



THE **FOURSQUARE** CHURCH

MISSIONAL INVESTMENT + RETIREMENT DISTRIBUTION INSTRUCTIONS

Before you begin the MIF process, it will be extremely helpful to meet with your church council beforehand to have them endorse the retirement election percentages (in whole numbers). This will ensure a smooth process when you arrive at the retirement dispersal screen.

What to do first

When you first log in to The Hub on the home screen, you can appoint leaders to your church using the blue button titled '**Manage Church Staff and Volunteer Appointments.**' Please refer to these training resources: [Video](#) - [Instructions](#)

It is critical that you appoint the Church Council members serving at your church. Upon submission of the retirement allocations, an email will be sent to the church council members showing the selected distributions, ensuring compliance with Article 16 of the [Foursquare Bylaws](#).

Appoint any other leaders serving at the church. This allows us to curate content and offer training to equip your teams serving in the different ministry roles at your church. Additionally, any W-2 employee not already appointed to a Leader role must be appointed to one to be eligible to receive retirement allocations in the new MIF process. If the person already has an Empower retirement account, selecting W2 Employee from the drop-down list on the Edit screen will automatically change their retirement eligibility status to Approved. If they do not have an existing Empower retirement account, you will need to click the hyperlink '**Request for Retirement Eligibility**' so they can complete the enrollment process. They must complete the enrollment process before receiving retirement funds in the MIF process, so you may need to wait several days until that process is complete before moving forward with the MIF.

The new MIF process

Once you have your teams properly appointed in The Hub, select '**Reports,**' then '**MIF and Retirement,**' and choose the MIF period for your church (see the following screenshot). This will launch the new missional investment and retirement process required of all churches.

THE FOURSQUARE CHURCH

Home Reports Growth Lab More From Foursquare

Reports Menu:

- FMCR
- Church Contribution
- CMAR
- MIF and Retirement**
- Chaplain Reports

MIF (The Hub) ▾

4 items • Sorted by MIF Name • Filtered by All mission

	MIF Name ↓	Church
1	2026 Jan - June: Demo - Foursquare Church	Demo - Foursquare Church
2	2026 Jan - June: A Foursquare Test Church	A Foursquare Test Church
3	2025 July - Dec: A Foursquare Test Church	A Foursquare Test Church
4	2025 Jan - June: A Foursquare Test Church	A Foursquare Test Church

The first part of the screen shows where the church is with their:

1. FMCR Reports, they must have six;
2. Extension Tithe, they must be at 10% and
3. Missions Giving, they must contribute monthly.

The screen provides an overview with links to any outstanding reports or missing items, allowing for quick resolution.

Missional Investment Funding Eligibility

Church: A Foursquare Test Church
Foursquare ID: 1234567

Reporting Period	1. FMCR Report Status	Missional Report Status	Financial Report Status	FMCR Link	Tithable Income Reported	Extension Tithe Payment Status	2. Extension Tithe Amount Remitted	3. Missions Amount Remitted
Jul 1, 2025	Approved	Approved	Approved	Print FMCR	\$11,240	Posted	\$124	\$40
Aug 1, 2025	Approved	Approved	Approved	Print FMCR	\$16,248	Posted	\$1,625	\$465
Sep 1, 2025	Approved	Approved	Approved	Print FMCR	\$13,212	Posted	\$1,322	\$250
Oct 1, 2025	Approved	Approved	Approved	Print FMCR	\$15,422	Posted	\$1,500	\$65
Nov 1, 2025	Approved	Approved	Approved	Print FMCR	\$14,322	Posted	\$1,433	\$65
Dec 1, 2025	Approved	Approved	Approved	Print FMCR	\$15,584	Posted	\$1,559	\$450

Note: ACH Payments may take up to 5 days to process. MIF Eligibility will not update until the payment has cleared the bank.

TOTALS

Tithable Income Reported	\$ 86,028
Extension Tithe Remitted	\$ 8,563
Missions Remitted	\$ 1,335
Extension Tithe %	10%

A blue button showing any outstanding amounts will appear to make up any outstanding extension tithe or missions contributions.



Once the MIF Criteria (FMCR report, Extension Tithe, and Missions Giving) show 'Complete,' we can scroll further down to see any overdue insurance and loan amounts past 60 days. In this example, there is an \$851 insurance balance in arrears. Any overdue insurance or loan balances are deducted from the MIF amount first before being deducted from the retirement funds.

