

# **Simpsonville Baptist Church**

## **Missions Policy and Procedure Manual**

## **Preface**

This policy and procedure manual outlines the principles by which the Missions Team operates at Simpsonville Baptist Church. It is designed to guide the Missions Team in its deliberations, but is not intended to dictate decisions. For good and sufficient reasons, the Missions Team may find it advisable to make exceptions. The Missions Team is under the supervision of the Minister of Worship & Missions and the Senior Pastor. This policy manual, and any future changes, revisions, deletions or additions, or amendments shall become effective upon approval of the Pastor and Missions Committee, and when approved at a church ministry meeting. This document has been adapted from previous materials prepared by Shelbyville Mills Baptist Church in Shelbyville, Tennessee.

REVISED 08/28/2012

## **Simpsonville Baptist Church Mission's Policy and Procedure Manual**

**Purpose of Missions:** The Scriptural purpose of direct involvement in world missions is to obey the Great Commission of the Lord Jesus Christ, laid out in five books of the New Testament (Matthew 28:18-20; Mark 16:15; Luke 24:47; John 20:21; Acts 1:8.)

Though the wording is different, the mandate is clear: **the local church is to be *directly* involved in world missions.**

### **Purpose of this Manual:**

- To help achieve a clear sense of direction as we labor to make disciples who make disciples.
- To build confidence and cohesion in the total church ministry.
- To avoid making decisions on an emotional or haphazard basis.
- To promote efficiency, consistency, understanding, and encouragement in the administration of world missions at SBC.
- To define the relationship of SBC to the Southern Baptist Convention and other missionaries and their agencies.
- To insure optimum stewardship of human and financial resources.
- To assist new members of the Missions Team with the policies and procedures.
- To ensure all missionaries/agencies supported are above reproach in character, and meet all requirements to become a missionary.

**Policy Revisions:** The Policy and Procedure manual will be reviewed annually and changes made as necessary.

**Structure of Missions Team:** The Missions Team shall be made of at least three active church members and the Minister of Missions. Individuals are chosen by the Ministry Involvement Team in consultation with the current Missions Team, the Missions Pastor, and the Senior Pastor. Individuals who serve on this team should be SBC members who have demonstrated the following:

- Spiritual maturity.
- Active participation in regular ministry programs of the church including worship services, Sunday School, and discipleship.
- A deep interest in missions.
- A willingness to make a commitment of time to the missions of SBC.
- Dependability and responsibility in discharging the assigned tasks.

- A willingness to learn the missions policy of SBC.
- Practice giving to SBC through gifts and offerings.

**Responsibilities of Mission Team Members:**

- Faithfully attend the team meetings.
- Participate in carrying out responsibilities of the Missions Team.
- Pray regularly for supported missionaries of SBC, their agencies, and other supported ministries.
- Be familiar with the mission policies and procedures of SBC.
- Recommend, research, and discuss mission destinations and opportunities in a spirit of continual prayer.
- Help with preparation and consultation regarding the mission ministry's budget.
- Administer and evaluate the Missions Program.
- Serve as a source of missions information to the congregation.
- Participate in mission trips when possible, either through leading, serving, or sending.

**Term of Service:** The term of service is three years. Team members are to be staggered so that there is no gap in experienced leadership on the team.

## **Policies**

### **I. Source And Availability Of Funds For Mission Trips**

- A. Funds for support of SBC mission trips are derived from three sources:
- 1) Regular budgeted fund accounts stipulated for mission trips. (Currently 1.5% each month as of April 2012. This percentage may increase each year.)
  - 2) Designated fund accounts received through missions benefits received through the year.
  - 3) Designated fund accounts received from special donations available for support of mission trips.
- B. All funds for support of persons involved in mission trips are subject to the availability of funds on hand within the specified annual church budget period.
- C. Any exception to policies regarding source and availability of mission trip support funds must be approved in advance by the Missions Team.
- D. Individuals requesting to participate on a mission trip must fulfill the following qualifications:
- 1) Must regularly attend Sunday School, worship services, and discipleship opportunities.
  - 2) Must give regularly to SBC through tithes and offerings.
  - 3) Must be able to express their salvation experience.
  - 4) Must be a member of SBC for no less than 6 months. Non-members may participate with prior approval of the Mission Team and Senior Pastor.
  - 5) Must have completed the SBC Mission Trip form for international trips or when the Mission Team deems necessary.

