

First Presbyterian Church Furniture Ministry
508 West Davis Street, Burlington, NC 27215
336-212-2937 Fax 336-228-1705

Partner Agency Guidelines

Our mission is to provide good, useful furnishings to those in need, treating each client graciously, with Christian hospitality. Our service area is Alamance County.

- Recipients must have a referral from a local service agency, school, or pastor. Referral agencies must be able to verify that a client is in need of furniture and lacks other resources to satisfy that need.
- The Furniture Ministry does not take walk-ins and requests that partner agencies only refer clients with whom they have a relationship.
- A home visit by the agency to verify need is strongly recommended. If your agency cannot do home visits, you will need to provide verification of need.
- The Furniture Ministry needs complete information about your agency. Please have the director of your agency or a designee fill out the **Partner Agency Information Form** and fax it to 336-228-1705 or email to furnmin@fpcburlington.org. Please list all agents who have permission to make referrals. Please let us know if there are staffing changes.
- When a client in need of furniture is identified, the partner agency should:
 - Complete the **Furniture Referral Form** with the client.
 - Request all furniture needed. We will make every effort to meet the client's needs, according to our inventory at the time.
 - If there is more than one adult on the referral, please add names of the other adult (s).
 - Please designate on the referral form if the beds are for adults or children.
 - Have the client read, initial and sign the **Client Checklist**.
 - **Fax OR Email both forms (Furniture Referral Form and Client Checklist)** to the First Presbyterian Furniture Ministry at 336-228-1705 or email furnmin@fpcburlington.org
- After the Furniture Referral Form and the Client Checklist are received, a Furniture Ministry volunteer will call the client to discuss the items that are available and arrange a delivery date. If additional information is needed, the volunteer may call your agency as well.