



**GLOBAL
and
OUTREACH
MINISTRIES
HANDBOOK**

POLICIES & PROCEDURES

A Handbook Outlining
The Policies and Procedures of the
International and Outreach Ministries Program
of Calvary Baptist Church, Oshawa

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SECTION A. POLICIES

1. **PHILOSOPHY and PURPOSE**

The Global and Outreach Ministries of Calvary Baptist Church are a direct response to the promise of Christ; “when you receive the Holy Spirit and His power, you will be my witnesses at home and everywhere in the world” (Acts 1:8)

Therefore, because we believe that **showing people Christ is who we are**, we endeavour in the power of the Holy Spirit to love the Lord our God, benefit our neighbours with Christ’s love whether spiritual or physical, and do all we can to urge people everywhere to become worshipers of Jesus Christ.

Beginning with our own neighborhoods and college/university campuses through to our strategic partnerships in international church planting initiatives, the energy of our obedience to Christ is focused on stimulating interest in Jesus Christ so they will become centers for spreading a passion for Christ.

1.1 **Definition of Missions**

Any endeavour outside our local congregation to fulfill the Great Commission of Christ through evangelism, discipleship, church planting, theological training or ministry to the dire needs of mankind, whether spiritual or physical.

1.2 **Scriptural Basis of Our Mission Involvement**

1. To fulfill the Great Commission of Christ and stress its urgency. (Matt. 28:19, 20; Mark 16:15; Luke 24:47; John 20:21; John 4:35, 36)
2. To share Christ’s heart *for* the world. (Luke 10:2; Matt 9:36-38; Matt. 18:10-14).
3. To obey the Lord Jesus by confessing Him to the world. (Matt 10:32, 33).
4. To point people to saving faith in the Lord Jesus and assist them to grow in the knowledge of God. (John 3:16; Romans 10:13-15).
5. To minister to the totality of human need. (Matt 25:31-46; Luke 16:9, 19-31; Luke 10:2).

1.3 **The Purpose of our Global and Outreach Mission’s Policy**

1. To help the church achieve a clear sense of direction for missionary outreach.
2. To ensure that important decisions are not made on an emotional or impulsive basis.
3. To ensure that missionary giving is invested wisely in accordance with God’s will.
4. To quickly inform new committee members of the standards and issues to be addressed in exercising their responsibilities.
5. To maintain consistency as committee membership changes.
6. To assure the church membership of serious accountability and good stewardship in our missions program.
7. To work in continued harmony with our local church leadership.

1.4 Goal Setting & Budget Preparation

1. Each year, based on research reports, some countries or types of ministries will be designated as high priority and an attempt will be made to invest new support in these areas.
2. Assess the mission's outreach of our church and the conditions and needs on various mission fields. The objective is to establish goals, strategies and programs to respond to our findings.
3. Incorporate these goals in the preparation of the budget.
4. Publish the results of the assessment in the chairman's annual report.

1.5 Flexibility of Interpretation

This document comprises standards and guidelines rather than a rigid set of rules. It is designed to facilitate rather than impede. Variation from policy may be made where deemed necessary in the wisdom of the Global and Outreach Ministries Committee by simple majority of quorum, subject to approval by the Board of Deacons.

1.6 Revision of the Global and Outreach Ministries Handbook

The Global and Outreach Ministries Handbook shall be re-evaluated by the Global and Outreach Ministries Committee every four years and such evaluation shall be submitted to the Board of Deacons for approval regardless of whether or not changes are recommended at the time.

2. GLOBAL AND OUTREACH MINISTRIES COMMITTEE**2.1 Composition of the Global and Outreach Ministries Committee**

The Global and Outreach Ministries Committee shall consist of 10 members, three deacons appointed by the Board of Deacons, one of whom shall be the chairman and seven members from the congregation. The senior pastor shall be a resource person to the committee and is eligible to participate in the work of the committee of his discretion.

