

SHEPHERD OF THE HILLS

STATEMENT OF POLICY/PROCEDURE

NAVAJO MISSION MINISTRY

Statement of Policy:

Shepherd of the Hills Lutheran Church will continue to support the work to bring the Gospel to the Navajo people through prayers, mission trips and financial assistance to Lutheran Indian Ministries (LIM).

Overview

Shepherd of the Valley Lutheran Mission (SOTV) is located in Navajo, NM. It is a mission of the Rocky Mountain District and the only LCMS ministry to the Navajo people—the geographically largest Native American reservation in North America.

Background

In the 1980's Shepherd of the Hills, in partnership with Peace with Christ, Aurora, CO; Trinity Lutheran Church, Franktown, CO; and CU Lutheran Chapel; assumed support for the Navajo mission. This multi-congregational team supported the mission spiritually, financially and physically through regular visits to perform Christian teaching, fellowship and facility support. Shepherd of the Hills mission committee was the lead LCMS agency during this time.

In the absence of pastoral leadership at SOTV for several years, Shepherd of the Hills Lutheran Church, together with Lutheran Church Missouri Synod-Rocky Mountain District (LCMS-RMD), engaged the expertise of Lutheran Indian Ministries (LIM) and entered into an agreement for LIM to take the leadership role at Shepherd of the Valley (SOTV) Navajo Mission. LIM is associated with LCMS through Recognized Service Organization of LCMS (RSO).

SHEPHERD OF THE HILLS

STATEMENT OF POLICY/PROCEDURE

OVERSEAS SHORT-TERM MISSION POLICY

Statement of Policy:

Shepherd of the Hills Mission Committee realizes there are mission opportunities at the local, national and international level that provides a number of opportunities for our members to serve Christ. Shepherd of the Hills mission committee has created a short-term mission policy to provide oversight, guidance and support to our members interested in leading and/or participating in an overseas short-term mission. This policy outlines the process for creating an international short-term mission trip.

Definition

An overseas short-term mission trip is defined as a team of Shepherd of the Hills members that travel overseas to support the needs of an existing missionary/mission program currently supported by the church. A team consists of Shepherd members, non- Shepherd Christians that have the required skills to support the need(s) of the mission. For example, a medical mission would require physicians and nurses, while a building repair mission would include electricians and plumbers.

Purpose

The ultimate purpose of a short-term mission is to support a pre-defined need of a missionary/mission. This experience will also provide Shepherd members opportunities for personal and spiritual growth while supporting God's ongoing global plan to "make disciples of all nations".

Frequency

There are a number of missions and missionaries that are actively supported through Shepherd providing short-term mission opportunities around the world. The missionary committee will support mission opportunities through a balance between establishing a relationship with the mission and providing opportunities to engage with various missions and missionaries supported by Shepherd.

Identifying a short-term mission opportunity

It is essential that a short-term mission meets needs of a mission supported by Shepherd. Once an opportunity is identified, the leader will submit a Request for Shepherd Mission Sponsorship (Appendix 1) application. The mission committee will review the application and interview the team leader to ensure the proposed mission is in line with the Mission Committee's strategy. Once the short-term mission proposal is approved, the mission committee will facilitate training for the team leader as outlined below. Once the leader has completed the training, s/he will work with the mission committee to create the project plan for trip including recruitment of members and fund raising options.

Short-term mission team members will also be required to complete a training and pre-mission orientation.

Fundraising philosophy

The cost of an overseas trip can be expensive and participants will most likely need to raise funds to participate. When a mission trip is approved by the mission committee, they will also determine if and how much of a donation to give to the group. The philosophy is that participants should also be seeking donations from sources outside the church body. This is an excellent opportunity to share the Word with others.

Training

Training is essential for both team leaders and team members to prepare them for the experience.

Team Leader training

Team leader training will include:

Pre-planning

- Understanding of Shepherd's short-term mission policy
- Completion of the project plan/timeline
- Objectives of the trip
 - Measurable success criteria
- How the short-term mission will support the ongoing strategy of the mission
- Safety of the region (per the State department and US Embassy)
- Understanding cultural differences and team members' reaction to an unfamiliar environment.
- Financial management
 - Accurate estimation of costs
 - Financial accounting of monies spent on trip
 - Restrictions on use for designated funds

Selection of team members

- Appropriate skills required for the mission
- Ability to cope in a different environment
- Medical or psychosocial issues that could present a problem while in country

On the ground logistics:

- Transportation
- Housing
- Food and water
- Orientation of the team
- Daily schedule and duties
- Devotions

Travel requirements

- Passport (must not expire within 6 months of the trip)
- Visas
- Vaccinations
- Medications

How to manage in-country issues

- Crisis management
 - Notification to church
 - Need to get out of country ASAP
- Risk assessment (safety of team)
- Issues with individual members

Fundraising techniques

Member recruitment

Communication plan

- Pre-trip
- During trip
- Post trip
 - Thank you notes
 - Link to website sharing highlights of the mission trip
 - Provide formal presentations to groups within Shepherd including but not limited to, bible study groups, youth groups

Participant Training

- Objectives of the trip
- Overview of the mission the trip is supporting
- Itinerary
- Cultural information
- Medical requirements
- Passport/Visa requirements
- Fundraising

Post trip report

The team leader will create submit an after action report to the mission committee which will include a complete financial report and key experiences.

Overseas Short-Term Mission Policy

Appendix 1

Request for Shepherd of the Hills Mission Sponsorship

Name of missionary/mission:

Point of contact for mission:

Location:

Proposed dates of short-term mission:

What is the stated need from the missionary/mission?

How do you propose to meet that need?

How will you know if you are successful?

Have you been to this location?

What do you know about the region? Is a pre-mission visit required? Why or why not?

What skills are needed by the team members?

What is the optimal number of team members?

What supplies will be needed for the trip?

Please provide a proposed schedule of activities while in-country

Estimated cost for trip:

- Airfare
- In-country transportation
- Food/lodging
- Incidentals
- Trip insurance
- Visas
- Immunizations

How will the trip be financed?

Please tell us about how you became interested in this mission.

Are you willing to be the team leader for the trip? This includes detailed trip planning, managing the team and logistics in country and post mission follow up.

BENEVOLENCE FUND

PURPOSE:

The SOTH Mission Council serves as the Benevolence Committee with authority to approve or disapprove benevolence requests from members and non-members for Family Benevolence Assistance.

PROCEDURE:

The Benevolence Committee, with the assistance of an appointed financial advisor, evaluates all benevolence requests from any and all sources as to validity and amount of need (except as noted below). Unless exempted by the Mission Council, benevolence assistance is limited per individual or family. Such exemptions are addressed on a case-by-case basis and a Benevolence Committee recommendation is presented to the Mission Council. Individual and family privacy will be maintained in all cases by the Benevolence Committee and the Mission Council.

Noted exception to Benevolence Committee approval: The Church Administrator and one additional staff member as designated by the Church Administrator is authorized to handle all requests from members and non-members alike for assistance not to exceed \$50.00 per request.

Disbursements of benevolence gifts will normally be made to a third party (e.g. landlords, supermarkets, service station, utility company, insurance company, etc.). Exceptions can be made in unusual circumstances with disbursement made directly to the requestor. Such exceptions should be documented as to rationale.