

MISSION TEAM GUIDELINES

The Mission Team exists to advance the gospel and support disciple-making primarily among least reached and unreached people groups.

**Faith Reformed Church
of Cedar Grove, WI**

(Revised 1/16/18)

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II. PURPOSE

A. Mission Team Guidelines

1. Purpose
 - a. Guide Faith Reformed Church's mission endeavors;
 - b. Provide guidelines for making important decisions;
 - c. Maintain continuity as Mission Team membership changes;
 - d. Insure good stewardship in the allocation of mission funds and resources.
2. Exceptions

These Guidelines are statements of principles, not a rigid set of rules. Occasionally, exceptions will need to be made as approved by the Mission Team as a whole.

3. Revisions

The Mission Guidelines shall be reviewed and revised as often as needed.

B. Definition of Mission

Faith Reformed Church defines mission as any endeavor, other than evangelism/outreach activities of our congregation, to fulfill the Great Commission by proclaiming the Gospel of Christ, making disciples who make disciples, and gathering these disciples into local congregations.

III. THE MISSION TEAM

A. Purpose Statement of the Mission Team

The purpose of the Mission Team is to lead (*inform, educate, and challenge*) FRC in fulfilling its ministry with respect to mission.

B. Size, Selection, and Terms of Office

1. The Mission Team shall consist of approximately five to ten members, including an Elder and a Deacon.
2. Each member is encouraged to participate for a minimum of three years.

C. Job Descriptions for the Officers and Members of the Mission Team

1. Implementing Coordinators:
 - a. Chairperson – oversees the general responsibilities of the Team, call and facilitate meetings, and assure implementation of practices in accordance with these Guidelines.
 - b. Elder – assures that the work of the Team is carried out in cooperation with the church leadership in an efficient and harmonious manner.
 - c. Deacon - works with the Church Treasurer in administrating mission funds.
 - d. Historian/Evaluator - maintains a history of FRC supported missionaries and annually evaluate currently supported missionaries.
 - e. Correspondence - facilitates communications (including prayer requests) between congregation and the Mission Team with our approved

missionaries and mission organizations.

- f. Mission Awareness - updates the mission displays when necessary, and arranges for regular Mission Highlights during worship services.
- c. Hospitality - Coordinates arrangements, such as meals, housing, and transportation, for visiting missionaries.
- d. Short-Term Mission - seeks out short-term mission projects, locally and overseas, and coordinates them.

D. Responsibilities

1. The Team as a whole will be involved in:

- a. Prayer - To make intercession for our missionaries, mission boards, and world evangelism; and to encourage the congregation to do same.
- b. Education - The Team shall promote Mission education for our entire congregation. This will include information about the world, our missionaries and the FRC Mission program.
- c. Care - Provide practical assistance to missionaries while they are on their field and home assignments.
- d. Mission Budget Preparation - The Team shall prepare and present the annual mission budget for consideration and adoption by the church.
- e. Recommending Support - Make recommendations to the Board of Deacons for additions to, or deletions from, the support list, which includes career missionaries, projects, and organizations.
- e. Mission Funds Allocations - The Mission Team shall recommend a schedule for the allocation of the funds throughout the year to our missionaries, projects, and mission organizations based on the church approved budget.
- f. Representing - Serve as a liaison between the church and its missionaries, and between the church and its mission agencies.

2. Individual Team Members are expected to:

- a. Attend Team meetings,
- b. Serve on sub teams as assigned,
- c. Take an active role in the decision-making process,
- d. Continue to learn more about world evangelism
- e. Assume a specific role on the team, and allocate sufficient time to serve effectively.

IV. STRATEGIES

A. Goals

1. Annual Goals

The Mission Team shall seek to establish short and long-range goals *annually* in dependence on the Holy Spirit which support our Faith Church vision statement. These goals shall be provided to the Congregation.

2. To Be a Sending Church

It is the goal of the Mission Team to significantly support missionaries whose home church is Faith Reformed, and who are serving in a mission effort of FRC. We will encourage our congregation to consider [1] exploring mission through short-term trips, and [2] pursuing Mission as a vocation.

