



## BENEVOLENCE PROCESS

Gateway Church is set up to provide limited financial assistance to tithing members, on a case by case basis, and does not cover every type of financial need. Benevolence ministry exists to provide short-term, limited financial assistance. We are also able to direct you to other outside agencies set up, specifically, to assist in ways we cannot.

### Steps is the process:

1. **Reach out** - you can fill out intake paperwork at [www.gatewaylife.com/care](http://www.gatewaylife.com/care)
2. **Supply Documentation** - This is critical in helping us determine the best way to help and support your situation. Not providing paperwork will delay the process or negate request. Let us know if there are any issues or questions. Email all documents and upon receipt the process will begin. This is not a quick process and can take a couple weeks.
3. **Review** - our team will review benevolence requests on SOMEDAY of the week. Upon review a team member will notify you how we are able to help. If benevolence is granted, an appointment to meet will be necessary. Attendance is mandatory to complete request.

### Benevolence Documentation Needed:

1. **Application:** visit [www.gatewaylife.com/care](http://www.gatewaylife.com/care) to download - if not emailed
2. **Copy of Photo ID:** for applicant and spouse if married. Acceptable forms include: Driver's License, Passport, Military ID, or State ID.
3. **Pay Stubs:** Two most recent
4. Documentation of other sources of Income (Child support, unemployment benefits, disability, food stamps, TANF) in the household. If you have not worked in the 6 months or more, please include last year's tax return.
5. **Copies of Bank Statements:** (Please provide two - full statements showing daily activity) If you don't have a bank account, we will accept a daily spending log for the past two weeks. This is required.
6. **Copies of the Bill(s):** you are requesting assistance for. Mortgage assistance or rent payments require a copy of your payment stub or most recent mortgage statement. Rent assistance requires a copy of the lease agreement. We only cover basic living expenses. Bills in another party's name will not be considered.
7. Submit: Email all documents to [careteam@gatewaylife.com](mailto:careteam@gatewaylife.com). Take clear pictures if you have a smartphone or you can go to a public library to make PDF copies.

**\*Please Note:** We need all the paperwork listed above to consider your request. After receipt, the benevolence team will meet and discuss how we may assist you. We are not a bank and this is not a loan. Our desire is to help you beyond this, to develop good stewardship, which may require growth in this area. Those willing to follow through with a growth plan, will receive



the full benefits of the benevolence ministry. The documentation is needed for us to support and maintain our 501c3 status in the event of an audit.

**Questions to consider:**

- What is your expectation of this process?
- Have you looked into Maricopa County resources? (list can be provided)
- Have you reached out to any family or support system regarding your situation? If not, consider doing so as well.
- What is your greatest need?
- Are you open to receive ongoing coaching/education for your long term growth?

We pray for each person and each benevolence request received. We desire to see you walking in wholeness in this area of your life.

You are loved

Gateway Care Team