

# **St. Matthew Evangelical Lutheran Church LGL Samaritan Fund Applicant Guidelines**

## **Introduction and Purposes**

In December 2006, a board of trustees was selected to oversee a generous donation invested in Medina Community Fund/ Akron Community Fund for the intent of assisting persons who are residents of Medina County needing temporary financial assistance. The needs would include the necessities of life (shelter, utilities, medical needs, or some job-related need). Most food needs would be referred to the various food banks throughout the county.

## **The Board of Trustees**

The LGL Samaritan Fund is a confidential ministry. The LGL Samaritan Fund Board of Trustees will meet monthly to conduct the business of the fund and to discern disbursement of the funds.

## **Oversight and Accountability**

The Board of Trustees has ultimate responsibility and accountability for the LGL Samaritan Fund, and has the authority to make decisions to disburse funds from the LGL Samaritan Fund, subject to these guidelines, without seeking approval from the Executive Council. However, the board will quarterly to the Executive Council and an annual report to the congregation to show accountability and bring awareness to the council and the congregation. The financial records will be available to in-house and professional audits.

## **General Guidelines**

The funds from the LGL Samaritan Fund are intended to be a temporary help during a time of crisis with a life-time limit of \$5,000. These funds should not be considered a loan.

Those requesting assistance are encouraged to consider financial, family, or emotional counseling. The LGL Samaritan Fund Board will not provide assistance to anyone who, in their estimation, will have negative or irresponsible behavior reinforced by financial assistance.

The LGL Samaritan Fund is a confidential, Christian ministry. Names of the requesters are not used in reports, but are kept only for contact, tracking, and accountability.

## **Criteria**

The stated purpose of this fund is to meet people's basic needs. Normally these needs are defined as:

- Primary lodging (mortgage/rent)
- Utilities (electricity/heating gas/water/sewer/trash)
- Necessary medical services
- Education (GED or other education that will move an individual from poverty level)

## **Applicants**

The primary intent of the LGL Samaritan Fund is to financially assist residents of Medina County and/or members of St. Matthew. Any recipients of these funds outside of the above qualifications would be at the discretion of the LGL Samaritan Fund Board of Trustees.

An application form may be obtained from the church office (St. Matthew Lutheran Church, 400 N. Broadway St., Medina, Ohio 330-725-8885), on the church website ([www.stmatthewmedina.org](http://www.stmatthewmedina.org)), or email [lglsfund@gmail.com](mailto:lglsfund@gmail.com). The completed forms may be delivered or mailed to the church office (LGLSF, St. Matthew Lutheran Church, 400 N Broadway St., Medina OH 44256) or emailed to [lglsfund@gmail.com](mailto:lglsfund@gmail.com).

The intake specialist may contact the applicant for additional information before presenting the request at the monthly meeting of the Board of Trustees. The applicant will receive information about the decision of the board. Checks are written only to companies, not to the applicant, and will be delivered by mail or may be picked up at the church office. To issue a check to the individual will take action of a simple majority of the Board of Trustees.

## **Donations**

Donations may be made to the LGL Samaritan Fund for the purpose of financial assistance as explained above. No donations may be received in behalf of a specific individual or family as they are not tax deductible donations and receiving such funds can cause a not-for-profit organization to lose their tax exempt status.