

# Helping Hands Ministry

**Committee members:** The Helping Hands Committee is made up of discrete members of the congregation.

**Goal:** To confidentially administer the Helping Hands fund in such a way as to be fair to the entire congregation. At the same time, to be able to assist those who really need help, and guide them appropriately to agencies that are experienced in handling the variety of needs within our church and community. In the future, the Helping Hands Committee will focus our efforts on the needs of St. Paul's members and referrals from our members.

**Application Process:** Please complete the Helping Hands Application Form which is available on the St. Paul's Lutheran Church website, [www.stpaulslutheranchurch.com](http://www.stpaulslutheranchurch.com). The completed form, and associated documentation, should be returned to the church office by mail or in person. Requests may take up to 2 weeks for processing. The committee will take into account all actions on your part to handle your situation.

**Guidelines:**

- No cash will be given out.
- Monetary payments are typically made only after all community and other resources have been utilized.
- Payment is typically made only to providers.
- Documentation must be provided by the applicant.
- The Helping Hands Committee can, by unanimous vote, override the normal guideline.

**Donations:** Any person wishing to contribute to the Helping Hands Ministry may do so by marking on the church envelope, "Helping Hands."

**Safety Issues:** No cash is kept at, or is ever available directly from, the church office.

**Reporting:** Each month and at year-end, the treasurer will make an accounting to the Council of the amounts disbursed from this fund (no names), and funds available.

St. Paul's Lutheran Church  
205 St. Paul's Church Rd, Salisbury, NC 28146

## Helping Hands Fund Request Form

Revised June 18, 2023

The goal of St. Paul's Helping Hands committee is to confidentially administer the Helping Hands fund in such a way as to be fair to the entire congregation, while at the same time, assisting those who really need help, and guide them to appropriate agencies that are experienced in handling the variety of needs within our church and community.

Requests can and will be discussed confidentially among the Helping Hands Committee and possibly others, to determine the appropriate assistance and response to any request. Documentation of needs may be required.

When financial assistance is deemed appropriate, funds will be disbursed by the Treasurer or Assistant Treasurer. Funds will typically be paid to providers, not to individuals. All disbursements will be by check. No funds are ever maintained or available in the church office. A typical process could take up to 2 weeks to process.

Additional requirements or exceptions may be applied at the sole discretion of the Helping Hands Committee.

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PERSON/PERSONS NEEDING ASSISTANCE

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PHONE NUMBER

EMAIL

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CHECK ISSUED TO

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FOR WHAT PURPOSE

AMOUNT

Please describe the need and any pertinent circumstances that may help in determining the most effective assistance, and attach any bills or supporting documentation:

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What other agencies or organizations have been contacted or previously provided assistance?

☐ Rowan Helping Ministries   ☐ Salvation Army   ☐ Rowan Community Service

Other places you have received or asked for help: (attach a separate sheet if needed):

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I accept and understand the above guidelines, confirm that the information provided is true, complete to the best of my knowledge and that the person or persons involved consent to this request and the terms above:

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SIGNATURE

PRINTED NAME

DATE

*Completed forms may be sent by mail to above address or brought in person to the church office.*