3. To Be a Supporting Church

It is the goal of the Mission Team to develop quality relationships and to communicate with those whom we support to see that needs are being met. Balancing the understanding that this will limit the quantity of new missionaries we will be able to take on as a church. To this end, the goal is to significantly support a few missionaries rather than financially support many missionaries with relatively insignificant support. We encourage that over 5-10 churches should support a missionary.

B. Support Philosophy

Recognizing that there will always be more needs than we can fulfill, the following is meant to assist us in our decision-making. The primary priority is that we support members of Faith Reformed Church who have demonstrated a pattern of faithfulness, active involvement in their commitment to our Church and to world mission. Priority will be given to people over projects and organizations. It is also the desire of the Mission Team to have a high commitment to cross-cultural and overseas mission work, specifically:

- "Bypassed people" - those segments of society where a people group cannot hear the Gospel and worship in a church in their own language and culture.
- Church planting.
- Teaching of nationals.

C. Support Priorities

With the above objectives in mind, priority will be as follows when considering an applicant for support:

1. Members of Faith Reformed Church.
2. Members...Short Term
3. Members of other churches within the surrounding communities
4. Others.

D. Support Guidelines

Our goal is to continue support at a constant percentage level (i.e., we wish to commit to a percentage support level. For example, if Faith Reformed commits to a support level of x% of the missionary's required support, we would adjust the financial support in the proposed budget to x% of the missionary's current required support). The specific

guidelines for funding decisions for the missionaries were broken down into three categories, and are as follows:

1. **Faith Reformed cross-cultural:** Missionaries whose home church is Faith Reformed and are in a location where raising additional financial support is impractical (such as in a foreign country where Christians make up a small percentage of the population): Supported at 5% to 15% if possible.
2. **Faith Reformed mono-cultural:** Missionaries whose home church is Faith Reformed and do not meet category 1: Supported at 3% to 10%.
3. **Non-Faith Reformed supported missionaries:** For all other supported missionaries requesting continued support: Our goal is that the percentage support should be at 3% to 10%.

E. Funding Goals

It is our desire that, over a period of years, the Mission' budget be focused on certain ministries. Our long-term goal is to achieve the following prioritization and allocation of available mission funds:

1. Cross-cultural ministries – 65%
2. US-based ministries – 17%
 3. Short-term Mission –15%
 4. Mission Team operational expenses – 3%

V. FINANCIAL RESPONSIBILITIES

A. Annual Budget

The Mission Team shall prepare an annual budget and approve it by 2/3 majority at minimum, but seek to reach consensus for the vote.

B. Monetary Support

Financial support for a missionary shall be given on a quarterly basis, unless otherwise noted.

C. Review

Each year an evaluation will be made to see if more money can be given to a currently supported missionary and to consider new missionaries for financial support.

D. Ministry Evaluation

A missionary will be evaluated annually in light of the Goals and Priorities established by this Policy.

E. Changes

If there is a major change for one of our missionaries in their ministry objectives, organization, location or if the supported missionary joins a different mission agency, then the Mission Team will immediately reevaluate its commitment to this missionary.

F. Missionary Support Reassignment

Termination of financial support for a missionary will be at the discretion of Faith Reformed Church. However, before it is implemented, both the Mission Team and the Board of Deacons will need to be in favor of the decision.

G. Special Appeals for Non-Supported Individuals or Agencies

When special appeals for help are received, they shall be considered and evaluated carefully by the Team in the light of the accepted policies and available funds, and a recommendation shall be presented to the Board of Deacons. If funds are not on hand, they shall consider the feasibility of a special appeal to the congregation. All appeals not from a currently supported missionary shall require Board of Deacons approval in accordance with the Constitution.

VI. MISSIONARY SELECTION

A. Qualifications

1. All applicants must be in agreement with Faith Reformed Church's Statement of Faith.
2. They must be serving with a mission agency approved by our Mission Team. Tent makers and nationals may be an exception in special situations.
3. They need to be willing to spend quality and quantity time at Faith Reformed Church in order to work on a meaningful relationship with us.
4. They must have a proven track record in ministry.
5. They must demonstrate the qualities found in I Timothy 3:1-10.
6. Their home church must be in agreement with their decision.

