

Presbytery of Coastal Carolina Instructions for Benevolence Forms

1. A benevolence form should be completed and sent in with all checks for shared and directed mission support, special offerings, designated monies, validated gifts, and disaster assistance to ensure that all church monies are disbursed properly.
2. The white copy should be sent to the Presbytery office, and the pink copy should be filed in the church records.
3. Monies for billed items and miscellaneous receipts such as books, resources, calendars, camps, youth activities, workshops, conferences, etc. should NOT be included on the benevolence form but on a separate check with proper documentation of what the check is for.
4. All monies sent in with the benevolence form may be included on one check. It is not necessary to write a different check for each item on the form.
5. Checks from individuals for benevolences should be deposited in the church's account and included in the church's check to the Presbytery NOT sent directly to the Presbytery office. Checks from individuals for miscellaneous receipts CAN be sent to the Presbytery office.

Name of church

City

Date

Per Capita: This is what your church has budgeted and pledged for the current year. It should be approved by the session and, therefore, recorded in their minutes. Per Capita may be paid monthly, quarterly, annually, or anyway you choose. Note: if paying for a different year other than the current year, please note on form.

Budgeted Shared Mission Support: This is what your church has budgeted and pledged for the current year. It should be approved by the session and, therefore, recorded in their minutes. Shared Mission Support may be paid monthly, quarterly, annually, or anyway you choose. Note: if paying for a different year other than the current year, please note on form.

Directed Mission Support: This is any support for missionaries or mission projects from your church or its members. It may be included in the budget and should be approved by the session and, therefore, recorded in their minutes. The session may choose to send in one amount for general missions or they may choose to support specific missionaries. If supporting individual missionaries, please include the missionary's name, project number, and amount sent for that missionary. Support for medical projects should be written on the line for "Medical Benevolence." Note: The church may choose to give directly to other nonprofit organizations, but those monies NOT sent to the Presbytery office will NOT be included on the church statement from the Presbytery because we can only verify what comes through the Presbytery office.

Special Offerings: These are offerings collected from your congregation or donations approved by the session. Information about each offering (except 1% Theological Education) is printed on the back of the pink copy of the benevolence form. *Note: Other offerings may include Souper Bowl, etc. and should be listed at the bottom of the form.*

2 Cents-A-Meal: This offering is in support of the Hunger Program of the Presbyterian Church (U.S.A.). The name comes from the idea of each person giving two cents for each meal they eat to help someone who is less fortunate. There is more information on the back of the pink copy of the benevolence form.

Designated Monies: These are monies given in support of programs, projects, and ministries within our Presbytery that have been approved/validated by Presbytery. Some designated funds listed include camps and Hispanic ministries. There is space provided for additional items. These monies may be budgeted and approved by the session, collected through offerings from the congregation, or given by individuals within the church.

Validated Gifts: These are monies given in support of programs, projects, and ministries outside our Presbytery but approved or validated by the Presbyterian Church (U.S.A.). Some validated ministries listed include Barium Springs, Union Theological Seminary/PSCE, and St. Barnabas Scholarships. There is space provided for additional items. These monies may be budgeted and approved by the session, collected through offerings from the congregation, or given by individuals within the church.

Total of All Monies: This should be a total of all monies listed on the form and should equal the amount of the check being sent with the form.