

Benevolence Application Checklist

Applicant Information	
Member Name:	
Address:	
Telephone:	
Email Address:	
Deacon:	
Benevolence Application Checklist	
	Verify Membership Status
	Verify Giving Pattern (Weekly, Monthly, Quarterly, Yearly, None)
	Verify Date of Last Benevolence (Date: _____)
	Verify Benevolence is within guidelines (Yes or No)
	Verify Attendance
Benevolence Disbursement Form Checklist	
	Bill and/or Invoice is attached for each payee
	Mailing address is clear
	Form of payment is clear (check, cashier check or credit card)
	How soon payment is needed (24 – 48 hours or 3 – 7 days)
	Verify Benevolence is within guidelines (Yes or No)
	How the check will be delivered (Mail or Deacon Pickup)

WESTSIDE BAPTIST CHURCH BENEVOLENCE MINISTRY APPLICATION

Objective: Westside Baptist Church's Benevolence Ministry aims to help meet both resource and spiritual needs of applicants. All benevolence applications are kept in strict confidence. A sub committee of the WBC Deacon Council administers WBC's Benevolence Policy.

Accountability Procedures:

1. We attempt to help meet the specific needs during a verifiable crisis or emergency situation(s) for applicants who are working hard and aggressively seeking gainful employment.
2. Applicants must have completed "New Members Class" and been a member of WBC for a minimum of 6-months.
3. We are a spiritual service and we require each applicant to attend Sunday-School and Worship.
4. WBC resources are to help the applicant-members to bridge over to being able to handle expense(s) moving forward.
5. Deacon to review outside resources with applicant such as CCA, Metro Crest, Interfaith Ministries etc for rental, Utility and food assistance (see list). This should be done as soon as possible after the Deacon receives notification of the need. Applicant to provide proof of said agencies turning applicant down for assistance.

Application Instructions: A WBC Deacon will assist you in completing this form. Please complete all questions as they apply to your situation. As led by the Holy Spirit, the Deacon Council will, approve, modify, or decline your request for financial assistance. You will be required to provide documentation verifying your financial assets and liabilities.

WBC does not disburse checks or cash directly to applicants.
All disbursements are made directly to your creditors.
Disbursements will be made in 5 to 7 days from date approved by the Deacon Council.

1. Applicant Information

Date of Application: _____

Individual/Family Name: _____

Home Address: _____

City/State/Zip: _____

Telephone No: _____

E-Mail Address: _____

WBC Member? Yes ___ No _____

If yes, number of years as a member? _____

Completed New Member's Orientation? Yes ___ No _____

2. Previous Benevolence Application (Please describe the circumstances, date and amount disbursed.)

3. Benevolence Application Background Information

a. Please describe your current circumstances:

b. Please describe the amount (\$\$\$) by creditor of the financial assistance you are requesting. (What bills do you need assistance paying?)

Rent, gas, cable, electricity, car insurance, Phone etc **(Please provide "In-take Deacon" with copies of bills/invoices)**

c. Please describe in detail, the steps you have taken to deal with your current financial situation (Family, Credit-cards, Friends, Public-Assistance Agencies {see-below}...CCA, Metro-Crest etc)?

- d. Will this Benevolence Application assist in addressing your long-term financial situation? We need to know how you will handle your expenses if and after WBC assistance is provided.
- Yes
 - Why?

 - No.
 - Why?
- e. Please provide areas where you would like prayer for you and your family
1. Health, Financial Planning, Children, Christian growth, Job etc
- f. Please describe any non- financial areas where assistance maybe required (Money Management / Budgeting, moving etc):
- g. Have you accepted Jesus as your personal Lord and Savior Y/N:_____ -
- h. Have you been Baptized Y/N: _____
- i. Please list the WBC ministries that your family is actively engaged in?
1. Sunday Morning Worship Attendance
 2. Sunday Morning Bible Study
 3. Wednesday Noon-day and/or Evening Bible Study
 4. Women's and/or Men's Ministry
 5. Choir
 6. Usher Board
 7. Children's church
 8. Evangelism / Missions
 9. Awana
 10. Other

4. Financial Assets (Please include all relevant invoices, receipts and other appropriate documentation.)

Monthly Income		
	Monthly Gross Amount	Comments
Salary		
Job 1		
Job 2 (Spouse's Job, Your Second Job...)		
Other (Please Describe)		
Other Income		
Investments (IRA, 401K...)		
Inheritance		
Real Estate/Property		
Disability (LTD/STD)		
Employer Separation Benefits		
Student Financial Aid		
Child Support		
Alimony		
Family (Relative or Acquaintance)		
GI Bill/Veteran Benefits		
Unemployment Benefits (TEC/TWC)		
Social Security		
Food Stamps		
Legal Settlement		
Aid To Dependent Children		
WIC		
Foster & Elder Care/Adoption Assistance		
Welfare		
Housing Subsidy (Section 8)		
Pension		
Other (Please Describe)		
Other Financial Assets		Comments
Investments (Stocks, Bonds, Mutual Funds)		
Annuity		
Savings Account		
CDs		
Checking Account		
Real Estate		
Life Insurance		
Savings Bonds		