B. Procedures

1. The applicant will submit an application for support.
2. The applicant will spend time in Faith Reformed Church developing relationships.
3. The applicant will meet with the mission's chairperson or sub-team of the Mission Team.
4. The applicant will meet with the full Mission Team.
5. Upon consensus of the Mission Team, a request for approval as a Faith Reformed Church missionary will be made to the Board of Deacons.
6. The applicant will be available to meet with the Board of Deacons.
7. The Board of Deacons will approve the support for a new Missionary in accordance with the Church Constitution.

C. Presentation to Team (potential questions to present):

1. Please Share with the group how you have sensed God calling you to serve in mission in general and more specifically in the ministry you are currently pursuing.
2. Please share with the Mission Team the ministry experience/training you have had that has helped shape the current direction you are heading in ministry. Also, include what spiritual gifting and talents/skills you have that you believe will help

you in this ministry opportunity.

2. Please share with the Team what you will be doing and your future plans including when you plan to depart to the mission field.
4. Please share with the group the different ways you would like to see Faith Reformed Church participate in your upcoming ministry endeavor.
5. Of all the different things you could do with your life, why is being a part of this mission opportunity most compelling?

VII. **Faith Reformed Church & Missionary relationship**

A. Responsibility of **Faith Reformed Church** to its Missionaries is to:

1. Remember the missionary in prayer.
2. Communicate at least quarterly, preferably every two months.
3. Educate the church regarding the work of the missionary.
4. Encourage the missionary.
5. Send the money that has been promised in an orderly fashion.
6. Work toward a partnership relationship with the missionary.

B. Responsibility of the **Missionary** to Faith Reformed Church is to:

1. Communicate at least once a quarter, preferably every month. If communication becomes less frequent we will contact the missionary to improve communication. If it becomes a pattern, we will assume the missionary understands that our commitment to their support will be reevaluated.
2. Tell the Team of any significant changes in ministry and/or location in advance.
3. Spend quantity and quality time with the church during home assignments. This is requested so we can deepen our relationship with missionaries by exposing them to our people in a variety of ways, i.e., in small groups, in front of the church, etc.
4. Solicit funds only from family members and close friends from within the church. While "close friends" is an elastic description of relationships, our desire is that a missionary not contact individuals from within our church whom he/she barely knows unless approved by the Mission Team and the Board of Deacons.
5. Provide the Team with yearly goals and an appraisal of the last year's activities.
6. Send to the Team updated support figures for each year.
7. Work towards a partnership relationship with Faith Reformed Church.

VIII. SHORT-TERM MISSION

A. Purpose and Rationale

This Section provides guidelines for Faith Reformed Church (FRC) to be proactive rather than reactive to short-term mission.

As a disciple making church, FRC supports short-term mission. Therefore, the Mission Team encourages and supports members of the congregation to participate in short-term mission either as individuals or as teams.

B. Definition of Short-Term Mission

Short-term mission are those endeavors with time limits from a few days to even a few months.

These activities may also include mission's education conferences, work projects, ministry teams, and foreign national church conferences. Each supported ministry opportunity must have a "great commission" component to it.

C. Financial Support Guidelines

1. For terms of shorter duration (a few months or less):
 - 1/3 from the short-term mission fund
 - 1/3 raised by missionary
 - 1/3 self.
2. For longer terms, the funding guidelines in Section III.D. apply.
3. Special cases: up to full support.
4. Pastors will be supported from the mission budget at 100% if the trip falls under their required responsibilities.

D. Support Priorities (in rank order)

1. Members and regular attenders of FRC and their dependent children.
2. Dependent children of our missionaries.
3. Nationals.
4. For longer terms only (greater than a few months), priorities in Section III.C. apply.

E. Support Procedures:

1. Requests for support should be made in writing to the Mission Team. A copy of the missionary's support-prayer letter is sufficient.
2. All requestors will be interviewed by the Mission Team (or assignees) both before and after the trip. Intention is to provide accountability for support funds; show care/support for the missionary; and challenge them to follow-through on inspirations from God. Potential questions are:
 - a. How/Why do you sense God calling you to go on this short-term mission opportunity?
 - b. In what ways do you anticipate serving?

