



# True Light Missionary Baptist Church

[www.TruelightMBC2001.org](http://www.TruelightMBC2001.org)

“A Mission Bound Church That Doesn’t Mind Praising The Lord.”

2001 West Main Street

Prichard, AL 36610

(251) 456-3155    (251) 456-7687 Fax



## Members Handbook

### Standard Operational Procedures and Programs

#### Version 2

“Let all things be done decently and in order”

1 Corinthians 14:40

## Table of Contents

Message from the Pastor .....	5
CHURCH ADMINISTRATION & MINISTRIES.....	6
MINISTRIES .....	6
ABOUT YOUR CHURCH .....	7
The Mission of the Church.....	7
Mission Statement.....	7
Vision Statement .....	7
To share the love of Christ.....	7
To Make Disciples .....	7
Church History .....	8
Baptist Church Covenant.....	9
The Holy Bible.....	9
Tithing.....	10
Privileges of the Tithes .....	10
The Privilege of Participation .....	10
Annual Church Calendar.....	11
Worship Opportunities.....	11
Yearly Reoccurring Events .....	11
Ministry Meetings.....	11
CHURCH PROCEDURES .....	12
Baptism.....	12
New Member Orientation .....	12
Completing your contribution envelopes.....	12
Baby Dedications .....	12
Church Announcements .....	12
Church Publications.....	13
Submitting Proposals for New Ideas/Ministries.....	13
Reporting Sick and Shut-In Members.....	13
Bereavement .....	13
Event Scheduling Procedures .....	14
Planning Your Wedding .....	14
SETTING THE TIME OF YOUR WEDDING.....	14

YOUR WEDDING MUSIC ..... 14

MINISTERS ..... 15

PHOTOGRAPHERS..... 15

FEEES ..... 15

WEDDING APPLICATION FORM ..... 15

DECORATING ..... 15

CATERERS..... 16

REHEARSALS ..... 17

DRESSING ROOM FACILITIES ..... 17

MARRIAGE CERTIFICATE..... 17

ACCESS TO THE CHURCH ..... 17

FELLOWSHIP HALL OR FAMILY LIFE CENTER..... 17

EVENT PLANNING MINISTRY ASSISTANCE..... 17

MISCELLANEOUS ..... 17

FEE Schedule..... 19

    Member Fee Schedule..... 20

        WEDDINGS..... 20

        PRE-MARITAL COUNSELING (3 sessions)..... 20

        FUNERALS ..... 20

        MISCELLANEOUS EVENTS ..... 20

        LATE START FEES..... 20

    Non-Member Rental..... 21

CHURCH POLICIES..... 22

    Financial Policy for Ministries’ Expenditures..... 22

    Benevolence/Financial Assistance Policy ..... 22

    Scholarship ..... 22

Church Building, Grounds, and Equipment Usage Policy ..... 23

    General Policies ..... 23

Classroom/Fellowship Hall/Family Life Center/Kitchen Usage Policy..... 24

Van/Bus Usage Policy ..... 25

COUNSELING SERVICES..... 25

    Marriage Counseling..... 25

    Pastoral Counseling ..... 25

Appendix..... 26

BABY DEDICATION FORM ..... 27

ANNOUNCEMENT REQUEST FORM ..... 28

Directions for Filling Out an Events Request Form..... 29

EVENT REQUEST FORM ..... 30

EVENTS REQUEST FORM (continued)..... 31

PROPERTY USE AGREEMENT ..... 32

WEDDING INFORMATION FORM..... 33

WEDDING INFORMATION FORM (continued)..... 34

FUNDS REQUEST FORM..... 35

FUNDS REINBURSEMENT FORM..... 36

BENEVOLENT APPLICATION FOR ASSISTANCE FORM ..... 37

BENEVOLENT APPLICATION..... 40

EMERGENCY ASSISTANCE FORM..... 44

PLEASE NOTE: ..... 45

What Constitutes a Member in Good Standing? ..... 46

STANDARD OPERATIONAL PROCEDURES HANDBOOK FEEDBACK ..... 47

## Message from the Pastor

## CHURCH ADMINISTRATION & MINISTRIES

Pastor Reverend Robert L. Boykin  
[RobertBoykin1956@gmail.com](mailto:RobertBoykin1956@gmail.com)

Noah Hughes, Deacon Chair

Church Sexton  
Deacon Michael Jones

### MINISTRIES

Associate Ministers	Helping Hands	Pastor's Aide
Board of Directors	Male Chorus*	Sunday School
Christian Education	Media	Ushers
Deacons	Men	Vacation Bible School
Finance Committee	Mission	Women
Events Planning*	Music Ministry Choir	Youth
Golden Singers	Nurses	
Greeters	New Members Orientation*	

\*Denotes Ministries being developed

For more information about ministries, please contact the ministry chairperson for a copy of their ministry manual. The Deacon Ministry can provide the names of the ministry chairpersons, which are elected bi-annually unless stated otherwise in the Constitution and Bylaws.

## ABOUT YOUR CHURCH

### The Mission of the Church

The True Light Missionary Baptist Church is “A Teaching and Caring Church.” We therefore believe that its foundation and mission are based on Christ’s admonition to “Go Ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen.” (Matthew 28:19-20 KJV)

We believe that the visible church of Christ is a congregation/body of baptized believers, associated by covenant in the faith and fellowship of the gospel: observing the ordinances of Christ: governed by His Laws; and privileges invested in them by His word.

### Mission Statement

Having been led by the spirit of God we therefore commit to serve together in love to establish develop, and empower ourselves through Christian Education and to seek the salvation of our own that we may with one accord evangelize Prichard and surrounding areas.

### Vision Statement

To Worship God in spirit and in truth.

It is our aim to create an atmosphere of praise and worship where every person will experience the power and presence of God. This will produce a spirit of unity and fellowship among the body.

To seek the salvation of our friends and kindred.

We will live in love and unity with all believers by studying the word of God and applying it to our daily lives.

### To share the love of Christ

We love Him because he first loved us and with loving kindness, He has drawn us. Jesus encourages us to love God with all our heart, soul, and might and our neighbor as we love ourselves. The love of God is without limits and our love for one another is also. We will provide an environment where everyone can sense the loving presence of God through our Lord and Savior Jesus Christ.

### To Make Disciples

We will do this by doing evangelism and outreach in our community and to support missions worldwide. We will invite others to become personally involved in a loving relationship with Jesus Christ as Lord and Savior.

## Church History



## Baptist Church Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior; and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into the covenant with one another, as one body in Christ.

