

MISSIONS TEAM CHARTER, POLICIES AND PROCEDURES

PREAMBLE:

This Charter shall constitute the policies and procedures of the Missions Team and in the event of any conflict with the Bylaws, the Bylaws shall govern.

MISSION:

The Missions Team will in fulfillment of Acts 1:8 lead Trinity Baptist Church to share Christ's love:

- By identifying and qualifying missions opportunities
- By communicating and educating church members regarding missions
- By wisely allocating resources provided by TBC members through tithes and offerings and special mission offerings
- By promoting active personal involvement in missions of every church member

VISION:

Every member will be given multiple opportunities annually to participate in global and local missions' ministries through stewardship of time, abilities and money.

FUNCTIONS:

The duties of the Team shall include the following:

- Define and clarify missions
- Educate and motivate
- Enlist and involve
- Plan and focus

OTHER POLICIES AND PROCEDURES:

Any other policies and procedures of the Team are attached hereto by addendum and incorporated herein for all purposes.

TEAM PERFORMANCE:

The Team will perform duties consistent with the Policies and Procedures attached hereto by addendum and review and recommend changes to the Team Policies and Procedures for the approval by the Church.

TEAM LEADER

The Team Leader shall be nominated by the Ministry Matching Team and elected by the Church and shall preside at all Team meetings. If the Team Leader is unable to attend a Team meeting the Team Leader shall designate another member of the Team to preside at the meeting.

TEAM MEMBERSHIP

Members of the Missions Team shall be elected by the Church.

TEAM MEETINGS

The Team will meet on the last Tuesday of each month except December when it will meet on the second or third Tuesday. Other meetings may be moved at the decision of the Team. Notice of meetings shall be placed on the master church calendar at least 7 days prior to each meeting. Meetings are open to members of the church congregation and invited guests except for those matters which may require executive session as provided by the Church Bylaws. Participation in Missions Team deliberations shall only be by invitation of the Missions Team.

TEAM MINUTES & REPORTS:

The Team Co-leader will write the minutes and copies will be distributed to each member of the Team. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the Church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

DURATION:

The Team shall continue in existence until dissolved by amendment of the Bylaws.

EFFECTIVE DATE:

This charter was approved by the Church to be effective October 1, 2008 and shall govern the operation of the Team hereafter.

MISSIONS TEAM POLICIES AND PROCEDURES

Focus: “And you will be my witnesses...” Acts 1:8

OUR MISSION STATEMENT::

The Missions Team will in fulfillment of Acts 1:8 lead Trinity Baptist Church to share Christ's love:

- By identifying and qualifying missions opportunities
- By communicating and educating church members regarding missions
- By wisely allocating resources provided by TBC members through tithes & offerings and special mission offerings
- By promoting active personal involvement in missions of every church member

OUR VISION:

Every member will be given multiple opportunities annually to participate in global and local mission ministries through stewardship of time, abilities and money.

OUR GOAL:

We will strive to help every member participate in missions.

FUNDING:

- The Missions Team will abide by the will of the Church regarding missions funding as expressed in voting during the Annual business Meeting. As reflected in The Vision 2000 (1997), the Strategic Planning Initiative (2000-2001), and the Intentional Interim Ministry Process (2006-2007), Trinity Baptist Church will attempt to set aside at least 10% of the annual tithes and offerings budget for Missions.
- Distributions from the Capital Missions Fund will be recommended by the Missions Team and approved by the Trustees.

MISSION TASKS:

- Define and clarify
- Educate and motivate
- Enlist and involve
- Plan and focus

1. Define

- a. Sharing the Gospel message in word and deed across cultural, social and economic boundaries
- b. Ministering locally as well as globally in geography and impact

- c. Cooperating with like-minded churches, with Baptist agencies and/or missions organizations not under the direct control of TBC
- d. Ministering people everywhere without through to growth or benefits to TBC other than the multiplied blessings received from serving God.

2. Clarify

- a. The Father sent the Son, Jesus, into the world to seek and save those who are lost in their sins, to reconcile persons to God. The Gospel or Good News is the story of his birth, sinless life, his teachings about God's present and coming reign, his sacrificial death on the cross for our sins, his resurrections from the dead and final return. Thus a major element of missions is the proclamation of this Gospel.
- b. Jesus explained he was sent "to preach the good news to the poor, to proclaim freedom for the prisoners, and recovery of sight for the blind, to release the oppressed, and to proclaim the year of the Lord's favor." (Luke 4:18-19). Jesus saw his mission as meeting the spiritual, physical and social needs of others. Our missions program should reflect God's concern for the "whole person" in the context of her/his own everyday life.

3. Educate and Motivate

- a. Help adults, youth and children know about missions needs during our two major mission offerings annually:
 - 1) CBF Global Missions Offering during the Christmas Season
 - 2) BGCT State Missions Offering during the Spring
- b. Plan for education on all age levels in the Sunday School and in children's and youth activities.
- c. Engage youth and university students in local mission projects.

