

## Mission Ministry Duties and Responsibilities

*The Mission Ministry has been established by Shepherd of the Hills to focus on mission outreach. Following is a brief description of the duties and responsibilities of the ministry and members of the Mission Ministry. If you would like to join the Mission Ministry or learn more about the ministry do not hesitate to visit with any member Mission Ministry or join us during our monthly meetings.*

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1. Oversight regarding available resources, people & dollars, ensuring that they are used in a God-given manner:
  - Missionary Support: Research missionaries throughout the world, areas where they serve and organizations they represent, to determine if Shepherd of the Hills should support them, have a relationship with them and encourage their mission outreach.
  - Human Care Support: Research human care organizations in the community, whether they are included in the hundreds of requests received or recommended by a member involved in an organization; Determine if their organizations beliefs and mission compliment the beliefs of Shepherd of the Hills; Determine if the agency's mission is a duplication of an existing organization; Determine if Shepherd of the Hills should support the requesting organization; Focus funding to provide a significant impact for the organization.
  - District and Synod Support: Identify and allocate funds to aid in supporting the work of the Synod and Rocky Mountain District.
  - Manage funds identified for missions: Develop a budget based on projected income from the church general fund and designated offerings; manage expenditures aligned with the budget; ensure expenditures do not exceed actual income; ensure all designated funds go to the designated mission; allocate funds in a manner that provides an impact to the organizations.
  - Monthly assessments of revenue and expenses to determine to expand or decrease the ministry funding.
2. Develop policies and procedures to create structure and uniform standards in accordance with our Christian values.
  - Mission trip strategy
  - Short term mission trip policy
3. Identify opportunities to engage members in mission and human care activities.
4. Church/School/Youth Cooperation.
  - Participation in church/ school events.
  - Encourage and support youth groups to become involved in missions.
  - Facilitate mission projects with school.
5. Benevolence
  - Review benevolence requests from members and non-members on an ongoing basis.
  - Provide information for assistance at other organizations.
  - Provide limited advice or aid regarding requestor's financial situation.
6. Communications.
  - Communicate to the congregation in the bulletin, the *Voice*, and all media outlets.
  - Provide updates on the status of the mission program, highlighting missionaries, human care organizations, LCMS/RMD and annual financial report.
  - Communicate with missionaries.
7. Human Care.
  - Manage and/or provide oversight for various annual drives, food, gifts, school supplies, fleece and special projects.
  - Support agencies that provide human care.
8. Host Missionaries.
  - Encourage and invite missionaries to visit Shepherd of the Hills.
  - Provide housing and/or meals for missionaries visiting Shepherd of the Hills.