



St. Paul Lutheran Church

Guidelines for

GOOD NEIGHBOR FUND

To visibly show action to our mission statement, St. Paul Lutheran has established a Good Neighbor Fund to provide assistance to our neighbors and show God's love. In order to provide assistance to as many people as possible, the following guidelines have been established.

- The Church office will have, on-hand, a list of local agencies that provide assistance along with contact information. The goal of our church is to become familiar with existing long-term support systems already available in our area and partner with them.
- To provide immediate assistance with small requests, the following guidelines are established to help the Pastor and Office Administrator be consistent in aiding those in need:
 - Recipient must live in our community.
 - Recipient can only receive help one time each quarter.
 - A small request is defined as \$25 or less. To help the Staff administer this, gas cards and gift cards to IGA will be purchased. Once per quarter, we will purchase enough cards to have 4 of each on hand for that quarter. (\$200/quarter maximum)
- To provide assistance with larger requests, the following guidelines are established:
 - Recipient must be connected in some way with the church
 - Recipient can only receive help once in a year
 - The amount requested will be paid directly to the creditor. Cash will not be given out to a recipient.
 - The Council must approve this assistance.
- **Updated at January 2019 Council Meeting**
 - Good Neighbor Fund. Recommended to use monies in the outreach designated fund and reduce the number of vouchers per quarter to four vouchers (\$400 yearly, \$100 quarterly = 4, \$25 vouchers per quarter)

Responsible Team	Finance Team
Guidelines Created	2017
Approved by Church Council	2017
Review on	December 2020
Revised	January 2019