

**BENEVOLENCE POLICIES AND PROCEDURES**

**PRESENTED TO THE CERTIFICATION CENTER DIRECTOR  
NATIONAL INSTITUTE IN CHURCH FINANCE AND ADMINISTRATION  
CANDLER SCHOOL OF THEOLOGY  
ATLANTA, GEORGIA**

**IN PARTIAL FULFILLMENT  
OF THE REQUIREMENTS OF CERTIFICATION  
BY THE NACBA**

**BY  
SARAH W. ROACH  
BUSINESS MANAGER  
OOLTEWAH UNITED MEHTODIST CHURCH  
OOLTEWAH, TENNESSEE  
SUMMER 2012**

***NACBA and the Training Center do not endorse or attest to the legality of the  
Statements or materials included in the report and project***

## Table of Contents

I.	Preface.....	3-13
	A. Autobiography Statement.....	3-4
	B. My Current Setting.....	5-9
	C. Consultative Team.....	10-13
II.	Objective.....	14-16
III.	Biblical/Theological Principles.....	17-19
IV.	Description.....	20-24
	A. Share & Care Ministry.....	20
	1. Food Vouchers.....	21-22
	2. Gas Vouchers.....	22
	3. Gift Cards/Certificates.....	23
	4. Food Pantry.....	24
	5. Collegedale Police Department.....	24
	B. Congregational Care Ministry.....	25
	1. Stephen Ministry.....	26
	C. Homeless Ministry.....	26-27
V.	Safe Sanctuaries.....	27
VI.	Conclusion.....	28
VII.	Bibliography.....	29
VIII.	End Notes.....	30-31
IX.	Appendix.....	32-42

## **Preface**

### **Autobiography Statement**

After graduation from high school, I briefly attended a local technical college, only to realize I was wasting my time and my parents' money. I stumbled upon a position at a local bank and soon knew I had found my niche. After my marriage in 1974, I joined a Methodist Church where my husband was a member even though my background was Baptist. In 1986, my first child was born and I gladly put aside a 16 year career in banking to raise my family. Approximately three years later, my second child was born, and being a mom was total bliss. It was during the time my children were school age that I began to think about my career again.

In 1997 I began serving Ooltewah United Methodist Church (OUMC) as a volunteer assisting with the counting of the weekly giving. Up until that point the money of OUMC had been handled mainly by volunteers. As the church began to grow rapidly, it was evident that these duties would require more time than volunteers were willing to give, and accountability was imminently necessary. I was offered a position on staff as Financial Secretary and accepted it in March of 1998. In 2001 I assumed additional responsibility involving the administration of the church and accepted the new position of Business Manager.

Shortly after I came on staff at OUMC in March of 1998, we experienced a pastoral change in June. The new leadership challenged each staff member to pursue continuing education opportunities. Working in our Share & Care Ministry became part of my job description in 2006. The Share & Care Ministry was established to meet the benevolent needs of individuals and families in our community. It was at this time that I also realized the need for the church to also have the ability to help people with financial planning and budgeting. In 2007, I enrolled at Chattanooga State Technical Institute, the same technical college I attended when I graduated from high school, with the purpose of obtaining an Associate Degree in Applied Science with a concentration on Finance. I graduated in the Spring of 2011. Shortly after enrolling at Chattanooga State I was afforded the opportunity through OUMC to attend The Candler School of Theology held on the campus of Emory University in Atlanta, Georgia. After successfully completing the requirements of the National Institute in Church Finance and Administration course, I will obtain the title of Certified Church Administrator.

## **My Current Setting**

Ooltewah Methodist Church (OMC) was founded in 1870 where the congregation held occasional camp meetings in the Ooltewah, Tennessee vicinity. Beginning in 1892 the congregation met in a one room wooden structure that was built on land given by Dr. and Mrs. B. W. Padgett. Later Sunday School rooms were added to the existing structure however, after a Christmas program, the entire facility was destroyed by fire on the night of December 22, 1935. The Holston Conference Journal of 1936 shows the estimated loss was \$5,000 (1).

After the fire, the OMC congregation met at Cumberland Presbyterian Church and started rebuilding in 1940 on Church Street, holding the first service in the new building on March 9, 1941. The congregation was able to support the building of a Fellowship Hall in 1956 and an Education Building in 1970. These facilities are now owned by Ooltewah Baptist Church.

