

Grace Community Church in Overbrook

Missions Task Force Funds Distribution Policy

Policy #01-006

**Approved By the Church Cabinet
June 26, 2007**

Senior Pastor

Date

Chairman of the Congregation

Date

Policy

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Purpose. The Missions Task Force is charged under the Church's By-Laws and Covenant to distribute missions funds for the support of ministries designed to fulfill the Great Commission¹. This is done through the proclamation of Christ's Gospel and Christ's heart for the world², to see men saved and brought to the knowledge of God³, and to provide funding for the totality of the spiritual and physical needs of mankind throughout the local community (Overbrook and Osage, Shawnee, Franklin and Douglas counties), the State of Kansas, the United States and to the rest of the world⁴.

Definition. For the purpose of this policy, missions is a term defined as follows: 1) any ministry commissioned by a religious organization approved by the GCC pastoral staff whose sole purpose is to propagate the Gospel of our Lord Jesus Christ; 2) any individual worker, family or family group who works in or is engaged in a missionary capacity whose purpose is to propagate the Gospel of our Lord Jesus Christ and whose program is approved by the GCC pastoral staff. Such programs may also provide humanitarian aid, counseling, training, shelter, health services, etc.; or 3) any agency whose program is approved by the GCC pastoral staff and whose purpose is to propagate the Gospel of our Lord Jesus Christ. Such agency programs may also provide humanitarian aid, counseling, training, shelter, health services, etc.; 4) any individual who is in training for a career or service to the Lord Jesus Christ.

Guidelines. The guidelines and the reasons for implementing this policy are as follows:

1. To help achieve a clear sense of direction in the expenditure of funds for missions purposes.
2. To avoid making important financial decisions on merely an emotional or a haphazard basis.
3. To prevent confusion, inconsistency, misunderstanding and damaged feelings.
4. To ensure good stewardship of human and financial resources.
5. To promote thoughtful evaluation of crucial issues.
6. To maintain continuity and consistency as the membership of the Task Force changes.
7. To ensure accountability for the church's missions program.

8. To promote communication and harmony within the local church leadership.
9. To encourage missions workers in regard to the church's consistent commitment to partnership with them.

This policy will be reviewed and revised when necessary by the Missions Task Force, and reviewed for consistency, direction and format by the Senior Pastor, the Chairperson of the Congregation, the Church Treasurer and the Church's Business Administrator.

Task Force Responsibilities. The general responsibilities of the Missions Task Force are as follows:

1. To stimulate the congregation's intercessory prayer for world evangelism, missions workers and missions agencies through presenting news and needs of missions workers in worship, Sunday School, newsletters, visual displays and other communication devices.
2. To educate and inspire the congregation in the field of missions through missions retreats, bulletin inserts, skits and dramas, missions worker presentations, missions fairs, books and tapes, displays and maps, missions speakers, missions conferences, library designations and quarterly missions emphasis Sundays.
3. To help develop, send and support volunteers for missions work through the public commissioning of those in the congregation who have committed themselves for service or have given evidence of missions gifts; providing opportunities for public commitment for service; making informational literature available that provides motivation for mission service; providing opportunities for counsel and guidance through the time of decision and preparation for mission service; providing opportunities for short-term or other missions activities; and providing opportunities for young people in summer missions work in the United States and overseas.
4. To administer and distribute budgeted church funds allocated to missions and to stimulate giving through clarifying why the church supports missions projects and communicating the missions needs and answers to prayer.
5. To serve as a liaison between the church and its missions volunteers, missions workers and missions agencies.
6. To care for selected long-term missionaries on furlough.

7. To administer the church's missions program through the recommendation for support of missions workers, agencies and programs and to evaluate the successes or failures of that support in order to deepen and improve the commitment between the church and those it supports or to sever that relationship when that action becomes necessary.
8. To communicate with the Church Cabinet and the congregation through regular and periodic reports of the actions of the Task Force.
9. To provide opportunities for the congregation to minister to the spiritual and physical needs of humankind through regular exposure to missions activities supported by the church or through arranged visits to missions workers or agencies in the field by members of the congregation if such visits are deemed helpful by the missions partner.
10. To develop working partnerships with every missions worker and/or agency supported that goes beyond finances.

Task Force Membership. The Chair of the Missions Task Force is appointed by the Chair of the Congregation with the advice and consent of the Church Cabinet. One member of the Diaconate, appointed by the Chair of the Congregation, and the Church Treasurer shall be members of the Task Force as designated by the Church By-Laws and Covenant. Other members of the Task Force shall be volunteers who may serve for an indefinite time period. The Task Force shall meet monthly at such time and place designated by the Chair of the Task Force.