We engage, therefore by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge and holiness; to give it a place in our affections, prayers, and services above every organization of human origin; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth (18th) Chapter of Matthew, to secure it without delay;

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

## The Holy Bible

The Bible contains the mind of God, the state of man, the way of salvation, the doom of sinners, and the joy of believers. Its doctrine is Holy, its precepts are binding, its histories are true, and its decisions are immutable. READ IT TO BE WISE, BELIEVE IT TO BE SAFE, AND PRACTICE IT TO BE HOLY! It contains light to direct you, food to support you, and comfort to cheer you. It is the traveler's map, the pilgrim's staff, the pilot's compass, the soldier's sword, and the Christian's charter. Here paradise is restored, heaven opened, and the gates of hell disclosed. Christ is its grand object; our good is its design, and the glory of God is its end. It should fill the memory, rule the heart, and guide the feet. Read it slowly, frequently, and prayerfully. It is a mine of wealth, a paradise of glory, and a river of pleasure. It is given to you in life, it will be opened in judgement, and be remembered forever. It involves the highest responsibility. It will reward the greatest laborer, and it will condemn all who trifle with its sacred content.

## Tithing

Tithes and Offerings are the financial plan that God set up to finance His church.

### What the Bible Says About Tithing

First Biblical Example of Tithing	Genesis: 14:18-20
The Rules of Tithing	Leviticus 27:30-34 II Corinthians 9:6-15
The Tithe is the Minimum Standard	Deuteronomy 14:22-29 Deuteronomy 12:5-8
What Jesus said about it	Luke 21:1-4

## Privileges of the Tithes

<sup>10</sup> Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the Lord of hosts, if I will not open you the windows of heaven, and pour you out a blessing, that thee shall not be room enough to receive it.

<sup>11</sup> And I will rebuke the devourer for your sakes, and he shall not destroy the fruits of your ground; neither shall your vine cast her fruit before the time in the field, saith the Lord of hosts.

<sup>12</sup> And all nations shall call you blessed; for ye shall be a delightsome land, saith the Lord of host.

Malachi 3:10-12 KJV

Believers in Christ enjoy many privileges afforded them as children of God. When we accept the Lord Jesus Christ as our personal Savior, we receive the gift of salvation. Not only do we receive the redemption of our souls and the restoration of our relationship with God the Father, we also become heirs to the many promises recorded in Scripture as a heritage (2 Peter 1:4, Isaiah 54:17). One such promise can be found in Malachi 3 wherein we are taught of the blessing God has instore for those who obey Him in the area of tithes and offerings.

### The Privilege of Participation

“...that there may be meat in mine house...”

A tithing church has the privilege of knowing that they participate in the work of God’s kingdom. Countless programs and services are needed that can open the door to greater ministry in the lives of those in need. When we are obedient to the command of God to physical needs of our church family and others in the community. As Jesus ministers to our varying needs, a tithing church seeks to follow His example and ministers to the whole individual.

## Annual Church Calendar

### Worship Opportunities

Sunday School	8:00 am
Sunday Morning Worship	9:00 am
Bible Study, Wednesday	6:00 pm

### Yearly Reoccurring Events

Men's Conference	2 <sup>nd</sup> Sunday in January
Mother's Day	2 <sup>nd</sup> Sunday in May
Father's Day	3 <sup>rd</sup> Sunday in June
Vacation Bible School	July, date TBD
Church Anniversary/Homecoming	2 <sup>nd</sup> Sunday in October
Pastor's Anniversary	2 <sup>nd</sup> Sunday in January
Watch Night Service	December 31 <sup>st</sup>

NOTE: Refer to the church calendar for above dates.

### Ministry Meetings

Ministry Meetings will be held on Tuesdays, Wednesdays, Thursdays, and Saturdays only. Ministries must schedule their meetings for one of these days between the hours of 5:30 pm and 9:00 pm on Tuesdays, Wednesdays, Thursdays, and 8:30 am and 8:30 pm on Saturdays. The Church Sexton will not be available for opening the church on other days except for special events. Please contact the Ministry Chairpersons for the meeting dates and times for specific ministry meetings. The Deacon Ministry can provide a list of current Ministry Chairpersons.

Please note: The reoccurring events listed above are considered Tier 1 events for Event Planning purposes. This means that these reoccurring events take precedence over any other event that may be planned which will utilize the same space or take place during the same time period. These Tier 1 events will NOT be preempted for any other event unless authorized by the Deacon Ministry.

## CHURCH PROCEDURES

### Baptism

If you have not been baptized, you are considered a candidate for baptism. Baptismal services are held in the months with a fifth Sunday, on the fifth Sunday. You are asked to be at the church by 8:30am in order to prepare for baptism.

### New Member Orientation

Completion of the new members' class is necessary to become active in a church ministry. New members will receive specific details after the worship service on the Sunday in which they join the church during the invitation to Christian Discipleship.

All new members must complete four new member classes. These classes are held during the Sunday School hour every Sunday. For additional information, please contact the Deacon Ministry.

### Completing your contribution envelopes

The contribution envelope is the best way to record your contribution to the church for any reason.

- An envelope is a back-up record of specific contributions
- It enables the church to substantiate the contribution records of a member if audited
- It aids in avoiding non-deductible transactions as being recorded as charitable contributions
- When the envelope is completed properly and completely, the finance committee is able to provide you with accurate yearly contribution statements.

When filling out your contribution envelope, you should print clearly your name, address, and telephone number.

Designate the area of contribution for the record. All contributions to the church are tax deductible. Yearly contribution statements for tax purposes are usually available early in January of each year for members that utilize the contribution envelopes.

### Baby Dedications

Baby Dedications will be held on 2<sup>nd</sup> Sundays during the 9:00 am service only. Please contact the Church Office for the appropriate form and scheduling. A sample form is provided in the Appendix of this handbook.

### Church Announcements

Members wishing to place notices on the bulletin board must clear the notices through the church office (Church Clerk) before placing on the bulletin board.

Announcements that are to be read during the morning worship service must be submitted to the church office (Church Clerk) by the Wednesday prior to the Sunday on which you want the announcement to be made.

Announcements to be presented during the Sunday morning announcement period should be submitted to the church office (Church Clerk) by the Wednesday prior to the Sunday on which you wish the announcement to be presented.

All announcement requests (verbal or presented) MUST be noted on the appropriate form. A sample form is provided in the Appendix of this Handbook. Additional forms can be obtained from the church office (Church Clerk).

### Church Publications

Any document, announcement, letter, invitation, advertisement, or solicitation that is to be distributed or displayed outside of the True Light Missionary Baptist Church MUST be on Church letterhead and therefore APPROVED by the church office (Church Clerk).

If you are planning to announce an event externally, you must complete and submit a draft of the document to the church office (Church Clerk). Any solicitations (such as requests for financial support or ads and patrons for programs) MUST be approved by the Deacons Ministry.

If your ministry wishes to send letters of invitations to sister churches for special events, a draft of the letter must be submitted to the church office (Church Clerk), along with the date requested for distribution and recipient addresses.