3. FINANCIAL POLICIES**3.1 Mission Agencies**

All missionaries, with the exception of Category 1 Mission Partners, shall be supported through approved mission agencies (no free-lance missionaries). Mission agencies shall:

1. Be registered as a Canadian charity.
2. Have a doctrinal statement acceptable to Calvary Baptist Church.
3. Demonstrate the ability to minimize administrative costs.
4. Have established sound financial policies and practices.
5. Demonstrate good member care of personnel.

3.2 Support of Individuals (Long-term and Short-term)

Definitions: "Long-term" -a missionary commitment of more than 2 years.
"Short-term" -a missionary commitment of 2 years or less.

All applicants seeking support from Calvary Baptist Church must complete either the Sending Request for SHORT-TERM Mission Opportunity Application Form or the

LONG-TERM Missionary Support Application Form to the satisfaction of the Global And Outreach Ministries Committee and the Board of Deacons. All Global and Outreach Ministries Committee approved missionaries will have the approval of the Board of Deacons. Support shall be based on need and be governed by the following categories and guidelines:

3.3 Category 1 - Missionaries and Mission Partners Commissioned by Calvary Baptist Church

Top priority will be given to individuals and mission partners commissioned by the congregation of Calvary Baptist Church to missionary service.

3.3.1 Category 1 Missionaries Commissioned by Calvary Baptist Church

Support will consist of:

1. Commissioned missionary rate (determined annually at budget time) for a husband and wife. Single missionary support rate will be provided at a rate equivalent to two-thirds of that provided to a couple.
2. Additional support for school age children - from birth through the end of high school.
3. Either: regular monthly support prior to departure for the first term of service per section 3.9 (Start of Support) or a one-time gift of up to \$2,000.00 per single missionary or \$3,000.00 per married couple towards outgoing expenses.

3.3.2 Category 1 Mission Partners Commissioned by Calvary Baptist Church

It is envisioned this may include but not be limited to organizations and business-as-mission enterprises commissioned by Calvary. Support shall be aligned with the commissioned missionary (Category 1) rate.

Mission partners shall:

1. Be a registered Canadian Charity or be eligible to receive funds via a registered Canadian Charity
2. Have a doctrinal statement acceptable to Calvary Baptist Church, or state agreement with the doctrinal statement of Calvary Baptist Church
3. Have a board of directors and/or advisors
4. Demonstrate ability to minimize administrative costs
5. Have established sound financial policies and practices
6. Demonstrate good member care of personnel.

3.4 Category 2 - Missionaries Commissioned by another Church

Support for missionaries who have been commissioned by another church, and who have been supported by Calvary Baptist Church for 4 or more consecutive years shall be determined according to need but shall not exceed 2/3 of the corresponding Category 1 rate. No additional benefits.

3.5 Category 3 - All Other Missionaries – excluding Category 4

Category 3 are all other missionaries not included in Categories 1, 2 or 4, i.e. those whose financial support from Calvary Baptist Church is just beginning, or is less than 4 consecutive years. Category 3 includes missionaries recently commissioned by Calvary Baptist Church

without a history of previous service at the church. Support for each married couple or single is determined according to need and is not to exceed 1/3 of the corresponding Category 1 rate. No additional benefits.

3.6 Category 4 - Mission Associate or Finisher

This category fits the following terms “Mission Associate or Finisher”. This category is only for those who are commissioned by Calvary Baptist Church. A “Mission Associate or Finisher” brings special skills, talents or areas of expertise to a ministry for a specific project or need on a limited time basis. This is not considered a full time supported missionary. A “Mission Associate or Finisher” is considered a volunteer and their support from Calvary will not be the primary means of financial support. A “Mission Associate or Finisher” will prepare a budget for expenses at least 3 months prior to departing and submit this to the Global and Outreach Ministries Committee for their deliberation. The candidate’s present income status will be taken into consideration in determining payment of expenses. There will be no retirement or other benefits. Outgoing expenses will be determined based on the needs of the Associate or Finisher. Approval of the Mission Associate or Finisher” will be evaluated annually.

3.7 Support of Short-Term Missionaries

Once the Sending Request for Short-Term Mission Opportunity has been reviewed and approved by the Global and Outreach Ministries Committee, support will be determined on an individual basis. See Addendum A for the Short-Term Missions Program Requirements.

