

APPENDIX II

MISSIONS COMMITTEE

GENERAL POLICY

1. Purposes:

This church is committed to fulfilling the Great Commission (Acts 1:8). The Deacon Committee will establish a missions committee to work in cooperation with the Deacon Committee in order to carry out the responsibility of spreading the Gospel and promoting missions related ministries. The establishment of the Missions Committee serves the purpose of spreading the vision for missions, helping to carry out missions related ministries identified by the church, and encouraging and assisting members who have a heart for missions to serve. Furthermore, the Missions Committee will participate in the work of the Great Commission with missionaries and missionary agencies through financial support and prayer.

2. Structure and Formation:

- a. Members of the Committee are elected by the pastor and the Deacon Committee. Members must have zeal for missionary work.
- b. The Committee is consisted on seven members, but the number can be increased or decreased based on the needs of the ministry.
- c. The pastor is an ex-officio member of the Committee.
- d. The deacon of missions ministry is an ex-officio member of the Committee. The deacon will be the information conduit between the Committee and the Deacon Committee. The deacon will submit proposals by the Committee to the Deacon Committee for approval and announce all approved proposals to the congregation.
- e. Members will serve a three-year term and can be reelected for another term with the approval of the Deacon Committee. Members can only be reelected once and eligible to be elected again after a one-year rest period.
- f. Any member who cannot carry out his or her duties for more than six months, other members of the Committee will take over the duties until a new member is appointed by the Deacon Committee.
- g. The chairperson of the Committee will be elected from among its members. Duties and responsibilities of the Committee will be divided among the members based on each member's gifts and burdens.
- h. The Committee will be responsible for managing the church's missions funds. The Committee will also be responsible for the planning and execution of all missions related ministries of the church. The Committee will periodically provide a progress report to the Deacon Committee.
- i. All resolutions of the Committee will be decided by a majority vote.

3. Responsibilities

- a. Responsible for all ministries related to missions which includes planning and coordinating of annual activities related to missions.
- b. Coordinate with the Deacon Committee to promote the vision for missions.
- c. Convene meetings to discuss proposals and implement resolutions.
- d. Responsible for accepting all applications that are related to missions.
- e. Gather all prayer requests of missionaries and missionary agencies that are supported by the church and promote intercession.
- f. Responsible for the planning of all activities related to any short-term church mission trip. Those activities include preparation, training, travel arrangement and sharing of the trip.
- g. Gather missions related information including seminars and conferences and distribute this information to the congregation.
- h. Coordinate with the treasury deacon to manage the missions funds and propose an annual budget for the missions ministry.
- i. Produce all the missions related forms and safekeeping of all missions related applications.

(All members with a burden for missions can join the missions ministry.)

4. Effectiveness

This policy must be approved by the Missions Committee and submitted to the Deacon Committee before it becomes effective.

FINANCIAL POLICY

1. The missions funds' main source of funding is ten percent automatic transfer of annual church income. The funds will also receive special offerings from members of the congregation.
2. The missions funds can be used to support missionary agencies. To be listed as one of the missionary agencies supported by this church, the missionary agency must be recognized as missions related by the Committee and the Deacon Committee.
3. Any remaining balance in the missions funds at the end of a fiscal year will be carried over to the next fiscal year.
4. The missions funds can also be used for the following: financial support for short-term mission trip by church members; financial support for attending special missions conferences; financial support for attending missionary preparation classes. Applicants for the financial support must submit to the Committee a written application with a recommendation letter from the pastor, elders or fellowship co-workers. The amount of the financial support will be based on the needs of the individual applicant. Each applicant can only receive the financial support twice in a year. Applicants must share testimony and result of their trips or training to the congregation to help others to understand more about missionary work and be burdened.

MISSIONARIES AND MISSIONARY AGENCIES APPLICATION, SUPPORT AND MANAGEMENT POLICY

1. Missionaries' faith and mission fields must be in line with the missions vision of this church to apply for financial support from this church. All applications must use application forms from this church and attach all related information.
2. Missionaries must be approved and recommended by the Committee. The pastor and the Deacon Committee must approve those missionaries before they are listed as missionaries supported by this church.
3. The Committee must perform regular assessment of missionaries and missionary agencies that are financially supported by this church. The assessment will be used to determine further support or adjustment of supported amount.
4. The financial support term of each missionary and missionary agency will be determined on an individual case.
5. Any promised support amount will be delivered based on the operating principles of the church treasury.
6. This church has the right to terminate the support if there is a change of the mission field and the new mission field is not in line with the missions vision of this church. When changing a mission field, missionary must provide written statement to share his or her needs with the congregation. The Committee will discuss and determine to whether continue to support or adjust the support amount with the Deacon Committee.
7. Church members can make recommendations for financially supporting certain missionaries or missionary agencies. Recommendations must be made in the written form. Final decision will be made by the Committee and reported to the Deacon Committee.