

# **Missions Ministry Handbook**

**North Peace Mennonite Brethren Church**

Missions Ministry Team

**2009**

**Accepted by Membership – February 2009**

**Revised - approved November 2013 Section D 6-II b**

Missions Ministry Team Handbook

Table of Contents

|            |                      |        |
|------------|----------------------|--------|
| Section A: | Introduction         | Page 3 |
| Section B: | Structure            | Page 4 |
| Section C: | Responsibilities     | Page 5 |
| Section D: | Financial Guidelines | Page 7 |

Section A                    **INTRODUCTION**

Definition of Terms:

The term “missionaries” in this document refers to those missionaries who are commissioned by North Peace Mennonite Brethren Church (NPMB) as the sending body and/or missionaries directly accountable to NPMB, or missionaries accepted by the NPMB from the MB Conference.

The words “we”, “Ministry Team” or “MT”, or “our” within this document refer to the Missions Ministry Team.

**I. Definition of Missions:**

Missions at the NPMB church shall be defined as any ministry normally carried on outside the local congregation, the purpose of which is to fulfill the Great Commission by proclaiming the gospel of Jesus Christ through evangelism, discipling, church planting and church development. The committee recognizes the importance of meeting other human needs while carrying on any of these ministries, in accordance with Christ’s commandments.

To listen and obey God’s leading in the building of His Kingdom through NPMB church

**II. Scriptural basis for our involvement in Missions**

- a. To fulfill the Great Commission of Christ (Matt 28:10-20)
- b. To share Christ’s heart for the world (Matt 9:36-38, 18:10-20)
- c. To see people saved and brought to the knowledge of God (John 3:16, Acts 1:8, Rom. 10:13-15)
- d. To build up the body of Christ through discipling (Eph 4:12-16)
- e. To minister to the entirety of human need (Matt 22:37-39)
- f. To be agents of justice, restoration and reconciliation (Is 58:6-12, II Cor 5:18)

**III. The Purpose of the Ministry Team Handbook**

- a. To help achieve a clear sense of direction with respect to the NPMB church
- b. To build confidence and cohesion in the total church ministry
- c. To avoid making important decisions on an emotional or haphazard basis
- d. To prevent confusion, inconsistency, misunderstanding and hurt feelings
- e. To ensure better stewardship of human and financial resources
- f. To maintain consistency as Ministry Team members change
- g. To inform pastors, member missionaries and other agencies of the principles by which the NPMB church operates its missions programs

Section B                      **STRUCTURE**

- I.** The Chair of the NPMB Missions Ministry Team is affirmed by the membership
- II.** Members of the Ministry Team are affirmed at the AGM. Any other additions are ratified at the next membership meeting
- III.** Sub Committees may be appointed periodically by the MT according to need, and identified in the minutes.

Section C                      **RESPONSIBILITIES**

**I. Prayer Concern**

It is the responsibility of the MT to:

- a. Pray for our missionaries
- b. Present news and needs from the pulpit, in the Sunday bulletin, in Sunday School and through other means
- c. Encourage interaction between missionaries and the congregation
- d. Have a prayer coordinator who will collect and distribute news and needs of the missionaries

**II. Mission Education at the NPMB Church**

It is the responsibility of the MT to:

- a. Stimulate the church's intercessory prayer for missions/missionaries
- b. Educate and inspire the congregation regarding world missions
- c. Identify all groups in the church which need to be educated in mission matters
- d. Coordinate the mission goals within the framework of the current church goals and pursuits
- e. Determine the methods of education, such as missions conferences, retreats, bulletin inserts, speakers, films, library, Sunday School emphases, maps, pictures in foyer, etc.
- f. Promote active involvement in missions (ie. interaction with missionaries)
- g. Coordinate church teams for short term missions service as opportunities arise

### **III. Variations from Policy**

- a. Counsel shall be sought when an issue arises that would be contrary to the handbook
- b. The counsel shall come from the Board of Elders, and may require the approval of the church membership

### **IV. Revision of Policy**

The Missions Ministry Team Handbook shall receive annual review. Changes must have the approval of the Missions Ministry Team, Board of Elders and the membership.

