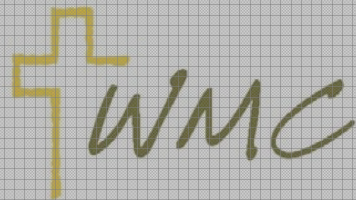


MISSIONS APPLICATION AND PROCEDURES POLICY

Weaverland Mennonite Church



Missions Application and Procedures Policy

Overseen by the
WMC Mission Discernment Committee

Introduction:

As a family of believers at Weaverland, we are wholly committed to living out the Great Commission as instructed by Jesus Christ in Matthew 28:18-20. Obedience to this call takes on many different forms and shapes. Some are called to serve at home or in their place of employment. Others are called to serve with their gifts in various ways. This may be physically or monetarily. Still others are called to serve in the larger mission field, whether it is in our local community, across the states or overseas, whether short-term or long-term lengths of service.

We recognize that throughout the world there are many opportunities to share our Christian faith through a variety of mission assignments for both young and old. We encourage involvement and support of these efforts believing that as we do so in obedience to Christ, we also receive a blessing and experience personal growth as we share the missionary heart of Jesus. Opportunities and assignments may offer a specific mission witness; others may provide relief and assistance to those experiencing natural disasters, war, and human suffering. We embrace the command of Jesus to “do unto the least of these” and to proclaim His teaching and Word “unto the ends of the earth.”

At WMC we have a Missions Application and Procedures Policy which is overseen by the Mission Discernment Committee. We affirm this policy which outlines specific guidelines to communicate our commitment to missions and provides an avenue of process, discernment and support to those who are sensing a call to serve. We release those committed to serve on this committee to walk with you and to assist you as you seek the Lord together.

From the WMC Ministerial Leadership Team

Purpose:

The purpose of this Mission Application and Procedures Policy is to provide a consistent and intentional process of evaluating, discerning, and releasing persons into missions with a goal of building integrity, accountability and a sense of community for the applicant, the congregation and the mission agency being considered.

Table of Contents

Introduction and Purpose	Page 2
Table of Contents	Page 3
Missions Application and Procedures Policy	Page 4
Mission Term Definition and Submittals Required	Page 5-7
Document A: Interview Questionnaire Form	Page 8-9
Document B: Mission Budget Worksheet	Page 10-11
Document C: Financial and Congregational Solicitation Guidelines	Page 12-13
Document D: Care Team Guideline	Page 14
Document E: Missionary Support Team Guideline	Page 15
Document F: Re-entry Guideline	Page 16

Missions Application and Procedures Policy

All applicants must be active members of WMC or active participants in congregational life in good standing with the fellowship of the congregation to be eligible for application.

Step 1: If you have a sense of call or desire to serve in **ANY** mission term or mission project, read this packet in its entirety **BEFORE** making any plans for mission service or **BEFORE** applying or beginning a process with the sending agency. This policy and procedure must be completed by **ALL** persons applying for or soliciting any congregational support. This WMC application must be reviewed and approved by the Missions Discernment Committee **BEFORE** any missional application or assignment is considered with the blessing and spiritual headship of WMC.

Step 2: Determine what Mission Term Definition (*'Project Philip'*, *'Project Priscilla'*, *'Project Stephen'*, *'Project Silas'* or *'Project Paul'*) applies to your pending call and follows the detailed steps of application regarding your assignment.

Step 3: Contact the chair of the Mission Discernment Committee to notify them of your interest and pending submittal. The Committee Chair is Earl Weaver.

Step 4: Complete the required application(s) and submit this to the Missions Discernment Committee Chairman prior to a scheduled interview.

Mission Term Definition and Submittals Required

Determine what project title is applicable to the term you are considering and follow the instructions outlined. Note: All projects are determined by length of days. Please read carefully the instructions as outlined in preparing your application.

Notification of the Missions Discernment Committee Chair **MUST** occur **BEFORE** you begin completing this application.

I. Project Philip:

Length: defined as **ten days or less**.

NOTE: *Project Philip participation is an opportunity to birth and nurture a missional spirit. Participants will receive a blessing and experience personal growth. Believing that personal ownership and sacrifice (i.e. wage loss, personal time, and self support) enhances the experience and growth the following applies:*

- a. No submittals are required.
- b. No financial support is provided by the Discipleship Ministries Fund.
- c. Congregational solicitation is not permitted. Personal support received is not tax-deductible through WMC nor is eligible to be recorded as a WMC offering envelope gift.

II. Project Priscilla:

Length: defined as **eleven to thirty days**.