### **II. Definition Of An Official "Simpsonville Baptist Mission Trip"**

- A. A proposed mission trip to be sponsored by SBC may be originated in one of four ways:
- 1) In response to a written request from an agency of the Southern Baptist Convention (such as the Shelby Baptist Association, Kentucky Baptist Convention, North America Mission Board, or the International Mission Board).
  - 2) In response to a written request from an evangelistic association or other recognized missions organization, or a leader in the mission field.
  - 3) In response to a written request by an individual member of SBC who desires to lead a mission team.
  - 4) By the Missions Team in response to a perceived need or opportunity.
- B. Persons or organizations must submit to the church office a request for mission trip sponsorship at least six months prior to the time of the proposed mission trip in order to allow time for processing by the Missions Team, except for Disaster Relief and emergency requests.

- C. A mission trip is considered to be an official “Simpsonville Mission Trip” when the proposed trip is approved in advance by the Missions Team.
- D. The Missions Team will notify the individual or organization of the decision of the Missions Team concerning the request for sponsorship of a mission trip by SBC.
- E. Any exception to policies regarding approval of the “Simpsonville Mission Trip” must be approved in advance by the Missions Team.
- F. A trip advertisement in Simpsonville Baptist Church publications or website does not necessarily mean said trip is sanctioned by Simpsonville Baptist Church.

### **III. Number Of Persons Participating In An International Mission Trip**

- A. The Missions Team reserves the right to limit the number of persons on a proposed trip.
- B. The makeup of international mission teams will be determined annually subject to projects needs, funds available, and the number of projects scheduled per year.

### **IV. Funding of Simpsonville Baptist Mission Trips**

- A. The term “Simpsonville Baptist Member” refers to persons, who have been members of the church for at least six months, including pastors and/or members of local missions churches sponsored by Simpsonville Baptist Church, and have completed the membership process.
- B. First priority for missions trip funding is given to SBC members. Any further funding for mission trips must be approved by the Mission Team.
- C. Adult mission trips outside the United States are intended primarily for people sixteen years and above. Students desiring to go on an adult mission trip should have appropriate recommendations from leadership within the student ministry. Any exception for children below that age traveling with their parents must be approved in advance by the Missions Team.
- D. The Missions Team DOES NOT PROVIDE FINANCIAL SUPPORT for people who are not members of SBC *except* by special invitation from the Missions Team.
- E. Any exception to policies regarding financial support for mission trips must be approved in advance by the Missions Team.

### **V. Funding Of Simpsonville Baptist Student Mission Trips**

- A. Student mission trips are proposed by the Minister of Students in cooperation with the Minister of Missions and Senior Pastor.
- B. The source and extent of support funds for student mission trips (with reference to Student Funds and/or Mission Funds) are subject to approval by the Missions Team and Senior Pastor.
- C. Student mission trips outside of the continental United States must be approved by the Missions Team and are limited to students that are at least in high school, unless the Minister of Students and Senior Pastor have approved students of a younger age for a particular trip.

- D. Student mission teams need a student to adult ratio of at least 7:1.
- E. Any exception to policies regarding student mission trips must be approved in advance by the Missions Team.

