

Lazarus Fund Pittsburgh Presbytery General Information

Please find enclosed an *Application Form* and a *Tracking Form* to be copied as needed. The *Tracking Form* is to help you and the Lazarus Fund Ministry Team contact stay in touch with every one of your applications until it is approved, clarified or denied.

When you receive a request for a new application, please assign it an Application Number as follows:

GA PIN # - sequential numbering for applications sent by your church – last two digits of the year

For example, the fifth application submitted by the Morningside Presbyterian Church (PIN #8216) would be 8216-05-02

At the interview with the applicant, please help the applicant fill out the *Application Form*. Then enter the relevant information on the *Tracking Form* and make a copy of the application for your records. Send the application to your church's committee contact.

The committee contact will likewise register the application on their *Tracking Form* so you have a common page for discussion of applications. After the committee contact has reviewed the application, they may call you for clarification or additional information.

One week before the Lazarus Fund Ministry Team meeting, (on the second Monday of each month), the church contact should review the pending applications and try to contact the applicants for an update in status and to determine the urgency of the need. Then the church contact should call the Ministry Team contact and give them the necessary information for the meeting.

At the Ministry Team meeting, team members will present the current applications, with all background information and updates already noted. The funds will be allocated, as they are available.

Following the meeting, the team members will contact their churches to inform them of the decisions for approval or denial of all requests. Applications that were not funded should be updated by the church contact one week prior to the next month's Lazarus Fund Ministry Team meeting.