It is extremely important that these policies on external publications be adhered to. Any document that is distributed externally with the name True Light Missionary Baptist Church placed upon it is a reflection of all of us, and most importantly it is also a reflection of our Pastor. It is our goal to always represent ourselves and the Pastor in an excellent manner!

### Submitting Proposals for New Ideas/Ministries

Innovative ideas for enhancing ministries, new programs or activities, and furthering the spiritual growth of the church are encouraged. Written proposals for establishing new programs shall be developed and submitted for review and approval by the Pastor and or his designee(s).

Proposals shall be written to include the following: (1) topic/idea, (2) purpose, (3) relevant background information, (4) description of the topic/idea, (5) timelines/dates, and (6) expected outcome(s). Ideas originating from current ministries should first be approved by the ministry chair, and then routed to the Pastor and/or his designee(s) through the church office (Church Clerk). Ideas originating from individual church members, unrelated to any current ministry activity, should be submitted directly to the Pastor and /or his designee(s) through the church office (Church Clerk).

### Reporting Sick and Shut-In Members

Please contact the church office (Church Clerk), or any Deacon to inform the Pastor of any known sick or shut-in member.

### Bereavement

The Pastor, church leaders, and the members of True Light Missionary Baptist Church shall be sympathetic and sensitive to the needs of families in bereavement. Basic courtesies shall be extended to each family with our most sincere regard. We recommend services be planned in a manner that will console and preserve the dignity of the family.

Upon the death of a family member, please contact the church office, or any Deacon. The church/ministerial staff will assist your family in preparing final arrangements and funeral services. It is requested that all bereavement services scheduled for Saturdays should start no earlier than 11 pm. Weekday funerals are

requested to begin at 1:00 pm. This is a guide only. We will certainly work with you on any exceptions to these times.

There will be no fee for Pastoral Services and use of building for funeral services for a member in good standing.

The church will provide a meal for the repast for any member or immediate family of a member if desired. This meal will be served in the Leroy Boykin Family Life Center. Immediate family is considered to be the spouse, children, and parents only.

## Event Scheduling Procedures

1. Any person desiring to schedule an event should complete the “Event Request Form” and the “Property Usage Form” available from the church office. Please consult the annual church calendar and the church clerk to avoid scheduling conflicts.
2. The Events Planning Ministry, or Deacon Ministry, will approve or disapprove the request.
3. The Church Clerk will be responsible for entering the event on the church calendar.
4. The person scheduling event should familiarize themselves with the policies set forth in the Use of **Church Buildings, Grounds, and Equipment** and the **Classroom/Fellowship Hall/Kitchen Usage Policy**.
5. The Events Request form should be completed at LEAST three weeks prior to your event.

## Planning Your Wedding

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. The following statements will govern your plans for your wedding here at True Light Missionary Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. There are no exceptions to these provisions. Please read them carefully.

### SETTING THE TIME OF YOUR WEDDING

Careful planning is necessary for all weddings. You will want to plan as much in advance as possible so that the use of church space can be arranged without conflict. The date of the wedding will be set after confirmation is obtained from the Pastor/officiating minister. At the initial consultation, the wedding application form is filled out and you will make arrangements for your counseling sessions with the Pastor.

It is extremely important that the exact time indicated for the rehearsals and wedding be observed. Care should be taken to have all members of the wedding party in their places at the time indicated.

### YOUR WEDDING MUSIC

It is most important to keep in mind that church weddings are considered a worship service of the church; therefore, the wedding should be in line with the reverence that is observed upon entering the House of the Lord. The song list for your wedding must be indicated on the Wedding Application form and approved by the Events Planning Ministry. The bride and groom must speak with the Church’s Musical Director directly for his/her availability, fees, and the music to be used, if his/her services are desired. Please submit a copy of your wedding program to the Events Planning Ministry for review three weeks prior to your wedding. Please do not print the final copies of your wedding program until approval is obtained.

## MINISTERS

The Ministers of True Light Missionary Baptist Church will be in charge of all ceremonies. The Pastor should be consulted if there is a desire to have any other minister perform or participate in the ceremony PRIOR to contacting any guest minister.

## PHOTOGRAPHERS

It is the responsibility of the bride and groom to instruct the photographer that flash pictures are permissible in the sanctuary once the ceremony begins. Pictures of the wedding party may be taken prior to or immediately following the ceremony. We will ask that all guests exit the sanctuary after the ceremony to allow for an efficient photography session. The family and the wedding party (those to be included in the photo session) will be allowed to remain in the sanctuary. If photographs with the Pastor are desired, we ask that these be taken first. A total of 45 minutes will be allowed for photography after the service, so we encourage you to take as many pictures as possible prior to the ceremony.

## FEES

Please see fee schedule.

## WEDDING APPLICATION FORM

The bride and groom are required to sign the Wedding Application form to indicate their agreement to comply with the foregoing rules. Reservations for the Sanctuary and/or Fellowship Hall will be considered firm when (1) The Wedding Application Form has been completed and returned to the Event Planning Ministry (2) Dates have been confirmed and (3) When the deposits have been received. A review of the Wedding policy with the Event Planning Ministry/Church Wedding Coordinator will be required.

## DECORATING

If candles are used, they must be of the drip-less variety and must be in candelabras, which will catch and contain all drippings. The floor must be thoroughly protected. The reserving party will be held directly responsible for the cleaning of wax from all coverings and furniture in every case.

Microphones and microphone stands removal or placement must be coordinated with the Media Ministry. Seasonal flowers, banners and decorations may be moved but must be replaced as found.

Absolutely no tacks, nails, pins, screws, or clamps may be used to secure any decoration. No tape, adhesive, tacks, nails, pins or screws are to be used on church pews, furnishings, windowsills, or walls. Command Strips must be used to secure items to the walls and/or pews.

When facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, palms, and other equipment shall be removed from the church building. It is the responsibility of the families involved, their florist, and caterers to leave the facilities clean and in the condition in which they found it.

Air conditioning/heating will be turned on only at a reasonable time before any scheduled event. Florist should note this and not bring flowers too early.

All decorations and flowers must be removed immediately after the wedding ceremony so the church can be cleaned by the custodian and returned to normal worship arrangement. The church cannot be responsible for any decorations/belongings left after the ceremony. Any sanctuary furnishings to be moved must be returned to

their original location. A damage fee will be assessed if items are not found in their original condition. The piano and organ are NOT to be moved.

Florists and their employees must refrain from the use of irreverent language and discourteous actions.

#### CATERERS

If the family life center is reserved for the rehearsal dinner or reception, outside caterers can be used to provide food services. The rules stated in the fellowship hall or family life center usage policy must be adhered to for the corresponding area/building reserved.



