

Bear Creek Bible Church
Missions Policy
Adopted December 2007

I. Missions Policy

A. Defining our “Mission Statement”

1. Our Purpose – The BCBC missions purpose is to glorify God (*1 Corinthians 10:31*) by seeking to fulfill the Great Commission (*Matthew 28:19-20; Mark 16:15; Luke 24:46-49; John 20:21; Acts 1:8; Acts 26:16-18*) through obedience to the Great Commandments to love God and other people (*Matthew 22:34-40; Mark 12:23-31*).

We intend to accomplish this purpose through the following goals (listed in order of decreasing focus, attention, and/or support).

- i. To make obedient disciples of Jesus Christ among all peoples.
(*Matthew 28:19-20; Mark 16:15; Luke 24:46-49*)
 - ii. To present the Good News of Jesus Christ to men, women, boys, and girls.
(*Romans 10:13-15; 1 Corinthians 9:19-23; Jude 22-23*)
 - iii. To obey Jesus Christ by professing Him before the world as Lord through our words and actions.
(*Matthew 10:32-33; Matthew 25:41-46; 1 John 4:2-3*)
 - iv. To minister to the totality of human need by providing food, shelter, and clothing to those in need.
(*Matthew 10:42; Matthew 25:31-46; Luke 16:19-31*)
2. Definition of Missions - An organized endeavor that is geared towards fulfillment of the BCBC missions purpose.
 3. Why a Missions Policy - The purpose of the BCBC missions policy is to:
 - i. Define the scope and focus of missions endeavors;
 - ii. Establish principles and guidelines for missions related decisions;
 - iii. Encourage sound stewardship and accountability for missions endeavors;
 4. Guideline or Standard - The missions policy provides general direction for the administration of BCBC supported missions endeavors and outlines the partnership with leaders for short term mission trips. The BCBC Missions Committee operates under the oversight of the BCBC Deacon and Elder Boards. The BCBC missions policy must be in accordance with Scripture and comply with BCBC By-laws.
 5. Policy Changes - Changes to the missions policy may be requested anytime by BCBC voting members. Each change request must be submitted in writing to the BCBC Missions Committee. The BCBC Missions Committee will review and recommend on each change request within two months of receipt. Changes to the BCBC Missions Policy must be approved by the BCBC Missions Committee and the BCBC Elder Board.
 6. Policy Review and Frequency - The BCBC Missions Committee will review the missions policy during the first quarter of each calendar year.

II. Structure - Addresses “Who” and “When”

A. Missions Committee Structure

1. **Duties** - The BCBC Missions Committee has the responsibility to administer BCBC missions policies and endeavors in accordance with BCBC by-laws (Article V Section B). BCBC Missions Committee duties include:
 - i. Evaluation of missionaries, agencies, and missions policies.
 - ii. Partnering with Short term mission trip leaders
 - iii. Educating, equipping, and sponsoring the church body for missions endeavors.
 - iv. Recommending the BCBC missions budget and expenditures.
 - v. Providing for BCBC missions prayer support.
2. **Membership** – Each BCBC Missions Committee member must be approved by the BCBC Elder Board annually during the month of January.
3. **Qualifications** - BCBC Missions Committee members must agree with the BCBC Statement of Faith (BCBC by-laws, Article II) and be active BCBC voting members. One representative from the Teen Ministries may be chosen each year to participate as a member of the Missions Committee. The teen representative must be an active participant in the church’s Teen Ministries and must be nominated by the Pastor of Student & Cross-Cultural Ministries.
4. **Number of Members** – the BCBC Missions Committee shall, at a minimum, consist of six members. Membership must include at least one member of the BCBC Deacon Board and one representative from the pastoral staff (the senior pastor will designate). It is highly desirable that a representative from the BCBC Elder Board be a member of this committee.
5. **Term of Service** - Each term of service on the BCBC Missions Committee is one year. There are no limitations on the number of terms that a BCBC Missions Committee member may serve.
6. **Responsibilities** - BCBC Missions Committee members are responsible for:
 - i. Attending scheduled missions committee meetings and events.
 - ii. Being familiar with BCBC Missions Policy.
 - iii. Maintaining regular prayer for missionaries and missions endeavors.
7. **Meeting Frequency** - The BCBC Missions Committee plans to meet monthly. Additional meetings will be scheduled as needed.
8. **Organization and Roles** - The BCBC Missions Committee has the ability to create roles and responsibilities as needed. A BCBC Missions Committee member may serve in one or more roles. However, the roles of Chairperson, Vice-chairperson, and Secretary must be filled by three different committee members.

