

## **GUIDELINES:**

Adoption Support requests must be made by the person requesting assistance. Requests should be mailed or emailed to the Church Business Administrator ([rcalvary.org/staff/](mailto:rcalvary.org/staff/)), who will then forward the request to the Adoption Support Committee. Requests will be subject to this process and should include the following:

- Name, address and family information of the applicant for whom Adoption Support is requested
- Attestation of Faith Letter: Provided to Calvary from clergy or ministry leader attesting to the Christian faith and character of the applicant
- Financial Support Capability Documents: Applicant must demonstrate financial capability to support the addition of an adopted child. Application will include a section for personal financial statements to be evaluated by the Adoption Support Committee.
- Adoption Support Committee will be selected by the Church Council and will serve on the committee for a term determined by the Church Council.

## **PROCESS FOR THE DISTRIBUTION OF FUNDS:**

- All requests will be reviewed and voted on by the Adoption Support Committee. The Business Administrator will provide the Committee with Adoption Support requests within 5 business days of receipt. The Committee will then review the request and ensure that the applicant meets the stipulations of the Adoption Support Ministry and that there are no conflicts of interest.
- If the Committee determines that the Adoption Support request qualifies, the Committee will give a recommendation to the Church Council. The Church Council will determine the amount and type of Adoption Support to be disbursed. The Church Council will then notify the Business Administrator of their determination to execute the distribution of funds.
- The applicants will be informed in writing of the determination. Pastoral support to be provided throughout the process at the request of the applicant.