



Evangelical  
Community  
Church

## **Missions & Outreach**

### **Policy and Procedures**

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## 1. Purpose

- 1.1 Evangelical Community Church Limited (“ECC”) is a registered non-profit organization in accordance with the laws of the Hong Kong Special Administrative Region.
- 1.2 Mission and Outreach (“M&O”) is one of ECC’s four core values, whereby ECC affirms the call to missions clearly set forth by our Lord in his command to “Go into all the world...” We believe vigorous support of world and a local mission, both financially and in personal involvement, are not only in obedience to our Lord’s command, but invigorates the Body of Christ in all its life.
- 1.3 The contents of this document sets out the policy and procedures pertaining to ECC’s M&O ministry matters and activities. Updates and changes to the policy shall be approved by the Elder Board and communicated to Missions & Outreach Committee members, relevant staff or other church members as necessary. The document shall be retained on readily accessible media. Procedural matters may be updated from time to time subject to operational need and shall also be retained on readily accessible media.

## 2. Definitions

The following terms, when used in this Finance Manual, shall have the meanings ascribed to them below.

|                                  |   |
|----------------------------------|---|
| Corporate Mission Partner or CMP | means the missions or ministry organization whose application for financial support by ECC has been endorsed and approved by the MOC and EB, respectively, in accordance with the provisions set out in Paragraph 5 below and in Chapter B of this policy document. |
| ECC                              | means Evangelical Community Church Limited.   |
| Elder(s)                         | means the person(s) elected by the members of ECC to be a part of the Elder Board.  |
| Elder Board or EB                | means the board comprised of the Lead Pastor, Associate Pastor(s), elected Elders, and any such member as appointed by the Elder Board, who form the board of the ECC.  |
| Finance Manual                   | means the document setting out the policies and procedures in relation to financial matters   |

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|--|---|
| Missions and Outreach Committee or MOC | means the committee appointed by the EB to oversee ECC's M&O endeavors in accordance with its purpose set out in Paragraph 3.1 and Chapter A of this document.  |
| Mission Partner or MP                  | means an independent missionary whose application for financial support by ECC has been endorsed and approved by the MOC and EB, respectively, in accordance with the provisions set out in Paragraph 5 below and in Chapter B of this policy document. |

### **3. Roles and Responsibilities**

#### **3.1 Purpose of Missions and Outreach Committee ("MOC")**

The MOC shall lead the congregation in reaching the world for Christ by carrying out necessary tasks including but not limited to the following:

- a. Promote and further ECC's participation in missions and recommend programs, classes and activities that enhance our congregation's awareness of missions and outreach.
- b. Support local and world missions through associational, local, national and international bodies, and promote such mission support through ECC's operating budget and special offerings.
- c. Support local and world missions by organizing outreach activities, short term mission trips, or other relevant opportunities for participation by ECC.
- d. Through newsletters and gatherings of worship and fellowship, encourage missionaries to share the urgency of world missions and their mission work which are supported by ECC.
- e. Manage the selection process and follow-up care for ECC's Mission Partners ("MP") and Corporate Mission Partners ("CMP").
- f. Pray for missions, corporately and individually, and facilitate informed and specific prayer requests for missionaries as needs arise.
- g. Organize periodic mission conferences that provide intensive and personal exposure to world missions, interface with missionaries and better understanding of the scope and urgency of issues of Christian missions, social consciousness and freedom of religion throughout the world.

### 3.2 MOC Structure and Functions

The MOC shall be a body appointed by the Elder Board. Members of MOC shall be officially registered members of ECC (or become officially registered members of ECC within 6 months of becoming a committee member, and commit to serving in accordance with the structure and functions detailed in the MOC Manual set out in Chapter A of this policy.

### 3.3 Administration and Support to MOC

MOC may seek administration and support from staff, including but not limited to the Manager of Outreach and Missions, or such equivalent resources available at ECC.

### 3.4 Other Staff Liaison

MOC shall seek advice from ECC's pastoral staff on matters of spiritual teaching or guidance as and when necessary.

## **4. Use of M&O Finances**

### 4.1 Missions Fund

An independent, designated Missions Fund account is established in accordance with ECC's Finance Policy to collect and disburse funds received in support of M&O activities, including but not limited short term mission trips described in Paragraph 6 below. Other regularly scheduled, known and planned M&O activities shall be budgeted and funded by way of ECC's operating expenses as per Paragraph 4.3 below.