4. Enlist and Involve

- a. Print a brochure of missions project opportunities annually with dates, costs and team leaders.
- b. Enlist help of a Sunday School missions leader in each class.
- c. Publicize projects, activities and funding allocations on the website and in the Trumpet.
- d. Enlist help of the Communications Team.

5. Plan and Focus

- a. Area Teams will engage in planning projects for congregational participation.
- b. Focus on several types of projects, requiring various talents.
- c. Focus on partnership efforts with like-minded churches.

MISSIONS TEAM ORGANIZATION

The Trinity Baptist Church Missions Team is organized on the Acts 1:8 model of going into all the world to share the gospel. The Team will be divided into Area Teams:

- Local Team
- Texas/ Latin America (Mexico, Central and South America, Caribbean)
- USA/Global (North America, Europe, Africa, Asia)
- New Church Starts (focus on church starts in our San Antonio Baptist Association)

MISSIONS TEAM RESPONSIBILITIES

Missions Team Leader:

- The Team Leader shall be nominated by the Ministry Matching Team and approved by the Church body. The Leader may be recommended by the Missions Team to the Ministry Matching Team.
- Coordinate planning of meetings and preparation of meeting agendas.
- Communicate notifications of changes in membership to Ministry Matching Team and appropriate church staff.
- Lead Team in preparing a plan for the Missions Team responsibility in alignment with Trinity Baptist Church Mission and Vision.
- Direct new support requests, as received, to the appropriate Area Team for evaluations and recommendations.
- Direct the Executive Team of the Missions team.
- Direct planning of the Missions Team budget with help of the Executive Team and under the guidance of the Staff Liaison.

Co-Team Leader:

- Co-Chair is elected by the Team to serve a one-year term. He/she may be reelected for another year and serve no more than two terms consecutively. After serving for one year, he/she may be recommended by the Team to the Ministry Matching Team as the next Team Leader, if the Co-Chair and the Team agree;
- Co-chair Team meetings
- Lead Missions Team in absence of Leader
- Take minutes during Missions Team meetings
- Serve on Executive Team

Staff Consultant (Missions Coordinator)

- Develop, coordinate and administer a comprehensive mission ministry for Trinity Baptist Church, in cooperation with pastoral staff.

- In cooperation with the Missions Team, develop a mission vision, policies, goals, objectives and an operating philosophy for missions.
- Prepare and promote appropriate age-level missions education, in cooperation with the pastoral staff, which educates the congregation on missions and encourages prayer, personal involvement and financial support.
- Evaluate and monitor mission organizations and missionaries sponsored by the church.
- Recruit, train and organize people into local, state and global missions.
- As requested by the Senior Pastor, interact with staff and attend staff meetings and assist staff to integrate missions awareness into ministry planning and activities.
- Integrate missions awareness and education into the life of the church through the preparation and promotion of appropriate age-level missions education, in cooperation with the staff.
- Establish an effective communications about missions with the staff and congregation.
- As requested by the Senior Pastor, act as the primary resource person for mission information throughout the church.
- Organize mission projects and trips for the church in cooperation with the Missions Team.
- Organize training conferences or retreats for prospective missions team members and maintain list of people trained in specific areas.
- Evaluate the effectiveness of mission teams and maintain a list of ideas to improve their effectiveness.
- In cooperation with the Missions Team and staff, prepare the annual missions budget.
- Assist the Missions Team in setting goals, promoting and carrying out special mission offerings, but will coordinate with the Stewardship Team's Policies and Procedures regarding church-wide giving and offerings.

Area Team Leader:

- Chosen by the Executive Team after serving at least two years on the Missions Team
- Coordinate the Area Team in fulfilling responsibilities
- Call Area Team meetings and prepare agendas for meetings
- Participate in Area Team leaders' meeting (Executive Team)
- Identify Team members to perform necessary research to support Team decisions
- Arrange for discussion and evaluation of funding requests
- Submit authorized requests for funding to Missions Team for approval and check preparation
- Arrange and plan mission projects and trips for the area in cooperation with the Missions Team Leader and Staff Liaison (Missions Coordinator)

Area Team Members:

- Maintain communications with and monitor progress of supported ministries
- Research new funding requests to establish sound basis for making funding decisions as needed
- Participate in monthly Missions Team meetings and specially-called budget preparation meetings
- Attend Area Team and Mission Team meeting

Executive Team

- Composed of Mission Team Leader, Co-Leader, past Team Leader if he/she is still a member of the Missions Team, and all Area Team Leaders and Staff Liaison (Missions Coordinator)
- Work with Staff Liaison to prepare Team budget from church-allocated Missions support funds
- Meet between regular Missions Team meetings to decide on emergency needs
- Decisions may be made by email or telephone when all members agree

