

Adoption Assistance Ministry Policy



Purpose

The purpose of this document is to set forth the responsibilities of **Adoption Assistance Ministry Committee** (Adoption Assistance Committee) and the guidelines for discharging those responsibilities. It is not intended to cover all circumstances under which funds may be disbursed from the adoption fund, but only those that involve the Adoption Assistance Committee. The Bellevue Baptist Church Foundation has ultimate responsibility and accountability for the adoption fund, and will necessarily make decisions to disburse funds—according to its charter and subject to these guidelines—without involving the Adoption Assistance Committee.

The purpose of the Bellevue Baptist Church Foundation Adoption Assistance Ministry (Adoption Assistance Ministry) is to provide financial assistance for adoptions. The Adoption Assistance Ministry achieves this purpose primarily through specific disbursement at the direction of the Adoption Assistance Committee or the Bellevue Foundation.

Oversight and Accountability

The Adoption Assistance Committee is accountable to the Bellevue Foundation and will interface with the Bellevue Foundation as necessary.

The Bellevue Foundation Executive Director or the Adoption Assistance Committee Chairman will serve as liaison between the Senior Pastor and Adoption Assistance Ministry Committee. The Executive Director will meet with the Adoption Assistance Committee when the committee meets to disburse funds.

Designated Gifts

Gifts intended for the Adoption Assistance Fund must be designated as such at the time the gift is given. However, members of the congregation will not be encouraged to give to the adoption fund in lieu of their tithe.

The Adoption Assistance Ministry can perform nominal-visibility fundraising activities for the Adoption Assistance Fund, which must be approved by the Office of the Pastor. However, all fundraising activities must be tied to the benefit of the ministry as a whole, and not for a specific individual.

Donations with the designation of “Adoption Assistance Fund” and made payable to the Bellevue Foundation will denote contributions intended to be placed in this fund.

This fund operates within a qualified 501(c)(3) and adheres to all IRS regulations.

Please note: Due to our non-profit status, all donated funds payable to the Bellevue Foundation are tax deductible to the extent of the law and final.

Guidelines for Disbursement

General Guidelines

The Adoption Assistance Ministry provides financial assistance to approved families to offset a portion of their adoption costs.

Approved couples give the Adoption Assistance Committee permission to follow up on any of the information provided to the committee. The committee will be sensitive to confidential issues.

If a member of the committee applies for benefit from the fund, that member will recuse himself/herself from the consideration of the application.

Criteria for Approval

The Adoption Assistance Committee will prayerfully consider each application. The family's financial need, special needs of the child, and other unique circumstances will be taken into consideration in the approval process. All decisions made by the Adoption Assistance Committee are final.

Procedure

Processing the Request

1. The Adoption Assistance Application is submitted to the Foundation Office.
2. The Foundation Office will pre-qualify the application and forward it for consideration to the Adoption Assistance Committee.
3. The Adoption Assistance Committee reviews the application and makes a final decision.
4. The decision and relevant supporting information are written in meeting minutes.
5. The Adoption Assistance Committee and Foundation Executive Director approve and award any financial assistance.
6. Couples are informed of the final decision by mail.

Definitions

Bellevue Baptist Church Foundation Adoption Assistance Ministry

The Bellevue Baptist Church Foundation Adoption Assistance Ministry (Adoption Assistance Ministry) is an officially recognized and designated permanent fund, established according to the Bellevue Foundation bylaws and constitution. As such, it is an approved recipient for designated giving.

Bellevue Baptist Church Foundation Adoption Assistance Ministry Committee

The Bellevue Baptist Church Foundation Adoption Assistance Ministry Committee (Adoption Assistance Committee) functions under the authority of the Bellevue Foundation. Its members serve at the appointment of Bellevue Baptist Church.

Adoption Fund Records

The Bellevue Foundation maintains the Adoption Fund records, including applications, additional financial or personal information, and meeting minutes from the Adoption Assistance Committee.

Bellevue Baptist Church

Bellevue Baptist Church, a Tennessee non-profit religious corporation, is an autonomous local body of believers, which is a participating member of the Southern Baptist Convention. The Church's ministry is pastor and staff led, committee operated, deacon served and congregational approved.

Bellevue Foundation

The Bellevue Foundation (BF) exists, in a covenant relationship with its donors, to assist in providing funding for the spread of the Gospel of the Lord Jesus Christ through the ministries of Bellevue Baptist Church and other ministries compatible with the Church's mission.