### **V. Missionary Recruitment**

The MT shall give leadership as God calls out missionaries from our congregation. This would include:

- a. Encourage the church to pray for our missionaries
- b. Praying for God to call out those who should serve in missions
- c. Giving opportunity for public commitment for service
- d. Giving opportunity for approved organizations to recruit at church functions
- e. Offering counsel and guidance to those considering service
- f. Involving youth and adults in short term or summer service
- g. Challenging our people as to the dimensions of the unreached world and the unfinished task
- h. Involving mature leadership in discerning the call and gifts of prospective candidates

### **VI. Caring for Missionaries on the Field**

The MT shall ensure the local congregation and the mission agencies are informed of the spiritual, physical and financial needs of NPMB missionaries.

### **VII. Missionary Conferences**

We shall have a regularly scheduled Missionary Conference or equivalent activities similar in purpose such as quarterly mini-conferences or dedicated evenings every year.

### **VIII. Visiting Missionaries**

It will be the policy of the church to provide transportation and accommodation for the duration of the visit if it is needed.

### **IX. Continuing Education for Missionaries**

The MT encourages our missionaries to enhance their effectiveness by availing themselves of formal and informal educational opportunities. Support for such extra training may be provided by the church.

### **X. Visitation of Missionaries on the Field**

- a. We will encourage our people, while on vacation, to visit missionaries
- b. Look for opportunities to send pastoral staff to visit missionaries

### **XI. Doctrinal Requirements of our Missionaries**

The Christian doctrinal beliefs of the missionaries our church supports must be in accordance with our statement of faith.

- a. A doctrinal statement of the missionary candidate may be requested by the MT
- b. A doctrinal statement of the sending agency may be requested by the MT

### **XII. Other Responsibilities of the Missions Ministry Team**

- a. The MT shall set and review short and long range goals against which our missions program will be measured.
- b. Develop and manage fund-raising programs
- c. Serve as a liaison between the church and its related organizations, agencies and missionaries.
- d. Care for missionaries on furlough
- e. Administer and evaluate the missions program
- f. Allocate budget funds for the Annual General Meeting (AGM)

Section D                      **FINANCIAL GUIDELINES**

These guidelines should not be conceived in such a way as to limit the faith and the ability of our church to finance missionaries. This handbook is intended to give clear guidelines, to prevent unforeseen or unplanned situations, as well as to provide support to each missionary. It should be our goal to do whatever we can to further the work of missions.

**I. Budget**

- a. Preparation: The MT will prepare and present the yearly missions budget
- b. Approval: The budget prepared by the MT will be ratified by the Management Ministry Team and presented to Board of Elders. The budget will be presented to the Membership at the AGM for final approval. The approval time should be adequate for thorough study.

Approximate Percentages:

Board of Missions and Services\*  
MB Canadian Conferences\*  
BC Conference of MB Churches\* \_\_\_\_\_

Total -----54% of the Missions budget

\*These amounts are based on membership

Of the remaining 46% of the Missions budget:

|                       |     |
|-----------------------|-----|
| World                 | 32% |
| Peace Area Ministries | 10% |
| Contingencies         | 2%  |
| Promotional           | 2%  |

Total -----  
100% (46% of the Missions budget)

- 2. The budget should reflect future opportunities in missions

## II. Support of Missionaries

a. Career Missionaries – those aiming to make missions their primary effort

### 1. We support:

i Missionaries who qualify under the prerequisites mentioned in this policy, and who have been approved by other agencies our church endorses

ii Agencies. We will thoroughly investigate each agency considered by a missionary candidate recognizing that the agency is the contractor who agrees to supervise the missionary on our behalf. We believe this partnership is imperative for responsible ministry. We support only agencies with whose statement of faith as stated in their constitution we agree.

Transitional clause for current missionaries:

If an agency does not qualify under our missions handbook revision, the missionary and agency will be reviewed in an effort to continue to support them until their next regularly scheduled furlough.

iii A variety of ministries. The ‘missionary work’ needs to reflect the purpose of the supporting church. The church will consider missionary work that may be a vehicle for ministry ( ie: agriculture for building relationships, etc.)

### 2. Standards and Procedures for Selection

Missionary candidates must provide/demonstrate:

- i. Clear indication of conversion and call to the ministry
- ii A pre-selection questionnaire, followed by an interview with Missions MT  
A) if approved, a full Missions ministry application form shall be submitted to the MT. (Appendix A)
- iii Evidence of commitment and dedication to following God’s will [i.e. baptism, church membership, service in the church]
- iv. Agreement with the doctrinal statement of NPMB
- v. Striving to attain the standards of 1 Tim 3 and Titus 1
- vi. Adequate training and gifts for the intended work
- vii. A willingness to work under the guidelines of a missions agency or the contract of the MT
- viii. Priority will be given to church members



### **3. Relationship between church and:**

#### **i. Agency**

- a. We may request an annual report from the agency of all the missionaries we support. The MT initiates this process.
- b. We will consult the agency of a missionary if it becomes necessary

#### **ii. Missionary**

- a. We will communicate on a regular basis with our missionaries for praise and prayer opportunities. We gratefully receive all newsletters from our missionaries.
- b. As a partner in ministry, we would ask each missionary to correspond with us at least bi-annually to update us with current ministry activities, or concerns.
- c. We will review our missionaries annually on the basis of available information. The resulting findings may determine future support.

