



Dear **First Open Bible Family Member:**

Greetings in Jesus' Name,

Please read this letter carefully and fill out the attached forms completely.

It is Open Bible's desire to assist our church family and meet their needs in whatever way possible, and we consider it our privilege and obligation to help during times of crisis. We regret that you are in difficult circumstances and will take this opportunity to pray and seek God for a solution to this complicated season you are facing.

In 1 Thessalonians 5:14 the Apostle Paul instructs the church community to "*warn the idle, encourage the timid, and help the weak...*" We take seriously our responsibilities as your home church to counsel, encourage and help where needed. We also feel a strong desire to please God in the way we use the assets He has entrusted to us. For these reasons, we elect to fully investigate why the money is needed, what resources are available, and the manner in which the money will be used if assistance is rendered.

Following are the basic guidelines that are required to receive benevolence assistance from First Church of the Open Bible:

1. Criteria for assistance to those who have connection with Open Bible are below.
2. Transient or non-attending requestors are generally referred to community funded social agencies. This will be determined on a case basis dealing with emergency housing or food needs. Food Pantry calls on Mondays from 9 AM – 11 AM, distribution on Thursdays from 9 AM – 11 AM.
3. All requestors who desire to be considered must fill out the benevolence request form
4. Forms are processed through our Church Office and needs verified
5. Report findings are discussed with benevolence committee
6. Financial evaluation and counseling provided in most cases.
7. Final recommendations and purchase orders are forwarded to the Lead Pastor
8. Approval and disbursement via accounting offices.
9. The general guideline for members or adherents is one request per six months

Please initial that you have read this letter _____.

In Christ's Love,

Pastor & Board
(319) 363-3117