### 4.2 Financial Support for Mission Partners ("MP") and Corporate Mission Partners ("CMP")

ECC endeavors to support approved MPs and CMPs each year by way of a selection policy described in Paragraph 5 below and in accordance with the Guidelines for Handling MP and CMP Applications in Chapter B of this policy document. The amount needed for financial support of the MPs and CMPs shall be recommended to the EB for inclusion in ECC's annual operating budget for funding.

### 4.3 M&O Operating Expenses

Regularly scheduled, known and planned M&O activities, ministry events, classes, or local outreach opportunities shall be recommended by the MOC to EB for inclusion in ECC's annual budget in accordance with ECC's Finance Policy and schedule. Use and

disbursement of the budgeted funds shall be subject to the same approvals process as per ECC's Finance Policy.

#### 4.4 Other Designated M&O Offerings and Donations

Any designated offering to ECC's MP and/or CMP from members of the congregation shall be handled in accordance with the ECC finance policy and procedures upon endorsement and confirmation by MOC.

### 5. Considerations in Selection of MPs and CMPs

- 5.1 ECC endeavors to provide regular financial support to MPs and CMPs whose applications for support have been endorsed by MOC and approved by the EB in accordance with the criteria considerations set out below in this Paragraph 5. Funding for the approved MPs' and CMPs' financial support shall then be budgeted as part of ECC's annual operating expenditures in accordance with the provisions of the Finance Manual. Funding shall also be subject to availability of sufficient monies received by ECC's tithes and offerings for such use on a time-to-time basis.
- 5.2 Financial support committed for all MPs and CMPs per financial year shall be subject to the following conditions:
- a. Total amounts shall be around 10% of ECC's income from tithes and offering in the previous financial year, subject to FC endorsement and EB approval.
  - b. Financial support for any individual recipient shall not exceed 10%<sup>1</sup> of the total amounts committed for all MPs and CMPs.
  - c. Amounts to be approved per MP or CMP for support for the financial year shall not exceed 20% of the applicant's annual needs.
  - d. Exception Clause: Where the combination of MPs and CMPs in terms of numbers and annual needs in a financial year renders it not able to comply with the above sub-paragraphs, MOC may propose, with unanimous consent of its members and careful consideration, an adjustment of the MP and CMPs allocations to EB for approval.
- 5.3 The selection process of applications received shall be in accordance to the provisions below and per the Guidelines for Handling MP and CMP Applications set out in Chapter B of this document.
- 5.4 Commitments of financial support for approved MPs and CMPs shall be for a period of one year, i.e. 12 months. Without prejudice to Paragraph 4.4 above, any continuous support shall be subject to review by way of new applications submitted to MOC on annual basis.
- 5.5 For purpose of maintaining relationships and endorsing applications for EB approval, each MOC member shall be assigned to specific MPs and CMPs whom they shall

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<sup>1</sup> Assuming the MOC usually has more than 10 MPs/CMPs.

communicate with, intercede for, and gain deeper knowledge of their respective mission objectives, priorities and needs.

- 5.6 To ensure impartiality and avoidance of perceived or implied conflict of interest, MOC Members shall be assigned by rotation to different MPs and CMPs every two years. In the event of any affiliation by an MOC Member to an MP or CMP (e.g. by close personal relationship in such a way that objective judgment may be impeded, etc.), the MOC Member shall be responsible for making the declaration known to the Chair and refrain from assessment and voting on the respective subject affiliated MP or CMP and reassigned for purpose of Paragraph 5.5 above.
- 5.7 In the vetting and selection process of each MP's or CMP's application for financial support from ECC, priority consideration shall be given to MP and CMP who fulfill the following criteria:
- a. Gospel-centered ministry – missions in the New Testament emphasized the proclamation of the gospel. As disciples were made, communities were transformed, justice promoted, and even poverty was eliminated, as an outgrowth of true evangelism.
  - b. Indigenous church planting and development – after believers were won in the New Testament, the apostles planted churches. The propagation of churches is the best means of evangelism and discipleship in the world.
  - c. Relational partnership – just as the apostle Paul relied on those partners who were personally involved in his ministry while he was in prison (cf. Phil. 1:3-11), we too value those gospel partners for whom we have developed genuine affection and open communication.
  - d. Asia – because of ECC's place in this world, our place in history, and the gifts and resources God has given us, we find ourselves strategically positioned to effectively reach Asia, including persecuted communities. We shall, however, consider fields outside of Asia that God has opened to us.
  - e. Long-term efforts – because of the necessity of genuine relationships in missions, reaching a whole people group until a flourishing church movement has been planted is done best through long-term commitments. So, even short-term mission trips can benefit best by being part of a long-term process.
- 5.8 For purpose analysis and clarity on percentage allocation and utilization of intended funding from ECC, e.g. MPs' and CMPs' needs, type of ministry and cultural focus, MOC shall classify the applications per the following categories. In the event of MPs and CMPs ministries spanning across more than one category, percentage allocation shall be indicated for transparent reporting.
- a. Evangelism/Church –Planting/Leadership Development: ministries including international student outreaches, cross-cultural church planting, teachers training national leaders, radio ministries, Bible translators, etc.

