

MISSION POLICY AND PROCEDURES EXAMPLE

A. Introduction

Such an introduction may focus on the recognition of the call to mission by the church, how the church understands mission and how this aligns with the church vision

B. Objectives of the Mission Committee

1. To define the means by which the church manages its commitment to world mission and in line with the church vision.
2. To create an awareness of the task of world mission and lead the church on all mission matters.
3. To challenge the church to prayer, giving and going.
4. To bring before the church the challenge of world mission with a view to identifying, recruiting and commissioning people for world mission service.

C. Committee Structure

1. Membership

- i. The committee convenor shall be appointed by the leadership team of the church for a term of two years.
- ii. Individual members are recruited by the chairperson in consultation with the leadership team and the senior pastor and will serve for a two year term.
- iii. The number of persons serving on the committee is discretionary but shall be no less than four (4).
- iv. Membership should be representative of a cross section of the church membership each of whom shall have a commitment to world mission as a priority. Individual members may be required to take up particular areas of responsibility.
- v. A member of the pastoral team should serve as an ex-officio member.
- vi. On completion of the term of service members are eligible for reappointment with the endorsement of the leadership team.

2. Frequency and function of meetings

- i. Mission committee meetings shall normally meet every two months and as called by the chairperson.
- ii. The convenor shall chair the meetings (or another member in his/her absence)
- iii. A minute taker shall be appointed, minutes taken at each meeting and records kept appropriately.

D. General Committee Responsibilities

1. Ensure the missions committee goals and objectives are in line with the church vision.
2. Educate and inspire about mission including creating profile and prayer support within the church for overseas workers and creative ways of fundraising for world mission.

3. Assist in the recruitment, selection and orientation of individuals called to mission service.
4. Liaise with mission sending agency (along with a pastoral team member) to discuss any candidate application and specific needs.
5. Determine the level of annual financial support the church can offer to overseas mission and prepare a budget for presentation to the leadership team.
6. Determine annually the level of financial support each church mission partner receives and communicate this to them and the agency they serve with.
7. In conjunction with the financial staff of the church, administer and disburse funds raised through the church for mission.
8. Undertake regular correspondence between church mission partners and the church family, including forwarding of church newsletters, sermons and anything appropriate and requested by the mission partner.
9. Receive regular reports/newsletters from church mission partners.
10. Maintain effective and attractive world mission displays within the church buildings.
11. In conjunction with a member of the pastoral team, plan for regular Mission Events.
12. Pastorally care for mission partners who are on home assignment and on their permanent return from the field, including any necessary arrangements of accommodation, transport etc.
13. Encourage visits to church mission partners on the field, with the agreement of the sending agency and the individuals themselves.
14. Co-ordinate and facilitate specific short term team trips in keeping with the church goals and forward planning.
15. Publicise, promote and fundraise for the work of *tranzsend* as the denominational mission arm. Promote MISSION WORLD as the entity focused on resourcing and mobilising all NZ Baptists.
16. Encourage and facilitate mission related seminars and training for the committee members and the wider church.
17. Act as advisors to the pastoral and leadership team in any mission orientated matters
18. Review and update the mission policy on at least a biennial basis.

E. Candidate Recruitment and post acceptance

1. Long term

- i. Candidate responsibilities. Candidates shall:
 - a. Discuss their sense of call with a member of the pastoral team as early as possible who will refer this to the missions committee for further discussion.
 - b. Have had active involvement in the church for at least one year or at the discretion of the mission committee.
 - c. Be a church member (if full financial support is desired)
 - d. Have demonstrated characteristics such as respect, an ability to work with a diverse team, cross cultural adaptability, flexibility, a willingness to be accountable and submission to evaluation and leadership.
 - e. Be suitable for the type of work/ministry envisaged.
 - f. Be interviewed by the mission committee in the first instance who will then make a formal recommendation on acceptance to the leadership team (the latter may choose to meet with the candidate formally).

- g. Prior to the interview with the mission committee, a proposal shall be submitted by the candidate to the chairperson of the committee. This should include:
 - i. A brief outline of the specific focus for the ministry.
 - ii. Details and any requirements of the mission agency the candidate intends to work with.
 - iii. An outline of preparation, training and God's leading to this point.
 - iv. Evidence of support from other people.
 - v. A budget of anticipated income and expenditure.
 - vi. A suggested timetable for commencing the ministry.
- h. Satisfy any other requirements that either the sending church or the mission agency require.
- i. Be approved by an appropriate mission agency following their full process of application.
- j. Undertake any further recommended training as requested by either the sending church and/or the mission agency with whom they wish to serve.

NB: Those individuals wishing to 'go out' from the church, who do not go through the above process, are free to go and as a church we support their obedience to their sense of call. However those who seek financial support and church commissioning will be those who have allowed their sense of call to be affirmed through the above process.