## REHEARSALS

The wedding rehearsal is customarily held the evening before the wedding. The wedding rehearsal should last no more than two hours. We suggest a start time of 6 pm. Please let us know if you desire a different start time. It is an integral part of the wedding preparation. All members of the wedding party should be present. No food or drink is allowed in the Sanctuary. Children must be supervised by an adult at all times. Please see the fee schedule if you wish to reserve the fellowship hall or family life center for the rehearsal dinner. An additional ninety minutes will be allowed for the rehearsal dinner if the fellowship hall is reserved.

## DRESSING ROOM FACILITIES

Rooms are available for dressing before and after the ceremony. We request that they are left in the order in which they have been found. Please remove all belongings prior to your departure. All personal belongings, valuables, wedding items, etc. should be kept personally secured by each individual. The church is not liable for personal property unattended or unsecured and will not be liable for items lost, stolen, or damaged. The Events Planning Ministry will discuss details for dressing availability with you. We will customarily assign Classroom 1 and 2 for the women in the wedding party and Classrooms 3 and 4 for the men. The bride will be allowed to use the room off the foyer at front entrance.

## MARRIAGE CERTIFICATE

Marriage Licenses are no longer issued by the State of Alabama. You must complete a marriage certificate which can be obtained at <https://dph1.adph.state.al.us/marriage/> and does not require the officiating minister's signature. You are required to completed, and have both bride and groom signatures notarized, and delivered the marriage certificate to the probate court for recording before your marriage is considered legal by the State of Alabama.

## ACCESS TO THE CHURCH

You will indicate the time that you will require entry to the building on the Wedding Application Form. The time indicated will be the time that the Church Sexton will provide access to the building. Schedule permitting, the sanctuary may be available the entire day of the wedding for decorating, or this may be done before or after the rehearsal on the night prior to the wedding, it is important that you indicate the times when access is needed on the Wedding Application Form.

## FELLOWSHIP HALL OR FAMILY LIFE CENTER

The fellowship hall or family life center may be available for your reception. Please inform the Events Planning Ministry if you would like to reserve the fellowship hall for your reception. Please see the fee schedule for associated costs.

## EVENT PLANNING MINISTRY ASSISTANCE

A representative from the Events Planning Ministry will be available to assist with the logistics pertaining to your wedding ceremony or reception set up on the day of your event. Complete coordinator/directorial services are also available upon request for an additional fee. Please discuss your needs during your initial consultation with the church clerk, who will provide you with a list of available coordinators.

## MISCELLANEOUS

In concurrence with the Mobile County ordinance, smoking is prohibited within the building and within 25 feet of the entrances. No alcoholic beverages may be served on Church property. No illegal or illicit drugs of any kind

will be tolerated. No rice, birdseed, confetti, etc., may be used inside any church buildings due to the hazards involved.

## FEE Schedule

1. No fees shall be charged for any church related ministry for the use of the facilities or equipment.
2. No fees shall be charged for denominational meetings.
3. Fees for individuals that are planning events that are non-church related will be according to the following schedules.
4. The Member fee schedule will apply to members in good standing (see Appendix "What Constitutes a Member in Good Standing") and immediate family members only.
5. Church policy does not allow the use of the church sanctuary for non-church related meetings unless approved by the Deacons Ministry.
6. A deposit of 20% of the rental fee must be made to reserve space for your event. The balance of the rental fee is due three (3) weeks prior to the date of your event. The full rental fee will be required at the time of reservation for events scheduled less than three weeks out.
7. All fees should be made payable to TRUE LIGHT MISSIONARY BAPTIST CHURCH with the exception of the Ministerial Honorarium to the Event Planning Ministry representative prior to the day of your event, preferably on the night of your rehearsal. A returned check fee (\$36 or current fee whichever is highest) assessed by the bank will be your responsibility for each returned check.
8. All cancellations must be received in writing (submit to Church Office) by no later than two (2) weeks prior to the event date in order to receive an 85% refund of the deposit. No refund of deposits will be given for cancellations received less than fourteen (14) days prior to the event date.

## Member Fee Schedule

### WEDDINGS

Ministerial honorarium:	There is no specific charge to Members for the services provided by your Pastor. Please use your discretion to show your gratitude for the time and services rendered.
Use of Sanctuary Only:	No fee (For Rehearsal and Wedding Ceremony)
Use of Family Life Center:	
For Wedding Reception	\$300.00 (fee includes cleaning)
For Rehearsal Dinner	\$300.00 (fee includes cleaning)

### PRE-MARITAL COUNSELING (3 sessions)

Required for all couples	Contact the Pastor
--------------------------	--------------------

### FUNERALS

Ministerial honorarium:	There is no specific charge to Members for the services provided by your Pastor. Please use your discretion to show your gratitude for the time and services rendered.
Use of Sanctuary:	No fee
Use of Family Life Center:	
For Repast	No fee

### MISCELLANEOUS EVENTS

Family Life Center:	\$300.00
---------------------	----------

### LATE START FEES

If your wedding ceremony starts more than 30 minutes late there will be an additional fee of \$100.00. If your wedding rehearsal exceeds 2 hours an additional \$100.00 will be charged. If your wedding rehearsal dinner exceeds 90 minutes an additional \$100.00 will be charged. This does not include setup and clean up time.

NOTE: Please verify fees with church office as are subject to change.

Non-Member Rental

**Not Allowed**

## CHURCH POLICIES

### Financial Policy for Ministries' Expenditures

The Deacon Ministry will provide church ministries with the necessary instructions and budget forms to itemize their need for church funds each year. The ministry leaders shall carefully consider their plans for the upcoming year and costs associated with the activities planned by the ministry. Each ministry will be expected to manage their activities according to the yearly budget allocated by their ministry funds.

Requests for Funds in advance of planned events should be made at least two weeks prior to the event by completing and submitting the Request for Funds form to the Finance Committee. All requests for reimbursements must be made by completing the Request for Reimbursement form and have a receipt attached. Sample forms are included in the Appendix of this handbook and available in the Church Office.

It is the responsibility of the ministry leaders to track their ministry expenditures to ensure that the yearly budget has not been exceeded. Requests for funds or reimbursements that exceed the ministry's budget will be approved only at the discretion of the Finance Ministry, Deacon Ministry, or Pastor.

### Benevolence/Financial Assistance Policy

Each member is encouraged to give freely to the benevolent giving opportunities to help in assisting those in need.

Any member in need of assistance from the benevolent fund should contact the Church Office.

The need for financial assistance will be assessed and upon approval funds will be disbursed by the Church Office. Checks will be issued to vendors, service providers, and institutions but not directly to any individual. Our assistance is limited to:

- Church members
- Local community citizens in distress
- Emergency transient assistance

Assistance is limited to twice per year for any non-member family

### Scholarship

The True Light Missionary Baptist Church Scholarship Committee is committed to providing financial support to eligible high school graduates who continue their education at an institution of higher learning at the undergraduate level. Undergraduate students attending a four-year college or university on a full time basis will receive 100% of the amount determined by the committee. Students attending technical school, two-year community colleges or junior colleges will receive 100% of the amount determined by the committee. See Church Clerk for application forms.