PRINCIPLES FOR MISSIONS TEAM DECISIONS

1. Prayer and Planning will be the foundation for funding missions with Trinity Baptist Church dollars.
 - a. We will spend equal time between planning and prayer for specific missions support decisions.
 - b. We trust our Heavenly Father to guide and direct our thoughts and spirits and make decisions in accordance with His will.
2. We will support efforts that multiply God's Kingdom in order to accomplish the best result possible.
 - a. Be intentional in our approach to wisely investing in God's work by :
 - b. Be pro-active in seeking out partnerships that will develop into self-supporting entities with local leadership that can, in turn, multiply the mission.
 - c. Support projects that will become self-supporting within 3 to 4 years.
 - d. Continue ongoing support beyond 3 to 4 years only after an annual review of the mission status (at a minimum) and encouraging the entity to plan and work toward self-sufficiency.
3. We will endeavor to involve as many people as possible in missions work by :
 - a. Accepting and encouraging individual involvement
 - b. Supporting efforts (education, projects, trips) that provide opportunities for individual growth
 - c. Demonstrating the "joy of our salvation" in obeying the Lord Jesus Christ's commandments to expand His Kingdom
 - d. Offering multiple levels of opportunity, commitment and support of missions including:
 - 1) Short-term missions trips
 - 2) Short-term missions projects
 - 3) Mentor ministries
 - 4) Long-term missions projects
4. We will consider all funding requests in light of the following financial guidelines:
 - a. The requesting organization's base of support will be researched and considered in determining the priority of that request.
 - b. Organizations with Baptist affiliations will be given priority.

- c. Organizations will be expected to provide readily accessible accountability of their financial status and accomplishments in order to receive continued support.
- 5. We expect courtesy and respect toward one another in all Team activities:
 - a. We will encourage everyone to speak what is on his/her heart.
 - b. As Individuals, we will:
 - 1) Share the areas God has put on our hearts.
 - 2) Be understanding if God is leading the Team in another direction.

PROCEDURES AND PROCESSES FOR MISSIONS TEAM DECISIONS

A. Process for Budget-Funded Organizations

1. Area Team Members
 - a. Volunteer to be the contact for missions organizations supported in budget.
 - b. Contact the ministry at least bi-monthly.
 - 1) Ask for results.
 - 2) Ask for concerns and prayer requests.
 - 3) Gather information on the missions endeavor.
 - 4) At least annually, request financial information update. (Use Missions Funding Request Questionnaire as a guide.)
 - 5) Provide recommendations for funds support for annual budget based on contact., regular updates, and Area Team and Missions Team Plan and Principles.
2. Area Teams
 - a. Discuss supported organization updates.
 - b. Pray for requests.
 - c. Evaluate degree of support and make recommendation to the full Team.
3. Missions Team
 - a. Review Area Team recommendations for next year's budget.
 - b. Review overall proposed budget for alignment with Principles and Plans.
 - c. Agree on budget proposal to be present to the Finance Team.

B. Process for Ongoing Missions Support Fund Requests

1. Request received by Missions Office.
2. Request logged into initial Request List by Missions Office.
3. Requests provided to Area Team Leader by Missions Team Leader.
4. Team Leaders evaluate the request and determine whether additional research is needed.
5. If request will be brought forward to the full Team for further research and consideration, the request will be entered in the Missions Request in the Missions Request Log by the Missions Office.

6. If research is needed, Area Team Leader identifies the Team member to do the research. Use the Missions Funding Request Questionnaire and Missions Funding Request Assessment to guide Research and recommendations.
7. The recommendation is brought to the Area Team.
8. The Area Team prays, discusses, evaluates and votes on the request.
9. Funding support is recommended by the Area Team and is authorized in accordance with the Financial Authority Limits.
 - a. For Area Team authorizations up to \$500, the Area Team Leader provides a brief report on the action to the Missions Team at the monthly meeting.
 - b. Recommendations for gifts over \$500 are brought to the full Missions Team for prayer, discussion and a vote.
10. Capital Funding requests from the Capital Missions Fund will need to be discussed and voted by the full Missions Team. Upon approval by the Team, the funds request goes to the Church Business Meeting for approval before disbursement.

C. PROCESS FOR EMERGENCY REQUESTS

1. Emergency request is received and passed to the appropriate Area Team Leader immediately.
2. Area Team review request, prays, discusses and evaluates. This may require ad hoc team meetings in person, via email or telephone.
3. Area Team may need additional information and Team member will quickly research the required information and team will reconvene.
4. Area Team decides on request and recommends an appropriate level of funding in accordance with the Financial Authority Limits.
5. Recommendations for gifts over \$500 are brought to the Executive Team for a decision in order to allow a quick response to emergency needs.
6. The Area Team Leader provides report of actions taken at next Missions Team meeting.
7. The request and its outcome are entered into the Missions Request Log

MISSIONS TEAM FINANCIAL AUTHORITY LIMITS

Missions Support Fund - \$500 or less per occurrence. Area Team authorized funding of these requests.

Support Fund - \$500.00 or more per occurrence.

- Area Team must recommend these requests to the full Team. Full Team has authority to approve or disapprove the recommendations.
- Authorization requires a majority approval of present Team members.

Emergency Requests – less than \$500.00

Area Teams authorize spending up to \$500.00

Emergency Request - \$500.00 or more

Team recommendations of \$500.00 or more require approval of all Area Team Leaders and the Executive Team.