

First Baptist Church Pelham
Mission Committee Policy
(Issued and Approved September 2012)

Purpose

This document provides guidelines, policies and procedures to the members of the Mission Committee (MC) of First Baptist Church Pelham (FBCP) for recommending, approving, and managing of mission activities funded by the Mission Fund. The funding of mission activities results in a significant level of financial and legal responsibilities that are implicitly accepted by the congregation and its leadership. The processes and procedures in this document assist in the proper management and disposition of mission activities and funding.

Revisions

The Mission Committee shall review this policy at least once per calendar year, updating as necessary. All changes and updates will be presented to the Church as specified in the FBCP Constitution and By-Laws.

Mission Committee Objectives

The Mission Committee objectives are:

1. Spread the Gospel globally to as many people as possible while remaining within the financial limits of the Mission Fund.
2. Instill a mission spirit and a desire to support local, national, and international missions with funding and personal service by each member of FBCP.
3. Involve every FBCP member personally in actual mission activities or in service to missions supported by FBCP.

Mission Correspondence

The Mission Committee Chairperson or their designee shall take steps to facilitate and coordinate regular updates to the congregation on mission activities and mission support activities via periodic bulletin announcements, bulletin board displays, posters, special mailers, email, etc.

Mission Training

The MC shall encourage its members to engage in formal and informal missions training opportunities to enhance each member's effectiveness. Training may be in the forms of books, videos, seminars, field visits, etc. In all cases, all mission teams must be fully trained to support the work plan prior to departure.

Mission Committee Responsibilities

Authority of the Mission Committee

The FBCP MC shall act in accordance with the approved Mission Committee Policy and in concert with the Ministerial Staff.

The MC shall have the authority to:

1. Administer the Mission Fund in support of approved mission activities.
2. Evaluate the effectiveness of currently funded mission works.
3. Review and approve all requests for mission activities or trips for FBCP.
4. Recommend, plan and coordinate mission support activities to be undertaken in the name of FBCP.
5. Recommend and provide advice on mission education to all age levels.
6. Establish ad hoc subcommittees to handle trip planning and details.
7. Develop/revise/maintain various forms for mission trip approval requests, mission trip participation requests, etc.
8. Collect all historical documentation from mission trips to comply with IRS requirements (See Records Retention Form (Appendix D)).
9. Approve annually in November of each year funding requests from ministries and missionaries for the next calendar year.

Meetings

The MC shall meet at least once per quarter. MC meetings shall be open to all members of the FBCP congregation. Before a scheduled meeting, the Chairperson shall issue an agenda of the items to be discussed during the meeting. To ensure accountability, all MC meetings and actions shall be recorded in minutes. Any status reports for a mission work presented at a MC meeting shall be included in the MC files. Urgent matters that require immediate response may result in a teleconference, individual phone calls and or email correspondence to obtain consensus on a matter. Documentation and MC notification of the decision will be required.

Emergency Funds

The MC shall reserve a portion of the budgeted annual funds for use in the event of an emergency request for assistance from a sponsored mission work or from other mission request the MC agrees to fund.

Emergency funds may be used to assist a sponsored missionary and their family in the event of illness, injury, death, emergency exit due to political instability, etc.; for one time contributions to works not included in the MC budget; or for relief or other emergency situations (such as earthquake or other natural disasters).

Mission Budget

The MC will attempt to integrate all approved funding requests into the mission budget. All mission funding requests must be approved by a majority vote of the MC members. The Mission Fund budget plan must be prepared and approved by the full MC before the end of November of each year.

Mission Fund Administration

- To be eligible for Mission Fund support all Mission Trip Funding Request forms(Appendix A) or Individual Mission Trip Funding Request forms (Appendix B) must be submitted to MC at least 120 days prior to the planned departure date.
- To be eligible for Mission Fund support individuals must meet the following requirements:
 - Active member in good standing of FBCP.
 - Meet the expectations to work two mission support events for international trips and one event for a domestic trip either before or after the mission trip in the same calendar year of the trip.
 - Trip must be a FBCP approved trip for that calendar year (Special exceptions can be made at the discretion of the MC).
 - FBCP members are allowed mission support once a calendar year.
- Full time FBCP Ministerial and staff members are eligible to have 100% of one (1) FBCP MC approved mission trip paid from the Mission Fund per calendar year.
- Full time FBCP Non-Ministerial and staff members are eligible to have 100% of one (1) FBCP MC approved mission trip minus a \$200 deposit paid from the Mission Fund per calendar year.
- Part Time FBCP Ministerial Staff members are eligible to have 50% of one (1) FBCP MC approved mission trip paid from the Mission Fund per calendar year.
- Part-time non-ministerial staff members are eligible to have 50% of the cost minus a \$200 deposit of one (1) FBCP MC approved mission trip paid from the Mission Fund per calendar year. The staff member is responsible for the \$200 deposit.
((Total Cost-\$200 Deposit)/2=Mission Fund Contribution)
- Other ministries and full-time missionaries must reapply for approval of funding for the next calendar year by October 15 of each year.(Appendix C)