## Church Building, Grounds, and Equipment Usage Policy

### General Policies

1. The facilities of the church are to be used primarily for the ministry of the church; however, they may be made available to other Christian groups, individuals, and character-building organizations that honor the Lord.
2. The Church property shall not be used for political or commercial purposes. (Political purposes involving rallies, campaign headquarters, etc. Commercial purposes involve the sale of goods or services that are not an extension of the ministry of the church. Any use of the property that requires clarification will be referred to the Deacon Ministry for a decision.) No illegal activity will be permitted on church grounds.
3. All requests for use of building, grounds, and equipment must be made through the Church Office and the Events Planning Ministry, which will coordinate with appropriate staff and/or ministries before approving the requests.
4. Confirmation on non-church related events, other than weddings will not be possible until six-weeks prior to the scheduled activities. The "Event Request Form" must be completed for all events. A sample of the Events Request Form is included in the appendix of this handbook and is available in the Church Office.
5. A fee will be charged for functions not related to the ministry of the church to help defray the expenses incurred in the use of the building. Please see the fee schedule included in this handbook or obtain one from the Church Office or Events Planning Ministry.
6. Requests for the use of the church facility and grounds must have the approval of the Church Staff, Event Planning Ministry, or the Pastor.
7. The Church Sexton will be responsible for opening the church building for those persons or groups that plan special events. The Sexton will have the building open at the designated time and heat or cool the area of the building to be used. He/She will instruct the requestor on how to arm the Security System upon exit. The Sexton will also supervise all efforts related to the upkeep of the church property.
8. In concurrence with the Mobile County ordinance, smoking is prohibited in the facility and within 25 feet of the entrances. Food and drinks are prohibited in the sanctuary. NOTE: Ministry Chairpersons, teachers, and directors should use discretion when serving beverages and food in the classrooms.
9. Signs, posters, pictures, and other items that need to be displayed must be attached to the bulletin board and be approved by the Church Office in advance. Absolutely no tacks, nails, pins, screws, or clamps may be used to secure items to the walls. No tape, adhesive, tacks, nails, pins, or screws are to be used on church pews, furnishings, windowsills, or walls. Adhesive putty must be used to secure items to the walls.

## Classroom/Fellowship Hall/Family Life Center/Kitchen Usage Policy

The Church has provided the facility and furnishings for your enjoyment. Since there will be many groups using this area, please abide by the following guidelines. Our major concern is cleanliness and safety. Furnishings and equipment are church property and not to be taken outside the facility. Decorations should be limited to tables and shelves. Absolutely no tacks, nails, pins, screws, or clamps may be used to secure items to walls. Command Strips must be used to secure items to the walls.

1. Schedule use of the Fellowship Hall/Kitchen with the Events Planning Ministry by completing the "Events Request Form." Provide date, time, group, point of contact, and phone number.
2. Event Sponsor/Ministry is responsible for:
  - Setup of tables, chairs, and equipment. Please do not use unfamiliar kitchen equipment without prior instructions. Please see the Church Sexton or Events Planning Ministry for orientation on kitchen appliance operation PRIOR to your event.
  - Cleanup (cleaning supplies in kitchen)
    - Thoroughly clean kitchen area/stoves/countertops/etc.
    - Sweep and mop the Fellowship Hall/Kitchen areas.
    - All garbage is to be taken outside dumpster.
    - No leftover food or drink items to be stored in refrigerator or freezer. Throw items out or take them home. Don't let them accumulate.
    - Ministry items need to be marked with your ministry's name.
    - Return tables, chairs, and equipment to the locations that they came from. Return extra tables and chairs to classrooms, as appropriate.
    - Inspection of the area by a responsible group member.
  - Lock all doors in the Fellowship Hall/Kitchen. Lock and check all outside building doors. Ensure the entire church is secure and that the alarm system is armed.

For Weddings, Funerals, and miscellaneous events that are not ministry related, the sponsoring party will NOT be responsible for Cleanup. Cleaning Fees have been incorporated into the usage fees. See Fee Schedule for more details.



## Van/Bus Usage Policy

1. Use of the church vehicle shall be coordinated through the Deacon Ministry. To qualify as a church authorized trip, it must be on the church calendar one week in advance or authorized by the Deacon Ministry or Pastor.
2. Gas and oil (if needed) is the responsibility of the Deacon Ministry.
3. The Deacon Ministry shall coordinate the use of the church vehicle for individuals needing transportation to any church service.
4. Church policy does not permit the use of church vehicle by non-church groups or individuals.
5. The Deacon Ministry shall be responsible for maintaining a first-aid kit and fire extinguisher in the church vehicle.
6. The only persons permitted to drive the van are those who are covered by the Church's insurance policy. Please contact the Deacon Ministry for a list of approved drivers.
7. All passengers must observe the following:
  1. Wear safety belts when vehicle is moving. Infant car seats will be necessary for those needing them.
  2. No food or drinks permitted inside vehicle.
  3. No use of tobacco or drugs on church vehicle.
  4. No use of profanity will be tolerated.
  5. No weapons.

## COUNSELING SERVICES

### Marriage Counseling

It is the policy of your Pastor that all couples who intend to be married at True Light will go through Pre-Marital Counseling. The sessions will be held at the church. There will be a minimum of three (3) sessions required. This will apply to both members and non-members. Please see fee schedule for pre-marital counseling fees.

### Pastoral Counseling

As your Pastor, I will depend upon you to notify us (the True Light Missionary Baptist Church Ministerial Staff) regarding any trouble, sorrow, need, sickness or any other adversity you and your family might face. Please don't assume that your church knows. We want to share in your happiness, joy, and life celebrations, and we need you to notify us in order that your church family might share with you. Pastoral counseling sessions can be arranged by contacting the Church Clerk at (251) 456-3155.

## Appendix

## BABY DEDICATION FORM

Please note that Baby Dedications are held on 3<sup>rd</sup> Sundays during the 11:00 a.m. Service ONLY.

Please PRINT and fill in all information below.

The information is needed for certificates to be printed appropriately.

Date requested for Baby Dedication:

Full Name of Child: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

God-Parents Names: \_\_\_\_\_

Requests **MUST** be submitted to the church Clerk by **THE WEDNESDAY** prior to the requested date of the Baby Dedication!

