

Highland Mennonite Brethren Church

Policy Manual

Missions Support Policy

One of Highland Mennonite Brethren Church ("HMBC")'s core values is to be **invitational** by pursuing **intentional engagement with neighbours (both near and far)** until our neighbours and their neighbours are in a growing relationship with Jesus Christ (*Matthew 28:18-20; Genesis 12:1-3*). HMBC desires to bless others outside the HMBC community by testifying in word and deed to the gospel of Jesus Christ. Our *Missions Support Policy* serves to encourage and financially support this core value. Increasingly, Missions is from everywhere to everywhere, and HMBC is open to working in partnership with others who are also in pursuit of this goal.

1. Definitions

- 1.1. **Agency** – an organization engaged in Evangelism or Humanitarian work in the name of Jesus; or in training others for such Evangelism or Humanitarian work;
- 1.2. **Applicant** – an individual or couple requesting financial support for a Short Term or Long Term Mission Assignment;
- 1.3. **Assignment** – (1) something assigned, as a particular task or duty; (2) a position of responsibility, post of duty, or the like, to which one is appointed;
- 1.4. **Evangelism** – the winning or revival of personal commitments to Christ;
- 1.5. **Global** – both national and international, but not directed by or specifically designed to benefit HMBC;
- 1.6. **Humanitarian** – (1) having concern for or helping to improve the welfare of people, (2) pertaining to the saving of human lives or to the alleviation of suffering;
- 1.7. **Local** – nearby, in close proximity to HMBC building or congregants;
- 1.8. **Long Term** – an Assignment lasting more than one year or open-ended in duration;
- 1.9. **Ministry Partner** – an Agency with which HMBC relates more closely, whether due to a denominational relationship or because one or more of its projects align well with HMBC's current focus. The degree to which HMBC relates to a Ministry Partner may change from year to year;
- 1.10. **Missionary** – a person sent by HMBC or another Agency to engage in Evangelism and/or Humanitarian work in the name of Jesus;
- 1.11. **Missions** – organized efforts, whether Local or Global, that engage in Evangelism and/or Humanitarian work in the name of Jesus;
- 1.12. **Opportunity Fund** – a fund of HMBC which is governed by the *Opportunity Fund Policy*;
- 1.13. **OUTreach** – the core ministry at HMBC having the goal of testifying to God's gracious love in Jesus;
- 1.14. **OUTreach Coordinator** – the Leadership Team ("LT") member who helps HMBC determine key Missions foci (both Local and Global); finds ways for HMBC to get involved in Missions; maintains contact with HMBC-supported Missionaries including inviting them to report to the congregation; ensures the congregation keeps informed of outside Agencies HMBC supports (e.g., Camp Evergreen, MB Seminary, Multiply); and facilitates HMBC's OUTreach efforts;
- 1.15. **Short Term** – generally an Assignment lasting one year or less, or ending upon completion of a task with a defined outcome;

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2. Funding

All Missions Support shall be disbursed in compliance with Canada Revenue Agency guidelines.

2.1. **Local OUTreach Missions** are primarily funded from HMBC's member-approved General Fund budget. The budget request is made by the OUTreach Coordinator with LT approval.

2.1.1. Some Local OUTreach Missions may be financed from the Opportunity Fund.

2.1.2. Some Local OUTreach Missions may be financed by designated giving in response to a call for such designations.

2.2. HMBC will assign 10% of its annual General Fund donations to **Missions Support** of HMBC-approved Missionaries (both Long Term and Short Term), Ministry Partners, and external mission initiatives.

2.2.1. Whether an Applicant will be added to the HMBC-approved **Long Term Missionary** list will be determined by HMBC's capacity for investing in an additional Missionary relationship as determined by the OUTreach Coordinator in conversation with the LT. The amount of financial support of a Missionary will be determined by the Missionary's marital status and the financial need of the Missionary.

- Update: During 2022/23 budget deliberations, Long Term Missionary monthly support was increased from \$300 to \$350 per couple and from \$200 to \$250 per single, starting in May 2022.