Responsibilities of the Task Force Chair. The following responsibilities are designated for the Chair of the Task Force:

1. Calls, conducts and moderates meetings of the Task Force, prepares the agenda and writes reports of the Task Force activities for the Church Cabinet and/or the congregation.
2. Appoints members of subcommittees.
3. Cooperates with the Church staff and the Church Cabinet in developing, coordinating and administering the church's missions program.
4. Handles correspondence, contact and coordination with supported missions workers and agencies.
5. Represents the Task Force at Church Cabinet meetings.
6. Serves as an *ex-officio* member of all Task Force subcommittees.

7. In conjunction with the Task Force membership, proposes a yearly Task Force budget and payment schedule for the commitment of funds.
8. Oversees the implementation of Task Force responsibilities outlined in this policy.
9. Provides spiritual leadership for the Task Force.
10. Encourage and implement missions education within the church.
11. Mentor other Task Force members in the responsibilities and activities of the Task Force Chair.

Responsibilities of Missions Workers, Agencies or Other Partners to the Church. Support of missions activities by the church must be considered a partnership between the missions workers or agencies supported and the church. As such, supported missions must provide regular reporting on the supported activities to the church. In addition to those reports detailing how support funds were spent, supported missions will be responsible for praying for the church and its membership. Adequate, clear, concise, detailed and regular two-way communication between the church and its supported missions shall provide the information and form the basis for the Task Force evaluation of the church's support of the mission.

Care for Missionaries in the Field. In addition to financial support, the Task Force will support mission activities in the field by:

1. Encouraging active involvement through correspondence, tapes and other materials, respecting the missionary's time, but emphasizing relationship and partnership.
2. Posting sign-up sheets for individuals in the congregation who might be interested in corresponding with a missionary and who would remember special occasions for that worker.
3. List missionaries and their children in the church bulletin for prayer and birthdays/anniversaries along with their location of service.
4. Continually seeking creative ideas for this type of caring.
5. Updating needs/expectations with the missionary during their furlough time or whenever the missionary instigates such communication.

Procedures for the Support of Short-Term and Long-Term Missions Projects, Project Workers and Summer Missions. From time to time the church will support

short-term missions projects, project workers and/or summer missions projects. The procedures for obtaining support for these projects and workers are as follows:

1. Individuals are encouraged to make their own arrangements for projects and workers through missions agencies.
2. A potential missions worker applying for support will submit a written form to the Missions Task Force which includes a description of the work to be done, why the candidate believes the work to be a match with his/her gifts, how long the work will last, and a budget detailing the costs associated with the mission and any other reasons for wanting to participate in the mission. If the individual wishes to work under the auspices of a mission agency, that mission agency's doctrinal and financial statements must be included. The Task Force will investigate the agency to ensure it is "healthy" for the worker.
3. A subcommittee will investigate the project or the workers who seek support and provide recommendations to the Task Force for support. Particular attention will be paid to doctrinal matters.
4. For individuals, a personal interview with the subcommittee and with one or more members of the pastoral staff will be required prior to approval.
5. Financial support will be limited to a maximum 25% of the budget submitted by the member of the congregation and 20% of the budget submitted for a non-member. Membership in the local church is not a requirement for support, but members will take priority over non-members in terms of consideration for financial support.
6. Health insurance, life insurance, education of children, etc. should be a part of the budget submitted by the missions worker or agency. Workers will be supported as a single unit, regardless of the size of the family. Long-term missions workers are encouraged to have a retirement plan.
7. Once support is approved, specific terms for the length of support will be negotiated with the worker and/or agency. These terms will be re-evaluated prior to the beginning of each church fiscal year.
8. This same procedure will be followed for the support of long-term candidates, third world agencies and national workers. A candidate for long-term support will interview with the whole Missions Task Force. A Task Force member may present the proposal on behalf of third world and national workers or their agencies.
9. When a member of the GCC pastoral staff leads a missions trip, all related expenses for that trip will be paid out of the Emergency Fund.

Basis for the Determination of Support for Missions Workers and Agencies.

