

DR. WILLIAM D. WUBBEN OUTREACH AWARD ADMINISTRATIVE GUIDELINES

1. Award Categories -- There are six (6) categories under which the outreach requests may be made. They are as follows:

- 1) Local and worldwide community projects, synod outreach projects, and social service agencies with which our congregation has a relationship. The requester must justify how the agency's need is consistent with Advent's relationship with that organization. Requests in this category may also include individuals who do not fit into other categories such as a family outside the church who has suffered a crisis. Award amounts would be a maximum of \$500 for individuals and \$1000 for groups.**
- 2) Mission/service trips tied to faith-based organizations for members of the Advent congregation. Award amounts would be a maximum of \$500 per individual.**
- 3) Disaster-related funding such as hurricanes, earthquakes, floods, fires, etc. Award amounts would be a maximum of \$1000 per event. Requests under this category would be submitted and handled directly by the Distribution Board.**
- 4) Assistance to Pastor for helping persons within the congregation who are in economic need. These requests will come directly from the Pastor only. Award amounts would be a maximum of \$500 with the discretion to increase this amount if requested by the Pastor.**
- 5) Development of special ministries or programs of the congregation that are consistent with the intent of the endowment and involve members of Advent. This category also includes special educational and spiritual programs for the congregation. Awards would be a maximum of \$1000.**
- 6) Emergency loans to Advent Lutheran Church which would occur only if circumstances are so dire and of such an emergency nature that the future of the congregation is at stake and that the only recourse seems to be the use of the fund principal. Use of the fund for these purposes will require a recommendation with unanimous vote from the church council and approval of two-thirds (2/3rds) vote of the members present at a duly-convened meeting with a quorum of the congregation.**

2. Award Eligibility -- Any voting member (a member who has communed and made at least one contribution of record within the current or preceding calendar year) of the congregation may make a request to the Benevolent Endowment Distribution Board for an award based on the categories described elsewhere in these guidelines. Additionally, requests for funds may come from the Pastor or other Advent staff members. Awards are limited to one per individual/group within a calendar year. There will be no restrictions as to the number of award recipients from each household. To ensure the confidentiality of information maintained on the giving and communing record of the applicants, the committee chair shall verify the eligibility of each applicant in consultation with the pastor and/or financial secretary. Only those applications verified as eligible will be submitted to the Board for review. The Board Chair will respond in writing to anyone determined ineligible, giving the reason(s) for that determination.

3. Disbursement of funds -- The disbursement amounts will generally be a maximum of \$500 for individual awards and \$1000 for groups. Disbursements may be made in one lump sum to the individual or organization or may be made in equal payments at designated times during the calendar year. The Benevolent Endowment Distribution Board will make this determination based on the request and funds available at the time of approval. In order to maintain confidentiality, award amounts granted under the "Assistance to Pastor" category will be journaled by the Church Administrator to the Pastor's Discretionary Fund and then disbursed to the recipient.

4. Application Process -- Each request for consideration of an award must be submitted on a formal application available from the Advent Church office or the Advent website. Because of potential confidentiality issues, requests from the Pastor for assistance to members of our congregation may omit information that would identify the recipient if necessary. Completed applications should be submitted to the church office and will be provided to the board chair of the Benevolent Endowment Distribution Board.

5. Application review -- The Benevolent Endowment Distribution Board will meet in January, April, July, and October to review requests received over the previous quarter. Recommendations to the church council for approval will be made at the council meeting that same month. There are two exceptions to the quarterly review time. They are: 1) disaster-related needs and requests from the Pastor requiring immediate action can be submitted and reviewed by the Distribution Board and Council at any time; 2) The Board has been granted authority to approve for extraordinary circumstances the distribution and gift of up to 10% of the annual availability without church council approval. Quarterly reports must be submitted to the church council of such distributions and gifts. Upon approval from the church council, a request for disbursement will be submitted according to standard procedures.

6. Audit -- All documentation on requests and approvals will be maintained by the Distribution Board for a period of five years. The Dr. William D. Wubben Endowment Outreach Review Form will document all requests and awards. For awards made under the category of "Assistance to the Pastor", the form will indicate "Pastor" as the requester and the recipient. The Pastor will maintain his copy of the Dr. William D. Wubben Endowment Outreach Awards Review Form for all his requests under this category and will list the recipient names. He will maintain his documentation for a period of five years.