2.2.2. During budget deliberations, a certain amount of support for **Short Term Missionaries** (e.g., Summer Camp Workers) is allocated annually. The maximum level for one person is \$500. The amount of financial support will be determined by how many Applicants there are in a given year, the age and marital status of the Applicant, whether room and board are required, how much support the Applicant has fundraised, and specifics of the Short Term Mission Assignment. In the event that applications for support exceed what was allocated in a given year, individual support may be reduced, or the Opportunity Fund may be accessed.

- Update: During budget deliberations, \$1,000 was allocated for Short Term Missionary support for the 2023/24 fiscal year.

2.2.3. Whether a **Ministry Partner** will be supported financially by HMBC will be determined by the LT when the General Fund budget is set, or when a particular appeal aligns well with HMBC's current focus.

2.3. Donors may **designate funds** towards an HMBC-approved OUTreach Mission.

2.3.1. Each contribution directed towards an approved ministry or project will be used as restricted with the understanding that when the ministry or project has run its course or cannot be completed for any reason as determined by the HMBC LT, the remaining restricted contributions will be directed to the General Fund.

2.3.2. If the approved ministry or project is on-going for more than one fiscal year, designations that exceed the current fiscal year's budgeted amount will be carried forward to the next fiscal year's budgeted amount for that ministry or project.

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- 2.3.3. Donors shall be encouraged to submit additional support directly to the Agency if they wish to support an Agency/Missionary over and above the HMBC-budgeted amount. HMBC always disburses Missionary support via the Agency, never directly to the Missionary.

3. Short and Long Term Missionary Support Application Process

- 3.1. To determine **eligibility for financial support** from HMBC, the Applicant must:
 - 3.1.1. live a consistent Christian life;
 - 3.1.2. be an actively involved HMBC member or adherent for at least six months prior to submitting a *Missionary Support Application*;
 - 3.1.3. pursue an Assignment with an Agency approved by the LT;
 - 3.1.4. be required to raise all or part of their financial support (salaried positions may not be eligible for financial support from HMBC);
 - 3.1.5. complete a *Missionary Support Application*; and
 - 3.1.6. foster a vibrant relationship with HMBC.
- 3.2. A ***Missionary Support Application*** must be completed and submitted to the OUTreach Core Ministry Coordinator or the HMBC office.
 - 3.2.1. A *Short Term Missionary Support Application* (Appendix 1) must be completed by those seeking financial support for a **Short Term Mission Assignment**. This includes, but is not limited to, becoming a trainee or short term staff of an LT-approved Agency (i.e. camp, etc.), or a contract to perform a specific Assignment with an LT-approved Agency (i.e. short term teaching, etc.).
 - 3.2.2. A *Long Term Missionary Support Application* (Appendix 2) must be completed by those seeking support for a **Long Term Mission Assignment**. This includes, but is not limited to, becoming a career missionary with Multiply or another LT-approved Agency.
- 3.3. The OUTreach Coordinator will **review the application**, ensuring eligibility, and present the completed application to LT for consideration.
- 3.4. If approved by LT, the OUTreach Coordinator will **inform the Applicant** of the amount and frequency of the financial support and ask the treasurer to disburse it according to the *HMBC Missions Support Policy* and Canada Revenue Agency guidelines.

4. Communicating with the Congregation

- 4.1. HMBC-supported Missionaries are required to report to the congregation:
 - 4.1.1. at the end of a Short Term Mission Assignment if it's less than 4 months in duration, or
 - 4.1.2. at least biannually during a Short or Long Term Mission Assignment that exceeds 6 months.

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- 4.2. Members and adherents will receive Ministry Partner updates via the weekly e-bulletin and may subscribe to Missionary updates sent via e-mail from the church office. Those without e-mail may receive these in printed form.
- 4.3. Missionaries and Ministry Partners are encouraged to present a Missions Update on a Sunday morning, if possible:
 - 4.3.1. before a worship service – at a Coffee & Conversation event, for example;
 - 4.3.2. during a worship service – with the approval of the Lead Pastor and the UPREACH Coordinator - in the form of a missions-focused sermon, a video from an Agency, a video call with a Missionary, etc.; and/or
 - 4.3.3. after a worship service - at a Q&A lunch, for example.
- 4.4. An HMBC correspondent keeps in touch with HMBC-supported Missionaries on behalf of HMBC.