At a minimum the BCBC Missions Committee shall have the following roles:

- i. Chairperson – responsible for conducting meetings, congregational briefings, and high level coordination of missions endeavors.
- ii. Vice-Chairperson - responsible to act as the Chairperson in the Chairperson's absence.

- iii. Secretary - responsible for recording and publishing meeting minutes.
- iv. Prayer Coordinator - responsible for communicating and educating the church body on missions prayer requests and needs.
- v. Correspondence Coordinator - responsible for maintaining contact with missionaries and missions agencies including current prayer requests and needs.
- vi. Display Coordinator - responsible for updating the missions bulletin board in the church hallway and for providing content for the missions area of the BCBC web site.
- vii. Use and Duration of Subcommittees - The BCBC Missions Committee has the ability to delegate authority to a subcommittee or an individual as needed. All powers delegated are still under the authority of and are accountable to the BCBC Missions Committee.

III. Responsibilities of the Missions Committee

A. Missions Committee Responsibilities include but are not limited to the following:

1. Proposed Budget - Provide budget annually recommendations to the BCBC Deacon Board for financial support of approved individual missionaries or missionary agencies.
2. New Support - Identify and recommend new missions candidates/programs for financial or prayer support by BCBC.
3. Review Existing Missions Support - Review of current missionaries and programs on an annual basis to ensure that objectives and beliefs do not conflict with the BCBC Statement of Faith and Missions Policy. Missions are to be reviewed within the context of the ministry being provided. The greater the teaching focus of the ministry, the greater agreement required with the BCBC Statement of faith.
4. Termination of Missions Support - Identify and recommend the termination of financial support for specific missions endeavors to the BCBC Elder Board.
5. Ongoing Relationships - Establish and maintain ongoing relationships with supported missionaries. This can be accomplished through regular communication, visits to missionaries in the field, and visits of missionaries to BCBC.
6. Prayer Support - Provide for prayer support for existing missions endeavors.
7. Missions Education - Educate and involve the BCBC church body in missions programs.
8. Communications - Maintain a missions awareness within the BCBC church body through regular communication. This communication should be focused on involving the church body in the ministry of its supported missionaries and BCBC supported missions events. Such communication should consist of:
 - i. Involving the church body in the ministries of BCBC's supported missionaries or organizations through regular, frequent, updates. These updates should include ministry and family highlights, needs for prayer, and financial and physical support

- ii. Sharing opportunities through which individuals in the church might provide encouragement and care for missionaries by meeting their needs while visiting, on furlough, or through packages, cards and letters
 - iii. Recognizing BCBC members involved in personal missions ministries and encouraging others to involve themselves in similar ways..
9. Communications from Missions - Set expectations to missionaries and/or agencies for regular correspondence with BCBC.
 10. Fund Raising - Administer and conduct special missions fund raising events as needed.
 11. Missions Policy Amendments and Changes - Develop and recommend changes to BCBC Missions Policy as needed.
 12. Missions Orientation - Provide orientation to new BCBC Missions Committee Members.
 13. Short Term Missions
 - i. Approve short term mission trips and their leaders
 - ii. Partner with the mission trip leader to set objectives, guidelines, training needed and requirements for each short term missions endeavor
 - iii. Interview mission trip participants as necessary. Review the list of possible participants and provide feedback to the leader.
 - iv. Interview trip leader after trip. Financial accounting should be provided. The committee may survey trip participants.

IV. Financial Policies

- A. Funding** - Funding for the BCBC missions ministry is established through the BCBC annual budget process. The funding allocated to the missions ministry is based on a percentage of the projected general fund giving established by the BCBC Deacon Board.
- B. Annual Budget** - Each year the BCBC Missions Committee will submit a proposed annual missions budget to the BCBC treasurer.
- C. Accountability from Supported Agencies** - Organizations or agencies supported by BCBC are required to provide access upon request to financial reports for review by the BCBC Missions Committee.
- D. Distribution of Missions Funds** - The distribution of BCBC missions funds must reflect the BCBC missions purpose as described in Section I.A. of the BCBC Missions Policy. The missions committee is responsible for reviewing and recommending the allocation of funding for missions endeavors in accordance with the BCBC missions purpose.
- E. Relationship between BCBC and Missions Organizations** - Missions organizations, agencies, and missionaries supported by BCBC are expected to provide periodic reports on the progress, challenges, and opportunities experienced. The communication between the individual or agency being supported and BCBC should occur at least every other month.

