

Clifford Baptist Church
Policies and Procedures Manual

Mission Trip Policy

Missions Committee:

The Missions Committee shall consist of a number of people (as determined by the Nominating Committee) from the church body who have missions experience, and/or a deep interest in the mission endeavor of Clifford Baptist Church. This committee is primarily tasked with the responsibility to encourage and promote **church sponsored** local, out of state, and international mission efforts from the body of believers at Clifford Baptist Church. A **church sponsored** trip is when CBC agrees to allow a church team leader to organize a trip under the church's name. This committee should meet as needed to plan for future mission trips, and recommend church sponsored trips to be taken within any given church year.

With regard to the proposal of a specific mission trip, the Missions Committee will designate a Team Leader who will fully investigate the destination, specific trip goals, and proper team size. He/she will also coordinate the logistics, costs, and travel arrangements for the trip. Additionally, the Team Leader, or a designated Missions Committee member, will research the insurance needs, health concerns, immunization needs, liability waivers, and medical release forms for the trip. The entire Missions Committee will recommend any fund-raising efforts within the church for support of this particular trip.

Once these matters have been researched and addressed, the Missions Committee shall initially bring the proposal of a church sponsored mission trip to the Senior Pastor and church staff; secondly, the Treasurer will be consulted regarding the expenses of the trip, and how all financial responsibilities will be covered; and thirdly, the Board of Directors will discuss the proposed mission trip and church-wide fund-raising effort. Once approval is reached in these three areas of leadership, the mission trip will be recommended to the church body in a Business Meeting for official placement on the church calendar.

While the Missions Committee is tasked with organizing **church sponsored** mission trips, there have been many occasions in the church body where individuals have committed to go on an independent mission trip. While our church encourages all mission outreach efforts, we are limited as to monetary support of individual, independent trips. The primary financial commitment for such a trip rests on the person who is led to go.

MISSIONS TRIP FINANCIAL POLICY

Currently, Clifford Baptist Church is prepared to give a monetary gift through the Missions Budget for all mission trips (Church Sponsored and Non-Church sponsored). The Pastors, and/or Board of Directors, and/or Missions Committee do reserve the right to examine all independent trips and sending organizations, to determine the church's monetary support. For all acceptable trips, we will subsidize one mission trip per person per category within the church calendar year. Amounts awarded per trip are as follows:

- In State Trip: \$100/church member or closely associated attender per church

- year
- Out of State Trip: \$200/church member or closely associated attender per church year
- International: \$300/church member or closely associated attender per church Year

Though CBC encourages people to go on mission trips with any Christian organization, it cannot be expected to know church members' private intentions; therefore, the individual is responsible to make CBC aware of any non-church sponsored trip and must request the subsidy in writing. While the church will not advertise for non-sponsored trips, individual church members are certainly allowed to support any mission effort on a private basis as they deem worthy.

NOTE: As with any set of guidelines, there can be special circumstances that are not addressed. With regard to fund-raising efforts, the Board of Directors and/or Finance Committee and/or church body will be allowed to alter the guidelines as needed to make special exceptions.

Ministry Support Fund

A Ministry Support Fund was established in January, 2016 at a Quarterly Business Meeting. After the month's expenses are covered, ten percent (10%) of each month's overages will be placed in this fund to cover various requests as they come about. The annual cap on this ministry fund is \$10,000.00

The Ministry Support Fund is a designated account to support CBC sponsored local, out- of-state and international mission trips. These funds are to be applied to the total cost of the trip after fundraising, donations, stipends from CBC and PBA are deducted from the total trip cost. A breakdown of cost and money applied to trip must be supplied to the Treasurer. Any additional unexpected expenditures that may occur during the trip will be revisited for discussion after the trip, but prior to being covered by trip funds.

- In-State Trip: 10%, not exceeding \$1,000.00
- Out-of-State Trip: 20%, not exceeding \$2,000.00
- International Trip: 30%, not exceeding \$3,000.00

Non-church sponsored trips may be considered eligible for these funds. Suggested amounts for non-church sponsored trips are:

- In-State Trip: \$100.00 - \$250.00
- Out-of-State Trip: \$250.00 - \$500.00
- International Trip: \$500.00 - \$1000.00

These requests must be approved by the Mission Committee Chairman, Finance Committee and/or Deacons. Also, these funds will replace all fundraisers at CBC that are requested by non-church sponsored trips.

Request for Non-Sponsored Mission Trip Funding

I would like to request funding from CBC's Ministry Support funding. I understand that the fund request must go through the Mission Committee Chairman, Finance Committee and/or Deacons for approval. The amount is based on per trip and location of the trip. This fund is to aid church members and/or people that are very closely associated with the church, and the trip must in line with the Christian objective of both spreading the Gospel and/or aiding people in need.

Where: _____

When: _____

Through what organization: _____

CBC people going: _____

Purpose: _____

Your name and contact information: _____

Signature and date: _____

Approved

Need more Info

Not Approved

Amount Approved: \$ _____

**Policy for Church Financial Support
Of Members on Full-Time Fields of Mission Service**

At the Quarterly Business Meeting on July 9, 2017, the church body voted to offer an annual gift of financial support to church members who are currently serving on some field of full-time mission service.

Following are the guiding principles of this gift which will be given to our missionaries:

- The Finance Committee and Board of Directors will set an amount of money to be included in the church budget, solely designated as a fund through which our full-time missionaries will receive a financial gift.
- The only recipients of this fund will those who are established as church members in good standing, and they must be on a field of full-time mission service.
- Here are a few examples of various mission circumstances at present:
 - Career missionaries through the Southern Baptist International Mission Board are fully funded and supported on their mission field.
 - Some missionary positions through the Southern Baptist International Mission Board are partially funded. Therefore, that missionary must provide a portion of his/her personal expenses.
 - There are missionary positions held by our church members which are not related in any way to the International Mission Board. In these independent mission ministries, ministry support and living expenses are collected by personal fund-raising.
- This annual gift will be disbursed to our missionaries in the first quarter of the church financial year (within the months of October, November, or December).
- Prior to the first quarter of the church year, each of the missionaries will be contacted on their field of service, asking them to outline the greatest needs of their ministry.
- After we receive the ministry needs of our missionaries, the Board of Directors will initially sub-divide the yearly designated fund to send an appropriate gift to undergird the ministry of each missionary. Because the needs will vary, the gift amounts will vary as well.
- The Board of Directors will forward their funding recommendations to the Finance Committee and Missions Committee. When these committees agree on the fund amounts to be gifted to each missionary, the church will affirm the gift in the October Quarterly Business Meeting of the church year. The church does reserve the right to schedule a Called Business Meeting in the final quarter to vote on this funding if circumstances are extenuating.