In April 1968, the United Methodist Church was created. The new denomination was given birth by The Evangelical United Brethren Church and The Methodist Church both having distinguished histories and influential ministries in various parts of the world. The union of Protestant Reformation and Wesleyanism was facilitated not only by theological traditions but also by the similar structure and relationship that dated back almost 200

years (2). Therefore, Ooltewah Methodist Church (OMC) became Ooltewah United Methodist Church (OUMC).

As this faith community grew in the 1980's, the church voted to move to our present location, with the address of 9202 Amos Road. Seven acres were donated by Pauline Hundley, Bertha Hundley, and Mary Lou Hundley Holcomb, and in addition the congregation purchased seven acres from Ooltewah Seventh-Day Adventist Church for \$44,000. Bishop Eutsler presided at the ground-breaking ceremony in April of 1987. Construction began on January 28, 1988. November 27, 1988 marked the last service held at the Church Street Building, and the next Sunday, December 4, 1988 the first service was held in our present Sanctuary and Education Building. With this move, OUMC became closer to Interstate 75 making our facilities more visible to transients as well as the local community. The result was an increase in growth that made an expansion of our facilities necessary. The Christian Life Center opened in June of 1997. Construction of Relocation Way Driveway, completed in 2001, allowed access to our facilities from Old Lee Highway, a main thoroughfare in the Ooltewah area. The Hundley Administration Center, named after the Hundley family that donated a portion part of the property, opened in October of 2003. This facility houses the ministry and administration staff. The continued rapid growth of the church led to the need for additional worship and classroom space. Construction began on a new worship center in 2008, and we celebrated the first service in the new

Worship Center in June 2009. On June 22 of the same year, we celebrated the reopening of the renovated Sanctuary, along with the newly constructed Connection Point, Choir Room and 5 Classrooms. Presently our buildings, furnishings, and land are valued at \$14 million.

Current membership at OUMC is approximately 1,100 and the average worship attendance is 700. Contemporary services are held on Saturday evening and Sunday morning. A traditional service is held on Sunday morning as well. Many opportunities are available throughout the week for Bible Study and small group participation.

As a result of relocating the church facilities, visibility of the church continued to increase and benevolent ministry opportunities within the community became more frequent. In response to this ministry need, the congregation of OUMC donated funds for benevolence, creating the Share and Care Ministry. Arlie and Sarah Herron, faithful members of OUMC since 1987, assumed leadership of this ministry as volunteers to help families in need of necessities such as food, shelter and clothing. Complete discretion of these funds were at the disposal of Arlie and Sarah and no policy was in place as to how these funds were to be used. In 2005, Arlie and Sarah stepped down from the leadership role of the Share & Care Ministry, and leadership was assumed by Gary and Nancy Cogar, also members of OUMC. The Cogars relocated to Florida during the next year, therefore leaving the Share & Care Ministry without leadership. Because this

ministry continued to see steady growth over the years, reevaluation of the current structure of leadership became necessary.

The Share & Care Ministry became part of the OUMC Mission Ministry, and leadership was assumed by the Mission Team Leader, along with the Associate Pastor and Business Manager. In 2006, this team developed policies and procedures now in place that are used as guidelines for dispersing benevolence funds. The target of this ministry is community non-members located in our service area as defined in the Share and Care Policy (Appendix A).

It soon became evident that a similar benevolent ministry for the members of OUMC needed to be established. The congregation of OUMC became aware of this need and donations to the Congregational Care Support Ministry for OUMC members were designated separately from those of the Share and Care Ministry. Oversight of this ministry became the responsibility of both Senior and Associate Pastors. Our Stephen Ministry was developed shortly after and gives both members and non-members one-on-one Christ-centered support from trained caregivers.

Again due to our new location and visibility, OUMC began to see an increase in the number of homeless individuals requiring help. The Homeless Task Force began in 2009, and created a new ministry challenge for OUMC. This ministry, developed strictly to address the needs of homeless individuals, consists of approximately 20 volunteers, led



by the Mission Team Leader. Although funds are donated to this ministry, donations given to the Share & Care Ministry are also earmarked for use in this ministry.

In June of 2009, OUMC experienced another change in leadership. Senior Pastor Ramon Torres deeply embraces all of the benevolent ministries offered by OUMC with a passion. Shortly after the change in leadership, the mission statement of OUMC was changed to: *Love God, Love Others, Offer them Christ*. Pastor Torres continues to challenge each individual and ministry at OUMC to keep this statement as the focus of our purpose.

## **Consultative Team**

My consultative team consists of Mrs. Virginia Gleason and Rev. Amy Nutt.