#### **VI. Eligible Expenses For Financial Support Of Mission Team Members**

- A. Only eligible expense items are used in determining the total trip expenses for team members, and SBC financial support is based upon the total of these expenses.
- B. Eligible expenses for individual team members:
  - 1) Travel expenses to and from the mission field, including the cost of airline tickets, airport taxes, etc.
  - 2) Ground travel expenses on the mission field.
  - 3) Housing accommodations on the mission field.
  - 4) Food expenses on the mission field, as outlined before the trip and by the team leader.
  - 5) Other essential expenses that are related to the transportation and maintenance of the individual team members while on the mission trip.
- C. Funds are not provided by SBC for unplanned extra meals, travel insurance, tips, visas, gifts, souvenirs, personal purchases, or sightseeing unrelated to the purpose of the mission trip, passport, passport or visa photos, required vaccinations, expensed related to unexpected layovers, and preventative medications.
- D. Any exception to policies regarding financial support of mission team members must be approved in advance by the Missions Team.

#### **VII. Eligible Expenses for Support of General Team Ministries on the Field**

- A. SBC support may be provided for part or all of essential expenses for general team ministries on the field.
- B. Eligible expenses related to the Team ministry on the field:
  - 1) Materials and supplies for Vacation Bible Schools, backyard Bible studies, etc.
  - 2) Bibles and tracts for evangelistic witnessing.
  - 3) Supplies, materials, and equipment for evangelistic crusades.
  - 4) Supplies, materials, and equipment for leadership training, discipleship training, and other related training activities.
  - 5) Supplies and equipment for medical projects.
  - 6) Supplies and equipment for disaster relief and/or other humanitarian ministries.
  - 7) Supplies, materials, and equipment for building projects.
  - 8) Cost of translators necessary for the effectiveness of the mission team.

- 9) Other general expenses that are essential for the specific ministry of the mission team, including travel expenses, generators, etc.
- C. All expenses related to general team ministries on the field must be approved in advance by the Missions Team or the Missions Pastor or Senior Pastor, except in emergency situations where a trip leader may need to use judgment in making a decision.
  - D. Any exception to the policies regarding financial support for general team ministries on the field must be approved in advance by the Missions Team.

### **VIII. Individual Financial Support For Mission Trips**

#### **A. Individual support funds for SBC Mission trips**

Individuals going on mission trips are encouraged to provide as much of their personal expenses as possible. This will allow church funds to be available for assisting persons who feel led of God to go on a mission trip but who need financial assistance in order to participate. For those who need funding, financial support may be provided for any qualified church member going on a mission trip sponsored by SBC in accordance with the following guidelines:

- 1) Through particular giving and mission benefits, funds will be available for any church member who goes on a short-term mission trip sponsored by SBC. A certain percentage to be no less than 20% will be calculated based on available funds of the estimated individual cost as defined in Section VI. This financial support DOES NOT INCLUDE any provision for the cost of general ministries on the field as defined in Section VII.
- 2) Request for financial support for SBC mission trips must be submitted to the church office at least three months prior to the time that the funds are needed.
- 3) In order to encourage personal commitment to a mission trip, the support given by the church will be available as part of the last payments for the trip, meaning it would not be available for a deposit or early payments for the trip.
- 4) The mission trip must be approved by the Missions Team prior to the provision of any financial support.
- 5) Any exception to policies regarding mission trips sponsored by SBC must be approved in advance by the Missions Team.

**\*Note:** Necessary forms may be obtained from the church office or on the church website.

<b>Table A Selected Samples of Individual Financial Support for SBC Mission Trips</b>		
<b>Estimated Cost of Trip For the Individual</b>	<b>20 Percent of Cost Provided by Benefits &amp; Gifts</b>	<b>80 Percent of Cost Provided by the Team Member</b>
\$500	\$100	\$400
\$1,000	\$200	\$800
\$1,500	\$300	\$1200
\$2,000	\$400	\$1600
\$2,500	\$500	\$2000
\$3,000	\$600	\$2400
\$3,500	\$700	\$2800

**B. Special Individual Support For SBC Ministerial Staff Members**

- 1) All current SBC ministerial staff members receive 100% of funding for any mission trip approved by the Missions Team when said staff member is in a primary leadership role that is crucial for the trip in regards to specific goals, area coverage, etc.