## ANNOUNCEMENT REQUEST FORM

Date to be announced: \_\_\_\_\_

Announcement should be printed/posted until (date): \_\_\_\_\_

Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Additional Information (Please provide complete and accurate information.):

---

---

---

---

---

Please Check one or more:

- Print in weekly Bulletin
- Place on Bulletin Board
- Please announce during the morning worship service
- Post on the announcements page on True Lights Website
- Post on the announcements page on True Lights Social Media
- Post on the announcements page on True Lights Digital Sign

Requestor's name: \_\_\_\_\_

Ministry: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Announcements MUST be submitted to the Church Clerk by THE WEDNESDAY prior to the requested date of the announcement!

## Directions for Filling Out an Events Request Form

**See Church Office**

## EVENT REQUEST FORM

Submit form to Church Office or email to [TrueLightMBC2001@outlook.com](mailto:TrueLightMBC2001@outlook.com)

If you have a special setup requirement please check the box below and draw your setup on the back of this form.  
 Setup Diagram on back

Event start date \_\_\_\_\_ End date (end date/day) \_\_\_\_\_ Day of Week \_\_\_\_\_  
 Setup Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ AM / PM  
(Circle one)

Room/Space Requested: \_\_\_\_\_ Rain Location: \_\_\_\_\_  
(Outdoor events must have rain location)

Event Type: \_\_\_\_\_  
 Confirm Private? \_\_\_\_\_ (If yes, event will not be displayed on Church Website, social media, and digital sign)  
 Ministry Responsible: \_\_\_\_\_ Person Responsible: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Attendance: \_\_\_\_\_  
 Alternate Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Events Services	Media Services						
USE THIS GUIDE Definitions for setup type See Diagram: Special setup with diagram on back	<table style="width: 100%;"> <tr> <td style="width: 50%;">Number Needed</td> <td style="width: 50%;">Number Needed</td> </tr> <tr> <td>_____ TV</td> <td>_____ DVD/BluRay</td> </tr> <tr> <td>_____ LCD Projector</td> <td>_____ Stream Event</td> </tr> </table>	Number Needed	Number Needed	_____ TV	_____ DVD/BluRay	_____ LCD Projector	_____ Stream Event
Number Needed	Number Needed						
_____ TV	_____ DVD/BluRay						
_____ LCD Projector	_____ Stream Event						
<table style="width: 100%;"> <tr> <td style="width: 50%;">                             Number Needed                              Setup Type _____                              _____ Chairs                               _____ Round tables                               _____ Oblong Tables                               _____ Platforms                              _____ Keyboard                         </td> <td style="width: 50%;">                             Number Needed                              _____ Easels                              _____ Lectern                              _____ Dry                              Erase/Bulletin Board                               _____ Recycling Bins                              _____ Trash                              _____ Cans                         </td> </tr> </table>	Number Needed Setup Type _____ _____ Chairs  _____ Round tables  _____ Oblong Tables  _____ Platforms _____ Keyboard	Number Needed _____ Easels _____ Lectern _____ Dry Erase/Bulletin Board  _____ Recycling Bins _____ Trash _____ Cans	Other _____ _____				
Number Needed Setup Type _____ _____ Chairs  _____ Round tables  _____ Oblong Tables  _____ Platforms _____ Keyboard	Number Needed _____ Easels _____ Lectern _____ Dry Erase/Bulletin Board  _____ Recycling Bins _____ Trash _____ Cans						
<b>Audio Equipment</b>	<input type="checkbox"/> Food Services Requested  Prior to contacting Kitchen Staff, you must confirm reservation. Kitchen Ministry can be contacted through the church office to make arrangement for refreshments, tablecloths and/or skirting.						
<table style="width: 100%;"> <tr> <td style="width: 50%;">                             Number Needed                              _____ Podium w/Mic                               _____ Handheld Mic                         </td> <td style="width: 50%;">                             Number Needed                              _____ Floor                              Stand Mic                              Other                              _____                         </td> </tr> </table>	Number Needed _____ Podium w/Mic  _____ Handheld Mic	Number Needed _____ Floor Stand Mic Other _____	<input type="checkbox"/> Security Services Requested Please select the services needed from the list below. Check all that apply.				
Number Needed _____ Podium w/Mic  _____ Handheld Mic	Number Needed _____ Floor Stand Mic Other _____						
Other special Needs or Messages	<input type="checkbox"/> Building Open Request <input type="checkbox"/> Unlock Requested Room <input type="checkbox"/> High Volume of Guests Expected <input type="checkbox"/> Reserve Parking Spaces <input type="checkbox"/> Traffic Control Needed						

Is this request submitted less than three weeks prior to start of the event?  Yes  No If yes, please provide explanation below.

## EVENTS REQUEST FORM (continued)

Signature(s) Required:

Event Planning Ministry: \_\_\_\_\_ Date: \_\_\_\_\_

Church Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

To guarantee your rental, a 20% deposit is due immediately upon signing of this document. The balance of your grand total must be received three (3) weeks prior to the day of your event. If the date of the event is within three (3) weeks of the date this form is signed, the full balance will be due at the time of signing. Please make your check payable to True Light Missionary Baptist Church. All fees for ministerial services should be made payable to the officiating minister. Cash is not accepted.

All cancellations must be received in writing by the Church Clerk no later than two (2) weeks prior to your event date in order to receive an 85% refund of the deposit. Events cancelled less than fourteen (14) days prior to event will forfeit entire deposit.

Loss and Damage. Customer will bear the entire responsibility and liability to True Light Missionary Baptist Church for the actual cost to repair or replace any equipment which is damaged while in the customer's possession due to failure to exercise due care in the use of the equipment by the customer, its agents, or employees acting within the scope of their employment. Customer shall indemnify and hold True Light Missionary Baptist Church harmless for any and all claims, liabilities, losses, costs, and expenses arising from the negligent or malicious use of the equipment by customer, its agents, or employees acting within the scope of their employment.

I have read the above reservation contract and agree to the terms and conditions.

Signature and Ministry Name (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this document to the Church Office.

## PROPERTY USE AGREEMENT

By signing below, I agree to the following terms and conditions regarding the use of the facilities of True Light Missionary Baptist Church.

I agree that I am responsible for confirming with the Church Clerk that my event has been placed on the church calendar.

I agree that I am responsible for cleaning up after using the church facility.

This includes disposal of garbage and putting garbage liners back in the trash cans, tables and chairs wiped clean and put back as found, floor swept/vacuumed grounds left in the condition I which they were found, and all restrooms checked to be sure no toilets are left un-flushed.

If usage fees have been paid, (for a wedding or funeral, for instance) cleaning fees are included and I am not responsible for the cleaning of items referred to in the above paragraph.

I agree to be responsible for any damage to the church facility and contents during my use of it.

I agree that no alcohol, drugs, or tobacco products will be used in the church facility or on church property during my event.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

---

Event Sponsor and Ministry Name (if applicable)

---

Church Staff



## WEDDING INFORMATION FORM

THE WEDDING DATE IS NOT CONFIRMED ON THE CHURCH CALENDAR UNTIL THIS FORM AND THE DEPOSIT IS RECEIVED AND THE DATE HAS BEEN CONFIRMED WITH THE PASTOR.