Mrs. Gleason has the knowledge and skills necessary for editing this project on the basis of grammar, punctuation, sentence structure and content. Mrs. Gleason has been a member of OUMC for 29 years, and her historical knowledge of OUMC is invaluable. She has assumed many leadership roles within the church as well as participated as a volunteer in many of our ministries.

Rev. Nutt, serves as Associate Pastor for OUMC. Her association with OUMC began in 2000 first as a member and then later she became involved in our Congregational Care Ministry. Because of her involvement in the Congregational Care Ministry and Stephen Ministry, Rev. Nutt has the knowledge and skills adding a special insight to this project due to her hands on experience. Rev. Nutt also serves as one of the three team members having oversight to all of our benevolence ministries. Rev. Nutt possesses an extensive spiritual background through her education and personal life experiences that are necessary to the complete the quality of care necessary for benevolence ministry.

**Mrs. Virginia Gleason**

I feel very honored that Sarah Roach asked me to be one of the mentors for her class project. I have known Sarah since she and her family started attending Ooltewah United Methodist Church. We have worked together as I held various offices in the lay leadership of the church: Secretary of Church Council (Administrative Board), Chair of Pastor/Parish Relations Team, Chair of Church Council, and member of Finance Team. The organization, United Methodist Women, has also been one of my interests in the past 27 years that we have been here. On the local level I have been Unit President, Unit Treasurer, Secretary/Coordinator of several mission activities, and Circle Leader. I also served a four-year term as UMW Cleveland District Secretary.

In 1948 I graduated from Wellesley College with a degree in Chemistry. I used my degree in two different fields. My first job after graduation was with Arthur D. Little, Inc., a research and consulting company in Cambridge, Massachusetts. For five years I was in their Food and Flavor department where I carried out chemical and organoleptic analyses of both food and non-food products. After taking more than twelve years off to raise our family of four children, I was appointed to the newly organized Library Board of Monroeville, Pennsylvania. Then, after several years I was asked to run for a seat on the Gateway (Monroeville/Pitcairn) School Board and was elected to a six-year term. The next year, along with my School Board responsibilities, I obtained a job with

Bituminous Coal Research, Inc., the research arm of the National Coal Association.

There I started working part-time as a Literature Chemist, doing literature research on acid mine drainage and preparing abstract bibliographies, although for some entries I used and credited the authors' abstracts. Soon I went to full-time work and for almost thirteen years researched, wrote abstracts and developed indexes for the "Coal and Environment" series of bibliographies sponsored by the U.S. Environmental Protection Agency, as well as preparing abstract bibliographies for BCR's coal gasification projects, sponsored by the U.S. Department of Energy.

Sarah told me that my role would be to monitor her writing, especially grammatical usage and punctuation. I hope to be helpful and will depend not only on my experience but also on several books on English usage in my library. I look forward to this assignment.

**Rev. Amy S. Nutt**

Rev. Amy Nutt serves as the Associate Pastor of Ooltewah United Methodist Church. Amy is a licensed local pastor and has served the Ooltewah congregation for the past nine years. Rev. Nutt gives leadership and direction in the areas of Congregational Care, Adult Ministries and Membership Development. Rev. Nutt also serves as Chaplain for The Lantern, an Alzheimer's Assisted Living facility in the Collegedale area, where she and a team of lay ministers have developed a model for worship geared towards the Dementia patient. This model of interactive spiritual worship is now practiced in Alzheimer's units throughout Tennessee and Kentucky. Amy shares a passion for her chaplain work with the Collegedale Police Department and shares life with her best friend and husband, Johnathan, daughter, Hillary and a very hyper Jack Russell Terrier, Gidget. To God be the Glory!

## Objective

This project has three objectives: 1) to define the benevolent ministries offered by OUMC and how they were developed, 2) to present clear, concise procedures and policies followed by the benevolent ministries, and 3) to present Biblical theories and spiritual reactions to the material needs of others. The overall goal is to help people who lack income and necessities. Jesus said, *“we will always have the poor among us”* (3).

People requesting assistance come to OUMC in many different ways. Many times, people see the church from Interstate 75, as they are traveling either by car or on foot. Some people are brought to OUMC by others that have been helped in the past. Another avenue is through 211 First Call for Help Line. Individuals and families are often referred to OUMC through 211 First Call because they live within our community. OUMC maintains a relationship with The Samaritan Center, a local assistance agency, and work together fulfilling the needs of others. The Samaritan Center is funded through donations of used clothing, furniture, household items, electronics, as well as many other items. Donated items are then sold at a discount to the public, therefore generating income for the agency to assist with the needs of the community.