The following provide the basis for the determination of those workers and agencies the Task Force will support:

1. Missions agencies based on the type of ministry.
2. Workers will receive support in lieu of agencies when applicable.
3. Long-term and short-term missions projects (including summer projects or workers) will be supported.
4. Relief agencies can receive support.
5. Emphasis should be placed on the involvement with fewer missions workers or agencies rather than on casual involvement with a larger number of missions workers or agencies.
6. Agencies must be accountable and have high standards of mission. Membership in the Evangelical Foreign Missions Association (EFMA), the Interdenominational Foreign Missions Association (IFMA), or their equivalents is encouraged. Membership in the Evangelical Council for Financial Responsibility (ECFA) is also encouraged.

Strategy for Distribution of Available Missions Funds. The following provide the basis for the division of funds for missions purposes:

1. The Task Force will emphasize the support of individual missions workers over agencies (i.e., if a missionary would separate from a supported agency, the Task Force would feel no obligation to continue to support both the individual and the agency. In that case, the individual should receive the highest priority for support).
2. The amount of support given should be substantial enough to be of real aid to a missions worker or agency. Should supported missions workers lack adequate support, the Task Force will encourage the sending agency to increase support; work with the sending agency to determine a project or alternative way of increasing support; or consider raising the level of Task Force support during the next budget cycle.
3. Support should be more or less evenly divided between three general geographical areas as promoted in Acts 1:8⁵. Those areas are:
 - a. Local – Overbrook and the counties of Shawnee, Douglas, Franklin and Osage.
 - b. Regional – Kansas and the United States.
 - c. International – The rest of the world.

Local Missions Fund. Out of each year's Missions budget, the Task Force will designate a certain portion of the total allocated funds to be placed in the local missions fund. These funds will be used by the Task Force to be directed toward the relief of any local situation deemed worthy by the Task Force according to the procedures outlined in the Approval Process for the Distribution of Local Missions Funds in this policy. The amount designated toward this fund will be determined as a part of the Task Force's budgetary review and shown as a part of the budget for the Task Force in the total church budget.

Approval Process for the Distribution of Local Missions Funds. Any member of the congregation may refer a candidate for local fund disbursement or any individual who has a need may apply for local fund disbursement. Consideration for the allocation of funds will be based on the following:

1. The individual who needs help must supply the details of the needs to any member of the Task Force or the pastoral staff. Those details must specifically cite what the need is, why the need occurred, the amount of the need and when the support is needed.
2. Reasons for disbursement would typically include:
 - a. Health issues
 - b. Job issues
 - c. Poor financial skills (counseling recommended)
 - d. Death of a primary supporter
 - e. Other issues – i.e. needs considered as having a direct impact on life such as groceries, housing (rent), utilities, vehicle gasoline, where missions funds would free personal funds for other uses.
3. The candidate must be interviewed by a member of the pastoral staff or the Missions Task Force Chair, not only for the determination of the need, but also for a determination of whether counseling is also needed.
4. Recommendations for support will be made by the interviewer to the Task Force. At least one of the following must concur to approve the distribution of funds: 1) Missions Task Force Chair; 2) member of the pastoral staff; 3) the Business Administrator; or 4) the Church Treasurer.
5. Funds will not be supplied to a single individual or family more than once regardless of the amount originally allocated.
6. Once funds have been approved for disbursement, payments will be made directly to the business or institution where the accounts are located. In no case, will money be disbursed directly to the individual requestor.

7. Exceptions to this procedure must have the approval of the Missions Task Force Chair, the Church Treasurer, a member of the pastoral staff, the Business Administrator and the Chair of the Congregation.

Special Projects Fund. Out of each year's Missions budget, the Task Force will designate a certain portion of the total allocated funds to be placed in the special project fund. These funds will be used by the Task Force to promote one or more special missions projects during the year. The amount designated toward this fund will be determined as a part of the Task Force's budgetary review and shown as a part of the budget for the Task Force in the total church budget.

Emergency Fund. Out of each year's Missions budget, the Task Force will designate a certain portion of the total allocated funds to be placed in the emergency fund. These funds will be used by the Task Force to be directed toward the relief of any emergency situation (local, regional or international) deemed worthy by the Task Force. The amount designated toward this fund will be determined as a part of the Task Force's budgetary review and shown as a part of the budget for the Task Force in the total church budget.

Educational Support for Students Preparing for or in the Midst of Missionary Service. The Task Force recognizes that students need education and preparation for missions service. As a result, once a missions agency has accepted a volunteer missions worker as a candidate and considers some education to be needed for further preparation, the candidate may submit a request for this support as a short-term project. In addition, should a worker need additional education during service and this education is recommended by the sending agency, the worker may again apply for support from the Task Force. The length of such support will be limited to one year.