NOTE: *A contact **MUST** be made to the committee chair and the following must be completed if congregational financial solicitation is to be considered. If no congregational financial solicitation is sought persons are exempt from completing these requirements.*

Required submittals to the committee chair:

- a. Interview Questionnaire Form. (See Document A.)
- b. Mission Budget Worksheet completed and submitted prior to interview. (See Document B.)
- c. Mission/purpose statement and reference letter from all sending agencies except EMM.
- d. Complete a personal interview with Mission Discernment Committee chair. (A full committee interview is not required.)
- e. Financial and Congregational Solicitation Guidelines apply. (See Document C.)
- f. No financial support is provided by the Discipleship Ministries Fund less than fifteen days. Discipleship Ministries support upon approval applies as follows for Project Priscilla terms fifteen days or greater:
 - 15-30 days: 20% of travel expenses are covered for a maximum support of \$200.00.

**The only exception to the required submittals are if the assignment is directly under the oversight of WMC or promoted invitationally as a WMC congregational project.*

III. Project Stephen:

Length: defined as **thirty-one days or greater and ninety days or less.**

Required submittals:

- a. Interview Questionnaire Form. (See Document A.)
 - b. Mission Budget Worksheet completed and submitted prior to interview. (See Document B.)
 - c. Mission/purpose statement and reference letter from all sending agencies except EMM.
 - d. Complete personal interview with Mission Discernment Committee.
 - e. Financial and Congregational Solicitation Guidelines apply. (See Document C.)
 - f. Care Team development and oversight is strongly encouraged for Project Stephen terms greater than 45 days in length. (See Document D.)
 - g. Eligible Discipleship Ministries support upon approval applies as follows:
 - 31-60 days: 40% of travel expenses are covered for a maximum support of \$400.00.
 - 60-90 days: 50% of travel expenses are covered for a maximum support of \$500.
-

IV. Project Silas:

Length defined as **greater than ninety days and less than one year.**

Required submittals:

- a. Interview Questionnaire Form. (See Document A.)
- b. Mission Budget Worksheet completed and submitted prior to interview. (See Document B.)
- c. Mission/purpose statement and reference letter from all sending agencies except EMM.
- d. Complete personal interview with Mission Discernment Committee.
- e. Financial and Congregational Solicitation Guidelines apply. (See Document C.)
- f. Care Team development and oversight applies following approval of Mission Discernment Committee. (See Document D.)
- g. Congregational re-entry process required. (See Document F.)
- h. Eligible Discipleship Ministries support upon approval applies as follows:
 - For EMM Participants (Youth Evangelism Service): Financial assistance will be provided up to 40% of the total investment for a one-time term of mission service. Additional service terms will be reviewed individually.
 - All other mission agencies: Financial assistance will be provided up to 25% of their total mission investment for a one-time term of mission service. Additional service terms will be reviewed individually.

V. Project Paul:

Length defined as **one year or greater**.

Required submittals:

- a. Interview Questionnaire Form. (See Document A.)
- b. Mission Budget Worksheet completed and submitted prior to interview. (See Document B.) The worksheet should be completed in cooperation with the sending agency detailing all stateside and field costs projected over the full term.
- c. Mission/purpose statement and reference letter from all sending agencies except EMM.
- d. Complete personal interview with Mission Discernment Committee.
- e. Financial and Congregational Solicitation Guidelines apply. (See Document C.)
- f. Missionary Support Team (MST) oversight applies. (See Document E.)
- g. Congregational re-entry process required. (See Document F.)
- h. Congregational support level determined and supported on an individual basis in cooperation with the Missions Discernment Committee and MST.
- i. All term renewals shall be fully reprocessed with the Missions Discernment Committee, MST, and sending agency as outlined above prior to the expiration of the current term.

Document B

Mission Budget Worksheet

Projected Expenses

For 'Project Priscilla', 'Project Stephen', 'Project Silas', and 'Project Paul' Mission Terms

Page 1 of 2

Expenses	Projected Amount
Field Training Costs	\$
Immunizations	\$
Passport	\$
Visa	\$
Airfare	\$
Medical Checkup/Medications	\$
Health Insurance	\$
Income Tax (see Document C, #7)	\$
Host Gifts/Expenses	\$
Special Clothing or Equipment	\$
Housing/Room and Board	\$
Field Transportation	\$
Personal Monthly Allowance	\$
Personal Care Items	\$
Contingency _____%	\$
Exit/Re-entry Fees	\$
Re-entry/Post Field Debriefing	\$
	\$
	\$
	\$
	\$
TOTAL PROJECTED EXPENSES	\$

Current Liabilities and Debts	Per Month including interest	Total Amount
School Loans/Tuition		\$
Car		\$
Home		\$
Personal Debt		\$
Credit Card		\$
Other (please describe)		\$
TOTAL LIABILITES AND DEBTS		\$

Document B

Mission Budget Worksheet

Document B Projected Disbursements

For 'Project Priscilla', 'Project Stephen', 'Project Silas' and 'Project Paul' Mission Terms