5. Partnership Review

- 5.1. Partnerships with HMBC-supported Missionaries are reviewed periodically (preferably every two years). The HMBC OUTreach Coordinator, in conversation with LT, decides with which Missionaries HMBC will continue to partner, based on the vibrancy of the relationship.
- 5.2. Financial support will terminate at the end of the Assignment.

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APPENDIX 1 – SHORT TERM MISSIONARY SUPPORT APPLICATION

Complete this *Short Term Missionary Support Application* if you are seeking financial support for a Short Term Mission Assignment of one year or less. Submit it to the OUTreach Core Ministry Coordinator or the Highland Mennonite Brethren Church (“HMBC”) office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396. Upon review of eligibility, the OUTreach Coordinator will present it to the Leadership Team (“LT”) for consideration. If approved by LT, the OUTreach Coordinator will inform the Applicant of the amount and frequency of the financial support and ask the treasurer to disburse it according to the HMBC *Missions Support Policy*. The original document is filed in HMBC’s confidential archives. Personal information collected may also be stored in a password-protected database. Information shall be accessible only to LT members and where required by law. If you wish HMBC to limit the information collected, or to view your information, please contact us.

Name:			
Address:			
City/Province:		Postal Code:	
E-mail:			
Home Phone:		Cell Phone:	
HMBC Connection:	Member <input type="checkbox"/>	Adherent <input type="checkbox"/>	Other <input type="checkbox"/> _____
Name of Agency:			
Agency Contact Name:			
Address of Agency:			
City/Province:		Postal Code:	
Agency E-mail:			
Agency Phone:			
Type of Work (i.e. camp counsellor, mission trip, etc):			
Term of Service:	Number of weeks:	Start Date:	End Date:

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Financial Details

Will you receive any financial support from the Agency?

- Yes ☐ No ☐

- If yes, how much: \$_____

How much support does the Agency encourage/allow you to raise? \$_____

Have you pursued any support from family, friends, or other sources?

- Yes ☐ No ☐

About You

Briefly share:

- your faith journey; and
- why you require financial support.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Applicant Signature	Printed Applicant Name	Date
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APPENDIX 2 – LONG TERM MISSIONARY SUPPORT APPLICATION

Complete this *Long Term Missionary Support Application* if you are seeking financial support for a Long Term Mission Assignment of more than one year or open-ended in duration. Submit it to the OUTreach Core Ministry Coordinator or the Highland Mennonite Brethren Church (“HMBC”) office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396. Upon review of eligibility, the OUTreach Coordinator will present it to the Leadership Team (“LT”) for consideration. If approved by LT, the OUTreach Coordinator will inform the Applicant of the amount and frequency of the financial support and ask the treasurer to disburse it according to the HMBC *Missions Support Policy*. The original document is filed in HMBC’s confidential archives. Personal information collected may also be stored in a password-protected database. Information shall be accessible only to LT members and where required by law. If you wish HMBC to limit the information collected, or to view your information, please contact us.

Name:			
Address:			
City/Province:		Postal Code:	
E-mail:			
Home Phone:		Cell Phone:	
Highland Connection:	Member <input type="checkbox"/>	Adherent <input type="checkbox"/>	Other <input type="checkbox"/> _____
Name of Agency:			
Agency Contact Name:			
Address of Agency:			
City/Province:		Postal Code:	
Agency E-mail:			
Agency Phone:			
Type of Work (i.e. translator, teacher, medical mission, etc):			
Term of Service:	Number of years:	Start Date:	End Date:

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Financial Details

Will you receive any financial support from the Agency?

- Yes ☐ No ☐

- If yes, how much: \$_____

How much support does the Agency encourage/allow you to raise? \$_____

About You

Briefly share:

- your faith journey; and
- why you require financial support.

[illegible]

Applicant Signature	Printed Applicant Name	Date
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