3.8 Support of Summer Camp Workers

Consideration will be given to young people accepted to work on staff at Christian residential summer camps who are children of members or adherents of Calvary Baptist Church. Once the Sending Request for Short-Term Mission Opportunity has been reviewed and approved by the Global and Outreach Ministries Committee, support will be determined on an individual basis. See Addendum A for the Short-Term Mission Program Requirements.

3.9 Supplementary Support for Retired Category 1 Missionaries

1. Category 1 missionaries supported by Calvary after December 31, 1989 will be ineligible for supplementary support.
2. Category 1 missionaries who have attained normal retirement status with their mission and were supported by Calvary prior to December 31, 1989 will be eligible to apply for supplementary retirement support based on the years they have served while supported as Category 1 missionaries provided that:
 - a) The missionary’s total regular pension income from all sources would otherwise be less than 70% of their mission agency’s established support level at the time of their retirement.
 - b) The mission agency from which the missionary retires is willing to maintain an account to receive support payments on their behalf.
 - c) Calvary Baptist Church is financially able to continue to provide such support.
3. The formula for provision of Supplementary Retirement Support is as follows:
 - a) 30 or more years of service -up to 50% of their pre-retirement support.
 - b) 25 to 30 years of service -up to 45% of their pre-retirement support.

- c) 20 to 25 years of service -up to 40% of their pre-retirement support
 - d) 15 to 20 years of service -up to 35% of their pre-retirement support.
 - to a maximum of 70% of their established support level at retirement.
4. Supplementary retirement support may be reviewed and adjusted by the Global and Outreach Ministries Committee at their discretion to reflect any changes in income, marital status, etc.

3.10 Start of Support

Start of support will be indicated on the Global and Outreach Ministries Committee recommendation. For first term missionaries whose deputation work restricts or prevents regular employment, approved support may begin and run for up to 12 months before departure. Support will be terminated if the missionary resumes full-time employment or departure is delayed beyond 12 months, and it will begin again in the month of departure.

3.11 Review of Support

Support for each missionary shall be re-evaluated annually at budget time, in relation to inflation, currency fluctuation and changes in needs based on Global and Outreach Ministries Committee research. Adjustments may be made in support levels accordingly, subject to the Board of Deacons.

3.12 Supplementary Income

If a supported missionary derives ongoing income from an additional occupation or source, the Church's support of that missionary will be re-evaluated.

3.13 Termination of Support

Support for missionaries and mission partners shall terminate the same month the mission ends, the missionary leaves the mission, the missionary transfers to another mission or changes ministry, changes field of service (not station) or returns home from the field (except for approved home assignment), unless continued support is approved by the Global and Outreach Ministries Committee and Board of Deacons. A missionary's support may also be terminated for the following reasons:

1. After 12 months of home assignment.
2. No correspondence with the church for 6 months.
3. Doctrinal deviation.
4. Evidence of gross incompetence or moral impurity.
5. At age 71, for all missionaries.

If support is terminated, it is the responsibility of the missionary to re-apply to the Global and Outreach Ministries Committee for support based on his/her new situation.

3.14 Continuation of Support after Termination of Assignment

Upon termination of a missionary's assignment, the Global and Outreach Ministries Committee will inquire of their sending mission agency to determine whether there is a policy in place to provide for a limited period of continued support. Where the sending mission agency has such a policy, the Global and Outreach Ministries Committee will give prayerful consideration to participating in such support, and make a recommendation to the Board of Deacons.

3.15 Support of Organizations

Organizations in agreement with the doctrinal statement of Calvary Baptist Church and having sound financial policies and practices may be candidates for monthly support.

3.16 Continuing Education of Missionaries

Missionaries intending to interrupt their ministry to pursue further education shall inform the Church prior to finalizing their arrangements. Continued financial support will be considered on an individual basis.

3.17 Honorarium

An honorarium shall be paid to a visiting missionary speaker and group. The amount of such payment shall be based on the level of involvement and for reimbursement of travel costs.

