

Pembroke Pentecostal Tabernacle

5.3 Missions Policy

5.3.1 Missions Committee

Policy Purpose

It has been the past practice of Pembroke Pentecostal Tabernacle (PPT), to encourage and support through prayer, finances and communications, missions activity both through the World Missions Division of the PAOC and through programs within our local church. This policy defines the role and activities of the PPT Missions Committee.

Preface

Pembroke Pentecostal Tabernacle, which is affiliated with the PAOC, recognizes the importance of a strong missions emphasis in the local church. Bearing in mind the Great Commission of our Lord, we want to exemplify His teaching and "... go into the world and preach the Gospel." When we think of missions, we want to stress the importance of completing this unfinished task.

Missions is not just another program within the church. It is a top priority that is prayerfully supported in order to make every effort to preach the life-changing gospel of Jesus Christ, and to reach the "unreached" with the message of salvation.

Applicable Scriptures

Beseech the Lord ... send out labourers into His harvest. (Luke.10:2, Matthew 9:36-8)

Go ... make disciples of all nations ... baptizing ... teaching. (Matthew 28:19-20, John 20:21)

God so loved this world ... He gave His only begotten Son ... whosoever believes in Him has eternal life. (John 3:16)

Policy Statement

Emphasis of Missions Activity

The specific activities supported shall be determined by the Missions Committee in accordance with its policies (such as Missionary Support and Short Term Missions Support). However, the following principles will guide decision making concerning support for missions activity, whether at home or abroad:

* emphasis will be given to individuals/related activities whose work focuses on:

* reaching those who have not heard the Gospel;

- * the early development of Bible education to equip teachers/local leadership; and
- * support of church planting (e.g., creation of new congregations/house churches through local or indigenous workers/evangelists).
- * Emphasis will be given to individuals/related activities whose primary purpose is missions rather than activities in which missions is secondary. (Examples of the latter would be food programs such as ERDO, child support such as ChildCare Plus, and physical building programs such as church structures/repairs, etc.)

When applied, these principles do not rule out support of other kinds of activities at a given moment, but over a longer period the types of activities noted in the principles should receive most of the support.

Structure of the Committee

The Missions Committee should consist of up to twelve members as outlined below:

1. The Senior Pastor or his appointee.
2. One Board Member, whom acts as the Board Liaison.
3. Ex Officio members (for example):
 - a. Men's Ministry representative
 - b. Women's Ministries representative
 - c. Christian Education Coordinator or representative
 - d. Youth/Young Adult Representative
4. A Chairperson, who will be appointed by the Pastor and Board annually, pursuant to policy appointments.
5. Other Members (up to seven) of the Missions Committee will be selected annually from the Church membership by the Chairperson in consultation with the Senior Pastor and approved by the Church Board, per policy. They should be individuals with missions experience, administrative giftings, demonstrated interest in missions (e.g., attended PPT School of Missions), gift of giving and a good understanding of PPT church life.
6. A Missions Committee member cannot receive financial support on a regular basis and serve on the PPT Missions Committee.

Appendix A to this policy contains the job descriptions for all Committee positions: those that are not at the Committee's discretion to fill (Ex Officio members and Chairperson) and those that

are. While filling the position of Secretary is required, the Committee will decide which, if any, of the other positions are needed in a given year. If more than one member is interested in filling a given position, a secret ballot process will be used. Throughout the year all members will participate in discussions and form subcommittees as the need arises.

Procedures

The Missions Committee will be responsible to carry out the following key activities:

Planning:

1. Conduct regular meetings (at least four times per year) for planning and implementation purposes.
2. Develop long range plans which reflect the future direction of the missions program and address mission needs.
3. Promote and plan practical missions projects for all ages (e.g., Missions and Kids).

Implementing:

4. Raise awareness of missions in the Church through promotions, monthly/bimonthly speakers and special events (e.g., missions prayer evening).
5. Coordinate a special missions focus event annually (e.g Missions Week).
6. Encourage intercessory prayer for missionaries and their special needs/requests.
7. Apply the Pembroke Pentecostal Tabernacle Short Term Missions Grants Policy as detailed in Policy 5.3.2.
8. Apply the Pembroke Pentecostal Tabernacle Missionary Support Policy as detailed in Policy 5.3.3.
9. Apply the Pembroke Pentecostal Tabernacle Designated Projects Policy as detailed in Policy 5.3.4.

