

## Section Title: Manual of Policy and Procedures

1100

### 1142 – Dollar Club Procedures

#### General Policy Statement:

The Board of Elders is committed to the effective and efficient use of funds given to the Dollar Club. The Dollar Club is one way the church can provide help for some of the needy in the local church and local community. The purpose of the Dollar Club is to make a big difference in the lives of people who may be struggling in some way whether that be financially or in need of help in some other way. Followers of Jesus, are called to be his hands and feet, to be an expression of his love in practical ways in the local church, the community we live in and beyond.

#### How the Dollar Club works:

- a. All church attendees are invited to join the Dollar Club by contributing \$1.00 a week (given weekly, monthly, annually or whatever frequency suits into the weekly offerings at worship services). Small brown envelopes with a \$ symbol are available from the Information Desk in the church foyer for this purpose, or alternatively, white offering envelopes are also available there and may be used by marking the amount for the Dollar Club in the space provided.
- b. The funds are to be used specifically to help those in need in the local church, local community or towards disaster relief in Australia or overseas.
- c. The Dollar Club is not a charity and therefore no immediate needs will be met (food vouchers are already provided where needed).
- d. No cash is given out. If the need is, for example, lack of funds to pay an electricity account, the associated invoice has to be presented and payment will be arranged by a method other than cash.
- e. There are two application forms available from Administration in the church office:
  1. The form to be used when making a personal application for assistance from the Dollar Club.
  2. The form to be used when making an application for assistance from the Dollar Club on behalf of another person.
- f. All requests for assistance should be actioned within seven days from receipt of an application.
- g. The Dollar Club Administration Team (DCAT) are responsible for administering the fund and the team shall be made up of four people, the Community Life Minister, the Missions Team Leader, one Elder and one congregational member (for a 2 year term) as determined by Elder consensus.
- h. Currently Roger Hammond (Community Life Minister), Colin Rose (Missions Team Leader), Mike Conolly (Elder) and Glenda Simpson make up membership of DCAT.
- i. The church office staff have no direct responsibility for decision making regarding help offered (except where it is determined a food voucher will meet the need).
- j. Regular reports of how Dollar Club monies are distributed are to be given at church worship services and these are a very important part of the Dollar Club program for accountability and encouragement to those who support the program.
- k. There may be follow on needs from this involving practical issues for those being assisted, these needs may be met from other resources under the leadership of our Community Life Minister.

## Caloundra Church of Christ Policy Manual

- I. Records are kept in the Caloundra Church of Christ MYOB accounting system. In addition a separate spreadsheet detailing Dollar Club income and details of the disbursement of funds is also kept by the DCAT.



DC Application Current Oct 2015.pdf