- F. Maximum Amount of Financial Support Provided** - As a guideline, BCBC ongoing support should not exceed 30% of the budgeted expenses for any missionary. By limiting support for any given missionary, BCBC is encouraging missionaries to broaden their prayer and financial support across other Christ centered organizations.
- G. Initial Expenses of Outgoing Missionaries** - the BCBC Deacon Board may approve one time gifts to assist in funding outgoing missionary costs. As a guideline, funding of a missionaries outgoing support should not exceed 50% of the total amount required.
- H. Support of Students/Individuals Preparing for Missionary Service** - Financial support for individuals preparing for missionary service will be reviewed on a case-by-case basis. In order to receive financial support, each individual must comply with the criteria established by BCBC for selecting and evaluating missionaries.
- I. Funding for Short Term Mission Projects** - Each participant in a short term missions trip is expected to raise or provide for a percentage of the participant's total cost for the project. Instances of financial hardship shall be considered on a case-by-case basis to ensure that individuals willing to serve and meeting the criteria for service are not excluded for participating in a short term missions trip.
- J. Designated Missions Gifts** - BCBC Missions Committee encourages designated missions gifts either to the "Missions General Fund" or to a "specific missions endeavor". Any individual wanting to provide ongoing designated giving to a particular missionary or agency is strongly encouraged to provide that support directly to the missionary or agency. Any check received that designates funding to a missions endeavor not supported by BCBC will be returned.
- K. Funding Shortage or Surplus**
1. In the event of a shortage of missions funds, the following actions will be taken until the shortage is resolved.
 - i. The matter will be brought before the congregation for prayer and consideration for special giving.
 - ii. Funds in the Discretionary Missions fund will be reallocated proportionally to ongoing missions funding commitments.
 - iii. Funding of missions endeavors deemed "less" essential will be halted until adequate funding is available.
 - iv. The BCBC Deacon Board will consider a transfer of funds from the general fund to the missions fund to cover shortages.
 2. In the event of a surplus of missions funds, the following actions will be taken.
 - i. Opportunities will be examined to apply additional funds towards one-time gifts in areas of need.
 - ii. Surplus funds will be carried over to the next calendar budget year for disbursement by the missions committee to areas of need.
- L. Discretionary Missions Fund** - A Discretionary Missions Fund will be budgeted each year for disbursement of one-time missions gifts.

1. One Time Missions Gift - Any need or request for a one-time Discretionary Missions gift must be submitted to the BCBC Missions Committee for approval. Upon approval by the BCBC Missions Committee, the request must be forwarded to the BCBC Deacon Board for final approval. Missionaries or agencies receiving one-time gifts must be in compliance with the criteria established for BCBC's ongoing missions support.
2. Missions Conferences - Requests for funding of missions conferences must be approved by the BCBC Missions Committee and forwarded to the BCBC Deacon Board for final approval. Funding for missions related conferences and related travel expenses will be provided through the Miscellaneous Missions Fund.
3. Honorariums
 - i. Requests for funding of missions related honorariums - must be approved by the BCBC Missions Committee and forwarded to the BCBC Deacon Board for final approval.
 - ii. Honorariums provided to visiting missions speakers - may be funded through a special one-time offering. Any short fall between the dollars collected through the special one-time offering and the "need" -or- typical honorarium will be the made up through the Missions Fund. In addition to the honorarium, the speaker may be reimbursed for travel expenses through the Discretionary Missions Fund.

V. Selection and Evaluation

A. New Full-Time Missions Candidate Selection

1. Nominations and Selection - Any BCBC member in good standing may nominate a missionary, a student or other individual preparing for mission service, or a missions organization to the BCBC Missions Committee for consideration for regularly scheduled support. Nominations should be submitted using the BCBC Missions Nomination Form (BCBCMNOB).
2. Procedure for Selection
 - i. Review all submitted nominations using the process detailed in the BCBC Missions Support Selection Process (BCBCMSEL) document.
 - ii. Provide the nominated individual or organization with a BCBC Missions Information Request Packet (BCBCMIF). This packet may include requests for the following:
 - a. Individual or Family Nomination
 - 1) Adult resume(s).
 - 2) Adult statement(s) of faith.
 - 3) Adult written testimony(s) - conversion experience, Christian life experience, current experience, and calling.
 - 4) Adult written statement about spiritual giftedness and practical skills
 - 5) Contact information and relation to nominee for three or more references including at least one from each of the following categories:
 - i) Pastor or elder.
 - ii) Professional.
 - iii) Personal.
 - 6) Individual or family photograph.
 - 7) Contact information for sponsoring missions organization.