Post-departure responsibilities

- a. Maintain regular communication with the sending church including work/ministry progress, prayer needs and change in circumstances.
- b. Be accountable with regards to their financial situation.
- c. Serve under the authority of local church and field leadership.
- d. Fulfil requirements of the mission agency and be committed to regular home assignments.
- e. Ensure Home Assignment schedules include communication and visits to the home church.

ii. Mission committee responsibilities:

The mission committee shall:

- a. Meet with candidate for an interview/discussion on their sense of call and on the proposed nature of service.
- b. Satisfy itself of the nature of the proposed mission agency that the candidate wishes to be involved with.
- c. Establish any need (along with the mission agency) for further training prior to departure.
- d. Liaise with the proposed agency throughout application and acceptance process and while the candidate is on the field with regards to member care.
- e. Make recommendation to the leadership team on the acceptance as a church supported mission partner.
- f. Establish levels of financial support if appropriate.
- g. Be involved in the commissioning service with agency and pastor.
- h. Link the candidate with small groups as appropriate for prayer support.
- i. Establish a clear understanding of communication responsibilities.

2. Short term and teams

- i. Short term: defined as 'experience /or engagement' opportunities from 2-24 months. Their general purpose will be to provide exposure to unfamiliar cultures, to engage in ministry and practical projects identified by the host personnel and/or to stimulate an expanding interest in, awareness of, and commitment to world mission.
 - a. The short term candidate should make their interest and plans known to a pastoral team member who may forward this to the mission committee. The mission committee will encourage and counsel those who express an interest and desire for short-term mission and guide as to suitable opportunities as necessary.
 - b. There should be no expectation for financial support for short term mission and any assistance will be at the discretion of the mission committee and within budget. Preference will be given to individuals going with a mission organisation or alongside one of the church mission partners, to gain experience or insight for possible future mission service.
 - c. The mission committee will ensure that the congregation is informed of that person's intention and encourage prayer for the short-termer leading up to and during the experience.
 - d. Candidates that wish to be endorsed by their local church in short-term mission work should:
 - i. Display a commitment to the church
 - ii. Have a sincere interest in world mission.
 - iii. Be equipped for the role they want to fill and be prepared to be challenged and stretched beyond their known skillsets.
 - iv. Be prepared to use their experience to encourage and inform others on their return.
 - v. Be willing to receive guidance as to an appropriate organisation to serve with.
- ii. Teams: defined as 'experience' opportunities from 2-4 weeks. The general purpose will be to provide exposure to unfamiliar cultures and living conditions, to engage in ministry and practical projects identified by the host personnel and/or to stimulate an expanding interest in, awareness of and commitment to world mission, all in the confines of a team community.
 - a. Team opportunities may be through agency or be church-led
 - b. Individuals involved in teams should make their intention know to the mission committee to ensure encouragement and prayer.
 - c. There should be no expectation for financial support for teams and any assistance will be at the discretion of the mission committee and within budget.

3. Training

The leadership and mission committee will counsel regarding requirements for specific training through formal or informal study/courses prior to formal endorsement for long or short term. Dialogue with the intended mission agency will also guide appropriate options.

F. Commissioning

All long-term partners should be formally sent with a commissioning service, conducted in partnership with the church and sending agency. The individuals thus represent the local church in serving the wider body of Christ overseas. The commissioning service assures the mission partner that he/she has been sent with the support of the congregation.

Commissioning services for short term workers or teams are held at the discretion of the church leadership and mission committee.

G. Financial commitments

1. **Priorities for financial support:** (this could be used as a general guideline)
 - i. Allocation to the denominational mission agency
 - ii. Members of the church undertaking long term work overseas
 - iii. Members of other churches undertaking long term work overseas with either the denominational agency and/or other agencies.
 - iv. Members of the church undertaking long term mission work in New Zealand or in mission agencies
 - v. Short termers and teams from the church
 - vi. Projects associated with church supported long term partners
 - vii. Local church priorities are:
 - a. Region
 - b. People groups
 - c. Poor

2. **Changes to funding**
 - i. Levels of support will be reviewed annually in preparation for the budget.
 - ii. If increased support is required for an existing mission partner, this should normally be advised five months before the start of the next financial year.
 - iii. Should support levels from the church need to decrease, this should be advised to the agency and the individual at least 6 months in advance of a new financial year.

3. **Donations to mission partners**

Unless marked for a given purpose, donations are to be passed directly to the specified mission partner for their work, and may not be used by the sending church to meet ongoing, pre-budgeted costs.

4. **General**
 - i. **tranzsend's** Prayer and Self Denial appeal will be an annual church wide fundraising event held in an agreed timeframe between the pastor and the mission committee.
 - ii. Financial support shall commence upon formal acceptance by the church and agency and once budget levels have been notified.
 - iii. Upon resignation of a mission partner from an agency and final leave, support will continue for up to 3 months and in consultation with the agency.
 - iv. The mission budget shall include an amount for unforeseen and discretionary activity.
 - v. Mission partners may seek financial support through regular newsletters and to church members via regular contact with friends. However funds shall not be solicited through specific church communication.

5. **Financial allocation calculations** *(this is an area of significant difference between churches. Below are noted the most common forms of financial allocation systems)*
- i. Monies shall be paid monthly to the agency or another appropriate location.
 - ii. Points system: Based on the allocation of points to specific categories of partners and focused on mission priorities of the church.
 - iii. Faith promise: a pledge system for mission work and often set in place at the beginning of each financial year.
 - iv. A tithe percentage of monthly offerings
 - v. Mission offerings: a distinct mission offering will be taken up on a monthly basis. This will be in addition to the mission allocation set aside in the annual budget.

Accepted policy date:

Review date: