

MISSIONS AND MINISTRIES JOB DESCRIPTION

STAFF LIAISON:

2011 COMMITTEE CHAIR: Phil Sagebiel

COMMITTEE MEMBERS: Blanche Armendariz, Julie Barnett, Pat Bolt, Barbara Higdon, Merlin Merritt, Martha Morse, Mike Neeley, Cheryl Sharp

Approved by Missions Committee, January 16, 2011

I. OVERALL GUIDANCE

- A. We will trust God, through the church and members of the M&M Committee, to guide our efforts and decision-making.
- B. The purpose of the M & M Committee is to work in concert with WBC's mission to fulfill the Great Commission of Christ, Matthew 28:18-20 and Acts 1:8, in the teaching and preaching of God's Word at home and abroad; in making disciples while addressing social, economic, and human needs; and in seeking every means possible to extend our missionary outreach both locally and globally, in the Spirit of Christ.
- C. We will work especially with organizations affiliated with Cooperative Baptist Fellowship or those whose goals are compatible with those of WBC and CBF.

II. POLICIES

- A. Mission and Ministry Committee selection
 - 1. Members: the committee will consist of 8-10 members of WBC, including chair.
 - 2. Chair: the Committee on Committees will select a Chair each year.
- B. Responsibilities of Members
 - 1. Each member will serve for a three-year term before rotating off for a period of at least one year.
 - 2. New Members will attend an orientation session to acquaint them with the duties of members.
 - 3. Expectations
 - a. Attend M&M meetings
 - b. Take an active role in the decision-making process
 - c. Pray consistently for God to guide our efforts
 - d. Assist on projects as necessary, and further the missions program of WBC
 - e. Continue to learn about missions
- C. Primary Activities of Members
 - 1. Promote and set goals for special mission offerings
 - 2. Promote support for missionaries from WBC congregation
 - 3. Support programs through CBF and local partnerships.
 - 4. Recommend budget allocations for cooperative giving and community ministries
 - 5. Review community action projects and recommend/select specific ministries for church involvement.
 - 6. Work closely with volunteer coordinators for M&M initiatives
 - 7. Encourage participation in mission activities and missions education programs
- D. Mission and Ministry Guidelines
 - 1. We will endeavor to involve as many people as possible in ministry work.
 - 2. We will offer multiple levels of mission opportunity and support both local, U.S., and international missions, with CBF affiliates and like-minded organizations given priority.
 - 3. We will favor a ministry or organization if a church member is directly involved and willing to be, or to find, a champion of that cause.
- E. Financial Guidelines and Procedures
 - 1. We will provide resources to mission endeavors (i.e., mission projects, mission churches, partner churches, mission building projects) that demonstrate growth of the Kingdom of God.
 - a. Each mission endeavor that receives support will be evaluated each year as to the needs being met, the mission's status, and the ministry's other financial support, before additional support is provided.
 - b. Organizations that received support will be expected to provide accessible accountability of their financial status in order to continue their partnership with WBC.
 - c. All ministry and mission's requests will be considered only when M&M budget request form and a profile form are submitted.

III. PROCEDURES FOR MISSION TRIPS

- A. Purpose: to encourage members of WBC to share Christ with others while experiencing multicultural situations and ministries. The church has placed a priority on enabling and encouraging lay involvement in mission projects and short term mission trips (two weeks or less).

- B. Partners: We are open to work with partners which have experience working with churches on local, state, national, and international mission experiences.
- C. Participants
1. Persons should be members of WBC (or family members or close friends) who give evidence of a sincere desire to be involved.
 2. All team members must complete all background checks and necessary church forms.
 3. We encourage team participants to fund their trips by raising support from personal funds, family and friends.
- D. Trip Leader
1. A WBC staff member or a designee, in cooperation with M&M Committee, will lead mission trips.
 2. Duties
 - a. Should be familiar with and have served as a member of at least one prior mission trip to that trip designation.
 - b. Will be responsible for leading, coordinating, organizing, communicating, and budgeting of the team.
- E. Procedures
1. A new WBC-sponsored mission trip location must be approved by the M&M Committee, as to the goals, type of ministry, country, and length of service of the mission trip.
 2. Trip leaders will consider the overall benefits to WBC's children, youth, adults, families, and the church in relation to the cost.
- F. Financial matters
1. Mission trip funds are generally received from trip participants, but part of the funding comes from the yearly WBC Missions budget in anticipation of needs.
 2. A reasonable portion of the trip cost should be borne by the participants. WBC ministers and team leaders of missions trips may be funded from the current budget.
 3. Mission trip financial assistance or scholarships
 - a. Funding for a WBC trip participant will be applied in the following order: personal financial contribution, personal fundraising, and mission trip assistance.
 - b. Participant funding will be handled fairly, equitably and confidentially.
 - c. Money will not be released for mission trip assistance until the applicant has paid all but the scholarship amount.
 - d. Scholarship assistance will not include: passport, medical exams, shots, travel medications, souvenirs, personal meals separate from the team, travel that is not ministry-related (e.g., sightseeing, shopping).
 - e. Scholarships will be given only after the applicant returns to the church office all required financial assistance application information and the application is approved by the M&M Committee.
- G. Report to the church
1. Mission trip participants will give a report to the congregation upon return from the trip.
 2. The group, or representative of the group, will work with appropriate staff member(s) concerning details of the report to the congregation, e.g., date, time, type of report, length, presenter.
 3. A trip report form, provided by the church administrator, will be prepared by the trip leader and filed with the church administrator. This report will be a permanent record to establish a pattern and guide for future trips. Additional benefit is the ability to respond to questions and counter criticism of any trip action or procedure.
- H. Definition of terms herein for mission trips
- CHURCH SPONSORED TRIPS: Short term mission trips, camps, choir tours and similar trip activities sponsored by the church.
 - SCHOLARSHIP: A grant of financial assistance awarded to a young person based upon predetermined and consistent criteria.
 - TRIP LEADER: The minister, committee person or other person designated by the minister or M&M as "trip leader"
 - TRIP REPORT: Form containing general information regarding trip (income and expense; budget account numbers, name of each participant, and scholarships)