- c. How do you hope this opportunity will better equip you to serve God when you return?
3. The Mission Team will make a recommendation and notify the candidate.
 - a. When voting on supporting a new missionary, the Team shall strive for consensus, but approval requires at least a 2/3 majority.
 - b. Every Team member shall vote, even if an absentee vote.
4. Details for requesting and processing support funds are included in Appendix A.

F. Insurance Coverage:

1. All participants on a FRC sponsored trip must purchase, at a minimum, overseas coverage through an approved FRC Insurance carrier
2. If through a personal insurance policy, coverage must be at an industry accepted standard level or better.
3. Trip Leaders are responsible to ensure every member has coverage before departure.

IX. TARGETED MISSION REGION

A. Purpose Statement

Although there are endless needs for evangelism and aid worldwide, one church with limited resources cannot hope to touch every need. However, by focusing on one region and people-group, FRC's goal is to **significantly impact** an **unreached** region for Christ for the furtherance of His Kingdom.

B. Objectives

1. **Facilitate growth** of God's Kingdom within an unreached people group.
2. Get FRC congregation **involved** and **excited** about mission.
3. Develop cross-cultural **relationships**.
4. **Learn** from a cross-cultural church / congregation.

C. Policy

1. FRC will maintain only one Targeted Mission Region at a time.
2. Proposals for a new Targeted Mission Region will be submitted by Mission Team and approved by Consistory.
3. Each Targeted Mission Region will establish and maintain a Guiding Document, containing, at a minimum:
 - a. Scope of Targeted Mission Region
 - b. Time / Duration of Targeted Mission Region
 - c. Specific Objectives of Targeted Mission Region
 - d. Critical Points of Contact for each organization in a partnership
 - e. Responsibilities of any / all parties involved (both US-based & national churches or organizations)

APPENDIX A

SHORT-TERM MISSION FINANCE PROCEDURES

1. The Mission Team will designate a Trip Leader who will be responsible for communicating procedures to trip participants.
2. The Trip Leader will issue Short-Term Mission Financial Support forms to each trip participant, along with a form showing language that is required to be part of any support request letter they may write.
3. Trip participants will solicit prayer and financial support for the trip. Any support request letters they write should include required language regarding how and where to make payments, and how the church will use the funds.
4. The Church Treasurer will:
 - a. Track contributions for the team and individual participants.
 - b. Provide a summary of donations to the Trip Leader.
 - c. Work with the Board of Deacons to provide contribution receipts to donors.
5. The Board of Deacons will:
 - a. Record contributions made by FRC family members so that this information will be included on their year-end giving statement.
 - b. Generate a receipt for contributions made by those outside of the FRC Church family at the time of the donation.

FINANCE PROCEDURES (for Short-Term Mission Candidates)

1. Write a support letter to gain prayer support and also financial assistance if needed:
 - a. Include information on where and when you are going, how long you will be there, what you will do, how much funding you need, and most importantly, why you are going.
 - b. Indicate that donations should be made out to the sponsoring agency.
 - c. If FRC is the sponsoring agency of the trip, the following instructions must be included in the letter:
 - Checks are to be made payable to Faith Reformed Church.
 - Contributions should be mailed directly to Faith Reformed Church) along with the required turn-around document.
 - Include a turn-around document for the donor to mail with their contribution (see sample of required form).

If you attend Faith Reformed Church and would like to donate anonymously, please put your check in an envelope marked “ _____ Trip” and place it in the offering plate on Sunday

morning. FRC intends to use all funds designated for this trip for that purpose. However, if more funds are collected than required, the church will use the excess for other mission-related activities.

2. If financial support is to be requested from the church, contact the short-term mission representative of the Mission Team and provide a copy of your support-letter. Pre- and post-trip interviews will be a part of the process.

3. If attending a FRC sponsored trip, all funds should be given directly to the church by the donor. The Church Treasurer will track financial gifts and provide the trip leader with a summary of all donations for the team as well as for individual team members.