3.18 Special Projects

Special projects may be considered subject to available funding and approval.

4. *RESPONSIBILITIES OF MISSIONARIES AND MISSION PARTNERS TO THE CHURCH***4.1 Communication**

Missionaries and Mission Partners are expected to communicate with the church at least quarterly to keep the church informed of family and ministry circumstances and to respond willingly to occasional questionnaires or surveys for committee use.

4.2 Home Assignment

While on home assignment, field workers shall be available to:

1. Report in person to the congregation at least once
2. Interact with various groups within the church
3. Attend an interview with the Global and Outreach Ministries Committee
4. Participate in Calvary's annual mission's conference

5. *EVALUATION OF MISSIONARIES*

From time to time the Global and Outreach Ministries Committee may request the mission agency to provide an evaluation of the missionary's effectiveness in ministry on the field.

SECTION B. PROCEDURES**1. GLOBAL AND OUTREACH MINISTRIES COMMITTEE****1.1 Selection of the Global and Outreach Ministries Committee**

The chairman of the Global and Outreach Ministries Committee shall choose seven members from the congregation with input from the Pastoral staff and the Board of Deacons who will give the final approval. Appointments of the Global and Outreach Ministries Committee (except deacons and the staff person) shall be for a 3-year term. After a member has served 6 consecutive years, a one-year sabbatical is mandatory. Committee seniority should be arranged so that there are never more than 3 new members in any given years (i.e. those having no previous experience). The choice of these seven individuals shall be made using the following guidelines:

1. A deep interest in missions and a commitment to missions as their primary place of service in the church.
2. Past experience or knowledge.
3. A desire to learn more about missions.
4. A missionary vision and an appreciation of God's plan for world evangelization.
5. A healthy spiritual life.
6. Representatives of both sexes and a variety in backgrounds, experiences and ages.
7. Ideally one member ought to be a staff person, serving perhaps as secretary, in order to effectively facilitate communications with outside organizations and individuals on matters relating to the missions program of the church.
8. In consultation with the Pastors and Deacons, a committed student member of Calvary Baptist Church between the ages of 16 and 18 may also be invited to serve with the Global and Outreach Ministries Committee for a term of one year, renewable for 1 additional year.

1.2 General Responsibilities of the Global and Outreach Ministries Committee

1. Stimulate the intercessory prayer of the congregation for world evangelization and for our missionaries.
2. Educate and inspire the congregation on all aspects of world missions.
3. Help stimulate and recruit volunteers for missionary service from the congregation.
4. Encourage and inspire generous giving.
5. Serve as a liaison between the church and its related organizations, agencies, associations and missionaries.
6. Administer and evaluate the mission's programs.
7. Prepare and recommend an annual budget to the Board of Deacons.
8. Administer the funds allocated to missions.
9. Maintain current information on all individuals and organizations supported in terms of their ministries, needs, doctrinal positions and financial practices.
10. Attend as often as possible, Global and Outreach Ministries Committee meetings held regularly, preferably monthly. A properly constituted meeting shall have a quorum of 50% of members plus 1 – minimum total of 6. Special meetings will be called when necessary for interviews and to deal with items of a pressing nature. Sub-committees will meet as required.

11. Members of the committee who are missionaries, or serve on the board of a mission organization must recognize a potential conflict of interest when voting on an issue that may affect them or their mission organization or missionaries with their organization.

1.3 Responsibilities of the Chairman

1. Prepare the agenda for each meeting consistent with current priorities and goals consulting from time to time with the senior pastor to ensure his concerns are addressed.
2. Chair the Global and Outreach Ministries Committee meetings.
3. Present candidates for new support to the committee.
4. Prepare an annual missions budget for the committee to study.
5. Co-ordinate conference planning.
6. Report to the congregation at business meetings.
7. Compile the Global and Outreach Ministries Committee report and support information for the annual report.
8. Keep current on the wide spectrum of missionary endeavour around the world.
9. Serve as the liaison with the Board of Deacons via written and verbal reports.

