

VI. POLICY ON SHORT-TERM MISSIONS PROJECTS for GLOBAL AND LOCAL MERCY MINISTRY & EVANGELISM PROJECTS

Revised: January 2018

FOUNDATIONS

WHAT ARE MISSION PROJECTS AT SPC?

1. SPC Mission Projects are evangelistic and/or service projects that reach and serve non-Christians directly in Jesus' name or indirectly by supporting the witness and work of career missionaries, mission agencies, or other churches. We encourage the entire community at SPC to participate in some way in these projects, which include both those far away, as well as local projects such as the SPC Emergency Food Pantry, the PRC and CrossOver Clinic.
2. Projects are undertaken by individuals or by teams from the SPC congregation. Christians from other churches may participate in SPC Mission Projects at the request of Team Leaders and with the approval of either the *SPC Global Missions Leadership Team (managing global teams)* or the *Local Mercy & Evangelism Team (managing teams in the Greater Richmond area)*.

WHY DO WE DO MISSION PROJECTS AT SPC?

1. Before He ascended into heaven, Jesus gave this final command to His disciples: "...Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Ghost, and teaching them to obey everything I commanded you" (Matthew 28:19 & 20a). Jesus' brother, James, writes, "Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world" (James 1:27).
2. At SPC we believe this command and teaching – this call to evangelism and mercy – apply to the global church in every generation until Jesus returns. While much of this work is carried out by career missionaries and mission agencies, we believe that it is the privilege and responsibility of every Christian to support and participate in them, as God gives opportunity. Therefore, we believe that every Christian is a missionary and that through Mission Projects the Holy Spirit breathes fresh life into the Church.

LEADERSHIP

HOW ARE SPC MISSION PROJECTS INITIATED?

1. SPC Mission Projects are proposed by SPC members by completing the appropriate forms listed in the Addendum and submitting it to the church office or Short-term Project Coordinator. The *Global or Local Teams* are responsible to approve all respective proposals.

2. Approval for new projects by the Missions Leadership Teams will be guided by how well they advance the SPC Missions strategy and the availability of resources (leadership, participants, and financial). SPC Session will provide input into new projects via the Session representative.
3. Annually the Global and Local Leadership Teams will provide a report to SPC session on all SPC Mission Projects.

HOW ARE SPC MISSION PROJECTS LED?

1. All projects are coordinated by a Short-Term Project Coordinator, either from the Global or Local team, or as requested by both teams.
2. Project Leaders are appointed by STP Coordinator in cooperation with the the SPC Global Team or the Local Team and approved by Session. They are responsible to the STP Coordinator, *Global or Local Team*
3. Each Project Leader will submit a Team Project Application to the STP Coordinator and Global or Local Team for approval. It should include an overview of their upcoming project including: goals, scope, approximate team size, budget, funding strategy, and per-participant cost. The STP Coordinator will support the team leader with prayer, providing resources, communications, asking how they can serve the team.

WHAT IS THE EXPECTATION ON REPORTING FOR MISSION PROJECT TEAMS?

For Short-Term Mission Projects:

1. Within sixty days of project completion, Project Leaders will complete a post-project evaluation about the project for the *Global or Local Team*
2. Project leaders should also plan a time for the project team to reunite and debrief about their experiences. It is expected that this will happen within two weeks of project completion.
3. At the request of the *STP Coordinator and staff*, Project Leaders or designated spokespersons from each team will also participate in a report to the SPC community about their project.

For On-Going Mission Projects:

1. Once a year, the project leader from each project will meet with the *Global or Local Team* to discuss and review the ongoing ministry. This guided discussion will help evaluate the project's accomplishments, identify opportunities for improvement as well as ways the church can better support the ministry.
2. At the request of the *Global or Local Team* (and at least once a year), a leader or spokesperson from each SPC Mission Project will present a report to the SPC congregation, describing its work and results, and encouraging others in the congregation to participate in Missions at SPC.

WHEN WILL THIS POLICY GO INTO EFFECT?

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PARTICIPATION

WHAT IS THE OVERALL PROCESS TO PARTICIPATE IN A PROJECT?

1. Education
2. SPC mission project application form (2 parts)
3. Pre-Project Training
4. Support-Raising
5. On-Site
6. De-brief/Reporting

I. EDUCATION

1. *Global and Local Teams will assess the need for and/or coordinate training for the entire congregation and for the individual teams according to the need of each team.*

II. PARTICIPANT APPLICATION

1. Applications are available through the church office and on the website. They are in two parts. **Part One:** Application to join the team. **Part Two:** Participation, medical, legal waiver and back ground check.
2. Part One: Applications will be kept in the office in a binder.
3. If the cooperating organization (Ex. JAARS, STEP) requires their own application, new participants will be asked to fill in both applications. If participants have been on previous projects, they do not need to complete the SPC Part One.
4. If a participant has participated on a previous team, Part Two of the application process will indicate their commitment to serve on the current team.
5. Deadline for submitting applications will be set by the STP Coordinator, Global or Local Leadership Team and the Project Leader.
6. All Part One applications must be accompanied by a check for the Participant Contribution (a pre-set percentage of the total participant cost / see per-project specifics below in the Support-Raising section). Returning participant submit their check with Part II.
7. New applicants should set aside time to review their application with an elder who will endorse their participation in the project by signing their application
8. Project Leaders will decide which applicants are accepted. Final approval of team rosters will be provided by *Global or Local Leadership Teams*.
9. Staff members who lead a project team or participate on a project team will make their personal contribution and raise funds as the rest of the team. If a staff member is called to serve on a second team in one year, they will be exempt from the personal contribution and support raising. Expenses will be covered by general support raised for the projects and/or the annual budget
10. If an applicant is not approved for participation their Participant Contribution will be returned. If they are approved, but choose to drop out for any reason, their Participant Contribution will be **not** be returned unless deemed appropriate by the Team Leader.