4. The short-term mission's representative will coordinate a time of prayer/commissioning in a worship service prior to the trip date.

5. After the trip, the short-term mission representative should be provided with a short (two paragraph) written report to distribute at church. Additionally, a short verbal report will be made in church if possible.

SHORT-TERM MISSION TRIP SUPPORT REQUEST LETTER (Required Information)

Participants in short-term mission trips may include any background information they wish in letters they send to request financial support to help cover their expenses. However, to help facilitate consistent procedures, the following information must be included in the letter:

- Checks should be made payable to: *Faith Reformed Church*
- Contributions should be mailed directly to: *Faith Reformed Church, 243 South 4th Street, Cedar Grove, WI. 53013*
- This paragraph must be included in the letter: *Faith Reformed Church intends to use all funds designated for this trip for that purpose. However, if more funds are collected than required, the church will use the excess for other mission-related activities. Donations to Faith Reformed Church are not eligible for refund.*
- The turn-around document, provided by the church office should be included in your support letter for the donor to make their contribution.

APPENDIX B

Short-term Mission Trip Application

I. Faith Journey

- (1) Write out the Gospel in your own words. [Click here to enter text.](#)
- (2) Write out your salvation story. [Click here to enter text.](#)
- (3) How are you currently growing in your relationship with Christ? . [Click here to enter text.](#)
- (4) List current ministry involvement. . [Click here to enter text.](#)
- (5) List any cross-cultural short-term mission experience you have had. . [Click here to enter text.](#)
- (6) How are you currently praying for opportunities/sharing your faith? . [Click here to enter text.](#)
- (7) Are you a member of Faith Reformed Church? . [Click here to enter text.](#)
- (8) Are you regularly involved in a small group/at Faith Reformed Church? . [Click here to enter text.](#)

II. Trip Information

Application Date: [Click here to enter text.](#)

Location of Trip: [Click here to enter text.](#)

Dates of Trip: [Click here to enter text.](#)

III. Personal Information

Name: [Click here to enter text.](#)

Date of Birth: [Click here to enter text.](#)

Current Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Occupation/Professional Skills: [Click here to enter text.](#)

Marital Status: [Click here to enter text.](#)

Spouse and Children's Name(s) (If Applicable): [Click here to enter text.](#)

IV. **Background Information to Help Determine Your Trip/Team Fit**

The information disclosed below will be read and held with confidentiality by members of the FRC Mission Team. Answering "Yes" to the following questions does not necessarily disqualify you from serving on a Short-term Mission Team/Trip. However, in order to uphold the integrity of the individual, and for the sake of the Church and gospel we ask that you carefully complete the following (If married and both are going, both husband and wife must answer the following questions):

1. Do you consent to a background check commonly used for multiple current FRC ministry positions? [Click here to enter text.](#)
2. Do you have any physical impairment that prevents you from physical work of any type (please list any limits you might have)? [Click here to enter text.](#)
3. Have you been under the care of a counselor or licensed mental health professional over the last 12 months? [Click here to enter text.](#)
4. Do you have any medical issues that the FRC Mission Team Leader or sending agency should be aware of? [Click here to enter text.](#)
5. Is there anything about your lifestyle that would bring reproach on yourself, your family, the Church, or Christ? [Click here to enter text.](#)

If yes to any of these please clarify: [Click here to enter text.](#)

In submitting this application I agree to the following (please check boxes if you agree):

- I am expressing my agreement with FRC Mission, Vision, and Values.
- I am willing to work under the direction of a FRC Short-term Mission Team Leader, Field Partners, or Mission Agency to accept and to perform any and all assignments with a God-honoring attitude.
- I am willing to conform to the standards of the national Christians, as long as they do not violate Scripture, even if those standards are stricter than my own.
- I am confirming I have the time and energy to devote to the pre-, mid-, and post-trip responsibilities.

- I agree to participate in the training arranged by the FRC Team Mission Team Leader or Mission Team, and will complete all requirements for the trip.
- I agree to return home at my own expense if the Field Partner, in conjunction with the FRC Mission Team, determines my behavior is/has been inappropriate and therefore jeopardizing the long-term ministry.
- I acknowledge that FRC will not be responsible for extra trip expenses (i.e., airline, hotel, etc.). Should these occur, they will be passed along to the traveler.
- I understand that my involvement on this trip can be denied prior to travel if I do not participate in the full preparation of the trip.