Sometimes the needs are small, sometimes the needs are overwhelming. Assisting a family with enough food to get by until they get their food stamps for the next month is sometimes all our resources allow us to do. A homeless person, needing a shower, a change of clothes or a hot meal does not seem like much, but it does fulfill the immediate need. Assisting a family with payment on a past due electric bill, facing disconnection in the middle of winter, is a typical request we see often. Scenarios such as these are frequently addressed by the Benevolent Ministries of OUMC.

2005 statistics revealed 40% of people in the world today live in poverty (4). Poverty is defined as an economic condition of lacking both money and basic necessities such as food, water, education, healthcare and shelter needed to successfully live (5). In order to provide basic needs such as food, clothing, shelter, education, health care, and other necessities, ways must be found to share more equitably the resources of the world (6).

The Mission Statement of Ooltewah United Methodist Church simply says:

***Love God, Love Others, Offer Them Christ***

The first of God's commandments is to, *Love HIM*. The second is to, *Love Others*. To be good stewards of what God has provided to us, loving others means sharing with others what you do not need. By doing this, you will be *Offering them Christ*. This

Mission Statement is thoroughly embraced by OUMC and all of the ministries offered to our community. Jesus replied, *“Love your God with all your heart, soul and mind. This is the first and greatest commandment. The second most important is similar: “Love your neighbor as much as you love yourself” (7).*



## Biblical/Theological Principles

God sees us with the eyes of a Father. God sees our defects, errors and blemishes. But God also sees our value. Jesus knew the value of people. He knew that each human being is a treasure because people are not a source of stress, but a source of joy. *My brothers and sisters, God called you to be free, but do not use your freedom as an excuse to do what pleases your sinful self. Serve each other with love. The whole law is made complete in this one command: "Love your neighbor as you love yourself" (8). Let us think about each other and help each other to show love and do good deeds (9).*

There are times when we are called to love, expecting nothing in return. There are times when we are called to give money to people who will never say thanks, to forgive those who won't forgive us, to come early and stay late when no one else notices. Service is prompted by duty. This is the call of discipleship (10). *If there are poor among you, in one of the towns of the land the Lord your God is giving you, do not be selfish or greedy toward them. But give freely to them, and freely lend them whatever they need. (11). A brother or sister might need clothes or food. If you say to that person "God be with you! I hope you stay warm and get plenty to eat": but you do not give what that person needs, your words are worth nothing (12).*

*This is how we know what real love is: Jesus gave his life for us. So we should give our lives for our brothers and sisters. Suppose someone has enough to live and sees a brother or sister in need, but does not help. Then God's love is not living in that person. My children, we should love people and not only with words and talk, but by our actions and true caring (13).*

The light of the gospel must be allowed to shine upon parts of society we think about and parts we tend to ignore. Theological reflection calls us to act in ways that improve the human condition and enrich the planet we call home (14).

Measures are needed to emphasize the importance of building and maintaining the wealth of poor people, including asset-building strategies, such as individual development savings accounts, micro-enterprise development programs, programs enabling home ownership, and financial management training and counseling.

Our communities should provide the potential for nurturing human beings into the fullness of their humanity. We have a responsibility to innovate, sponsor, and evaluate new forms of community that will encourage development of the fullest potential in individuals. Primary is the gospel understanding that all persons are important because they are human beings created by God and are loved through Jesus Christ. Social climates should be supported in which human communities are maintained and strengthened for the sake of all persons and their growth.

According to the Social Principles of The United Methodist Church, we, as a church are called to support the poor and challenge the rich. To begin to alleviate poverty, we must support policies such as adequate income maintenance, quality education, decent housing, job training, meaningful employment opportunities, adequate medical and hospital care, humanization and radical revisions of welfare programs, work for peace in conflict areas and efforts to protect creation's integrity (15).

## **Share & Care Ministry**

This ministry is responsible for the needs of our community non-members. This ministry relies on donations given from the congregation specifically for the use in this ministry as outlined by the Policy and Procedures (Appendix A). The OUMC Mission Team Leader has oversight to this ministry; however, overall discretion is given to the Business Manager. Applicants are required to complete an application (Appendix B) which will remain on file at the church office. All applicants are given the same consideration without regard to race, gender, age, or religious affiliation. OUMC works in partnership with The Samaritan Center, a local center for helping the needy, as well as other organizations such as Hamilton County Social Services and local churches. As a member of Service Point, a database consisting of a record of client needs either met or un-met, we are able to determine what is in the best interest of the client as well as the church. Balancing the need along with applying good stewardship for the church is not always an easy task. Resources such as Service Point are valuable tools in making those decisions.