**C. Cancellation Policy**

- 1) In all cases, deposits are **non-refundable**.
- 2) In the event that a participant is forced to withdraw from a mission trip, a refund will be given for any payments made, unless airline and ground policies make it too late for the church to receive a refund.
- 3) If a participant, withdraws from a trip, any fines issued by the airlines or ground providers will be paid by the participant. If the participant does not pay these fines, they will no longer be allowed to participate in mission trips.
- 4) If a participant needs to withdraw within one month of the trip and the monies are non-refundable, the participant has the option of asking the church to find a replacement. All replacements must be approved by the missions trip leader and the staff. There are no guarantees that replacements will be found. Financial issues regarding participants and replacements will be the responsibility of both parties and will not be a matter concerning the church.

**IX. Medical Information And Liability Release Forms**

- A. Any person who goes on a national or international mission trip sponsored by SBC or who receives financial support from SBC for any mission trip (regardless of sponsorship) must

submit a "Medical Information and Liability Release" (Form MS-02)\* at least two months prior to the trip. Trips associated with the SBC Student Ministry or Children's Ministry may choose to use their own release forms for mission trips.

- B. No support funds will be provided by the Missions Team prior to receipt of a "Medical Information and Liability Release" form.

**\*Note:** Necessary forms may be obtained at the church office.

#### **X. Team Training Sessions Prior To A Mission Trip**

- A. Each person who goes on a mission trip sponsored by SBC **must** participate in mandatory training sessions that are provided prior to the trip by the team leader in cooperation with the Missions Team, Minister of Mission and Pastor. These training sessions are designed to prepare team participants for maximum safety and effectiveness while on the mission trip.

#### **XI. Mission Team Participant Reports After A Mission Trip**

- A. Each person who receives financial support for a mission trip (whether sponsored by SBC or by another person or organization) is asked to provide to the Mission Team a "Mission Trip Evaluation Report" (Form MS-03)\* within two weeks following completion of the trip. This will help with the evaluation process of current and future mission work through SBC.
- B. Participants may be asked to present a brief oral report or testimony to the church congregation and/or special groups or classes.

**\*Note:** Necessary forms may be obtained from the church office.

#### **XII. Mission Trip Leader's Reports after a Mission Trip**

- A. In addition, the team leader is expected to assist the Minister of Missions in securing the "Mission Trip Evaluation Report" (Form MS-03)\* from each person on the mission team. Also, the team leader is expected to provide a "Mission Team Evaluation Report" (Form MS-04) within two weeks following completion of the trip. This form would be the leader's evaluation of each participant regarding their ability to get along with others, their general attitude, etc. This would also include the participant's pre-trip behavior: attending all meetings, helping with tasks, meeting deadlines for deposits, etc.

**\*Note:** Necessary forms may be obtained from the church office.

## **Procedures**

### **I. Procedure for Approving SBC Sponsorship of a Mission Trip**

- A. An individual or organization must submit to the church office a "Request for Mission Trip Sponsorship" (Form MS-01)\* at least eight months prior to the date of the proposed mission trip. This request must be approved by the Missions Team prior to the commitment of any support funds for the trip.
- B. A Missions Team representative or the Minister of Missions will provide written notification of the Missions Team's approval of mission trip sponsorship by SBC.

**\*Note:** Necessary forms may be obtained from the church office.

## **II. Procedure for Approving the Team Leader for an SBC Mission Trip**

- A. The request must be approved by the Missions Team prior to authorization being given to issue any confirmations, make any reservations for travel or accommodations, or commit any mission funds.
- B. The Minister of Missions will provide written notification of the Missions Team's approval of a designated team leader for a mission trip to be sponsored by SBC.

