

**NEW LIFE WORSHIP CENTER  
Benevolence Assistance  
Policies and Procedures**

1. **Applicant information will be kept confidential.** Statistical information will be provided to the Senior Pastor and Executive Staff for the purpose of planning and the distribution of services to the community. Necessary information may also be shared with other agencies for verification and/or referral purposes.
2. If our records indicate that you have not attended worship service on a regular basis for the past 3 months – you are **out of fellowship** with New Life Worship Center and therefore will be provided with a referral to a multiservice center of our choice. Also, you must be a member for at least 6 months with completion of New Members classes before assistance is available. **In addition, it is required that all applicant(s) must meet with Smart Money Management Ministry prior to approval.**
3. The applicant must contact Roxanne Whitley-Anderson within 48 hours and must show that they have met the Smart Money Management Ministry requirements after first assistance help. Roxanne Whitley-Anderson Contact Information: [smartmoneymgmt@att.net](mailto:smartmoneymgmt@att.net) or 317.297.5800.
4. Financial assistance for an applicant and/or family is funded by the tithes and offerings of the New Life Worship Center Congregation. **Financial assistance is not guaranteed.** There is a 24 month waiting period from the last date of assistance or denial before an applicant/family may re-apply.

Financial assistance is offered to members who have completed their new member’s class, are financial contributors and in proper fellowship with New Life.

***Assistance is offered for the following:***

- Rent
- Mortgage
- Electric Bill
- Gas Bill
- Water Bill

***Note: Lease and utilities that are being applied for MUST be in the applicant’s name.*** Applicant should have at least half of the funds for the above expenses before being considered for assistance. We **do not** pay the entire bill for the applicant.

***Assistance not being offered for the following:***

- Phone Bill, which includes cell phones.
- Car Note
- Cable Bill
- Childcare Expenses
- Medical Bills
- Court Fines or Attorney Fees
- Jail Bond
- School Clothes
- Traveling Expenses
- Or any other expenses not mentioned above

I fully understand and will comply with the above policies and procedures.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_