

**SIERRA GRACE FELLOWSHIP
MISSIONS COMMITTEE
POLICY AND PROCEDURES
August 6, 2003**

1. Introduction

- a. These policies and procedures exist to provide a framework for administering the missions activities of Sierra Grace Fellowship (the Church) under the leadership of the Missions Committee (the Committee). It is a work-in-progress that will expand as the Committee gains new experience, new information, or a better understanding of the will of God. The policies should not be interpreted rigidly, but normally the guidelines are adequate and will be followed. It is recognized that a worthy cause might arise which does not fit within these stated principles and procedures. In such a case, an exception may be made, but not without careful consideration and approval by the Elders.
- b. The goal of these policies is to provide the following:
 - i. Overall views in the area of missions.
 - ii. Strategy and direction for our participation in the cause of missions.
 - iii. Objective standards and procedures for soundly evaluating opportunities in missions.
 - iv. Proper stewardship of the missions budget.
 - v. Accountability in the missions program.
 - vi. Continuity between incoming and outgoing missions leaders in the Church.
 - vii. Understanding and cooperation between the Committee, Church members, and other organizations.

2. Purpose

- a. The purpose of the Committee is to mobilize, direct, and empower Church members to be strategically involved in making disciples of all nations in non-local, cross-cultural situations.
- b. The Committee will also seek to encourage and assist Church members that have become strategically involved in missions.
- c. Core Values
 - i. Prayer
 - ii. Knowledge
 - iii. Accountability
 - iv. Unity
 - v. Joyful giving
 - vi. Encouraging support
 - vii. Dependence on God

3. **Strategy**

- a. Priority of ministry targets - The Committee will use the following priorities in reviewing mission opportunities. Listed in order from highest to lowest, the priorities are:
 - i. People groups who have no or little available Christian witness.
 - ii. People groups who have limited exposure to Christianity.
 - iii. People groups who have frequent exposure to Christianity.

- b. Priority of missions support - In selecting missionaries and missions projects to support, the Committee will use the following priorities in conjunction with the priority of ministry targets and practical considerations such as reaching areas closed to U.S. nationals, taking advantage of “open doors”, maximizing the effectiveness of missions funding, and maximizing cultural and personal effectiveness. Listed in order from highest to lowest, the priorities are:
 - i. The education, training, counseling, encouragement and preparation of Church members for active involvement in foreign missions.
 - ii. The support of missionaries raised up from within the Church including short-term missions.
 - iii. The support of indigenous missionaries (nationals).
 - iv. The support of other missionaries.
 - v. The support of mission agencies.

4. **Organization**

The Committee is appointed by the Elders to help lead the missionary endeavors of the Church. The majority of the work of the Committee is performed through its subcommittees which are focused on individual missionaries, projects, or specialized functions. Therefore, Committee meetings consist primarily of authorizing, reviewing, and approving the work of the subcommittees.

- a. Authority - The Committee is comprised of volunteer Church members appointed by the Elders to administer the missions activities of the Church in accordance with the policies and procedures. Any changes to the policies and procedures recommended by the Committee must be approved by the Elders. Committee decisions may also be overruled by the Elders.

- b. Committee Members - Committee membership is open to any member of the Church who wants to become involved in missions leadership. Members who would like to join the Committee are encouraged to attend and participate in Committee meetings for six months prior to requesting an appointment through the Committee chairman. The chairman will notify the Elders of the candidate's request for an appointment. Committee members are expected to:
 - i. Make a reasonable attempt to attend Committee meetings
 - ii. Join at least one sub-committee.
 - iii. Stimulate prayer for missions within the congregation.
 - iv. Create an awareness and understanding of missions within the congregation.

- v. Recruit and support the involvement of other members in missions.
 - vi. Encourage and support “our” missionaries.
 - vii. Complete at least one missions continuing education activity (conference, book, trip, etc.) each year.
- c. Sub-Committees - The Committee shall appoint sub-committees to make recommendations to the Committee on issues or manage processes that cannot be efficiently addressed at regular Committee meetings. Sub-committee members do not have to be members of the Committee or of the Church.
- d. Meetings and Officers - Committee meetings are open to anyone that would like to attend. Everyone in attendance is encouraged to participate in the discussion, however, only Committee members may make motions and cast votes. The presence of at least 60% of the Committee members shall constitute a quorum for any meeting. The Committee shall appoint a chairman, vice-chairman and secretary for two year terms; officers are limited to two terms in succession. The chairman, or vice-chairman in his absence, shall preside over the meetings. The secretary shall be responsible for keeping minutes of the meetings and sending a copy to the Committee members and a representative from the Board of Elders. The minutes shall also be made available for review by any interested party. The Committee shall meet at least monthly.