Page 2 of 2

Disbursements	Projected Date	Projected Amount
Down Payment		\$
Payment 1		\$
Payment 2		\$
Final Payment		\$
Other		\$
Other		\$
TOTAL		\$

Payable to:

Full Address:

Phone Contact

() _____

Document C

Financial and Congregational Solicitation Guidelines

for
'Project Priscilla'
'Project Stephen'
'Project Silas'
'Project Paul'

1. **Personal Ownership:** Believing that it is beneficial for those who are called to serve to share in the ownership of the mission investment, a 10% minimum personal support level of the total investment is to be provided by the individual entering the mission assignment.
2. **Letter of Acceptance and Payment Schedule:** Shall be provided by the sending agency and forwarded to the Administrator of Finance following approval of the Mission Discernment Committee and acceptance by the sending agency.
3. **Congregational Letter and Solicitation:** Following Mission Discernment Committee approval, individuals are privileged to solicit the congregation via mailbox through an invitational letter and to family and friends to raise the remaining funds needed. If the solicited gifts received exceed the solicited percentage needed, the difference will be subtracted from the Discipleship Ministries gift when applicable. An invitational letter shall be written by the individual and/or the Care Team or MST leader where applicable. The letter **MUST** be reviewed by the Mission Discernment Committee and the Administrator of Finance **BEFORE** distribution.

The solicitation letter must include the following:

- a. Provide a one page description of the call and assignment. Included must be the identification of the sending agency, length of term, assignment specifics and objectives, term costs, and the Care Team persons and roles identified.
- b. Specific direction must be provided for the donors in the letter. All checks must be made out to Weaverland Mennonite Church and forwarded to the church address at P.O. Box 328, 210 Weaverland Valley Road, East Earl, PA 17519 and earmarked specifically for the mission assignment.
- c. All donations shall be forwarded to the Administrator of Finance unless a personal treasurer has been assigned by the Administrator of Finance or Mission Discernment Committee to oversee the fund. If a personal treasurer had been assigned, then all mailings must be sent to the church address and earmarked specifically to the named treasurer.
- d. The invitation letter shall include a submittal portion to be removed and sent with the gift. This submittal portion must include the donor's name and full return address, and the amount of the gift. For WMC donors, a completed offering envelope **MUST** be included with the gift if the donor desires credit in their annual congregational giving report.
- e. The letter shall also include an invitation to provide an e-mail address, to serve as a prayer partner, and receive updates via e-mail if desired from the participant or Communication Coordinator.

4. **Gifts and Donor Tracking:**
 - a. The mission applicant **MUST** be in dialog with the Administrator of Finance concerning the need or applicability of a personal treasurer in all mission terms. The logistics and decision must be approved by the Administrator of Finance. Personal family members are not eligible to serve as a Care Team Treasurer or MST treasurer. All 'Project Paul' terms are required to have a MST Treasurer.
 - b. The Care Team Treasurer (if applicable) or MST Treasurer shall maintain records of the receipts and donors. The treasurer shall submit all receipts and a Revenue Voucher detailing the receipts to the Administrator of Finance in which the monies will be credited to the appropriate fund.
 - c. All gifts received from outside WMC are required to be given a receipt on WMC letterhead by the Care Team Treasurer or MST Treasurer.
 - d. The mission participant is strongly encouraged to write thank you notes to all the donors.
5. **Distribution of Funds:** The mission participant, Care Team Treasurer (if applicable) or MST Treasurer assumes full responsibility for the initiation and distribution of the funds. They shall contact the Administrator of Finance in a timely manner and submit a completed Expense Voucher. Funds disbursed must be sent through an approved mission agency unless given prior approval.
6. **Surplus Funds:** In the event that monetary support gifts from donors exceed the individuals request the following options shall be observed:
 - a. The Discipleship Ministries support percentage shall be decreased (where applicable) to the needed level to fully meet the participant's approved budget and all monies over and above the mission assignment shall be placed in the Discipleship Ministries Fund for future participants; or,
 - b. If the participant desires to support the field ministry with surplus gifts, monies over and above the mission assignment, gifts must be forwarded directly through WMC to an approved cooperating mission agency linked to the mission field assignment. For participant safety and accountability no gifts or offerings shall be sent via the participant.
7. **Income Tax Reporting:** Funds for mission service projects will be transferred through a tax-exempt, nonprofit agency whenever possible. In the rare event an individual pays their mission term fees personally and seeks reimbursement through the church's mission account, these funds will be reported to them by WMC as income on a Form 1099MISC at the end of the year if the total is \$600 or more. **Persons would be responsible to claim the received amount as income, regardless of the amount, and are responsible to pay Federal (including self-employment tax), State, and Local taxes on this amount when they file their personal taxes at the end of the year.** You may wish to speak with your tax preparer so you are fully aware of the tax implications ahead of time.