**\*Note:** Necessary forms may be obtained from the church office.

## **III. Procedure for Requesting Individual Support for an Mission Trip**

- A. Each applicant must submit to the church office a Form MS-01 at least three months before the mission trip, depending on travel expectations outlined by the group leader and/or Mission Team. If travel reservations make it necessary, for example, the deadline may be six months before the mission trip.
- B. Each applicant must submit two passport photographs and a copy of his or her passport at least three months or more before the mission trip, if applicable.
- C. Each applicant must submit a "Medical Information and Liability Release" (Form MS-02)\* at least two months before the mission trip and must be covered by a short-term health and travel insurance plan stipulated by the Missions Team.
- D. Each applicant is responsible for securing any passports, visa, and/or medical requirements necessary for the mission trip. On some occasions, the trip leader may recommend the church securing visas for the entire group, depending on the country.
- E. All application material must be submitted to the church office by the application deadline dates prior to the approval of the request for financial support funds.

**\*Note:** Necessary forms may be obtained from the church office.

## **IV. Procedure for Requesting Funds for Mission Team Ministry Expenses**

- A. The approved team leader of an SBC mission trip must submit to the church office a "Request for Mission Team Ministry Expenses" (Form MS-5)\* at least three months or more prior to the date of the mission trip. Any additional expense needs must be approved by the Minister of Missions or the Senior Pastor, pending availability.
- B. Team ministry expenses include items set forth in Policies, Section VII. Such expense requests must be approved in advance by the Missions Team or the Minister of Missions or the Senior Pastor prior to the release of funds.
- C. Each mission trip budget should be authorized and recommended by the Mission Team to the Finance Team to assure there are funds available.

**\*Note:** Necessary forms may be obtained from the church office.

## **V. Procedure For Written Reports Concerning Mission Trips**

- A. Each team member must submit to the church office a “Mission Trip Evaluation Report” (Form MS-03) within two weeks after returning from a mission trip.
- B. Each team member must submit to the church office a signed “Doctrinal Statement” two months before the mission trip.
- C. Each trip’s team leader would present a “Mission Team Evaluation Report” (Form MS-04) within two weeks after returning from a mission trip.

**\*Note:** Necessary forms may be obtained from the church office.

### **Simpsonville Baptist Church Schedule of Deadline Dates for a Mission Trip**

Initial Information Meeting About Mission Trip(s)	8-10 months before trip
*** Initial “earnest money” deposit of \$100.00 due	6 months before the trip
Form MS-01, MS-02, and Doctrinal Statement due	6 months before the trip
*** 50 % of individual expenses due	4 months before the trip
Two passport photos and a copy of a valid United States passport	3 months before the trip
*** 75% of individual expenses due	3 months before the trip
*** Final balance of remaining individual expenses for the trip	2 months before the trip
“Mission Trip Evaluation” Form (Form MS-03)	2 weeks after the trip

\*Note: Deadlines and deposits may be amended by the Mission Team or staff members according to the various needs of individual missions and/or travel agencies with whom we would be working.

All participants in mission trips sponsored by Simpsonville Baptist Church are expected to adhere to the doctrinal beliefs outlined in the Baptist Faith & Message.

## What We Believe

•In essential beliefs — we have unity.

“There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all...” Eph. 4:4-6

•In non-essential beliefs — we have liberty.

“Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge someone else’s servant? To his own master he stands or falls... So then each of us will give an account of himself to God... So whatever you believe about these things keep between yourself and God.” Romans 14:1, 4, 12, 22 (NIV)

•In all our beliefs — we show charity.

“...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains — but have no love, I amount to nothing at all.” 1 Cor. 13:2 (Ph)

### The Essentials We Believe

#### About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

#### About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

Matthew 1:22, 23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Acts 1:9-11; 1 Timothy 6:14, 15; Titus 2:13

#### About The Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily.

2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

#### About The Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5

#### About Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

#### About Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5

#### About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3-5

#### About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Cor. 2:7-9

I understand, and am in agreement with, the above statements, and if at any time there is any change in my beliefs, I shall make it known to the Missions Team of Simpsonville Baptist Church, Simpsonville, Kentucky.

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Please Print Full Name

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Please Sign Full Name

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Date