If the wedding is cancelled prior to two (2) weeks of the requested date, 85% of the deposit will be returned. Deposits will be forfeited for cancellations less than two (2) weeks prior to the date.

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Dinner Date (if required) \_\_\_\_\_ Time \_\_\_\_\_

Facilities requested:            \_\_\_\_\_ Sanctuary (wedding)  
  \_\_\_\_\_ Dressing Rooms (wedding)  
  \_\_\_\_\_ Family Life Center (reception)  
  \_\_\_\_\_ Family Life Center (rehearsal dinner)

Name of Bride \_\_\_\_\_

Member of what church, if not True Light? \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Parent(s) \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Parent(s) \_\_\_\_\_

### Wedding Party

Number of Bridesmaids \_\_\_\_\_ Number of Groomsman \_\_\_\_\_

Host/Hostesses/Ushers \_\_\_\_\_ Flower Girl(s) \_\_\_\_\_ Ring Bearer(s) \_\_\_\_\_

Single Ring    or     Double Ring

Unity Candle     Yes     No

## WEDDING INFORMATION FORM (continued)

Song List (include name of songs and artist)

Event Planning Ministry Services Requested?  Yes  No

If no, please list the name of your wedding Coordinator \_\_\_\_\_

Florist's Name \_\_\_\_\_

Photographer's Name \_\_\_\_\_

Videographer's Name \_\_\_\_\_

Musician's Name \_\_\_\_\_

Caterer's Name \_\_\_\_\_

(Only if the Family Life Center will be used for the Rehearsal and/or reception)

---

Please contact the Church Office at (251) 456-3155, should you have any questions or concerns. I have read the True Light Missionary Baptist Church "Planning Your Wedding" Policies and agree to follow the policies and procedures set forth to ensure a memorable event.

---

Signature (s)

Date

### EVENTS PLANNING MINISTRY USE ONLY

Wedding Date Confirmed  Yes  No

Counseling Scheduled  Yes  No

Deposit Received  Yes  No

Balance Received  Yes  No

Wedding Program Submitted  Yes  No

Marriage License Submitted  Yes  No

## FUNDS REQUEST FORM

THIS FORM IS TO BE USED TO OBTAIN APPROVAL AND FUNDS BEFORE MAKING PURCHASES THAT THE CHURCH WILL BE FINANCIALLY RESPONSIBLE FOR.

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS IN ADVANCE TO ALLOW TIME FOR CHECKS TO BE PROCESSED.

Ministry Requesting Funds: \_\_\_\_\_

Responsible Member: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Vendor Name and Address: \_\_\_\_\_

Explanation for use of Funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized by: \_\_\_\_\_

Ministry Chairperson

Authorized by: \_\_\_\_\_

Finance Ministry

For Finance Ministry Use Only

Finance Officer Approval: \_\_\_\_\_ Date \_\_\_\_\_

Chart of Accounts Number: \_\_\_\_\_

Date Funds Disbursed: \_\_\_\_\_

## FUNDS REIMBURSEMENT FORM

THIS FORM IS TO BE USED TO RECEIVE PERSONAL REIMBURSEMENT FOR PURCHASES MADE ON BEHALF OF MINISTRIES THAT THE CHURCH IS FINANCIALLY RESPONSIBLE FOR.

FORM MUST BE ACCOMPANIED BY A RECEIPT, WHICH SHOWS THE ITEMS PURCHASED AND THE AMOUNT REQUESTED FOR REIMBURSEMENT.

Ministry Requesting Funds: \_\_\_\_\_

Responsible Member: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Reimbursement Check Made Payable To: \_\_\_\_\_

Explanation for use of Funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized by: \_\_\_\_\_

Ministry Chairperson

Authorized by: \_\_\_\_\_

Finance Ministry

For Finance Ministry Use Only

Finance Officer Approval: \_\_\_\_\_ Date \_\_\_\_\_

Chart of Accounts Number: \_\_\_\_\_

Date Funds Disbursed: \_\_\_\_\_

## BENEVOLENT APPLICATION FOR ASSISTANCE FORM

Galatians 6:10

*“So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith.”*

**After completing this application, please email**  
**[truelightmbc2001@outlook.com](mailto:truelightmbc2001@outlook.com)**  
**Attn: Benevolent Ministry**

If you have any questions, please contact the Benevolent Ministry at 251-456-3155



**True Light Missionary Baptist Church, Inc.**

2001 West Main Street  
Prichard, Alabama 36610  
Phone: 251-456-3155

**Rev. Robert L. Boykin, Pastor**

## The True Light Missionary Baptist Church, Inc. Benevolent Guidelines

**Please read each statement carefully and initial before completing and submitting this application.**

1. True Light Missionary Baptist Church, Inc. ("True Light Missionary Baptist Church, Inc." or "TLMBC") offers various forms of assistance primarily to its members. Membership at TRUE LIGHT is defined as one having completed New Members Orientation, received the Right Hand of Fellowship and who financially supports the work of the ministry according to the Constitution and By Laws of this church. (If you have questions regarding your membership, please contact the church office. The benevolent process is not the place to dispute our definition of church membership.)
2. Non-members requesting assistance should first appeal to their home church or local agencies. In addition, non-member assistance is limited to different forms of counseling, referrals, financial coaching, mentoring and other support services with the hopes of helping you stabilize your financial situation as well as develop a healthy, biblical, financial practice for a more secure future.
3. True Light Missionary Baptist Church, Inc. is not obligated to support lifestyles or decisions that are not biblical. Also, any and all support granted is designed to provide temporary assistance to help bridge the gap and is not committed to become a source of monthly or continual support. If requesting assistance, the applicant may be asked to participate in any counseling or mentoring as requested by the Benevolent Committee.
4. If you are a member of True Light Missionary Baptist Church, Inc. and have received assistance in the past year, it is expected that you follow through on all recommendations from the Benevolent Committee. Please note that the responsibility to follow through on your commitment's rests solely on you, the applicant. ***Also, if you have received assistance in the past year, you are not eligible to receive assistance at this time.***
5. The Benevolent Committee reserves the right to decline assistance to any applicant.

### Agreement:

I have read and understand each of the above qualifications. I understand that in submitting this application for assistance I am willing to not only allow the True Light Missionary Baptist Church, Inc. to assist me in this short-term resolution, and I also agree to follow through with long term guidance to bring ultimate resolution to my present situation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The Distribution of Benevolent Funds

The following stipulations pertain to the distribution of benevolent funds during the COVID- 19 Pandemic and will be adhered to impartially.