Although many times, a client's needs are numerous, we strive to find the best way to add to his or her quality of life. It is our goal at OUMC to partner with those in need through prayer, financial counseling, and resources. We have found placing a 'band-aid' on their needs only prolongs the need.

## **Procedures for Obtaining a Food Voucher**

Food Vouchers (Appendix C) are provided by The Chattanooga Area Food Bank, located on Amnicola Highway, Chattanooga, Tennessee. OUMC is considered an agent of the Food Bank and is authorized to provide vouchers on request at the church. Vouchers are issued by the church Business Manager. Persons receiving a voucher present the voucher at the Food Bank, where their request is filled. The cost for a box of food is \$9, and the church is billed monthly as vouchers are redeemed. Requirements for obtaining a food voucher are:

1. Photo Identification (the Food Bank will not honor a voucher without a photo ID)
2. Live within our service area (outlined in Policies and Procedures)
3. Social Security Number

Food Vouchers are sometimes difficult for some persons to obtain. This is due to the fact that the agency in their area that they are referred to by the 211 Helpline is either closed or the agency has met their quota for the month. OUMC does provide vouchers to persons under these circumstances, unless they have received a voucher from another agency within the last 30 days. The Food Bank will not honor a voucher issued by OUMC if the person has received a voucher from another agency within that time frame.

Food Vouchers (Appendix C) consist of three parts. The white copy is retained by the agent (OUMC), the yellow and pink copies are given to the client. Any changes made on the pink or yellow parts, void the voucher. A copy of the photo ID and the voucher are kept in a file at the church office.

### **Procedures for Obtaining Gas Vouchers**

OUMC has developed a relationship with local gas station owner, Steve Ray, owner of Midnite Oil. Gas vouchers must be on church stationary and taken to Midnite Oil for redemption.

Vouchers (Appendix D) are typed on OUMC letterhead and include person's name, drivers license number, date of issue, date of expiration (the same date as issue), and the amount of the voucher. The amount of the voucher is at the discretion of the staff member issuing the voucher. Vouchers may be made out to fill- up tank or a dollar amount. Vouchers may be authorized and signed by the Church Administrative Secretary, Business Manager, or Pastor(s). A copy of the voucher along with a copy of valid driver's license is kept on file in the church office.

A monthly billing statement for the vouchers redeemed is sent to the church and paid through funds received for the Share & Care Ministry.

## **Gift Cards/Certificates**

Wal-Mart gift cards in the amount of \$20 each are sometimes the only resource OUMC has to assist someone in need. Wal-Mart cards may not be used for the purchase of alcohol or tobacco products and this restriction must be printed on the front of the gift card. Transients and people traveling typically fit this need. Gift cards are sometimes given in addition to food bank vouchers because the food bank may not fulfill all of the needs and a gift card will allow the purchase of additional items they may need such as personal hygiene products.

Gift certificates (Appendix E) in the amount of \$10 each are made available by The Samaritan Center and are used for household items or clothing. This center offers a large assortment of used clothing and household items at an affordable price. Although these certificates are sometimes donated to the church, payment if necessary is made through the Share & Care Ministry.

Gift cards and gift certificates are especially useful due to the close proximity of Wal-Mart and The Samaritan Center to OUMC. Both of these facilities are within walking distance of the church and especially serve to meet the immediate needs of those individuals that do not have transportation.

## **Food/Personal Hygiene Pantry**

A limited supply of food and personal hygiene items are available in the pantry located in the Conference Room of the Hundley Administration Building. Non-perishable food items, water, toiletries, reading materials, blankets, socks, and gloves may be available. These items are typically used for persons traveling, homeless, with no transportation, or without the ability to store or prepare food. Items are given out at the discretion of any Church Staff member.

## **Collegedale Police**

The Collegedale Police Department provides services to persons traveling and in need of accommodations, food, and gasoline. Referrals may be made by calling the department. The police department will respond by sending a patrol unit to the church and assist the person(s) with their needs as well as do a background check.

OUMC provides the Police department with non-perishable/personal hygiene kits for these individuals. OUMC also keeps these kits in the Food Pantry in the Hundley Administration Building and they may be given out at the discretion of any staff member.



## **Congregational Care Ministry**

The Congregation Care Ministry of OUMC encompasses spiritual and financial support for the members of OUMC. Funds for this ministry are given designated strictly for the use of members of Ooltewah United Methodist Church.