MIF Criteria	
Report Criteria 6 of 6	Complete
Extension Tithe 10%	Complete
Mission Giving Criteria	Complete

Missions giving includes contributions to FMI General, FMI Workers, FMI Projects, FMP and FDR

Insurance and Loans	
Insurance 60 days past due amount (if applicable)	\$ 851
Loans 60 days past Due Amount (if applicable)	\$ 0

Below that is a list of all appointed Church Council Members. If there are no church council members, 'Missing' will appear in red text, and the FMCR Approver needs to use the 'Staff and Volunteer Appointments' page to add their Church Council Members. After adding all church council members, the blue button titled 'Go to Distribution of Missional Investment Funding' appears at the bottom of the screen.

Active Church Council Members:
Pierce Smith
Terry Test
Wilma Flinstone
Steve-test Rogers-test

To add or make changes to church council members, please go to your church's [Staff and Volunteer Appointments Page](#)

Clicking on the button brings us to the 'Distribution of Missional Investment Funding' screen, where a notification tells us that part of our missional investment funding is covering the outstanding insurance balance of \$851. We can also see the 'Original MIF Amount' and the 'Revised MIF Amount' for transparency. The FMCR Approver can now record how to distribute the church's MIF funds. Once a selection is made, we can click on the blue button titled 'Next to Corporate Retirement Allocation.'

Missional Investment Funding Eligibility

Church: A Foursquare Test Church
Foursquare ID: 1234567

Distribution of Missional Investment Funding

Part of your missional investment funding was redirected to the church's outstanding insurance or loan balance amount listed on the previous MIF Eligibility page.

Original MIF Amount: \$3,425
Portion Allocated to Cover Past-Due Insurance and/or Loan: **\$851**

Revised MIF Amount: \$2,574

* Please indicate the church's preferred distribution of MIF funds for this 6 month period

Send an ACH transfer of \$2,574 to the church bank account on file
 Retain the MIF to be determined by Foursquare leadership based on greatest need
 Redirect the MIF to the following categories based on percentage (total must equal 100%)

[Back to Eligibility Summary Screen](#) [Next to Corporate Retirement Allocation](#)

The Retirement Allocation Form

Note that retirement can only be granted to employees; if an employee is not listed on this screen, the FMCR Approver will need to add them and/or request retirement eligibility from the 'Church Staff and Volunteer Appointments' page (see link at the top of the page here).



For reference, the church's earlier retirement allocations appear in the upper-right-hand corner here. This information helps keep continuity in disbursements.

Retirement Allocation Form

Instructions:

1. Please allocate the Foursquare corporate retirement funds for the employees listed below, as directed by the church council. These funds equal 10% of the tithe received from the church during this six-month period (unless reduced by insurance and/or loans).
2. If an employee isn't listed, please add them on the Hub's [Church Staff and Volunteer Appointments](#) page
3. Enter a number in the Percent column and click Save to view the dollar amount designated for retirement.
4. Your selections will not be finalized until you click Submit at the bottom of the page.

Previous Retirement Allocations
2025 Jan - June: A Foursquare Test Church

Fred Flinstone - 50% - \$250
Teresa Test - 50% - \$250

For the employees listed, enter the percentage they are supposed to receive, or mark the checkbox to evenly disburse across the listed employees. Express the percentage as a whole number. That means, if there are three people, as in our example, one must have 34% of the retirement allocation, while the remaining two have 33% to distribute the full 100%. You can see the **'Total Allocated Amount'** matches the **'Total Foursquare Corporate Funding Allocation Amount'** of \$856.00.

	Contact Name	Percent	\$ Amount
1	Teresa Test	33	\$282.48
2	Fred Flinstone	33	\$282.48
3	Trail Climb	34	\$291.04

Total Foursquare Corporate Funding Allocation Amount: \$856.00
Total Allocated Amount: \$856.00
Remaining Allocated Amount: \$0.00

Total Retirement Allocation Percentage: 100%
Remaining Allocation Percentage: 0%
Total Retirement Allocation Percentage = 100%. Ready to Submit!

If you have any questions, please contact Foursquare Retirement at retirement@foursquare.org

When finished, select **'I Agree'** in the affirmation section, indicating the church council has approved the allocations for the employees above. Now you can select the **'Submit MIF and Retirement Allocation'** button, triggering an email to the FMCR Approvers and Church Council members of the selected disbursements.

Affirmation

By checking this box, I confirm the church council approved the Foursquare corporate funding allocation percentages for employees. (The Hub will automatically notify your church council that Trail Climb has completed the Foursquare corporate retirement funding allocation for your church.)

I Agree

[Return to MIF](#) [Submit MIF and Retirement Allocation](#)

Congratulations, you have completed the new Missional Investment Funding process that includes retirement allocations!

If you experience any challenges or have any concerns, please reach out to thehub@foursquare.org, and we will resolve the issue as quickly as we can.