- b. Holistic Ministries: Activities including medical work, relief and development services, literacy and educational assistance, micro-enterprise development, etc.
  - c. Support Ministries: Backroom or frontline activities include secretaries, teachers of missionary children, pilots, mechanics, IT support, etc.
  - d. Mission Mobilization: Activities that help churches, agencies and missionaries to be more strategically involved with world evangelism.
- 5.9 In the event of unforeseen, adverse circumstances, MOC may be required to re-evaluate and assess whether ECC should continue providing financial support to an MP or CMP. Any recommendation for discontinuation by way of terminating the MP or CMP relationship shall be supported with due justifications and evidence thereto for EB endorsement. MOC shall endeavor to minimize negative impact or due hardship to the MP or CMP arising from the termination of financial support. Decisions arising from such changes shall be communicated with MPs or CMPs both verbally and in writing as appropriate.

## **6. Short Term Mission Trips (“STM Trips”)**

- 6.1 ECC’s STM Trips aims to:
- a. Provide church members with opportunities to:
    - i. Be exposed to mission work and develop a heart for the lost;
    - ii. Serve God in new ways including but not limited to strengthening abilities in outreach, evangelism and ministry;
    - iii. Partner with and learn from Christians in other parts of the world;
    - iv. Deepen one’s faith and trust in Jesus Christ; and
    - v. Learn more about God’s will for their lives through local and cross cultural missions;
  - b. Provide support for the host by partnering in their ministry activity that benefits their on-going ministry;
  - c. Learn how to specifically pray for those serving on the field, as well as how to represent their needs to ECC; and
  - d. Cultivate mission-mindedness among ECC congregation by preparing and equipping ECC to be more effective ambassadors in Christ where they live.
- 6.2 Pursuant to Paragraph 3.1c above, MOC shall review and assess viability of any STM Trips proposed by church members, staff or MOC Member. Trip proposal shall include key information such as destination, target dates, ground host, purpose, agenda, budget with estimated cost breakdowns and proposed team size. The trip proposal template found in the STM Leader’s Handbook in Chapter C of this document shall be followed as far as practicable.
- 6.3 In reviewing and assessing the proposed STM Trip, MOC shall consider the following conditions:

- a. the hosts must stand in agreement with ECC's statement of faith;
  - b. the visit shall clearly benefit the hosts: this could be initiating something new that shall be followed up after the team leaves, or giving momentum to an existing ministry;
  - c. the visit shall not burden the hosts and the hosts' ministries and must be sensitive to the hosts' situations;
  - d. opportunities to engage with the local church and share in their ministries;
  - e. opportunities for individuals to learn and serve God through evangelism, practical activities and fellowship with local Christians;
  - f. preference for trip selection shall be given to ECC supported MPs and CMPs first; and
  - g. other factors which shall include but is not limited to cost, safety, time given to trip/project planning to appropriate recruiting of team members, raising adequate resources/funding, reviewing/screening candidates, etc.
- 6.4 Approval of the STM Trip proposal by MOC shall include approval of the overall budget and fundraising needs described in Paragraph 6.10 below.
- 6.5 Appointment of an STM Trip leader shall be confirmed by MOC and the appointed leader shall be responsible for the following in accordance with the STM Leader's Handbook set out in Chapter C of this document:
- a. Pre-trip: planning, promotion, logistics, advertising, recruitment, screening applicants, budgeting, training – spiritual aspects, prayers, preparation for trip;
  - b. Onsite: leading activities, caring for members, tasks assignment and treasury; and
  - c. Post-trip: team de-briefing, sharing and report to the MOC and financial report for reimbursement to ECC Administration.
- 6.6 Materials or curriculum proposed for pre-trip training and post-trip debriefings shall be reviewed by MOC and endorsed by EB.
- 6.7 Participation in an STM Trip shall be by way of application for vetting and acceptance. Appointed STM Trip leaders shall review the applications and decide whether to accept or reject an application. STM Trip applicants shall be spiritually, mentally, emotionally and physically fit to take the trip as determined by the STM Trip leader. The demands of the mission field are not just financial or practical. Demonic influence in certain countries is much more unbridled and open in its practices.
- 6.8 If required, the STM Leader shall escalate any uncertainties or disputes in the application acceptance/ rejection process to the MOC for advice and/ or decision.