The Senior Pastor and the Associate Pastor have discretion over these funds. Many needs are identified through prayer with the pastors and are sometimes shared by another church member. Each request is considered on an individual basis and no policy or procedure is necessary. The goal of OUMC is to meet those needs as much as possible provided the funds are available while also being good stewards of those funds. If necessary, funds from the Share & Care Ministry are used at the discretion of the Pastors. Congregational Care also includes the spiritual nature of the need. Through our Stephen Ministry, each person is surrounded with a one-on-one prayer partner and the support of the church.

## **Stephen Ministry**

Stephen Ministers care for people inside and outside the congregation, including those experiencing grief, divorce, job loss, terminal illness, loneliness, spiritual crisis, hospitalization, relocation and other life difficulties (16). Men are matched with men, women with women. Each Stephen Minister meets with his or her care receiver for about an hour a week to provide one-on-one, Christ-centered care and support. The OUMC Stephen Ministry consists of 6 individual members that have been trained extensively and receive the guidance and support they need to provide high-quality care.

## **Homeless Ministry**

This ministry is new to OUMC. Although, homelessness has been around for a number of years, OUMC has just begun to become actively involved with the homeless community. After we developed the Homeless Task Force, our goal was to look for ways to improve the quality of life for these people. The most difficult task is realizing that their needs are great, and fulfilling them all, would be impossible. The overall objective is to offer them the love of Jesus and to provide them with whatever small request they may have within our means. Non-perishable food from our pantry and Wal-Mart gift cards are sometimes the only resources we have to offer. Requests for staying on the

church property must be approved by one of the Pastors. Use of our shower facilities or laundry facilities must be approved by the Church Staff and persons are accompanied at all times while on campus.

Every effort is always made to obtain identification for anyone requesting assistance. Any identification a homeless person can provide is better than nothing at all.

## **Safe Sanctuaries**

It is the responsibility of OUMC to maintain a safe and secure environment during the time our children and youth are present. In order to adhere to our Safe Sanctuaries Policy (Appendix F), any individual whether paid staff or volunteers having contact with children or youth must pass a background check. All of our benevolent ministries recognize this policy and understand the importance of not allowing close contact with our children and youth by individuals seeking help from OUMC.

## **Conclusion**

Assisting those in need can sometimes be a difficult task. Many times their needs are so great, that the resources are limited to only placing a 'band-aid' on their problems. This project outlines the various ways the ministries of OUMC have available to help those in need. Through the Share & Care Ministry, Congregational Care Ministry, Stephen Ministry, Homeless Ministry, and the Collegedale Police Department, OUMC is fortunate to have several resources to assist those in need. Without the generous support of the congregation through prayer and contributions, this help would not be possible.

Policies and Procedures are most important especially when dealing with money. In order for the church to be stewards of the funds given for benevolent ministries procedures must be in place and adhered to. This project serves as a guideline for use of those funds as well as outlines the development of each of the ministries for future use by other churches.

OUMC continues the strong core belief to: Love God, Love Others, Offer them Christ. As the community grows and needs increase, we are encouraged by what God has given us to share with others.

## Bibliography

1. Church History, Holston Conference Journal, 1936, United Methodist Hymnal, United Methodist Publishing House, 1989.
2. [www.globalissues.org](http://www.globalissues.org), "Poverty and Stats", September 20, 2010.
3. The Holy Bible, New Century Version, Word Publishing, Dallas, Texas, 1991.
4. The Living Bible, Paraphrased, Tyndale House Publishers, Wheaton, Illinois, 1971.
5. Lucado, Max, God's Inspirational Promise Book, Word Publishing, Inc., 1996.
6. Share & Care Policies and Guidelines, Ooltewah United Methodist Church, revised 2006.
7. Social Principles of The United Methodist Church, United Methodist Publishing House, 2009
8. [www.stephenministries.org](http://www.stephenministries.org), "How Stephen Ministry Works", 2006.
9. [www.umc.org](http://www.umc.org), "History: Our Story", United Methodist Communications, 2006-2011.

