

# **MISSION POLICY MANUAL**



## **BARTON COMMUNITY BAPTIST CHURCH**

**Revised October 2014**

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## I. Introduction

### A. Purpose of a Mission Policy Manual

1. To achieve a clear sense of direction in mission matters
2. To avoid making decisions based on emotions or haphazard thinking
3. To insure that each mission dollar is spent as God would have it spent
4. To bring new committee members up to date quickly, allowing them to familiarize themselves with issues and directions of the missions program of the church
5. To maintain consistency in policy and program as membership of the committee changes
6. To develop a loving accountability between committee, congregation, missionary and mission agency
7. To enable the mission committee to work in close harmony with the leadership of the church

### B. Flexibility

It is intended that these mission policies be generally followed. With any issue contrary to policy, following majority action of the committee, counsel will be sought from the Deacon and Elder boards of the church.

### C. Revision

The Mission Policy Manual shall be subject to review and revision, if necessary, at least every five years. Responsibility for initiation of such revisions will be with the mission committee. Recommended revisions must be submitted to the Deacon and Elder boards of the church for endorsement.

## II. Guiding Principles

Recognizing the biblical principles of establishing relationships (I Thessalonians 1:7-10), accountability (I Corinthians 16:1-4 and II Corinthians 8:18-21), indigenous sustainability (II Thessalonians 3:7-14), and equity in local standards (II Corinthians 8:14-15):

- A. We will strive to work through evangelical mission agencies whose stated goals include training people native to a country to sustain the ministry and which meet a high standard of fiscal responsibility.
- B. We will strive to develop a relationship with our missionaries through visits, joint projects, short-term mission trips, mail and/or other means.
- C. We will strive to work within the cultural norms of and with those familiar with an area.
- D. We will strive to partner with relief organizations that conduct their work in the name of Christ, who work through local churches and

organizations when possible, and purpose to empower survivors to rebuild.

- E. We will strive to be stewards of the riches entrusted to us in a way that advances the gospel of Christ and empowers all to live lives of dignity.
- F. We will strive to encourage our congregation, including our youth, to participate in mission work.
- G. We will work to meet the following goals for short-term mission trips:
  - 1. It will provide a life changing experience for those going.
  - 2. It will be in conjunction with people on the ground who we know and trust to make wise cultural decisions, or with an established mission organization whom we know and trust.
  - 3. It will include meaningful follow-up by those on the ground toward those who were impacted by the ministry and for the team who went on the trip.

### III. Definition of Missions at BCBC

#### A. Biblical Purpose

- 1. To fulfill the Great Commission given by Jesus Christ (Matthew 28:18-20)
- 2. To obey Christ by confessing Him to the world (Matthew 10:32-33)
- 3. To glorify God by seeing to it that men and women might have an opportunity to come to a knowledge of God through the saving grace of Christ worldwide (Ephesians 4)

#### B. Church Goals

At Barton Community Baptist Church:

- 1. We want to see people **Established** in the Gospel through evangelizing our community and through prayer for the lost and less fortunate of our community.
- 2. We want to see people **Enfolded** into the church by providing God-honoring fellowship and worship.
- 3. We want to see people **Empowered** through training for meaningful service.
- 4. We want to **Extend** the Gospel by maintaining a healthy Christian view and supporting missionaries who are committed to worldwide evangelism.

### IV. Members of the Committee

- A. The committee will be chaired by the Deacon of Missions
- B. The Deacon of Missions will invite members, including a representative of our youth, to serve on the committee
- C. See Appendix for committee responsibilities

V. Finances

A. Budget

The Missions Committee will be charged with the responsibility of carefully preparing an annual missionary budget. This proposed budget will be presented to the Deacon board.

B. Special Offerings

The Missions Committee may periodically request from the Deacon board the opportunity of raising special mission funds by a seasonal or special offering.

C. Short Term Mission Trips

1. The Missions Committee will designate a portion of the mission budget to financial aid for those going on a short term mission trip. The Missions Committee will also sponsor one fundraiser per year, the proceeds of which will be added to the budgeted funds to form an ongoing account to be used to assist those from BCBC going on short term mission trips.

a. Individuals going on a BCBC sponsored short term mission trip may access this financial support from the church under these conditions:

- He/she regularly attends services at BCBC.
- He/she has filled out the Short Term Mission application for BCBC and has been approved by the committee.

b. Individuals going on a short term mission trip through another agency may access this financial support from the church under these conditions:

- He/she regularly attends services at BCBC.
- He/she has filled out pages 5-9 of the Short Term Mission application for BCBC and it has been approved by the committee. Once approved by the committee, the individual may present his/her trip to the congregation and seek additional support from those interested.

c. Financial aid from this fund will be \$100 minimum and \$250 maximum per person, depending on funds available. Changes in the minimum and maximum amounts are at the discretion of the Mission Committee.

2. Individual Accounts

a. When BCBC sponsors a mission trip and individuals must raise their own support, the treasurer will keep a record for each individual of the donors and the amount contributed by each donor. If, for some reason, an individual is unable to go on the trip after raising support, each donor will be contacted by the treasurer and given the option of having a portion of his money

returned to him or contributing to the missions program at large. Non-refundable deposits and any money spent for services, tickets and other expenses can not be returned. The record kept should include the donor's name, address, date of the contribution and check number, if the contribution is in the form of a check. Receipts issued for tax purposes will not be distributed until the trip has been made in order to avoid issuing a tax receipt for money that is returned to the donor.

