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|  | **VIETNAMESE AGAPE CHURCH IN LOS LUNAS**  (Hội Thánh Agape Tại Los Lunas)  Website: Vietnameseagapegroup@org  Email: Agapevngroup@gmail.com |

**Instructions for Using the Agape Emergency Support Fund**

**1. FUND AND PURPOSE**

The "Agape Emergency Support" fund is contributed by God's children for a very specific purpose and is managed by the Church. This fund will have a separate bank savings account under the Church's name and will be completely independent of the Church's spending fund.

The main purpose of the "Emergency Loan" fund is to:

- Express love among brothers and sisters in Christ in a concrete way.

- Help believers in emergencies.

**2. INSTRUCTIONS FOR USING THE FUND**

This fund is only used for official believers in the Church to borrow without interest. If not a church member, they must be introduced by an official member.

A person can only apply for approval once a year.

In 2024, the maximum loan amount is $2,000 at a time.

The maximum loan period is 6 months.

There will be a maximum of 1 unsecured loan at any time for non-Church members. An unsecured loan means the introducing member does not commit to repay in case the borrower loses the ability to repay.

A secured loan is defined as a loan to a non-Church member where the introducing official member commits to repay on behalf of the official member in case the borrower loses the ability to repay. This loan is considered similar to a loan to an official member.

**3. APPROVAL CONDITIONS**

***Official Church Members***

Write a letter directly to the Pastor or Deacon of the Church. The letter should include the following:

- Details of the difficult situation.

- Purpose of using the borrowed money from the Church.

- Detailed plan to repay this amount to the Church.

***Non-Church Members***

Normally, the person in need of support will come directly to the Church and present their need.

- Details of the difficult situation.

- Purpose of using the borrowed money from the Church.

- Detailed plan to repay this amount to the Church.

If inconvenient, they need to send a video to the Church presenting their need including the above items. The video will be shown after the Worship meeting to Church members.

**4. APPROVAL**

The Pastor and Deacon will present the borrower's letter before the Church.

The Church will vote for the final decision according to the voting instructions presented in the Church's bylaws.

**5. INSTRUCTIONS IN CASE OF LATE REPAYMENT AND LOSS OF ABILITY TO REPAY**

***5.1. Official Church Members***

In case of late repayment, the member needs to contact the Pastor or the Executive Board to set up a new repayment plan, with a maximum of 6 months for the new plan.

If this member continues to fail to repay the Church on time, they will be considered to have lost the ability to repay. The member needs to write a letter to the Church explaining the inability to repay.

Members who lose the ability to repay will not be considered for loans from this fund until the old loan is repaid.

***5.2. Non-Church Members***

***For unsecured loans:*** they need to contact the Pastor or Executive Board to set up a new repayment plan, with a maximum of 6 months for the new plan.

If they continue to fail to repay the Church on time, they will be considered to have lost the ability to repay. They need to write a letter to the Church explaining the inability to repay.

Those who lose the ability to repay will not be considered for loans from this fund until they can repay the old borrowed amount.

***For secured loans:*** they need to contact the Pastor or Executive Board and the introducing member to set up a new repayment plan, with a maximum of 6 months for the new plan.

If they continue to fail to repay the Church on time, they will be considered to have lost the ability to repay. They need to write a letter to the Church explaining the inability to repay.

The introducing member needs to carry out the repayment on behalf of the person who lost the ability to repay.

In case the introducing member fails to fulfill the obligation to repay, both the introducing member and the person who lost the ability to repay will not be considered for loans from this fund until the old loan is repaid.

Instructions and conditions will be updated each year.

Adopted by the Church

April 10, 2024

Signed:

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| Tan C. Nguyen  Pastor of the Church | Tang Nguyen  1st Decon of the Church | Duc Pham  2nd Decon of the Church |