Other Financial Assets		Comments
Prizes/Awards		
Other (Please Describe)		

5. Financial Obligations (Please include all relevant invoices, receipts and other appropriate documentation.)

	Monthly Payment	Comments
Essentials		
Mortgage/Rental/Lease (Include HOA)		
2nd Mortgage or Other Properties		
Food		
Transportation (Car Pool, Public Transit...)		
Car 1		
Car 2		
Fuel/Auto Gasoline		
Car Insurance (All Vehicles)		
Child Care (Nursery, After School...)		
Child Expenses (Special Needs...)		
Elderly/Relative Care		
Other (Please Describe)		
Utilities		
Gas/Water		
Electricity		
Home Security		
Entertainment (Netflix, Xbox...)		
Cell Phone		
Land Line		
Internet (DSL, U-Verse, FiOS...)		
Cable TV		
Consumer Debt (Credit Card, ATM, Pre-Paid...)		
Credit Card #1		
Credit Card #2		
Credit Card #3		
Credit Card #4		
Regular Monthly		

Essentials		
Credit Card #6		
Loans (Personal, School, Bank, Payday, Title, Lien...)		
Loan #1 School		
Loan #2		
Loan #3		
Loan #4		
Loan #5		
Other Financial Obligations		
Bankruptcy		
Court Settlement		
Child Support		
Wage Garnishment		
Gym/Club Memberships		
Professional Organization Dues		
School Tuition (Presently Enrolled)		
Taxes (IRS)		

6. Financial Summary

- a. Total current monthly *income*: \$ _____
- b. Total current monthly financial *obligations*: \$ _____
- c. Difference between *income and obligations*: \$ _____

7. Applicant Signature

(Signature/Print Name/Date)

8. Intake Deacons: (Print Names) _____

9. Intake Deacon Recommendation: _____

10. Action Taken By The Jethro Team: _____

Jethro Team Facilitator, Signature/Print/Date

Jethro Team Secretary, Signature/Print/Date



Non Profit Organizations & Government Agencies

1. **Catholic Charities – 1421 West Mockingbird Lane, Dallas 75247**
((214) 520-6590: Plethora of services
2. **CCA Christian Community Action – 200 South Main Street**
Lewisville (972) 221-1224 or 800-749-3595: Rental & Utilities
assistance, food & clothes
3. **Habitat for Humanity Northwest Dallas – 3546 Forest Lane 75234**
(214) 678-2388: Housing help
4. **Habitat for Humanity of Denton County – 1721 N. Carroll Blvd.**
76201 (940) 484-5006: Housing help
5. **Hope Inc. - 117 West Sycamore, Denton 76201 (940) 382-0609:**
Rental & Utility assistance
6. **Interfaith Ministries – 1109 North Elm Street, Denton 76201**
(940) 565- 5479: Rent, Utilities, Food – Denton County residents only
7. **Kyle’s Place Journey to Dream – 1960 Archer Way, Lewisville**
75057 (972) 317-3935: Transitional safe home – food, clothing,
medical and dental care – ages 14 to 22.

- 8. Metro Crest Social Services – 13801 Hutton Drive, Suite 150, Farmers Branch 75234 (972) 446- 2100:** Carrollton, Farmers Branch, Addison, Coppell, City of Dallas (Denton Co). Food, rent and medical aid

- 9. MKOC / Monsignor King Outreach Center – 300 So. Woodrow Lane, Denton 76202 (940) 391-1919:** Center for the homeless, emergency assistance: care, food & shelter

- 10. NTX Community Food Pantry – 5201 So. Colony Blvd. Suite 650, Colony 75056 (469) 514-9065:** Provide food – affiliated with NTX Food Bank.

- 11. Our Daily Bread – 300 West Oak St. Suite 100, Denton 76201 (940) 566-1308:** Soup/Food Kitchen, free bus passes for transportation to doctor offices, job interviews, showers, drivers license, phone etc

- 12. Salvation Army Lewisville – 206 West Main 75057 (972) 353-9400**
Homeless, children, Sr Citizens, meals

- 13. United Way of Denton County- 1314 Teasley Lane, Denton 76205 (940) 566-585:** Support other agencies

- 14. West Dallas Multipurpose Center – 2828 Fish Trap Rd. Dallas 75212 (214) 670- 6530 or (214) 670-6340:** Older Adult program, rental assistance to homeless and at risk homeless. HILI Tenant based rental assistance. Rent and Utility deposit up to 24 months if you qualify.