1.4 Responsibilities of the Vice-Chairman

1. Preside at Global and Outreach Ministries Committee meetings in the absence of the chairman.
2. Serve as the liaison with the Board of Deacons via written and verbal reports in the absence of the chairman.
3. Encourage and participate in group prayer for the needs of our missionary family.
4. Read missionary literature and report occasionally with items of interest, praise and concern for prayer.
5. Suggest books for recommended reading for committee members.

1.5 Responsibilities of the Secretary

1. Record and publish minutes of all committee meetings for each committee member, deacon and pastoral staff.
2. Be in charge of all outgoing correspondence from the committee.
3. Photocopy items of interest for the committee.
4. Photocopy non-sensitive missionary prayer letters for distribution to the congregation and Women's Missions Circle Outreach.
5. Arrange receptions in honour of outgoing or returning commissioned missionaries.
6. Arrange accommodation and meals for visiting missionaries.
7. Prepare itinerary for visiting missionaries to minister to the various youth and adult groups in the church.
8. Gather information on the timing of missionary's home assignments and their needs (such as housing and transportation) to be shared with the committee.

1.6 Responsibilities of the Financial Coordinator

1. Serve as the liaison with the church accounting secretary to ensure financial decisions are put into effect (prepare vouchers where necessary).
2. Prepare an annual mission's budget for the Global and Outreach Ministries Committee to study.

3. Review with the Global and Outreach Ministries Committee the monthly financial statements prepared by the accounting secretary.
4. Assist the chairman in the preparation of revised estimates for the current year and budget proposals for the following year for the Global and Outreach Ministries Committee consideration.
5. Act as a resource person on missions' finances at church business meetings.
6. Present honorarium cheques to visiting missionaries and speakers.

1.7 Responsibilities of the Special Projects Coordinator

1. Study missionary literature and make recommendations on expenditures of budgeted special project funds.
2. Recommend new projects for consideration.
3. Arrange for information on funded projects to be published in the church bulletin.

1.8 Responsibilities of the Prayer Coordinator

1. Develop creative ideas to stimulate prayer for our missionary family throughout various youth and adult groups in the church.
2. Calvary Baptist Church will develop and maintain a prayer network of individuals/families designated to pray for the Missionaries and Partners.
3. Maintain the mission lobby display panels with missionary updates, field requests and praise reports.

1.9 Responsibilities of the Short-Term Mission Coordinator

1. Recruit a sub-committee approved by the Global and Outreach Ministries Committee to:
 - seek individuals qualified to serve in a cross cultural setting.
 - seek those who are capable of leading short-term mission trips.
 - seek mission trips to service the missionaries at Calvary first.
 - report to the Global and Outreach Ministries Committee as needed.
 - ensure the application form is completed and candidate is acceptable.
 - ensure candidate is interviewed by the Global and Outreach Ministries Committee or other agreed-upon pastoral or short-term mission trip leadership.
2. Provide adequate training pre-mission trip.
3. Provide debriefing post-mission trip.
4. Recommend candidate to the Global and Outreach Ministries Committee for approval.
5. Ensure candidate is following the process and application process as outlined in the Global and Outreach Ministries Handbook.
6. Consult with the Senior Pastor/Global and Outreach Ministries Chairman before appointing short-term leaders.

2. GOAL SETTING

2.1 Annual Review

In conjunction with the budget preparation process, the Global and Outreach Ministries Committee will:

1. Assess the effectiveness of the entire missions program in terms of meeting the established goals.
2. Assess the direction and involvement of our congregation as it relates to the needs, conditions and trends in world missions.
3. Gather pertinent information on the support needs of our missionary family by way of surveys of the mission agencies.
4. Set goals, design, prioritize and implement programs aimed at achieving those goals.
5. Communicate the results of this review in the chairman's annual report.