- 6.9 STM participants must be at least 18 years of age. Subject to endorsement from the host(s), participation by unaccompanied minors (below 18 years of age) is permissible if approval and waiver form has been obtained from his/ her parents. Children below the age of 12 years must be accompanied on the trip by at least one parent.
- 6.10 Funding for STM Trips shall be in accordance with the following conditions, which procedures shall be in accordance with ECC's Finance Manual:
- a. STM Trip participants including trip leaders, staff and/or non-staff shall be responsible for his/ her own expenses (transportation, food and accommodation) incurred during the STM trip. Other financial needs such as activity or ministry work expenses shall be fundraised collectively as a team.
  - b. STM Trip participants, whether staff or not, who need financial support to go on the STM trip, are encouraged to fundraise for his/her trip expenses. Any designated donation for such purpose is to be earmarked for the general support of the designated STM trip and shall be allocated at the discretion of the STM Trip leader and the MOC in consideration of the overall financial needs of the trip and the team members.
  - c. In the event of a shortfall of funds, i.e. funds raised are not enough to cover all expenses arising from the trip, the STM Trip leader shall seek MOC's approval to utilize the Mission Fund to cover the shortfall in accordance with ECC's finance procedures.
  - d. All raised funds are to be spent only for trip expenses and/or on activity or ministry work expenses. Expenses for souvenirs and side trips shall be borne and handled directly by the participants, and monies thereto shall not be collected or distributed as part of the STM Trip funds.
  - e. Donations and designated offerings for STM trips and the respective tax receipt entitlement shall be handled and processed in accordance with ECC's Finance Manual.

## Chapter A: MOC Manual

### 1. Objective

This Chapter A sets out the specific details pertaining to the structure, functions and responsibilities of the MOC.

### 2. Structure

- a. The MOC shall consist of at least five (5) but no more than ten (10) non-staff ECC members including a chairperson (the “**Chair**”). Officially registered members of ECC who have a heart for the lost, supports missionaries and have shown interest and experience in missions and evangelistic work can be nominated by the MOC for the consideration and endorsement of the EB to become members of the MOC (“**MOC Members**”).
- b. For avoidance of conflict of interest, or perceived conflict of interest, persons who are beneficiaries, directly or indirectly, as ECC’s Mission Partner or Corporate Mission Partner support shall not be eligible for membership in MOC.
- c. All nominations for MOC membership shall be directed to the Chair for formal recommendation to EB. Upon endorsement by EB, all nominees shall be formally advised in writing of appointment to MOC.
- d. The Chair shall be elected by MOC Members to lead the group in its functions and operations set out in Paragraph 2 below. The Chair shall have no additional authority unless delegated specifically by the EB in writing.
- e. MOC Members, including the Chair, may serve a maximum of two (2) terms of two (2) years each, i.e. 4 years total. Thereafter, MOC Members must step down for one (1) year before being eligible for membership nomination again. If during the term MOC Members are no longer able to serve, notification shall be sent to the Chair in writing with reasons stated. MOC may consider filling the vacancy by following the steps in Paragraph 2c above.
- f. All MOC Members are required to (i) be familiar with the M&O policy and the practices of ECC, (ii) support and/ or participate in MOC-initiated activities, attend MOC meetings, and (iii) share/undertake tasks of MOC. If an MOC Member regularly fails to attend meetings (as determined by the Chair), his or her role as a MOC Member may be subject to termination as recommended by the Chair.
- g. The EB shall assign Elder Liaison(s) or relevant delegate(s), e.g. deacons, etc., to stay abreast with MOC activities and plans, communicate pertinent ECC mission, vision or directives.
- h. The MOC shall seek spiritual oversight and guidance from Pastor(s) and also periodically invite him to attend MOC meetings for such discussions.
- i.

