

MISSIONS TEAM GUIDELINES

Updated May 2017

The purpose of this document is to provide specific details of the duties of the Missions Team as defined in the Church By-Laws.

Mission Offering Oversight: To include, but not limited to Lottie Moon, Annie Armstrong, Dover Baptist- Leslie and Hazel Watson & Alma Hunt.

Defining Missions:

Short term missions for the purpose of applying for monetary aid from Northside Baptist Church will be defined as “A short term experience in which participants cross geographical and cultural boundaries to share the gospel and show a Christian witness through prearranged projects and or activities.”

Monetary Guidelines:

1. ***Adult Mission Trips** (team or individual) are eligible for 20% of the cost of the trip not to exceed \$500.00 per person, per year.

***Youth Mission Trips** are eligible for 50% of the cost of the trip not to exceed \$200.00 per person, per year. For adult chaperones, Missions will cover up to 100% of chaperone expenses, after available budgeted funds are disbursed from the Youth budget.

*A written estimate of the trip costs as well as documentation for the trip type should be submitted on/with the financial aid request form. The Short Term Mission Trip Application Packet should also be submitted. For youth, only submit the forms requested by the youth director. All forms can be received in the church office. These items should be turned in at least 12 weeks prior to the trip for approval of funds.

*Funds will only be disbursed if they are available and once approved by the Mission Team and Mission Team Chair. Application for funds does not guarantee funding.

2. If the Mission Team has funds available it can, at their discretion, vote to use funds to cover construction material costs to be used on a church led mission trip. These materials can be carried by the team or purchased on the mission field. Those needing funds should submit a financial aid request form to the Mission Team at least 12 weeks prior to the trip.
3. Consider other monetary requests for Mission Endeavors or love gifts for missions, missionaries and mission outreach programs on a case by case basis.

4. Funding for the costs of part time and full time ministerial staff's participation in mission trips up to \$600.00 per year until the time such funds are built into the budget. Funds are not guaranteed and are subject to availability.
5. Mission Fundraising Activities: A fundraising activity for missions is any activity sanctioned by the Missions Team for the purpose of raising money for a specific mission related activity. The Finance Team is to approve all mission related fundraising activities as per the By-Laws procedure guide. Raffles as a fundraising activity have been deemed inappropriate by the Deacons.

Mission Endeavors Oversight:

The Missions Team will be responsible for reviewing all proposed church sponsored mission trips to make sure they are in accord with the church covenant as stated in the church by-laws. The Mission Team is also responsible for determining the feasibility of entering into any long term mission commitments.

Both Adult and Youth Trip Team leaders are required to meet with the Missions Team and prepare a "To Do List" which would include filling out the required application package as well as scheduling fund-raising activities and applying for funding.

Adult Mission Trips:

- * Defined as a group of 3 or more qualified Northside members who will be joining together for the purpose of sharing the gospel of Jesus Christ in a manner that meets the definition in "Defining Missions".
- * As a team they will be required to have a Team Leader who meets the following criteria: Mission Trip Team Leaders should be a church member in good standing for at least a year. For overseas trips, leaders should take a mission leadership class with the IMB, or appropriate organization as required.

Mission Trip Team Leader Responsibilities:

1. Work with the area missionary, pastor or church official to outline the nature of the trip and to communicate the purpose, costs, and time frame of the trip to the Mission Team for the purpose of ascertaining if the trip meets the definition of missions as previously stated and for the purpose of publicity etc.
2. Setting the optimum number of participants prior to the trip being announced to the church. If there is a limit on the number of participants, the team leader along with a Mission Team representative and/or the Pastor will make a determination as to who will be included on each trip.
3. When money is needed in the field, the team lead should make requests via the International Mission Board (IMB) or appropriate organization to the missionary who is working with the team. If no funds are available, then the

Trip Team Leader will work with the Mission Team Chair to have a check drawn up for these expenses after submitting an estimate and explanation of the reasons for taking a cash advance.

4. Be responsible for keeping an accurate accounting of the money spent on the mission trip and will furnish an accounting to the Church Administrative Assistant at the conclusion of the trip, including all receipts. This is a requirement from our independent auditor.
 - *Prior to trip fill out and turn in a Trip Cost Estimate Form and Cash Advance Form.
 - *After the trip, fill out and turn in an Expense Report Form. The Trip Team Leader may designate a team treasurer to handle this responsibility.
 - *All monies not used from the Cash Advance must be returned to the church within 7 days of the return. The disbursement of any leftover funds will be determined by the Mission Team with input from the Trip Team Lead. These monies may go to use in future projects, helping ongoing mission projects, giving as a gift to the IMB, or returning to the church general mission budget. Excess money will not be refunded to the donor of said funds.
5. Secure the necessary insurance from a carrier referred by the IMB. The cost of the insurance must be included in the trip cost per person.

Mission Trip Participant Requirements:

- * Adults on a Northside Baptist Church mission trip team or those going on a non-Northside trip must be a current active member in good standing of Northside Baptist Church. The minimum age for participation is 14. All minors must be accompanied by a parent or legal guardian. These team members may apply for monetary support.
 - * If space allows, baptized believers who meet all other criteria but are not Northside members may be included on a mission team, but would not be eligible for any monetary aid.
1. All potential mission participants should submit to the trip leader their completed Short Term Mission Application packet. This packet should be returned to the Mission Team at least 12 weeks prior to the trip date. Duplicate copies of completed forms will be left with the Church Administrative Assistant.
 2. For a Stateside Mission trip the requirements for inoculations will not be necessary, unless required by law.
 3. Those wishing to have the church help defray the cost of their trip will need to submit a Financial Aid Request Form.

4. Trip participant monies:

- * In the event a team member is unable to participate after the commitment has been made, then we ask that any monies donated by the church through the Mission Team be reimbursed to the church. Monies do not need to be reimbursed in the case of illness, family emergency or death of a family member.
- * If monies were used to purchase nonrefundable airline tickets the Mission Team will be the deciding body as to whether to ask the trip participant for reimbursement. Refundable airline tickets should be refunded back to the church.
- * If any money is left over at the end of the trip it should be returned to your Trip Team Leader or the Mission Team Chair within 7 days of return.

Youth Mission Trips

Youth Mission trips are under the responsibility of the Youth Director. Youth Choir Trips are the responsibility of the Director of Music. The staff member will determine the location, nature and time frame of the trip as well as choosing the participants and the optimum number of participants and chaperones, as outlined by the church's insurance requirements. A youth is eligible for a Youth Mission trip up to September following their high school graduation.

- * Music and Youth Trip Team leaders are required to meet with the Missions Team and prepare a "To Do List" which would include filling out the required application package as well as scheduling fund-raising activities and applying for funding.
- * A Youth Mission Trip must meet the definition of a short term mission trip. In order to request funds for a Youth Mission Trip the appropriate staff member must inform the Mission Team of the approximate costs per person and furnish a list of the trip participants, by having each participant fill out a "Financial Aid Request" form. This request needs to be submitted to the Missions Team at least 12 weeks prior to the trip date.
- * The Youth are not required to be church members to participate in these trips, but must be recommended by the Youth Director or the Director of Music for both participation and for financial aid.

Individual Mission Trips:

Individual church members in good standing who seek to go on a mission trip outside of a Northside team effort are also eligible to apply for funds. The trip must fit in with our stated definition of "Missions" and the applicant must submit the Short Term Mission Application packet.

The Mission Team would like to have at least 12 weeks notice for consideration of any aid requests and aid will also be dictated by the availability of funds at that time.