- b. All support funds will be used by the committee to help send a short-term mission team.
- c. Each group going on a short term mission trip sponsored by BCBC will be able to hold one fundraiser and the money earned from the fundraiser will be distributed equally between all those going on the mission trip. If any of those going on the trip have already raised the amount needed for the trip, their share of the fundraiser will be equally distributed between the other participants who are going, until all are fully funded. Excess funds from fundraisers will be placed in the ongoing short term mission fund and will be used for a future trip.
- d. In the event that an individual has paid his/her deposit, and has not been able to raise the money necessary for the mission trip, monies from the short term mission designated funds may be used (at the discretion of the Mission Committee) for the individual if he/she can demonstrate that they have sent a minimum of 50 support letters similar to the samples provided in the Fund Raising Packet..

## VI. Missionaries

### A. Priorities for Support

1. A member of this church serving with an approved evangelical agency [A member of this church refers to a person with a minimum of three years of current active membership, with regular, faithful church attendance, having exercised spiritual gifts in the ministry of the body and a positive, ongoing witness for Jesus Christ with nonbelievers. Members under eighteen would not normally qualify.]
2. A missionary serving with an approved evangelical mission agency with a close relationship with the church
3. Nationals we support through a mission agency with a high standard of fiscal responsibility.

B. Beginning and Termination of Support

1. Missionary support will begin the first of the month, following approval of support by the congregation. All support will be sent directly by the church treasurer to the mission society or agency.
2. Missionary support may be terminated upon retirement, resignation or a change of ministry.

C. Support Levels

A schedule of support levels will be maintained by the Missions Committee reflecting the entry levels for support, cost of living increments, marriage status of the missionary, number of children and other factors deemed advisable. This schedule of support levels will be under periodic review by the committee and will be reflected in the proposed budget submitted to the deacon board annually.

D. Individual Designations

The church treasurer will not handle missionary contributions individually designated outside of our church budget by members of the congregation. It is assumed that the primary responsibility of each member of the congregation would be to support the budget of the church with its responsibilities of both a local and global dimension. An exception would be a church sponsored speaker who is not one of our funded missionaries, but for whom we take a special offering. When individual members of the congregation have a specific mission commitment outside of our church designees, that giving should go directly to the agency involved.

E. Communication

1. The missionary will keep the congregation informed of news and needs by means of at least quarterly news/prayer letters.
2. The missionary will visit the church during his furlough, when possible.
3. The missionary will work with BCBC to develop short-term mission projects involving members of the BCBC congregation when and where appropriate.

F. Short-term Missionaries

The Mission Committee will encourage members of the congregation to be involved in short-term mission projects. The short-term missionary will be expected to raise as much of the necessary funds as possible from personal and family sources. The committee may recommend supplemental financial support after careful study and consideration.

# A P P E N D I X

Responsibilities of the Mission Committee  
See  
Barton Community Baptist Church Constitution  
Appendix 1  
Standing Committees of the Church

- A. Appointment and Term of Office: Missions Chair is the Deacon of Missions and is appointed annually by the Elder Board for a one-year term.
- B. Responsible to: Deacon and Elder Boards
- C. Purpose: To educate and promote the cause of missions both at home and abroad.
- D. Duties
  - 1. To maintain an awareness of:
    - a. Missionary developments around the world
    - b. Ways to improve our missionary concern and effort
  - 2. To take action on the following:
    - a. Provide for distribution of missionary literature and prayer letters
    - b. Supply necessary materials for missions education when requested by any organization in the church
    - c. Seek to promote missionary interest among the members of the church
    - d. Coordinate activities for special missionary Sundays, Missions Conference, etc.
    - e. Maintain an up-to-date prayer letter folder on all church-supported missionaries
    - f. Coordinate meals and lodging for missionaries when needed
  - 3. To advise the Deacon and Elder Boards:
    - a. Of possibilities for special mission projects, etc.
    - b. Of possible new missionary support opportunities and challenges
    - c. Of any operating difficulties, shortage of funds, need for equipment or repairs or recommendation for improvement in the area of missions.

See Short Term Mission Trip Application

## B I B L I O G R A P H Y

The following resources were consulted or have been recommended in regard to developing mission philosophies:

Corbett, Steve and Brian Fokkert. *When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor...and Yourself*. Chicago: Moody Publishers, 2009.

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Little, Christopher. *Mission in the Way of Paul*. New York: Peter Lang Publishers, 2005.

Lupton, Robert D. *Compassion, Justice and the Christian Life: Rethinking Ministry to the Poor*. Ventura: Gospel Light Publications, 2007.

Martin, Jonathan. *Giving Wisely? Killing With Kindness or Empowering a Lasting Transformation?* Sisters, OR: Last Chapter Publishing, 2008.

Moyo, Dambisa. *Dead Aid*. New York: Farrar, Straus & Giroux, 2009.

Schwartz, Glenn. *When Charity Destroys Dignity: Overcoming Unhealthy Dependency in the Christian Movement*. Lancaster: World Mission Assoc., 2007.