### **3. Functions : Meetings**

- a. The MOC shall meet on a monthly basis or as scheduled by the Chair. There shall be no less than ten (10) meetings within a calendar year.
- b. The Chair shall schedule, prepare agenda, call and preside over MOC meetings. The agenda shall be published and distributed to MOC Members at least two (2) days prior to the meeting. In the event that the Chair is not able to attend a meeting, the Chair may appoint another MOC Member to preside over the meeting on his or her behalf in that instance.
- c. A quorum of MOC Members shall be required to conduct and vote on official MOC business at the scheduled MOC meeting. A quorum shall be attained when two-thirds of MOC Members, including the Chair, is present once each MOC Member has been notified of the meeting per Paragraph 2b above. Decisions on business matters shall be confirmed by majority vote from MOC Members present at the meeting.
- d. Each MOC meeting shall be conducted in accordance with an agenda. A secretary shall be appointed to record meeting minutes. The minutes shall be circulated within 10 days of the meeting to MOC Members and the Elder Liaison(s). The meeting minutes, having been approved at the subsequent meeting, shall be circulated to the Pastor(s) and/ or Elder Board when required, as well as to the Director of Operations or assigned delegate(s) for central record purposes. The meeting minutes shall be retained in an electronic storage location in ECC office.

### **4. Responsibilities**

- a. The MOC shall be accountable to the EB for the proper administration, accounting, and allocation of resources pertaining to M&O related activities.
- b. Additional responsibilities of the MOC include:
  - i. steering ECC's corporately organized activities relating to M&O;
  - ii. ensuring the effectiveness and management of M&O activities;
  - iii. monitoring M&O activities to ensure that they are in line with ECC core values and the direction set by the MOC;
  - iv. evaluating and validating any mission opportunities, initiatives and short-term mission trips. The MOC's endorsement is required prior to presenting/promoting to the congregation;
  - v. reviewing ECC's existing mission program(s) and proposing or making changes as necessary; and
  - vi. evaluating ongoing support for missionaries, organizations and projects, and submit to the Finance Committee, the EB and the Director of Operations an annual budget request by the budget deadline date each year with detailed, itemized requirements.

## **Chapter B: Guidelines for Handling MP and CMP Applications**

### **1. Objective**

This Chapter B sets out the guidelines for handling MP and CMP applications, as well as the preceding and ensuing communications.

### **2. MP and CMP Applications**

2.1 Pursuant to the provisions set out in Paragraph 5 of the M&O Policy and ECC's annual budgeting cycle and schedule, MOC shall appoint either the Manager of Outreach and Missions or assigned delegate(s) to send out application forms to existing (or new) MPs and CMPs to apply for support for the forthcoming financial year.

2.2 MPs and CMPs or potential MPs and CMPs shall submit the applications at the designated deadline.

2.3 The Director of Operations or assigned delegate(s) shall update the MOC on the actual expenditures status with respect to MPs and CMPs for the respective financial year to facilitate the MOC in the application assessment process.

2.4 MOC Members shall review and assess the applications assigned to him/ her and present to the collective MOC for discussion and endorsement, before recommending to EB for approval and inclusion in the new financial year's budget. Where necessary, MOC Members shall carry out reference checks on the MPs' and CMPs' applications.

2.5 Upon EB and overall budget approval, successful MP and CMP applicants shall be notified in writing confirming the amount of support to be provided for the new financial year.

### **3. Communications with MP and CMP**

3.1 In addition to communications arising from the above referred application process, MPs and CMPs are expected to regularly update (i.e. at least on quarterly basis) the MOC on ministry progress. If the updates or correspondence are received by the Manager of Outreach and Missions or assigned delegate(s), the information shall be circulated to the rest of the MOC Members.

3.2 In the event of any changes with respect to the MPs' or CMPs' sending agency, mission boards or organizations, or if there are other situational changes that would affect their qualifications for financial support, MPs and CMPs shall be required to notify MOC of such changes as soon as practicable.

## **Chapter C: STM Leader's Handbook**

### **1. Objective**

This Chapter C sets out the details and guidelines for STM Trip leaders appointed pursuant to Paragraph 6 in the M&O Policy document.

### **2. Roles and Responsibilities**

2.1 Designated staff such as the Manager of Outreach and Missions or other assigned ECC administrative staff shall assist the STM Trip leader(s) with necessary promotions, communications, and pertinent clerical and logistic arrangements. Handling of monies associated with STM funds shall be in conjunction with Director of Operations or assigned delegate(s) in accordance with ECC's Finance Manual.

2.2 MOC Members shall facilitate, provide advice and support the collective efforts of STM Trip leaders, participants and staff as appropriate.

### **3. For further details, please refer to STM Leader's Handbook.**