5. **Missionaries**

- a. Long-term Missionaries - Church members may recommend any qualified missionary candidate for support. The sponsoring member must be willing to lead, and recruit at least two additional members to join a sub-committee dedicated to reviewing the candidate’s qualifications and assisting the missionary candidate for at least one year. The candidate must complete the Long-Term Mission Application (Exhibit A) and work with the sub-committee to prepare a ministry plan to submit to the Committee annually for approval.
- b. Short-term Missionaries - The Short-Term Missions Sub-Committee will pre-qualify all short-term missions applicants seeking the support and endorsement of the Church. Applicants must submit a Short-Term Mission Application (Exhibit B) to the sub-committee for review. Applicants are encouraged to seek the help and advice of the sub-committee prior to planning their mission trip. For further information see Short-Term Missionary Support Policy (Exhibit B).
- c. Short-term Mission Trips - Church members may recommend any short-term mission trip for Church endorsement and support (ie administrative support, announcements to the congregation, and oversight). The sponsoring member must be willing to lead or coordinate the trip and prepare a trip ministry plan (Exhibit C) for submission to the Short-term Missions Sub-Committee which will make a recommendation to the Committee. Trip leaders are encouraged to seek the help and advice of the sub-committee prior to planning their mission trip. Recurring trips to visit and assist Church supported missionaries should also be addressed in that missionary’s ministry plan.

6. **Finances**

- a. Financial reports from missionaries
 - i. An annual financial report for each of the long-term missionaries shall be included in the subcommittee's ministry plan presented to the committee annually for approval.
 - ii. Upon their return, short-term missionaries and short-term missions trip leaders shall prepare a financial and trip report for presentation to the short-term missions committee.
- b. Financial reports from the Committee
 - i. The vice-chairman shall also be the Committee's treasurer responsible for the following:
 - (1) A financial report of the Committee's activities to be presented to the congregation each calendar year.
 - (2) A budget to be prepared and approved annually by the Committee
- c. Guidelines for soliciting contributions
 - i. Solicitations for long-term missions shall be outlined in the annual ministry plan approved by the Committee.
 - ii. Solicitations for short-term missions and short-term mission trips shall be approved by the short-term missions sub-committee.
 - iii. Solicitations for special projects shall be outlined in the project plan approved by the Committee.
- d. Designated contributions
 - i. Contributions designated for supported missionaries and projects will be accepted and used for the purposes outlined in the related ministry plans. Contributions designated for missionaries, projects, or purposes not previously approved by the Committee must be returned to the donor.

7. **Communications**

- a. Communication subcommittee
 - i. The Committee shall appoint a communications subcommittee which will coordinate communication with the Church body using the following means:
 - (1) Newsletter articles
 - (2) Bulletin announcements and prayer requests
 - (3) Missions moments - short presentations during Sunday worship services
 - (4) Missionary presentations to the Church
 - (5) Church web site postings
 - (6) Resource library - missions books and resources available in the Church library
 - (7) Missions wall - pictures, maps, and articles posted in the Church

lobby

- b. Subcommittee communication with the Committee
 - i. Each subcommittee shall provide a verbal or written update on its activities at each regular monthly Committee meeting.
 - ii. The long-term missionary subcommittees shall present and deliver a ministry plan update to the Committee annually for approval.
 - iii. The short-term mission trip leaders shall present a ministry plan update to the Committee when they return from their trip.

8. **Special Projects**

- a. Projects Sub-Committee - The Committee shall appoint a projects sub-committee which will review and coordinate all missions related projects. Church members may present any missions related project plan to the sub-committee for support. The sponsoring member must be willing to lead the project implementation and recruit additional members as necessary to assist in this effort.
 - i. Church building program - In recognition of God's gracious provision of facilities to the Church, the Committee has committed to funding the construction of at least one building for another church each year. The projects sub-committee shall prepare and deliver an annual building plan proposal to the Committee for review and approval.

9. **Exhibits**

- a. Long-term Missionary Support Guidelines and Application
- b. Short-term Missionary Support Guidelines and Application
- c. Short-term Mission Trip Plan Outline