

# COMPASSION MINISTRY – PROCESS AND GUIDELINES



## OUR PURPOSE

In Matthew chapter 9, the Bible tells us that large crowds regularly followed Jesus. As He looked upon those gathered, He had compassion on them. In the same way Jesus had compassion on those in need, we too as His people, have compassion on those in our community who are in need.

## STANDARD PROCEDURES

### COMPASSION MINISTRY HOURS

Compassion Ministry hours differ from the church's office hours. **The Compassion Ministry hours of operation are Tuesday – Thursday | 10 a.m. – 3 p.m.**

### ASSISTANCE IS INTENDED TO BE A ONE-TIME GIFT

Assistance is intended to be a *temporary* help during a *single* time of crisis. **Applications will not be processed for those who have received assistance in the past.** Under no circumstance is a gift from the Compassion Ministry to be considered a loan. If the recipient desires to give to the church at a later time, they may give as they see fit, but in no way is it expected.

### QUALIFYING REQUESTS

Basic necessities, such as:

- Food (through our partnership with the Oasis Community Partnership Food Pantry)
- Rent/Mortgage
- Security Deposit
- Utilities (Electric, Gas, Water)
- Vehicle Repair (through our Vehicle Repair Ministry – minor repairs only)

### REQUESTS THAT DO NOT QUALIFY\*

- Credit Cards
- Hotels/Motels
- Luxuries (Cable/Entertainment)
- School Expenses
- Storage Units

\* Not an exhaustive list. **The Compassion Ministry reserves the right to decide which requests they deem acceptable and which requests they do not.**

### APPROVED APPLICATIONS

If approved, we will match any payments the applicant makes up to and including \$300. In very unusual circumstances, an applicant whose need exceeds \$300 *may* receive additional funds. That decision is up to the discretion of the Compassion Ministry, and proper justification must be provided and deemed acceptable.

No cash assistance will be provided. If approved, a check will be issued. No certified checks or money orders will be issued for any reason. Applicant must wait 1-2 business days for a check to be written. Once the check is ready, the check can be picked up from Living Water Community Church at 206 Oakleigh Ave. Harrisburg, during the Compassion Ministry hours of Tuesday – Thursday | 10 a.m. – 3 p.m. Checks are not made payable to the applicant, rather checks are made payable to landlords, property management associations, service providers, etc.

(OVER)

## PRIMARY MODE OF COMMUNICATION IS EMAIL – [GRACE@LIVINGWATERCC.COM](mailto:GRACE@LIVINGWATERCC.COM)

Our primary mode of communication is email. Please make sure that you provide us with your email address and write it legibly on your Compassion Application. Then please regularly check your email inbox for our communications with you.

### RECIPIENTS

Since our time to process applications is limited, we prioritize the order in which they are evaluated. The order is as follows:

1. Covenant Members of Living Water Community Church
2. Regular Attenders of Living Water Community Church
3. Occasional Attenders of Living Water Community Church
4. Members of our Community

### SUSTAINABILITY

Our desire is to provide assistance such that the recipient will no longer be in need. Each applicant must be able to demonstrate (to some degree), their ability to be financially self-sustaining, such that they won't need any further assistance.

### FUNDS

All funds come ultimately from God, who is very generous. It is the Lord who has worked generosity into the hearts of His people at Living Water Community Church. They are the ones who faithfully give to this ministry, and they do so with the understanding that the ministry leaders will manage those resources well.

### FREQUENTLY ASKED QUESTIONS

#### When will I hear from someone regarding my application?

Once received, please allow three business days for a member of our team to contact you via email.

#### I'm in a desperate situation, what can I do to help make the process easier and more time efficient?

If your need is for rent, please submit a copy of your lease with your application. If your need is for rent or utilities, please contact your landlord or utility company and give them permission to speak with us regarding your situation. We may need to contact them to ask questions and/or verify some information.

### I HAVE READ, UNDERSTAND, AND AGREE WITH ALL OF THE ABOVE.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Office Use Only

Date Contacted: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved / Denied      Notes: \_\_\_\_\_