Mission Trip Approval

The MC will:

- Make decisions on all requests for mission trips.
- Utilize sub-committees to perform research and planning of approved mission trips or activities.
- Review and approve Mission Trip Funding Request forms.
- Review and coordinate support for on-going programs/ministries.

Mission Support Activities

- All mission support events will be set by the MC (MC reserves the right to add to or take away support events at any time during the year).
- All mission support events will have a MC member assigned to oversee each event.
- All mission support events will be set on or before November of each year for the following year's events.
- All FBCP members who get assistance from the Mission Fund are expected to work a minimum of two (2) events for international trips and/or one (1) event for a domestic trip to help provide funding to the Mission Fund. Should an individual fail to work the expected number of mission support activities they will forfeit church contributions for subsequent trip requests.
- All revenue produced from mission support events will go into the Mission Fund. (i.e., Funding of specific trips by individual mission support activities/events is not permitted by the MC.) All funds produced from any event that is conducted in the name of FBCP without prior approval from the Mission Committee will be expected to deposit all funds raised into the FBCP Mission Fund.
- Mission support events/activities to support a specific trip are not permitted.
- Individuals are not authorized to use FBCP name in non-approved support activities/events.
- Mission support for individual ministries (501c3 organizations) is allowed but requires approval from the MC. (Special offerings, such as Lottie Moon, Anne Armstrong, etc., are excluded from the mission funding requirements.)

Appendix A
First Baptist Church Pelham
Mission Trip Funding Request

Required for FBCP Sponsored Domestic and International Trips
(Form must be submitted 120 days prior to planned departure date.)

Date of Request Submitted _____

Submitted by _____

Date of planned trip _____

Destination _____

Activities Planned and Goals

Estimated Number of FBCP Members _____

Estimated Number of FBCP Ministerial Staff _____

Estimated Number of FBCP Non-ministerial Staff _____

Estimated Costs per person _____

Estimated Funding Requested _____

Approved FBCP Minister _____

Approved by Mission Committee (Date) _____

Signed _____ Mission Committee Chairperson

Communicated back to Requestor (Date) _____

Copy to Financial Administrator (Date) _____

Appendix B
First Baptist Church Pelham
Individual Mission Trip Funding Request

(Form must be submitted 120 days prior to planned departure date.)

Date Request Submitted _____

(List only one name per form)

Submitted by _____

Dates of planned trip _____

Organization Sponsoring Trip _____

Destination _____

Estimated Number of FBCP Members _____

Estimated Costs per person _____

Trip Sponsor _____

Approved By Trip Sponsor _____

Approved By FBCP Minister _____

Approved by Missions Committee (Date) _____

Amount Approved by Missions Committee _____

Signed _____ Missions Committee Chairperson

Communicated back to Requestor (Date) _____

Copy to Financial Administrator (Date) _____

Appendix C
First Baptist Church Pelham
Annual Ministry/Missionary Funding Request

(Form must be submitted to FBCP Mission Committee by October 15 of the current year to be considered for funding in the next calendar year.)

Name of Ministry/Missionary _____

Date of Request Submitted _____

Submitted by _____

Requested Annual Amount _____

Estimated Number of Opportunities to Minister to Individuals _____

Actual Funding Granting _____

Funding for Calendar Year _____

Approved by FBCP Minister _____

Approved by Mission Committee (Date) _____

Signed _____ Mission Committee Chairperson

Communicated back to Requestor (Date) _____

Copy to Financial Administrator (Date) _____

Appendix D
First Baptist Church Pelham
Records Retention Document

In accordance with IRS requirements you are required to return the items listed below to the FBCP Financial Administrator within two weeks of your return.

Dates of Trip _____

Date to have information to Financial Administrator _____

Mission Trip to _____

Person Responsible for Providing Documentation _____

Documentation Required

_____ Pictures From the Trip

_____ Itineraries

_____ Samples of Fund Raising Letters

_____ Testimonies

_____ Mission Funding Request

_____ Trip Summary Paragraph

_____ Other Trip Records

Date Received by Financial Administrator _____

Date Filed _____