- 8) Request and receive the following information from the sponsoring missions organization.
 - i) Statement of faith.
 - ii) History of the organization.
 - iii) Current financial statement.
 - iv) Brief documentation on currently sponsored efforts (or representative/example efforts in the case of a large sponsoring organization).
- b. Missions Organization Selection
 - 1) Statement of faith.
 - 2) History of the organization.
 - 3) Current financial statement.
 - 4) Statement of the calling and scope of the organization.
 - 5) Brief documentation on currently sponsored efforts (or representative/example efforts in the case of a large sponsoring organization).
- iii. Upon return of the *BCBC Missions Information Request Packet*, evaluate the nominee based upon the Missions Evaluation Criteria contained in Section V paragraph C (Missions Evaluation) of this document.
- iv. If the paper evaluation is positive an interview may be scheduled.
- v. The nominated missionary or an officer, director or other (acceptable to BCBC) representative of a nominated organization should be willing to visit and speak at BCBC at some mutually agreeable and convenient time in the future.

B. Short Term Missions Projects

1. Official BCBC Projects
 - i. Support and funding will be provided through the normal annual budget process, approved fundraisers or approved expenditures from the Discretionary Missions Fund.
 - ii. Leadership will be provided by a BCBC Missions Committee member or an individual approved by this committee.
 - iii. The team will be selected by the mission trip leader with input from the missions committee. As each project may have a different focus, requirements for individual participation will be defined on a project by project basis. These requirements will be determined by the leader in conjunction with the missions committee.
 - iv. Participants on international trips must purchase a short term travel insurance policy or provide proof of comparable coverage in order to participate in BCBC led projects. At a minimum, coverage should provide for direct payment to the medical facility where care is provided and, if necessary, repatriation for the patient or transportation to that facility for a spouse or family member.
2. Other Projects – BCBC Members
 - i. BCBC members are encouraged to participate in missions opportunities beyond those projects coordinated by BCBC.
 - ii. Funding may be provided through the Discretionary Missions Fund or through budgeted Missions Scholarships.

- iii. Requests for support should be submitted at least 30 days prior to the next scheduled BCBC Missions Committee meeting and should include:
 - iv. Approval and funding will be considered on a case-by-case basis.
3. Other Projects – Non-BCBC Members
- i. Requests should be submitted or sponsored by a BCBC voting member.
 - ii. Funding may be provided through the Discretionary Missions Fund.
 - iii. Requests for support should be submitted at least 30 days prior to the next scheduled BCBC Missions Committee meeting and should include:
 - a. Contact information of BCBC members sponsoring the request.
 - b. Purpose of trip.
 - c. Sending church or organization with their contact information.
 - d. Total funding required for the trip. It would be helpful if major categories (i.e. transportation, housing, etc.) are itemized.
 - e. Amount being requested.
 - iv. Approval and funding will be considered on a case-by-case basis.

C. Missions Evaluation

1. All Missionaries and Missions Organizations receiving regular, budgeted funding can be evaluated annually.
2. Missions evaluations will occur prior to the annual budgeting process.
3. A BCBC Missions Evaluation (BCBCMEVL) form is provided as a means for a standard evaluation.
4. At minimum the following criteria should be evaluated:
 - i. How do the core values of the missionary or missionary organization align with the core values of BCBC? Core values are documented in a personal or organizational statement of faith.
 - ii. What is the missionary's or missionary organization's vision for missions? What is their current scope within that vision? How do they view themselves and/or their ministry within the context of the targeted mission task or mission area?
 - iii. Is the above vision aligned with the BCBC vision for missions? Note that it might be quite different from that of BCBC yet quite valid and a way to reach the world in a way BCBC can condone but would be unlikely to pursue.
 - iv. Is the missionary spiritually mature as evidenced by the active spiritual disciplines of prayer, study of the Word of God, and giving, etc? Is the fruit of the spirit exhibited in the missionary's life? Spiritual maturity might also be assessed by understanding some of their life experiences and personal reactions to those experiences.
 - v. What is their conviction of calling to this mission? When and how did this calling occur? What is the evidence of said calling? What is their personal commitment (including personal assets) to this mission? What, if any, hardship have they endured in pursuit of this mission calling? What training or preparation have they done to ready or qualify themselves for this mission?