2.2 Budget Preparation

The Global and Outreach Ministries Committee chairman and the financial coordinator shall:

1. Prepare an estimate of the current year, incorporating the actual expenditures to that point and projecting to the year-end.
2. Prepare a draft of the next year's budget based on costs of responding to the results of the surveys and the costs of goals and programs developed from the annual review. The budget will be reviewed by the Global and Outreach Ministries Committee, then passed on to the Finance Committee for incorporation into the total church budget. The Board of Deacons will review the budget and make recommendations to the congregation for final approval.
3. After the budget is approved, it becomes the responsibility of the Finance Committee to monitor the funds being raised, report to the Board of Deacons and the congregation who will be encouraged to take ownership of providing the funds as the Lord enables them.

3. INITIATING SUPPORT

3.1 Full time, long term (2 years or more) & short-term (up to 2 years) missionaries and mission partners.

A. Process:

Applicants should seek pastoral guidance and consult a Global and Outreach Ministries Committee member to help them settle missions as God's call on their life. (cf Acts 13:2).

The applicant should:

1. Develop a prayer team.
2. Devote this mission call to prayer.
3. Ensure it is the Lord's desire for their life.
4. Research a mission and make contact with them, ensuring that it meets the requirements as per the Global and Outreach Ministries Handbook.
5. Keep the pastoral leadership team and the Global and Outreach Ministries Committee up to date on their progress.
6. Complete an application form and submit it to the Chairman of the Global and Outreach Ministries Committee at least 8 months prior to departure.

7. Attend a Global and Outreach Ministries Committee meeting to present their mission application to the committee.
8. Receive a commitment of financial support from Calvary Baptist Church*.
9. Prepare a support letter to submit to the Chairman of the Global and Outreach Ministries Committee for his review, possible revision and co-signature if permission is granted.

* Note: Financial support from Calvary Baptist Church is conditional on approval of the Application by the Global and Outreach Ministries Committee.

B. Selection Process:

The Global and Outreach Ministries Committee shall examine the completed application form and where possible interview the applicant to determine:

1. Salvation through personal faith in Jesus Christ.
2. Baptism as a believer.
3. The call to their ministry.
4. Adequate preparation and training for the task.
5. For individuals, acceptance and appointment by a bona fide mission agency.
6. For mission partners, the mission is a Canadian Registered Charity or is able to receive funding through an organization that is a Canadian Registered Charity.
7. Agreement with the doctrinal statement of Calvary Baptist Church.
8. That both husband and wife are supportive of, and involved in the ministry.

3.2 Short-Term missions of 8 weeks or less (including summer camp workers)

A. Process:

An applicant should:

1. Make their desire known to the Coordinator of Short-Term Missions.
2. Seek guidance from the pastoral leadership team or the Global and Outreach Ministries Committee.
3. Develop a prayer team.
4. Devote this mission trip to prayer.
5. Apply to a Mission Agency approved by the Global and Outreach Ministries Committee.
6. Learn as much as possible about the ministry they will be doing and the people with whom they will be serving.
7. Save funds so they can contribute to this trip.
8. If additional support is needed they should complete the "Sending Request for Short-Term Mission Opportunity" form and submit it to the Short-Term Mission's Coordinator at least 3 months prior to departure.
9. Attend a Global and Outreach Ministries Committee meeting to present their mission trip to the committee.
10. Prepare a support letter (*if needed*) and submit it to the Chairman of the Global and Outreach Ministries Committee for his review, possible revision and co-signature.
11. If the Global and Outreach Ministries Committee is unaware of the applicant's trip or does not approve the mission trip, they will not endorse a letter of support.

B. Selection Process:

The Global and Outreach Ministries Committee shall examine the completed application form and where possible interview the applicant to determine:

1. Salvation through personal faith in Jesus Christ.
2. Baptism as a believer.
3. God's direction to be involved in their chosen ministry.
4. Motivation to and acceptance of this ministry.
5. Fulfillment of the requirements outlined on the application form.
6. Adequate preparation and training for the task.
7. Acceptance and appointment by a bona fide mission agency or Christian residential camp.

3.3 Mission Associate or Finisher

A. Process:

Applicants should seek pastoral guidance and consult a Global and Outreach Ministries Committee member to help them determine if their expertise meets the ministry needs.

