

## STEPS FOR CHURCHES USING THE HUB NETWORK

- 1) Fill out a HUB intake form and get signed by aid recipient. If possible, learn if there are needs that go beyond what the person/family is requesting (underlying issues) and include those in the notes field on the form. Please do not promise any assistance!
- 2) Send form by email to [info@myhubnetwork.org](mailto:info@myhubnetwork.org) or fax 240-239-0574. Please allow up to 48 hours for a response.
- 3) HUB representative contacts referral church to discuss situation.
- 4) HUB rep seeks resources and information; contacts church again with recommendations for referrals or action, pertinent info learned from other agencies.
- 5) Church representative gives recommendations/referrals to aid recipient, shows love and respect, prays with them if appropriate. Offers to follow up. (The person doing this can be the same person who did the intake or someone else with more time and a heart for working with people.)

6) If there is a verified financial or material need our combined network can help meet, usually in partnership with agencies, a request will be sent out by email. Any funds obtained will often go through an agency. Turnaround time for this process can take several days to a couple of weeks, depending on the need and response to it.

7) Church representative follows up with aid recipient after the need is met. Offers continued relationship and/or future follow up calls, spiritual care and prayer if appropriate. Connects aid recipient to other resources recommended by HUB if needed to address underlying issues (financial counseling, mental health counseling, job training, etc.)

8) HUB NETWORK tracks aid recipients, how they've been helped, who is following up. Encourages churches to nurture the spiritual needs and growth of aid recipients.



**The HUB NETWORK**

[www.myhubnetwork.org](http://www.myhubnetwork.org)  
[info@myhubnetwork.org](mailto:info@myhubnetwork.org)



### **Vision Statement**

*A network of relationships connecting regional community resources to meet physical, emotional, and spiritual needs.*

### **Mission Statement**

*To be the regional networking hub, forming a safety net for those in need with the goal of assisting them toward self-sufficiency, showing respect and compassion for all.*

### **Biblical Foundation**

*John 15:5 (NIV) I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.*

*Micah 6:8 (NIV) He has shown you, O mortal, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.*

*Matthew 22:37-40 (NIV) Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself." All the Law and the Prophets hang on these two commandments."*

*James 1:27 (NIV) Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world.*

## **HOW THE HUB WORKS**

### ***REFERRALS TO HUB NETWORK***

- Can come from anywhere (church and/or agency)
- Spiritual concerns
- Physical, mental, and financial concerns

### ***WHAT HUB NETWORK WILL DO***

-HUB NETWORK will assist churches or ministries in finding resources to help meet the needs of individuals.

-HUB NETWORK also provides a regional web of connectivity between churches, agencies, businesses and individuals.

### **STEPS IN REFERRAL PROCESS**

#### **1) Point of Contact**

A person in need connects by phone or in person with someone associated with the church. This is the point of contact.

#### **2) Meeting the Perceived Need**

How is the church going to address the need as presented to them? Work with the HUB NETWORK coordinator to determine an appropriate course of action. If there is a financial need, an intake/referral form is required by HUB NETWORK or a referral from a connected agency.

#### **3) Ongoing Communication**

This involves the tracking of communication between the HUB and the church, and the church and the individual, and any multiple contacts with the same individual.

#### **4) Spiritual Care**

How is the church going to address the underlying spiritual needs of the individual?

## **HOW TO CONTACT HUB NETWORK**

Email: [info@myhubnetwork.org](mailto:info@myhubnetwork.org)

Fax: 240-239-0574

Call: 240-347-7580 (for your use only, not to give out to clients!)

Website: [www.myhubnetwork.org](http://www.myhubnetwork.org)

Mail: P.O. Box 148, Hagerstown, MD 21741

Please allow up to 48 hours for a response! The coordination of HUB NETWORK is currently volunteer-based.

## **HOW TO SUPPORT HUB NETWORK**

Share the Vision and spread the word about the HUB NETWORK.

Identify those who are absent and get them connected.

Complete the Agency or Church/Ministry Questionnaire.

***Get Involved Financially-***  
Checks Payable to HUB NETWORK

Mail to HUB NETWORK PO Box 438  
Hagerstown, Maryland 21741