Tuition Assistance. Students who are preparing for Christian service through the attendance of a Christian Bible college approved by the pastoral staff may apply for tuition assistance through the Missions Task Force. Eligibility is determined by the following:

1. Application for tuition assistance is limited to active members of Grace Community Church in good standing who are planning to enroll as full-time students at a Christian college approved by the pastoral staff. The student should be in pursuit of a career in some field of Bible ministry, including, but not necessarily limited to the following: Minister, Youth Pastor, Music Minister, Christian School Educator, Missionary, Church Construction. Categories marked "Undecided" or "Other" will require additional explanation.
2. A student who is receiving or has received tuition assistance under this program may apply for assistance for successive school years. An application for each school year is required, along with a copy of the

student's transcript of the preceding year showing the student has maintained a cumulative GPA of 2.5 or higher on a 4.0 scale.

3. Applicants must submit an application for tuition assistance no later than 60 days prior to the beginning of the semester (or when payment is required) where support is requested.
4. Eligibility for tuition assistance is dependent upon the applicant:
 - a. Maintaining active participation in a Christian church, and by being committed to the service of our Lord Jesus Christ by being actively involved in a church ministry or specialized Christian service at the Christian college.
 - b. Continually maintaining high standards of Christian character and conduct.
 - c. Optimizing academic achievement within his or her inherent abilities.
 - d. Pursuing a degree and taking at least the minimum number of credit hours, as specified by the college, for a full-time student.
5. Tuition assistance will be approved for one school year and approved tuition assistance payments will be made at the beginning of each semester directly to the Bible college provided required documentation has been provided.
6. Individuals who serve on the staff at Grace Community Church are eligible for tuition assistance while attending a Christian Bible college. These individuals are not required to be enrolled as full-time students if employment at GCC requires 20 or more hours per week. Classes must assist or equip the student for ministry or service or are associated with employment responsibilities at GCC. Although pursuing a degree is not required, it is suggested and encouraged. Staff students must maintain the same eligibility requirements as other full-time students receiving tuition assistance.
7. Student eligibility will be determined on an individual basis after approval of the Senior Pastor and/or pastoral staff.
8. The amount of assistance provided is dependent upon the number of eligible students but will never exceed 25% of the total tuition costs. Additional consideration will be given to students enrolled in their junior and senior years.
9. Supported students must correspond with the Missions Task Force and/or the church body.
10. Students are expected to be present at and participate in GCC Missions fairs or other annual missions events sponsored by the church.

11. Supported students are required to report as necessary to the Senior Pastor for a periodic review and discussion of his or her education plans.

¹ Matthew 28:28-19: Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

² Matthew 9:36-38; 18:10-14: When he saw the crowds, he had compassion on them, because they were harassed and helpless, like sheep without a shepherd. Then he said to his disciples, “The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field. See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven. What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off. In the same way your Father in heaven is not willing that any of these little ones should be lost.”

³ John 3:16: “For God so loved the world that he gave his one and only Son,^f that whoever believes in him shall not perish but have eternal life.
Acts 1:8: “But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”
Romans 10:13-15: “Everyone who calls on the name of the Lord will be saved. How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to them? And how can they preach unless they are sent? As it is written, ‘How beautiful are the feet of those who bring good news!’”

⁴ Matthew 22:37-39; 25:31-46: “Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ When the Son of Man comes in his glory, and all the angels with him, he will sit on his throne in heavenly glory. All the nations will be gathered before him, and he will separate the people one from another as a shepherd separates the sheep from the goats. He will put the sheep on his right and the goats on his left.
Then the King will say to those on his right, ‘Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.’ Then the righteous will answer him, ‘Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?’ The King will reply, ‘I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.’ Then he will say to those on his left, ‘Depart from me, you who are cursed, into the eternal fire prepared for the devil and his angels. For I was hungry and you gave me nothing to eat, I was thirsty and you gave me nothing to drink, I was a stranger and you did not invite me in, I needed clothes and you did not clothe me, I was sick and in prison and you did not look after me.’ They also will answer, ‘Lord, when did we see you hungry or thirsty or a stranger or needing clothes or sick or in prison, and did not help you?’ He will reply, ‘I tell you the truth, whatever you did not do for one of the least of these, you did not do for me.’ Then they will go away to eternal punishment, but the righteous to eternal life.”

⁵ Acts 1:8: “But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”