

All Saints' Metropolitan Community Church

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Standard Operating Procedures for Assisting Persons in Need

At the discretion of the Board, a voucher to obtain goods (other than alcohol or tobacco products) from a local supermarket may be provided to meet a “one-off” need of an individual. That individual does not need to be a voting member of All Saints MCC.

Process for Assessment and Dispersal:

1. In this document “Member” means Board member and includes either the Pastor or the Interim Pastoral Leader.
2. When a Member becomes aware of a need for this kind of assistance, s/he will notify the other Members.
3. Informal and confidential discussions shall be held as soon as practicable, and shall take into account the following circumstances:
 - a) if this is the **first** request for such assistance, a voucher from a local supermarket up to the value of \$50.00 for “the basics” only (i.e., goods exclusive of alcohol and tobacco products), will be provided; or
 - b) if this is the **second** request for such assistance, a voucher from a local supermarket up to the value of \$50.00 for “the basics” only (i.e., goods exclusive of alcohol and tobacco products), will be provided **on condition** that the person signs up with a registered budget advisory service, or other appropriate service, in the presence of a Member; or
 - c) if this is the **third** request for such assistance, **and if**
 - i) the individual has signed up with a budget advisory service, or other

appropriate service, **and**

ii) has a workable budget in place, **and that**

iii) the need for such assistance arises out of some unforeseen circumstance which has thrown the budget into chaos, **and**

iv) for which receipt(s) can be produced indicating the reason(s) for the budget not being able to meet such need for assistance,

then one voucher from a local supermarket up to the value of \$50.00 for “the basics” only (i.e., goods exclusive of alcohol and tobacco products), will be provided.

4. Where possible all Members should be informed of the need and a full Board assessment made.
 - a) However, in the case of the absence of members, or in the case of an emergency, a simple majority of the members must vote affirmative (i.e., 2 out of 3, or 3 out of 5, etc.).
5. The assistance shall be provided to the individual within 24 hours of the decision.
6. In unusual cases of assistance, the Board may decide to present the voucher to a third party if there is any question that the voucher may be used for purposes other than that for which it has been provided.
 - a) However, in such cases, the Pastor or Interim Pastoral Leader shall first meet with the individual and explain the circumstances.
- 7. All matters pertaining to this process to assist an individual in this way must be held in confidence, and the rights and dignity of the individual respected.**

Adopted, ACM, 10 June 2007