

# Messiah Lutheran Church

Christ Centered, Family Strong, Mission Minded

## **Congregational Mission Trip Line Item: Funds Disbursement Policy**

The intent of this line item is to help families and individuals from Messiah Lutheran Church, Hays, to have opportunities to experience different types of congregational trips.

Any member in good standing or anyone under the pastoral care of Messiah Lutheran Church is open to apply for a grant to attend a congregational trip. A congregational trip is any official trip of Messiah Lutheran Church. These funds shall not be applied to regularly scheduled youth ministry trips of Messiah Lutheran Church. However, if a youth of the church wishes to apply for a congregational trip grant, for a trip that is not part of the regular youth ministry program, they are free to do so.

These funds will be given through an application process submitted to the Evangelism Committee. All applicants must adhere to Messiah's Protect My Ministry Policy. The application is found on our website: [messiahlutheranhays.com](http://messiahlutheranhays.com) under the heading: Info Center – Forms - Congregational Trip Grant Application.

### **Application Form Rubrics**

The application must be submitted to the chair of the Evangelism Committee. The due date of the application is: two months prior to the day of departure for the trip, all applications must be submitted Evangelism Committee Chairperson. All applications for that trip will be considered at the next Evangelism meeting. The applicant must have passed a background check as applicable. Once the background check is completed the Pastor of Messiah Lutheran Church will initial the application form. The application must also have the Pastor's signature as proof of membership in good standing or proof that the applicant is under the pastoral care of Messiah Lutheran Church.

Upon submission to the Evangelism chairperson, the chairperson shall annotate the date the application was submitted and initial that the application is complete. The chairperson will scan and send it to the committee members, to review before the next meeting. At the next Evangelism committee meeting the committee will discuss all the applications and vote to approve or deny. If the application is approved, then the committee members will make a motion and vote to approve what percentage of a grant they wish to give all of the applicants equally, up to one half of the cost of the trip.

If denied or approved, the chairperson of the Evangelism committee will let the applicants know within the next 48 hours. If the application was approved the chairperson will let the applicant know what dollar amount, they have been approved for. The funds will then be applied directly to the cost of attending the congregational trip.

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Congregational Trip Grant Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Church membership \_\_\_\_\_

Date of congregational trip \_\_\_\_\_

Destination of the trip \_\_\_\_\_

Purpose of the trip \_\_\_\_\_

Why do you want to go? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Protect My Ministry background check was completed \_\_\_\_\_  
Pastor's initials \_\_\_\_\_

Pastor's Authorization Signature and Date \_\_\_\_\_

Date submitted to the Evangelism Committee chair and initials \_\_\_\_\_