## Endnotes

1. Church History, Holston Conference Journal, 1936, p. 138.
2. [www.umc.org/site/c/lwL4KN1tH/b.1720691/k.B5CB/History\\_Our\\_Story\\_htm](http://www.umc.org/site/c/lwL4KN1tH/b.1720691/k.B5CB/History_Our_Story_htm) ,  
History: Our Story, United Methodist Communications.
3. The Living Bible, Paraphrased, Tyndale House Publishers, 1971, Matthew 22:37-39,  
p. 767.
4. [www.infoplease.com](http://www.infoplease.com), Measuring Global Poverty, 2005,
5. [www.globalissues.org/article/26/poverty-facts-and-stats](http://www.globalissues.org/article/26/poverty-facts-and-stats) , Poverty and Stats,  
September 20, 2010, Article 26.
6. Social Principals of The United Methodist Church, 2009-2012, p.37
7. The Holy Bible, New Century Version, 1991, Matthew 22:37, p. 760
8. Ibid., Galatians 5:13-14, p 945
9. Ibid., Hebrews 10:24, p 982.
10. Max Lucado, God's Inspirational Promise Book, Word Publishing, Inc., 1996, p. 89.
11. The Holy Bible, New Century Version, 1991, Deuteronomy 15:7-8, p. 162.
12. Ibid., James 2:15-16, p. 987.
13. Ibid., 1 John 3:16-18, p. 998.
14. Social Principles of The United Methodist Church, 2009-2012, p. 7.

15. Ibid., p. 37.

16. [www.stephenministries.org/stephenministry/default.cfm/928](http://www.stephenministries.org/stephenministry/default.cfm/928) , How Stephen Ministry Works, Stephen Ministries, 2006-2012.

17. Baptismal Covenant II, United Methodist Hymnal, 1989, p. 44

## **Appendix**

- A. Share & Care Policy
- B. Application for Assistance
- C. Food Bank Voucher
- D. Gas Voucher
- E. Gift Certificates/Samaritan Center
- F. Safe Sanctuaries Policy



## **Appendix A**

### **Share and Care Policy**

1. Applications (attachment 1) for assistance must be completed in full and submitted with identification (drivers license or picture ID) and/or validation of current address (copy of utility bill, insurance bill, etc.). Copies will be made for files.
2. Applications will be given to the ministry leader for processing. Applicants will be contacted within 48 business hours after application is submitted.
3. Service area for assistance is limited to Ooltewah (37363), Collegedale, (37315), Apison (37302), McDonald (37353), Hamilton County only, Georgetown (37336), and Harrison (37341).
4. Applications must be completed in full and include all assistance and/or agencies that have provided help within the last 6 months. False information will automatically disqualify applicant for assistance.
5. Signed applications authorize OUMC the right and ability to cross reference information with other social agencies and churches.
6. OUMC will not pay for mortgages, rent, auto liens or repairs, accommodations (motel, hotel), title pawns, or transportation (bus tickets, cab fare, etc.).
7. Annual assistance (January 1 through December 31 per household)

- a. Utility Assistance (50%) of what is owed or a maximum of \$200  
2 times per year, (no consecutive months)
  - b. Food Assistance (food voucher) -8 times per year
  - c. Gas Assistance (gas voucher) 4 times per year
  - d. Prescription Medicines-Ministry Leader Discretion
8. The Church Administrative Secretary cannot authorize assistance.
9. Supplies (water, non-perishable food items, and toiletries) that are kept at the church may be given out at the discretion of the Church Staff.
10. Wal-Mart Gift Cards will be given out at the discretion of the church Staff.
11. Upon approval of financial assistance all checks will be payable to the vendor to which the money is owed. Checks will not be made payable to the applicant under any circumstances.

**Appendix B**

**Application for Assistance  
Ooltewah United Methodist Church**

(Please print)

Name \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
(last) (first) (middle)

Address \_\_\_\_\_

SS# \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Street number and name)

\_\_\_\_\_ Home  
Phone#(\_\_\_\_) \_\_\_\_\_

City State Zip Code

Cell Phone # \_\_\_\_\_ Work  
# \_\_\_\_\_

Any Name(s) you have  
used \_\_\_\_\_

Current Employment  
Status \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Employer Address \_\_\_\_\_ Employer  
Phone \_\_\_\_\_

Salary Amount \_\_\_\_\_ ( ) weekly ( ) monthly ( ) annually

Spouse/Housemate \_\_\_\_\_  
SSN# \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Employment Status \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Employer Address \_\_\_\_\_ Employer

Phone# \_\_\_\_\_

Salary Amount \_\_\_\_\_ ( ) weekly ( ) monthly ( ) annually

Total Household Income \_\_\_\_\_

Others in Household

Name	Relationship	DOB

Do you receive Food Stamps? \_\_\_\_\_ If yes, value \_\_\_\_\_ If no, have you applied \_\_\_\_\_

Who referred you to OUMC? \_\_\_\_\_

Monthly Bills

Name of Creditor	Phone Number	Due Date	Amount of Bill

If any of the above bills are not at your listed address, please explain.