The applicant should:

1. Develop a prayer team.
2. Devote this mission call to prayer.
3. Ensure it is the Lord's desire for their life.
4. Research a mission and make contact with them, ensuring that it meets the requirements as per the Mission's Handbook.
5. Keep the pastoral leadership team and the Global and Outreach Ministries Committee up to date on their progress.
6. Complete a "Sending Request for Short-Term Mission Opportunity" and submit it to the Chairman of the Global and Outreach Ministries Committee at least 6 months prior to departure.
7. Attend a Global and Outreach Ministries Committee meeting to present their mission application to the committee.
8. Prepare a budget of expenses and submit it to the Global and Outreach Ministries Committee for their review at least 6 months prior to departure.
9. If the Global and Outreach Ministries Committee does not approve the mission organization or mission service, the support will not be approved.

B. Selection Process:

The Global and Outreach Ministries Committee shall examine the completed application form and where possible interview the applicant to determine:

1. Salvation through personal faith in Jesus Christ.
2. Baptism as a believer.
3. God's direction to be involved in their chosen ministry.
4. Motivation to and expectation of this ministry.
5. Fulfillment of the requirements outlined on the application form.
6. Adequate preparation and training for the task.
7. Acceptance and appointment by a bona fide mission agency.

3.4 Determining Support

After careful consideration of all the factors involved and a consensus that support is justifiable, any committee member may make a motion, indicating the amount of support and the month when the support would begin. The amount recommended must fit the established guidelines or precedents or be justifiable because of the particular circumstances. Global and Outreach Ministries Committee approval of ongoing support must be recommended to the Board of Deacons for their consideration and approval. Short-Term and Summer Camp support requires only Global and Outreach Ministries Committee approval. Commissioning of missionaries and mission partners by Calvary Baptist Church to a Category 1 level of support must be initiated by the Global and Outreach Ministries Committee of Calvary Baptist Church.

4. ADDITIONAL COMMITTEE OBJECTIVES

4.1 Developing Prayer Concern

1. Present the congregation with regular updates of missionary's needs and situations via the prayer bulletin. Encourage the use of prayer letters in the letter display rack, as well as the Calvary Web Page.
2. Announce the missionary of the week in the Sunday morning and mid-week services for special prayer and send the missionary a CD or DVD of the main Sunday morning service.
3. Maintain a missionary picture display board in a highly visible location to familiarize the congregation with our missionary family.
4. Encourage each church family to adopt a missionary family for the purpose of regular prayer and correspondence.
5. Support and connect with Women's Missions Circle Outreach as they support our missionaries with prayer and connections.

4.2 Missions Education in the Church

1. Host an annual Global and Outreach Ministries conference to alert the congregation to what God is doing in missions and challenge them to involvement.
2. Host bi-annual mission electives.
3. Have a guest missionary speaker at least quarterly.
4. Promote missionary projects throughout the Sunday School, working in close contact with Family Ministries.
5. Encourage church families to have missionaries stay in their homes whenever possible.
6. Promote reading missionary books (donate books to the church library or award books to reward achievements in Sunday School departments).
7. Have all visiting supported missionaries report to the congregation through the Global and Outreach Ministries Conference or mission electives.

4.3 Missionary Recruitment

1. Pray regularly as a committee that God will raise up labourers for the harvest.
2. Challenge people to consider missionary service (e.g. allow mission agency representatives to make presentations in the Senior High and College and Career Departments).
3. Sponsor young people to attend missions retreats (e.g. Urbana).

4. Work with the Youth Pastor to ensure that during the decisive years of Senior High and Young Adults the curriculum includes how to discern God's call.
5. Refer interested people to pastoral staff for counseling to confirm their "call" and to give direction for training and choosing of a mission agency.
6. Maintain a current and comprehensive file on teaching institutions and mission agencies so that prospective candidates may be informed of their doctrinal positions, personnel needs and financial practices.

4.4 Caring for Visiting Missionaries

1. The mission's secretary will keep accurate records of when our missionaries will be on home assignment and determine when they will be visiting with us.
2. The Global and Outreach Ministries Committee will arrange accommodation with church families for short periods of time. If requested, the Global and Outreach Ministries Committee will assist missionaries to obtain suitable rental space so they may stay in the area for an extended period of time.
3. It is not a part of the policy but rather the natural concern of the entire congregation to minister to the practical needs of visiting missionaries.

