

**MISSIONS TEAM
CHARTER, POLICIES AND PROCEDURES**

CHARTER

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:

Focus: “And you will be my witnesses to me in Jerusalem, in all Judea and Samaria, and to the ends of the earth.” Acts 1:8

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

- By identifying and qualifying mission 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 local, statewide, national and global missions’ ministries through stewardship of time, abilities and money. We will strive to help every member participate in missions.

FUNCTIONS:

The duties of the Team shall include the following:

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

TEAM PERFORMANCE:

The Team will perform duties consistent with these Policies and Procedures and as needed, but not less frequently than once a year, review and recommend changes hereto.

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.

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TEAM MEMBERSHIP:

Members of the Missions Team shall be elected by the Church through the Ministry Matching Team nomination procedures. The Missions Team Members shall carry out the functions of the Missions Team under the guidance of the Senior Pastor.

TEAM MEETINGS:

Regular meetings shall be held at least ten times a year for the transaction of any and all duties of the Team. Such meetings shall be scheduled by the Team Leader or any two other Team Members. 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 Secretary will write the minutes and copies will be distributed to each member of the Team, the Senior Pastor, and the Pastoral Staff. 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.

FUNDING:

The Missions Team will abide by the will of the Church regarding missions funding as expressed in voting during the Annual Business Meeting. Trinity Baptist Church will attempt to set aside at least 7.5% of the annual General Fund Tithes and Offerings budget for Missions.

POLICIES AND PROCEDURES

MISSIONS TEAM FUNCTIONS DEFINED:

- Define
 - Sharing the Gospel message in word and deed across cultural, social and economic boundaries.
 - Ministering locally as well as globally in geography and impact.
 - Cooperating with like-minded churches, with Baptist agencies and/or missions' organizations not under the direct control of TBC.
 - Ministering to people everywhere without thought to growth or benefits to TBC other than the multiplied blessings received from serving God.
- Clarify
 - 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

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God's present and coming reign, His sacrificial death on the cross for our sins, His resurrection from the dead and final return. Thus a major element of missions is the proclamation of this Gospel.

- 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' activities should reflect God's concern for the "whole person" in the context of her/his own everyday life.

- Educate and Motivate
 - Help adults, youth and children know about missions needs during the planning and funding of our Mission Trips, Mission Projects, and any special Mission Offerings.
 - Plan for education on all age levels in the Sunday School classes, and in children's and youth activities.
 - Engage youth and university students in all mission projects.

- Enlist and Involve
 - Through the Missions Communications Sub-Team and the enlistment of the TBC Communications Team, prepare communication pieces that describe, educate, and promote missions project opportunities through various outlets including printed materials, the Trumpet, the church website, videos and other forms of media as they are determined appropriate and available.
 - Enlist help of a Sunday School missions' leader in each class.

- Plan and Focus
 - Sub-Teams will engage in planning projects for congregational participation in mission activities relevant to their areas.
 - Focus on several types of activities, requiring various talents.
 - 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 Missions Team will be divided into Sub-Teams with all team members required to participate in at least one Sub-Team.

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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 notification 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 Finance Sub-Team for evaluations and recommendations.
- Direct the Executive Team and the Finance Sub-Team of the Missions team.
- Direct planning of the Missions Team budget with help of the Executive Team and Finance Sub-Team under the guidance of the Senior Pastor, Pastoral Staff Liaison and Church Business Administrator.
- Appoints Sub-Team Leaders.

Executive Team:

- Membership composed of Mission Team Leader, Secretary, Sub-Team Leaders, past Missions Team Leader (if he/she is still a member of the Missions Team), and Pastoral Staff Liaison.
- Work with Finance Sub-Team to prepare Team budget from church-allocated Missions support funds.
- Meet between regular Missions Team meetings to coordinate the strategic and administrative needs of the Missions Team and decide on emergency needs.
- Decisions may be made by email or telephone when all members agree.

Secretary:

- Take minutes during Missions Team meetings, write the minutes, and distribute copies to each member of the Team, the Senior Pastor, and the Pastoral Staff. 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.
- Serve on the Executive Team and Financial Sub-Team.

Sub-Team Leaders:

- Appointed by the Missions Team Leader.
- Lead the Sub-Team in fulfilling responsibilities.
- Schedule Sub-Team meetings and prepare agendas for meetings.
- Participate in Executive Team Meetings.

