



Dear Friend:

I don't know what circumstances bring you to Oak Grove today, but we're glad to have the opportunity to talk with you, and possibly help you. At some point, most of us have needed a little financial help along the way, whether it's money for food, utilities, or an urgent, unexpected bill. Oak Grove attenders give out of their own personal finances to help others because of their love for their community.

We take seriously our responsibilities to come alongside you, and to manage the gifts given wisely in a way that pleases God. For this reason, we will ask you for personal information, supporting documentation, and someone from our team will usually want to speak with you to learn more and clarify.

Our greatest hope would be to get to know you well, and if you don't have a church home that Oak Grove could feel like home to you and you would worship Jesus with us here. We want to reach, teach, and live out what it means to be wholehearted followers of Jesus.

In the pages that follow you'll learn what we specifically need from you and complete a *Request for Assistance* form. Please be thorough and honest in your answers.

We primarily help members and regular attenders of Oak Grove, and local residents in the Vinton-Shellsburg and Center Point-Urbana school districts who are experiencing a genuine, temporary need. We do not ever give cash to anyone or write checks to individuals.

We ask for your patience for a response as our team is made up of church members/attenders. Our response time is usually two weeks.

As you complete forms, please bring them to the church, or scan and email them to assistance@oakgrove.cc.

We pray that you would know the love of God for you, and that He demonstrated His love by sending Jesus, His only Son so you can know Him personally.

God's love,

Matt Magee, Lead Pastor



Welcome and Process Overview for those applying for assistance

Oak Grove Church welcomes your application for assistance, and we will consider your request with prayerful concern and thoughtfulness. Unless your needs are minimal/basic, you will need to obtain and submit a Request for Assistance form from Oak Grove Church, along with supporting documentation. You may have to complete an interview(s) and/or appropriate counseling with the Elders of the church, at which time they may request additional documents and information.

Required Information: *(completed form will be easier for the benevolence team to make a timely decision)*

1. Name, Address, Phone Number
2. Driver's License (or other photo ID) – verify ID
3. Verification of Need (Bill, Contract, etc)
4. Church Information / Other churches contacted for help
5. Employer / Employment history
6. Family Information
7. Other information requested, including personal budget information
8. Decision finalized upon an in person meeting

Limitations / Guidelines

- Maximum amount given to non-member will depend on amount requested and benevolence team approval
- No more than 3 times in 1 year timeframe
 - 1st time – no counseling
 - 2nd time – counseling
 - 3rd time – form required for any amount along with counseling
- Disbursements are never considered a loan – cannot be repaid in any way
- Contingencies for repeat assistance – financial counseling

Assistance will not be given in cases of:

- | | |
|--------------------------|---|
| ➤ Personal Loans | ➤ Pet bills |
| ➤ Cable bills | ➤ Fines (i.e. Parking, speeding, etc) |
| ➤ Utility deposits | ➤ Late fees |
| ➤ Legal fees | ➤ Unwillingness to work |
| ➤ Personal debts | ➤ Other non-essential needs (just because it is not listed does not mean it will not be denied) |
| ➤ Credit Card bills | |
| ➤ School tuition or fees | |

Response time will vary with each request; depending on the need and the schedule of the people reviewing the application. Average process time is about two weeks.

If a request meets the guidelines of the policy and funds are available, payment will be made directly to the vendor.

(No cash or checks will be given to the applicant)

Benevolence Team will contact applicant once a month to check on progress. If applicant is still in need of assistance, the benevolence team may offer to help with a budget.

*As a Benevolence Team we will strive to honor God by being good stewards of the funds entrusted to us by God and the congregation.
(1Peter 4:10)*

OAK GROVE CHURCH – REQUEST FOR ASSISTANCE

REQUIRED INFORMATION

- Name, Address, Phone Number
- Verification of Need (Bills, Contracts, etc)
- Driver’s License Number (or other photo ID) – verify ID
- Church Information / Other churches contacted for help
- Employer / Employment history
- Family Information
- Other information requested, including personal budget information

Name _____ Date _____

Address _____

How long at this address? _____ Home Phone _____

Mobile _____

Oak grove member _____ Regular attendee _____ Visitor _____

Current church _____

What is your understanding of Jesus? _____

Employed _____ Unemployed _____

Employer _____ How long? _____

Other persons residing in current household - *please list name (s) and age(s)*

What circumstances have created your need?

Your contribution to the need _____

Are you willing to prioritize your personal expenses? _____

Relatives who can be of assistance? (Financial / Living Expenses / Other)

Funds necessary to meet current need: _____

Funds from personal, family, friends: _____


Funds necessary from Benevolence: _____

SUMMARY OF FINANCIAL STATUS:

1. Household Monthly Income: _____

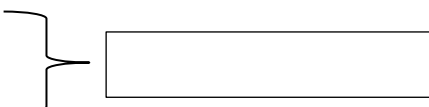
2. What is the value of your total current assets not including any living necessities such as a house, vehicle, medical equipment or household furnishings?

Cash/Checking Accounts: _____
Savings Account: _____
CDs: _____
Investments: _____
Other Assets: _____



3. What is the value of your current outstanding debts?

Mortgage/Rent: _____
Car Loan: _____
Other Loans: _____



4. What options are available to you for your support/assistance (family member, HACAP, etc)?

5. What type of assistance, if any, do you currently receive?

6. What other information would you like to communicate to the Deacons for consideration?

(Please attach additional sheets or documentation as appropriate.)