### **4. Amount of Support**

**i. Disbursement** – the church does not become the key funder of missions service for any particular missionary. Rather, the amount pledged is simply a statement of the church's support for the missionary.

- a. Annual disbursement of funds  
Couple - \$400-450/monthly, \$4800-5400 annually  
Single - \$325/monthly, \$3900 annually

These are maximum amounts. A variety of factors will determine if these levels are reached. (ie. Membership, another sending church)

- b. Support will be disbursed monthly. This schedule is to be reviewed and changed as deemed necessary. The allocation of funds to missionaries should be reviewed annually prior to budget time.

#### **ii. Shortage in Missions Budget**

- a. MT/board of Elders/membership must be informed
- b. Encourage to pray and give towards the need
- c. Failing the above:
  - we will not start new projects
  - we will borrow from the contingency funds
  - we will balance and reduce support to other missionaries

#### **iii. Surplus in the Missions Budget**

- a. Overall intent is not to build a surplus
- b. Ensure that all budgeted funds are sent out monthly
- c. Restore or increase contingency fund if necessary
- d. Initiate new projects

iv. Revision of Support

Support will be evaluated at the beginning of each missionary term

**5. Start of Support**

Support would begin when active assignment through the agency commences.

**6. End of Support**

Support would terminate when, in consultation with the mission sending agency

- i. the mission or task is completed
- ii. the missionary does not return to the field after furlough
- iii. the missionary is incompetent
- iv. the missionary is failing to live by the standards set out in 1 Tim 3 and Titus 1
- v. the missionary is ending their active ministry or returns to other employment
- vi. the financial situation of the local church makes termination of support necessary

A phase-out will be considered for every case.

II b. Short Term Missionaries

1. Students preparing for missionary work
2. Individuals who are involved in short or one time projects
3. The standards and procedures for selection are the same as for a long term missionary
4. A detailed written report must be submitted to NPMB church and a briefing session must be held wherever possible with the MT
5. As long as they are on at least a two year term with the intent of transitioning to long term we will consider them for funding purposes. Anything less is considered short term by us and therefore falls under the guidelines of the short term manual where no funding from the church is available.

c. Additional Responsibilities for Missionaries:

**1. Insurance**

Usually the agency has the insurance policy for their workers. The missionary should work closely with the mission agency (to ensure) that this is properly administered. Missionaries not affiliated with an agency are responsible for their own insurance (medical, accident, long term disability)

**2. Education for children**

- i. Education of missionary children is the responsibility of the parents

- ii. Missionary children should be encouraged to participate in our church bursary program (Biblical Studies Bursary)

### ***3. Retirement***

No provision for our retired missionaries will be made. Most agencies have a retirement program. If not, the church may assist the missionary in setting up, but not funding, a plan.

### ***4. Lack of Adequate Support***

It should not be assumed that our church will take on deficits. If missionaries are short from their other sources, they should inform those sources of their need. The missionary should also find new sources if this is a long term problem. The church will intercede in prayer for the financial needs as they are made known.

## **III. Projects/One Time Items** (to be considered by the MT and may include):

- a. Unexpected travel of missionaries
- b. Building projects, disaster situations, specific missionary needs

## **IV. Gifts to Missionaries**

Personal gifts to missionaries are welcome, but it must be mailed directly to the agency.

## **V. Designated giving**

Designated giving to agencies is encouraged, but must be mailed directly to the agency.

## **VI. Missions Conferences** – funding will come from the budgeted portion under the category ‘Promotional’

Local Missions Conference will be budgeted for at the beginning of the year

- a. Guest speakers – honoraria will be provided for under this budget
- b. Travel for invited speakers will be paid for.
- c. A missionary supported by this church will not necessarily receive honorarium/travel. While on furlough their travel needs should be provided for from their ministry funds, and speaking to the church understood to be a part of their responsibilities in reporting to their supporters.

We trust God for discernment, insight and wisdom in carrying out biblical stewardship principles with this handbook.