

**LIVING HOPE COMMUNITY GROUPS**  
**CHILDCARE REIMBURSEMENT POLICY**

Living Hope community groups exist to make and mature disciples. Because of the value placed on community groups, Living Hope Church offers partial reimbursement to help offset the cost of childcare for families, especially those who would otherwise not be able to attend a community group.\*

- \* The *Childcare Reimbursement Request Form* is to be used for community group gatherings only. Unless otherwise approved, other ministries are not entitled to use this reimbursement process.
- \* Each community group is required to obtain their own babysitting/childcare for group gatherings.
- \* Living Hope will not pay any babysitter/childcare worker. Living Hope Church will only reimburse community group members.
- \* Reimbursement amounts are standardized in accordance with the average length of a community group gathering (2 hours).
- \* Reimbursement amount is \$10 hr. up to 2 workers per community group.
- \* Reimbursement can be utilized a maximum of 2 weeks per month.
- \* Reimbursement is meant to supplement childcare expenses and might not cover the full amount of childcare expense. Living Hope intends for this to be a generous attempt to help families engage in community groups; we hope our families will be generous to those who care for their children during this time.
- \* Living Hope will not reimburse multiple individuals from one community group. Therefore, reimbursements should only be submitted by one person from each community group.
- \* The deadline for all submission is the 15<sup>th</sup> of the following month. There are no exceptions for late submissions.<sup>1</sup>

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\* funds are available for the specific ministry year (Sept.-Aug.) or until the ministry budget is depleted.

<sup>1</sup> Adapted from Crosspoint City Church's Childcare Reimbursement Policy