Document D Care Team Guideline

Care Team:

- ‘Project Stephen’ (Implemented where discerned by the Mission Discernment Committee. **Strongly recommended for terms greater than 45 days.**)
- ‘Project Silas’ (required)

A Care Team is an organized group of persons selected by the mission applicant in cooperation with the Mission Discernment Committee following the applicant’s approval. The purpose of a Care Team is to administrate, support, pray, and serve as a congregational advocate for the participant before, during and after their assignment. Suggested roles include a chairperson, treasurer (upon approval), prayer/communication coordinator. Immediate family members are discouraged from serving in any Care Team role and are not permitted to serve as treasurer. A Care Team serves in an ad-hoc supportive role and dissolves upon completion of the term.

- **Chairperson:** Must have strong administrative and leadership skills. Must fully embrace the WMC Missions Policy and Procedures. Assist the participant in meeting the policy requirements. Assume overall Care Team responsibility and oversight with the applicant concerning budget, fundraising, and communication. Organize and facilitate meetings as needed.
- **Treasurer:** (Please see Document C, #3 regarding treasurer role). Must have basic financial/accounting gifting. Responsible for tracking donor listing, donor total, and mailing receipts to all donors outside WMC. Submit a Revenue Voucher and forward all receipts to the Administrator of Finance. Initiate payment schedule with a submitted Expense Voucher to the Administrator of Finance.
- **Prayer /Communication Coordinator:** Communicate with the missionary and forward prayer and communication updates to the congregation and supporters via e-mail or newsletter.

Document E

Missionary Support Team (MST) Guideline

Missionary Support Team (MST):

- ‘Project Paul’ (required)

A Missionary Support Team is an organized group of persons selected by the mission applicant in cooperation with the Mission Discernment Committee following the applicant’s approval. The purpose of a MST is to administrate, support, pray, and serve as a congregational advocate for the missionary before, during and after their assignment. They also partner with and assist the missionary in developing and achieving budget and support requirements in cooperation with the sending agency. A MST also assists the missionary in developing, expanding and maintaining a support base and network outside the congregation. Required roles include a Chairperson, Treasurer, Prayer Coordinator, Communication Coordinator, Ministry Representative and Mission Agency Representative. Family members are discouraged from serving in any MST role and are not permitted to serve as treasurer. A MST functions for the duration of the long-term mission assignment.

- **Chairperson:** Must have strong administrative and leadership skills. Must fully embrace the WMC Missions Policy and Procedures. Assist the participant in meeting the policy requirements. Assume overall MST oversight with the applicant concerning budget, fundraising, and communication. Serve as the liaison for the missionary and the sending agency. Directly involved in establishing a budget and contractual terms with the agency. Organize and facilitate meetings as needed.
- **Treasurer:** Required. (Please see Document C regarding a treasurer role.) Must have strong financial/accounting gifting. Responsible for tracking donor listing, donor totals and mailing receipts to all donors outside WMC. Oversee the missionary budget and provide financial reports to the MST. Submit a Revenue Voucher and forward all receipts to the Administrator of Finance. Initiate payment schedule with a submitted Expense Voucher to the Administrator of Finance. Maintain a network listing of all participating congregations.
- **Prayer Coordinator:** Communicate with the missionary and forward prayer and communication updates to the congregation and supporters via e-mail or newsletter.
- **Communication Coordinator:** Develop and distribute routine communication (i.e. printed copy, e-mail, web, video) from the missionary to the supporters. Responsible for developing and maintaining a mailing list for support and network base in cooperation with the missionary. Work creatively with the chair, treasurer and missionary in being a communicative voice for the missionary to achieve the expressed goals and needs.
- **Ministry Representative:** Serve as a leadership support to the missionary and MST. Assist the Chairperson in communicating with the congregation and sending agency.
- **Mission Agency Representative:** Support the MST with needed assistance from the sending agency in developing a budget and fundraising strategies. Communicate with the Chairperson and Missionary routinely throughout the mission term, serving as a liaison.

Document F
Re-entry Guideline for
‘Project Silas’ and
‘Project Paul’ Mission Terms

Upon completion of the mission term by all ‘Project Silas’ and ‘Project Paul’ terms, participants are required to set up a post re-entry interview with the Youth Pastor or Lead Pastor. The purpose is to offer opportunity to share of their experiences and to provide assistance in the transition into congregational life.

Following their interview, to serve as both a personal testimony and to plant seeds of missions and evangelism in all the youth programs at Weaverland, all participants that received congregational funding in their mission term are requested to share their mission experience with the Youth, Junior Youth, JBA and JGA groups as part of their re-entry into congregational life. The participants will be responsible for initiating the arrangements with the respective youth program leaders.