APPENDIX C

Long-Term Missionary Support Application

Faith Reformed Church - Cedar Grove

I. Personal Information

Date Application is submitted: Click here to enter text.

Name of Applicant(s): Click here to enter text.

Date of Birth(s): Click here to enter text.

Current Address: Click here to enter text.

Email(s): Click here to enter text.

Phone Number(s) and type: Click here to enter text.

Occupation/Professional Skills: Click here to enter text.

Marital Status (and anniversary date): Click here to enter text.

(If Applicable) Spouse and Children's Name(s) with birthdays: Click here to enter text.

II. Location/Financial Information

Ministry/Sending Organization and contact information: Click here to enter text.

Location of where you will be/are serving: Click here to enter text.

Annual support needs: Click here to enter text.

Other support obtained: Click here to enter text.

Dates of Departure: Click here to enter text.

III. Faith Journey

1. Write out the Gospel in your own words. Click here to enter text.

2. Write out your salvation story. Click here to enter text.

3. How are you currently growing in your relationship with Christ? How do you plan to continue to be fed spiritually/maintain your spiritual life? [Click here to enter text.](#)
4. List current ministry involvement. Explain how you will transition from these roles when you leave as a long-term missionary. [Click here to enter text.](#)
5. List any cross-cultural mission experience and/or training you have had to prepare you for this endeavor. What opportunities/plans do you have to continue to develop? [Click here to enter text.](#)
6. How are you currently praying for opportunities/sharing your faith? [Click here to enter text.](#)
7. What are your long-term plans? Do you see yourself returning to the USA? How will you know when you have done what God has called you to do in that area? [Click here to enter text.](#)
8. Are you a member of Faith Reformed Church? If yes, how are you regularly involved? Explain your connection to our community of believers. [Click here to enter text.](#)

IV. **Background Information**

The information disclosed below will be read and held with confidentiality by members of the FRC Mission Team. Answering “Yes” to the following questions does not necessarily disqualify you from being supported. However, in order to uphold the integrity of the individual, and for the sake of the Church and gospel, we ask that you carefully complete the following (if married, both husband and wife must answer the following questions). If you answer “Yes” to any of these, please clarify.

1. Do you consent to a background check commonly used for multiple current Faith Reformed Church ministry positions? [Click here to enter text.](#)
2. Do you have any physical impairment that prevents you from physical work of any type (please list any limits you might have)? [Click here to enter text.](#)
3. Have you been under the care of a counselor or licensed mental health professional over the last 12 months? [Click here to enter text.](#)
4. Do you have any medical issues that the Faith Reformed Church Mission Team or sending agency should be aware of? [Click here to enter text.](#)
5. Is there anything about your lifestyle that would bring reproach on yourself, your family, the Church, or Christ? [Click here to enter text.](#)

In submitting this application, I agree to the following (please check boxes if you agree):

- I am expressing my agreement with Faith Reformed Church's Mission, Vision, and Values.
- I am willing to work under the direction of a Field Partner or Mission Agency to accept and to perform any and all assignments with a God-honoring attitude.
- I am willing to conform to the standards of the national Christians, as long as they do not violate Scripture, even if those standards are stricter than my own.
- I am willing to spend quality and quantity time at Faith Reformed Church in order to work on a meaningful relationship.
- I will communicate at least once a quarter with the Mission Team. This will include providing the Team with yearly goals, progress toward those goals, updated support figures for each year, and an appraisal of the last year's activities.
- I have secured insurance at an industry acceptable level.
- My home church _____ is supportive of me in my new endeavor. Contact information for home church:

***Please feel free to attach any support letters, photos, etc. that will help the Mission Team in learning more about you and in making our decision.**

***Also note, we desire to support our missionaries well. A decision to not financially support you doesn't mean you have done something wrong. We just are unable to support you at this time. Your application will be kept on file for review when more resources become available.**