



Someone comes to the church or a church member with a need.



Church member calls, email or texts a member of the mercy team with the need.



Call

Email

Text



Mercy Team then contacts that person to get more information.



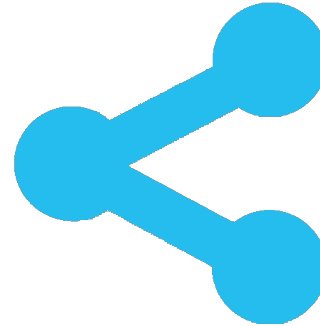
Member of Mercy Team then contacts that person completes the intake form.



Member of Mercy Team then shares need with team.



Mercy Team Votes



If the need is not private in nature, is larger than \$300, would benefit from sharing with the larger congregation, then a Deacon will share through the appropriate channels



Mercy Team will share with elders the decision.



An e-mail is sent to Church Administrator, copying Pastor, to request a check to specific vendor.



Mercy Team who did the intake gets back to the person who has the need to communicate our ability to meet the need.



Weekly cutoff for requests for assistance is Thursday at Midnight. Requests received after the cutoff will be considered for the following week.