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- Identify Team members to perform necessary research to support Sub-Team decisions.
- Arrange for discussion and evaluation of funding requests received by Sub-Team members.
- Submit requests for funding to Missions Finance Sub-Team for approval and check preparation.
- Arrange and plan mission projects and trips in cooperation with the Missions Team Leader.
- Encourage Church members who are not Missions Team members to participate in Sub-Team activities.
- Sub-Teams:
 - Finance
 - Action
 - Partnering
 - Communications
 - Education

Finance Sub-Team:

- Membership composed of the Missions Team Leader, Out-going Team Leader (if he/she is still on the Missions Team), Secretary, Finance Sub-Team Leader and Action Sub-Team Leader, under the guidance of the Senior Pastor, Pastoral Staff Liaison, and the Church Business Administrator.
- Sub-Team Leader will schedule monthly meetings and prepare agendas for meetings.
- Prior to the Sub-Team Monthly Meeting, the Sub-Team Leader will receive and review a monthly report from the Church Accounting Office of the Missions Team Financial activity for the past month.
- Develop Missions Team budget with input from Pastoral Staff Liaison and Church Business Administrator.
- Evaluate and monitor current process of percentage of General Fund Tithes and Offerings and Special Offerings.
- Study and evaluate proposed alternatives and propose how any new funds might be divided.
- Study Agencies and propose their percentage share of our annual budget.
- Work with Partnering Team to evaluate and propose percentage for denominational and missionary support.
- Research, evaluate, and make appropriate recommendations and approvals for all funding requests received.

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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. We will be intentional in our approach to wisely investing in God's work by:
 - a. Being pro-active in seeking out partnerships that will develop into self-supporting entities with local leadership that can, in turn, multiply the mission.
 - b. Supporting projects that will become self-supporting within 3 to 4 years.
 - c. 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 mission is in alignment with the missions of Trinity Baptist Church.
 - b. The requesting organization's base of support will be researched and considered in determining the priority of that request.
 - c. Organizations with Baptist affiliations will be given priority.
 - d. Organizations will be expected to provide readily accessible accountability of their financial status and accomplishments in order to receive continued support.

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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. All Funding is subject to the Church Financial Policy

B. Process for Budget-Funded Organizations

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

C. Process for Ongoing Missions Support Funds Requests

- Request received by Missions Team Leader.
- Requests provided to Finance Sub-Team Leader by Missions Team Leader.
- Finance Sub-Team members evaluate the request and determine whether additional research is needed.

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- If research is needed, Finance Sub-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.
- The recommendation is brought to the Finance Sub-Team.
- The Finance Sub-Team prays, discusses, evaluates and votes on the request.
- Recommendations for all gifts are brought to the Finance Sub-Team for prayer, discussion and a vote before going to the full Missions Team as a Report for approval and inclusion in the Missions Team Monthly Minutes.

D. PROCESS FOR EMERGENCY REQUESTS

- All Emergency requests are received and passed to the Finance Sub-Team Leader immediately.
- Finance Sub-Team reviews the requests, prays, discusses and evaluates. This may require ad hoc team meetings in person, via email or telephone.
- Finance Sub-Team may need additional information and team members will quickly research the required information and the team will reconvene.
- Finance Sub-Team decides on request and recommends an appropriate level of funding in accordance with the Financial Authority Limits.
- The Finance Sub-Team Leader provides a report of actions taken and to be given at the next Missions Team meeting.

The request and its outcome are entered into the Missions Team Minutes.

MISSIONS TEAM FINANCIAL AUTHORITY LIMITS

Missions Support Fund

- All requests for Missions Support Funds must be presented to the Finance Sub-Team for approval before going to the full Missions Team as a Report to be approved and included in the Missions Team Meeting Minutes.
- All Missions Team funding requests shall be submitted by the Finance Sub-Team Leader to the Church Accounting Office for funding disbursement, with a copy of the request going to the Missions Team Leader, Pastoral Liaison, and the Church Business Administrator.

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DURATION:

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

EFFECTIVE DATE:

This Charter, Policies and Procedures were approved by the Church to be effective January 17, 2016, and shall govern the operation of the Team hereafter.