances should be recommended by the congregational pastor and approved by the Love Fund committee.
    - 5.1.4. If a special circumstance calls for the Fund, the chair of Love Fund committee, the Agape Caring Center Director, or a congregational pastor is allowed to give, at most, \$100 in cash to an individual who is in need. This fund will be reimbursed by FEC-SGV Love Fund upon submitting a

requisition with proper documentation including recipient's signature, name, address, and contact information. All requests for reimbursement should be in compliance with guidelines set by Finance Deacon.

5.2. Community:

5.2.1. All routine ministry needs should be included and approved through the budget process of General Fund.

5.2.2. Emergency aid for natural disasters within \$ 3000.00 could be recommended by pastoral staff and approved by the Love Fund committee.

5.3. Church Staff

Request will be recommended by senior pastor and approved by the Love Fund committee.

6. Guidelines for Love Fund Contribution:

6.1. Church members can designate the contribution by writing "Love Fund" on the check or marking on the donation envelope.

6.2. If the Love Fund account balance goes below \$5,000, the Committee should consult with the Finance Committee to solicit donation specifically for the Love Fund during Sunday Services. Please note that all church-wide Fund Raising events should be approved by the Finance Committee.