- 1. If you have applied for assistance within the past 12 months, you are NOT eligible to receive assistance until after the year is over. After the pandemic, the assistance will only be considered after a two-year period.***
2. Upon completion of application please email application and any documentation to [truelightmbc2001@outlook.com](mailto:truelightmbc2001@outlook.com) or faxed to 251-456-3155 Attn: Benevolent Committee. All information provided in this application will be kept in strict confidence. Information will only be shared upon a need-to-know basis and with the consent of the applicant.
3. A genuine need must exist in order to receive benevolence assistance. Therefore, it is imperative that the application is completely filled out and all information is accurate and current. Any inaccurate information reported will result in an automatic denial of assistance.
4. The applicant will be required to conduct a telephone interview with the Benevolent Representative to discuss the information presented on the application.
- 5. The Benevolence assistance covers: Rent Arrears, Utilities, and limited medical prescriptions.**
- 6. The Benevolence assistance does not cover: Security Deposit, First Month Rent, Storage Fees, Funeral Cost, Tuition, Car Insurance/Payments, Give Cash/Loans to an applicant, and Credit Card Payments.**
7. If the application is approved, all funds will be released in the form of a check made payable directly to the entity.
8. Please be advised that this application will be processed on Monday and Benevolent Committee receives Wednesday of every week after submission.
9. The TRUE LIGHT Benevolent Ministry is not obligated to respond to last minute requests. While unforeseen circumstances arise, a lack of planning on the part of the applicant does not constitute an emergency on our part.
10. No checks will be made payable to the applicant.
11. NO CASH will ever be distributed by the Benevolent Ministry to individuals or to entities.

### **Acknowledgment:**

I have read the above regarding the distribution of benevolent funds and I understand my obligation to be completely truthful and compliant with the process established by the TRUE LIGHT Benevolent Ministry.

## BENEVOLENT APPLICATION

*(This is a confidential application for review by the Benevolent Committee only)*

Your Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

### Marital Status/Family Information

Married      Spouse's Name: \_\_\_\_\_

Single       Divorced       Separate       Widowed/Widower

Number of dependent children in the home: \_\_\_\_\_

Please provide the names and ages of all dependent children:

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_



What is your hardship and how would you like the Benevolent Ministry to assist you?

---

---

---

What is the total amount being requested? \_\_\_\_\_

What events prompted your need for assistance? \_\_\_\_\_

---

---

---

What other resources have you contacted? \_\_\_\_\_

Have you applied for or received assistance from TRUE LIGHT in the past year?  Yes  No

If yes, when? \_\_\_\_\_ Amount of assistance received \_\_\_\_\_

***If you have applied for assistance within the past year, you are not eligible to receive assistance.***

If approved, to whom should the check be made payable?

---

Please provide a contact phone number for the entity receiving the check: \_\_\_\_\_

**Please provide documentation (proof of address, past due invoices, court orders, etc.)**



## Monthly Income and Expenses

Current Monthly Income: \_\_\_\_\_

Current Employer/s: \_\_\_\_\_

Status:  Fulltime: Hours/Week \_\_\_\_\_  Part Time: Hours/Week \_\_\_\_\_

### Other Sources of Income for the Household

Do you have any other sources of financial support?  Yes  No

Sources of financial support (If yes, check all that apply):

- Retirement
- Social Security
- Alimony
- Child Support
- Public Assistance
- SSI Benefits
- Section 8
- Other: \_\_\_\_\_

### References

Please provide two personal references for us to contact.

*Note: This is required. Please make sure you receive consent from your references.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship \_\_\_\_\_ How long have you known him/her? \_\_\_\_\_

Is he/she a member of True Light Missionary Baptist Church, Inc.?  Yes  No

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship \_\_\_\_\_ How long have you known him/her? \_\_\_\_\_

Is he/she a member of True Light Missionary Baptist Church, Inc.?  Yes  No

### For Internal Use by the TRUE LIGHT Benevolent Committee

Current assistance to be given:

---

---

---

---

Make referral to: \_\_\_\_\_

Issue food card(s) for \$: \_\_\_\_\_

Issue check(s) for \$: \_\_\_\_\_

Make Check payable to:

---

---

---

---

#### Action Required

Attend True Light Missionary Baptist Church, Inc.  Meet with a budget coach

Obtain community resources  Obtain legal advice

Meet with a counselor regarding: \_\_\_\_\_

Other: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY ASSISTANCE FORM

Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Place of Employment \_\_\_\_\_

Salary (Monthly) \$ \_\_\_\_\_ Other Sources of Income \$ \_\_\_\_\_

Total Monthly Bills \$ \_\_\_\_\_ Amount of Assistance Requested \$ \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Is bill delinquent? \_\_\_\_\_ If YES, how long has it been delinquent? \_\_\_\_\_

Do you live alone? \_\_\_\_\_ If NO, who else resides at this address? \_\_\_\_\_  
\_\_\_\_\_

Have you contacted other churches/organizations/agencies for assistance? \_\_\_\_\_

If YES, please list them along with contact name, phone number and amount of assistance \_\_\_\_  
\_\_\_\_\_

Which of them responded to your request for assistance? \_\_\_\_\_  
\_\_\_\_\_

How did you hear about True Light Missionary Baptist Church's Emergency Assistance Program? \_\_\_\_\_

Is this your first request for assistance from True Light Missionary Baptist Church? \_\_\_\_\_

If your answer is No, when was your last request for assistance? \_\_\_\_\_

Are you a **Member in Good Standing** at True Light Missionary Baptist Church? \_\_\_\_\_

If your answer is YES,

(1) How long have you been a member? \_\_\_\_\_

(2) Are you a tither? Yes \_\_\_\_; No \_\_\_\_

(3) Do you attend bible study and Sunday school? Yes \_\_\_\_; No \_\_\_\_

If True Light Missionary Baptist does provide some assistance, what is your plan for paying

this bill next month? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SUBMIT REQUEST**

### PLEASE NOTE:

**Completion of this form does not constitute approval. Please allow 3-4 business days for processing.**

**Each request will be handled on a case-by-case basis.**

**There will be no loans provided. Emergency assistance funds are limited. Assistance will be provided once a year.**

**Request forms must be received at least 5 days prior to bill due date. Please attach a copy of the bill for which you are requesting assistance.**

**THIS FORM WILL NOT BE PROCESSED IF ALL QUESTIONS HAVE NOT BEEN ANSWERED.**

## What Constitutes a Member in Good Standing?

A Member in good standing should be working toward the following goals:

- Enter into covenant with the believers as one body in Christ.
- Tithe ten percent of earnings as commanded by God's Holy Word.
- Support the Church in Worship, ordinances, discipline, doctrine, and regular attendance.
- To walk in brotherly love and fellowship with the Pastor and Church Members.
- To study diligently the Word of God which promotes spiritual growth.
- To cultivate Christian courtesy, abstaining from idle gossip while being always ready for reconciliation.

NOTE: See Constitution and By-Law

