

Board of Member Care

Brother's Keeper Team Member

Mission Statement: The Brother's Keeper ministry exists to look after our brothers and sisters in Christ out of love and devotion to our Lord and to each other by providing financial assistance to members of Grace, and on occasion non-members, for unexpected or unplanned expenses that are beyond what they can feasibly manage on their own.

Description: The Brother's Keeper Team, made up of the Member Care Elder and 2 lay leaders, meets to discuss requests for financial assistance and to make decisions regarding whether or not the request is appropriate. If the request is honored, the appropriate steps are made to complete the assistance.

Qualifications:

- Member of Grace Lutheran Church
- Exhibits respect, empathy, and compassion
- At least 25 years of age
- Attentive to checking emails and phone regularly
- Ability to keep all matters confidential

Responsibilities:

1. When requests for help are made, discuss with other team members via email or phone.
2. Come to a majority decision as to whether or not the request will be granted and the amount that will be gifted. Two votes of agreement are needed for approval.
3. The Member Care Elder will report any Brother's Keeper activity to the Coordinating Council. In order to protect anonymity, the identity of anyone who will be assisted by the Brother's Keeper fund will not be shared with the Council.
4. When a request is approved by the team, a member of the team will request a check, either verbally or by email, from the Finance Manager. The dollar amount and recipient's name must be included in the request. Whenever possible, the check should be made out directly to whatever entity will receive the final payment rather than the members themselves (ex. utility company, rental company, etc.)
5. Maintain current accurate records of all requests, including those that have been denied. A working document for recording will be provided.

Time Commitment:

- Amount of time will vary per request, to include discussion/s with team, request for check from Finance Manager, and forwarding of check to recipient. If there is difficulty coming to a decision, more time may be necessary for discussion.
- This is 2-year commitment, but you may serve longer if desired.

Relationships: A team member works with other Brother's Keeper team members and the Grace members and others making a request. The team members' names and contact information will be made available to the congregation so that members know who to contact with requests.

Training: Training will be provided by other current members of the team.