\_\_\_\_\_  
\_\_\_\_\_

List any history of help you have received in the last 6 months.

\_\_\_\_\_  
\_\_\_\_\_

List your request for help

\_\_\_\_\_

Type of bill: \_\_\_\_\_ total amount of bill \_\_\_\_\_

Amount you are requesting for assistance \_\_\_\_\_

Disclaimer:

Anyone requesting assistance must complete application upon request have a valid picture ID. All requests will be processed within 48 hours. By signing this application, you are giving Ooltewah United Methodist Church permission to cross reference Identification and Social Security Information with other resources i.e. First Call For Help, Samaritan Center, Service Point, other churches as well as any other agencies that can assist in processing your request. Our service area is Ooltewah, Collegedale, Apison, McDonald, Georgetown and Harrison. We have the right to approve or deny any request for help. You will be notified of our approval or denial at the contact information you have provided. Any false information will immediately disqualify you for assistance now or in the future.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Today's Date

Do Not Write Below This Line

\_\_\_\_\_

For Office Use Only

Record of Assistance

Date	Given or Denied	Type/Amount	Reason for Denial

# Appendix C

## Food Bank Voucher

**CHATTANOOGA AREA FOOD BANK**

**No. XXXXX01**

**FOOD BOX AND SELF DECLARATION APPLICATION**



USDA'S food assistance is available to all eligible recipients  
Regardless of race, color, national origin, age, sex or handicap.

**MUST HAVE PICTURE ID**

Client Name \_\_\_\_\_

Client Address \_\_\_\_\_

SS# \_\_\_\_\_ No. of Boxes 1 2 3 4

Number of Persons in Household \_\_\_\_\_ (Adults \_\_\_\_ Children \_\_\_\_ ) Expiration Date \_\_\_\_\_

Total Household Income(complete only one)

\$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month \$ \_\_\_\_\_ Per Year

Referring Agency \_\_\_\_\_

Program Name \_\_\_\_\_ Program Signature \_\_\_\_\_

I certify that the above information is true and correct. I understand that misrepresentation of need of Sale, or exchanged of USDA commodities is prohibited and could result in a fine.

Signature \_\_\_\_\_ Date \_\_\_\_\_

WHITE-Agency Copy

YELLOW & PINK-Food Bank Copy

CAFB-16(6/10)

## Appendix D

### Gas Voucher

(must be printed on OUMC letterhead)

---

Today's Date

---

Expiration Date

Steve Ray's Midnite Oil

9043 Lee Highway

Ooltewah, TN 37363

Dear Mr. Ray,

Please permit \_\_\_\_\_ with driver's license

# \_\_\_\_\_ to obtain \_\_\_\_\_ in gas.

Please bill Ooltewah United Methodist Church for that amount.

Thank you very much,

---

OUMC Staff

## Appendix E

### Gift Certificates/Samaritan Center

#### **\$10 GIFT CERTIFICATE**

Thrift Shops

To: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expires: 30 days from issue date

Issued By: \_\_\_\_\_

For Thrift or Clearance Shop purchases only: not redeemable for cash.

Black on Gold/Rev 4/09

**the**

**Samaritan**

**Center**

9231 Lee Highway

Ooltewah, TN 37363

238-7777



## **Appendix F**

### **Safe Sanctuaries Policy**

#### **Purpose**

Establish a Child Abuse Prevention Policy to clearly define procedures to demonstrate our commitment to a physically safe environment that will foster the spiritual growth of children and youth: to support ministries in their recruitment of the best possible volunteers and staff to serve with our children and youth: heighten awareness and understanding of child abuse but is not intended to cause undue suspicion; legal protection of victims and the church

#### **Statement of Covenant**

As a Christian community of faith, and a United Methodist Congregation, we pledge to conduct the ministry in ways that are committed to the physical safety and spiritual growth of all our children and youth, as well as all staff and volunteers that work with children and youth.

We will follow reasonable safety measures in the application and selection process of all paid staff and volunteers. We will implement prudent operational procedures at programs and events. We will educate all paid and volunteer workers regarding

operational procedures, policies, and methods, including first aid and discipline. We will have a clearly defined procedure reporting any suspected incident of physical or sexual abuse that conforms to the requirements of the Tennessee law.

### **Conclusion**

In all of our ministries with children and youth, this faith community is committed to demonstrating the love of Christ so that each child will be surrounded by steadfast love, established in the faith, confirmed and strengthened in the way that leads to life eternal (17).