

# **Necessitous Grants Guidelines**

## **The Purpose of Necessitous Grants**

The purpose of these grants is to assist qualifying persons (as defined herein), as determined by the Necessitous Grants Committee on an individual basis, with the basic needs of food, shelter, clothing, health care, and other needs when they are unable to provide those needs for themselves.

## **Procedures**

### **I. Qualified Persons**

- A.** A clergy member of the Eastern Pennsylvania Annual Conference who is an active participant in a Wespath Sponsored Pension Plan;
- B.** A local pastor of the Eastern Pennsylvania Annual Conference under episcopal appointment to a charge, and who is actively participating in a Wespath Sponsored Pension Plan;
- C.** Retired clergy and retired local pastors in the Eastern Pennsylvania Annual Conference who are actively participating in a Wespath Sponsored Pension Plan;
- D.** All spouses, former spouses, surviving former spouses, or surviving dependent children (including adult dependent children) of qualified clergy;
- E.** The applicant must exhibit the required financial need for a Necessitous Grant.

### **II. Determination of Qualified Applicants**

- A.** Application Process
  - 1. Applicant awareness of Grant availability;
    - a.** Application available on the conference website;
    - b.** Notice of schedule for application procedure in Retired Clergy Association newsletter (summer);
    - c.** Report of Necessitous Grants activity in Conference Journal;
    - d.** Requests from the Cabinet of the Eastern Pennsylvania Annual Conference;
    - e.** Communication through district newsletters.
  - 2. Application obtained from the Chairperson of the Necessitous Grants Committee or the Executive Director of the Board of Pension and Health Benefits, hereinafter called the Board. The completed form will be returned to the Chairperson of the Necessitous Grants Committee.

3. Contact (personal visit) by the Executive Director, when feasible.
    - a. To explain the philosophy behind the Necessitous Grants program;
    - b. To assist with the application;
    - c. To evaluate overall assessment of applicant's needs.
- B. Decision Process**
1. Distribution of application to committee members, Executive Director, and President of the Board;
  2. Tentative recommendation prepared following initial consultation between committee chairperson and Executive Director;
  3. Meeting of members of the Necessitous Grants Committee in person or by telephone conference call to arrive at a final recommendation;
  4. Presentation and ratification of the committee's recommendations at the next Board Meeting;
  5. Confidentiality of the applicant's personal and financial circumstances shall be observed within the confines of the Board.
  6. Grants will not exceed \$10,000 without specific approval of the full board.
- C. Emergency Situations**
1. The Necessitous Grants Committee may approve grants of \$500 or less in an emergency situation;
  2. The committee may act by telephone conference call to resolve an emergency situation.
- D. Review**
1. These guidelines shall be reviewed by the Necessitous Grants Committee on at least a quadrennial basis, after reports have been received concerning the Board, from General Conference.

These guidelines were approved by the full Board on July 24, 2014.