III. PRE-PROJECT TRAINING

Once approved, every participant is required to participate in Pre-Project Training as set by Project Leaders.

IV. SUPPORT-RAISING

1. Projects are funded by two sources:
 - a. **Participant Contribution.** Each Participant will contribute a *minimum* of 10% of the per-participant cost. If more than one family member is participating in the same project, each family unit is responsible to contribute a family total of 15% of the per-participant cost. (ex. Per-participant contribution = \$100; Family with two or more members participating contributes \$150). This contribution will be submitted with the Project Application. Participants may also contribute above and beyond this amount at any time during the project.
 - b. **Donations.** This includes gifts from outside donors and from the SPC congregation for mission projects in general, for a specific project or individual participant.
2. Process.
 - a. **Participant activity.** Each participant is expected to contact people outside the SPC community to ask for donations and prayer support for their project. They must also submit a list of these contacts to their team leader. Participants should request that all donations be received by three weeks prior to project start date. Participants are asked not to send support letters to SPC members, as they will be encouraged to give to the Mission Projects by church leadership (see 2b.) However, participants are encouraged to share about their project and follow-up within the SPC community. Participants are expected to acknowledge donations and prayer support by sending timely thank-you notes. Support letters will be posted on SPC Web site using first names only.
 - b. **Church-wide request.** SPC leadership (traditionally the Senior Pastor) will make a request to the SPC community for financial and prayer support of all SPC Mission Projects. (This should entail at least a one-time letter to members of the congregation.)
 - c. **An informed congregation:** SPC will publish weekly in the bulletin a running tally of support raised. Each participant will have their support letter posted on the church web site (first name only). Participants are encouraged to inform their own community group to pray for the team.
3. Operational Details
 - a. All support-raising communication to those outside SPC should include a receipt slip which must be returned with each donation and include the following: " Per Guidelines from the denomination, SPC will maintain control over the administration of all donated funds. Any excess funds over what is needed to cover the costs of the Mission Projects will be used at the discretion of the Session of SPC"
 - b. For tax reasons, donors should be encouraged **not** to write individual participant names directly on the checks. Project names can be listed

on the check, but individual participant names (when applicable) should be kept on the project-specific receipt slip.

- c. Checks received with a receipt or a designated project name will be entered to that project's account.
- d. Checks received without a receipt which cannot be associated with a particular project will go into the general Mission Projects fund designation.
- e. Team leaders will receive timely reports of donations received as compared to total budget.
- f. If airline tickets are required, check with our travel agent for prices before buying individual tickets. The agency can provide a base line to compare prices.
- g. SPC will regularly publish the status of contributions to the Projects in the bulletin or other appropriate venue so that the congregation is aware.

4. Over/under scenarios:

- a. **What if a participant raises more than required?** Excess individual support will be used to support other individual participants on the project.
 - b. **What if a participant is not fully funded prior to departure?** At 3 weeks prior to departure, the project leader will review the financial status of the team as a whole. If the team is under-funded, they will identify opportunities to secure further funding and have appropriate discussions with the team as a whole or with specific individuals as needed. (These strategies could include individuals who need to follow up on previously sent letters, increasing personal contributions to the project, enhanced communication to SPC community, etc.) If a participant does not make a sincere effort to participate in their individual support raising, the Team Leader may decide that he/she is not allowed to participate in the project.
 - c. **What if an entire Mission Project raises more than required?** Any excess funds from a project will go to assist other current-year projects. After all projects are complete any excess funds will be used at the discretion of the Session of SPC.
4. **What if an entire Mission Project does not raise enough?** If the project as a whole is funded at less than 50% three weeks prior to project start date, the Project Leader must inform the STP Coordinator and *Global or Local Leadership Team* and Session who will decide if the project will continue. If a project falls short of funding after it is completed and all funding sources have been exhausted, SPC will cover the shortfall from the general budget. This should be noted and discussed in the post-project evaluation with the STP Coordinator and Global or Local Leadership Teams. Project Leaders may also be asked to appear before Session to explain the short-fall and present a plan on how to address for future projects. This may have an impact on whether SPC continues this particular project.

This should be included in support letters:

I would like to support _____ with the mission project to Dewsbury by:

_____ Praying for him/her before and during the project

_____ Contributing \$ _____ towards the financial needs

Name: _____

Address: _____

Phone: _____

email: _____

Per guidelines from the denomination, SPC will maintain control of all donated funds. Any funds over what is needed to cover the costs of this Mission Project will be used at the discretion of the Session of SPC.

Please mail checks to:
Stony Point Reformed Presbyterian Church
2330 Buford Road
Richmond, VA 23235

You may also donate on line by going to: <http://stonypointweb.com/give/>

V. ON-SITE

Specific on-site guidelines will be set by the Project Leaders.

VI. DE-BRIEF/REPORTING

1. Each Project Leader is expected to hold a post-project debriefing session within two weeks of the project.
2. Participants are expected to send a follow up letter to those who supported them financially and through prayer.