4.5 Visits to Missionaries and Mission Partners on the Field

1. The Lead pastor or designate will visit Category 1 missionaries and Category 1 mission Partners at least once every five years.
2. GOM's budget shall account for the field visits.
3. The purpose of field visits is to encourage the mission and bring back a first-hand report of the fieldwork.

4.6 Short-Term Mission Teams

1. The Short-Term Mission Coordinator will assist in coordinating mission teams to help Global and Outreach Ministries partners.
2. Calvary Category 1 missionaries and partners will be the first priority for consideration for the sending of short-term teams.
3. Short-Term mission teams will be approved by the Global and Outreach Ministries Committee following the guidelines of Addendum A.
4. Specialized teams (including teachers, medical professionals, construction workers, etc.) will be sent as needed and available. We are committed to sending teams and personnel at the request of the mission partners on the ground.
5. Funds from the mission's budget will be provided towards material for the project.
6. Other requests for short-term missions will follow the guidelines of ADDENDUM A.

ADDENDUM A**Calvary Baptist Church****Short-term Missions Program Requirements**

Vision: To fulfill the Great Commandment and Great Commission of Christ.

Missions: To send Short-term teams to outside of Calvary Baptist Church in response to the Great Commandment and in partial fulfillment of the Great Commission to meet needs, utilize giftedness and promote possible long-term ministry by giving priority to requests from our global ministry partners.

What's this all about?

The Global and Outreach Ministries Committee has the responsibility of promoting and caring for all aspects of the missionary outreach of Calvary Baptist Church. We are committed to wholeheartedly encouraging our church family, young and old alike, to take advantage of mission opportunities that advance the Kingdom of Christ at home and abroad. Because we know that a well designed mission experience can have a lasting spiritual impact and a carelessly planned effort can do significant harm, these guidelines are designed to help prepare you to explore God's call on your life.

Calvary has a large and diverse group of supported missionaries – there is and has been a “Connection” with these missionaries. There is communication via letter and email; and from time to time they attend our Global and Outreach Ministries Conference. In order to keep on building this relationship the intent is to serve the missionaries that are supported by Calvary first.

After consideration of all Global Partner needs, short-term missions requests outside of our direct global partnership may be recommended for approval for support and designation as a Calvary Baptist Church project on a case by case basis on the following criteria:

- Due to the strategic benefit in developing our greater global involvement
- Invitations we believe to be appeals to Gods work we are uniquely gifted to do
- To provide mission opportunities for Calvary teams when the short-term ministry needs of our partners are already met or would be unsuitable.

Who can participate in short-term missions?

Disciples of our Lord Jesus with a longing “to know Christ and make Him known”.

- People who regularly join together to worship at Calvary, have been baptized as a believer and who are in agreement with our Statement of Faith.
- People who are actively involved in church ministries.
- Young people under the age of 18 who have parental approval, the endorsement of two church appointed youth leaders, and the Global and Outreach Ministries Committee.

Promotion:

Calvary Baptist Church assumes no responsibility for mission teams that are not designated as official missions of the church and as such, only short-term mission projects designated by the Deacons as Calvary Baptist Church projects may be formally promoted within the church family for the purposes of recruitment and financial resourcing as directed by Global and Outreach Ministries Committee. Only those projects officially designated, as Calvary Baptist Church projects will be advertised, promoted and endorsed by the Chairman of Global and Outreach Ministries or whomever he delegates.

Individuals recruited by agencies outside of Calvary may apply for promotion permission within the church family by completing the Calvary short-term application and having it approved.

Individual short-termers who have not completed the Calvary application process and non-designated project teams independently undertaken by members or attendees of Calvary Baptist Church should inform the Global and Outreach Ministries Committee of their mission and direct all formal needs to the mission agency sponsoring the mission. To prevent confusion and to keep lines of accountability sharp, official promotion cannot be endorsed.