Administrative:

10. Recommend annually to the Board a proposed missions budget by January for the upcoming calendar year. This may include special missions projects. Appendix B to this policy describes the budget categories used by the Missions Committee.
11. Report to the Church Board quarterly on the status of the missions budget.

12. Review all Missions Policies every three years or as required.

13. Serve as the liaison between the Church and the PAOC Missions Department.

Key Responsibilities of the Church Board

1. The Church Board appoints the Missions Committee Chairperson, all other Members and the one Church Board representative to this Committee.

2. The Church Board approves all missions policies and procedures which will be applied by the Missions Committee.

3. The Church Board approves the missionary budget annually, and recommends it to the congregation membership for approval at the annual Church Business meeting.

Policy 6.1 Appointments

Date of Initial Approval: March 24, 2011

Date of last review: September 25, 2012

Date of next review: September 2015

Revision dates: N/A

Appendix A to 5.3.1

Job Descriptions

Chairperson

The Chairperson shall be responsible for chairing the Committee meetings and planning the agenda in consultation with the Senior Pastor. The Chairperson's role shall be to promote missions within the local assembly. The Chairperson shall ensure the direction taken by the Missions Committee is in harmony with that of the PAOC. The Chairperson shall have a strong commitment to the overall goals of missions.

Vice-Chairperson

The Vice-Chairperson will work closely with the Chairperson to ensure that the overall goals of the Missions Committee are met. The Vice-Chairperson shall carry out the responsibilities of the Chairperson when the Chairperson is absent.

Secretary

The Secretary shall be responsible for recording accurate and concise minutes of the Committee meetings and shall provide copies of such minutes to all members of the Committee as well as the PPT Office and Facilities Administrator and Board members. The Secretary shall be responsible for such correspondence as may be deemed necessary by the Committee from time to time.

Board Liaison Representative

The Board Liaison representative shall be responsible to report to the Committee any decisions made by the Board that concern the Committee and report to the Board on activities, concerns, recommendations and decisions of the Missions Committee. .

Youth/Young Adult Representative

The Youth/Young Adult Representative may serve on the Missions Committee. He/she shall be the liaison between the Missions Committee and Youth/Young Adults Committee.

Appendix B to 5.3.1

Missions Budget Categories

There are three broad categories within the budget: General, Short Term Missions and Special.

The **General** category includes the funds for Missions solicited by PPT, either designated or undesignated, and is divided into the following sub-categories:

1. **Short Term Missions Grants** – this sub-category is used for supporting individuals on Short Term Missions. Decisions on such allocations are made in accordance with Policy 5.3.2.
2. **Missionary Support** – contributions in this sub-category are used for long-term support to PAOC missionaries and PAOC affiliate missionaries. Decisions on such allocations are made in accordance with Policy 5.3.3.
3. **Designated Projects** – contributions in this sub-category are towards efforts specifically identified as those sponsored by the Church, either on a recurring basis or in line with a particular focus. Contributions can be as a result of a visiting speaker (within invitation to the congregation to support it) but most of the funds in this sub-category are used for the projects chosen by the Missions Committee. Decisions on such allocations are made in accordance with Policy 5.3.4.
4. **Humanitarian Aid** – contributions in this sub-category are for projects specifically of a humanitarian nature. Examples are in support of ERDO and Child Care Plus. Decisions on such allocations are made through general discussion by the Missions Committee.
5. **Missions Promotions** – this sub-category is used for items needed to operate and promote the missions activities of the Committee. Examples include expenses and honorariums for speakers, printed material for the annual Missions Week and flags for displays. Decisions on such allocations are made through general discussion by the Missions Committee.

The **Short Term Missions** (STM) category is for tracking contributions made by the Church body towards STM assignments in general. (Note that Missions Committee grants to individuals going on STM assignments are tracked under number 1 of the General category.)

The **Special** category is for donations unsolicited by PPT and directed by the donor that “pass through” PPT on the basis that the assigned ministries are in harmony with the stated purposes of PPT.

Changes to these categories may be made as needed by the Missions Committee; this Appendix shall be revised to reflect such changes.

5.3.2. Missions - Short Term Missions Grants

Policy Purpose

It has been the past practice of Pembroke Pentecostal Tabernacle (PPT), where possible, to encourage and support through prayer, finances and communications, individual callings to missions programs both through the World Missions Division of the PAOC and individual callings from our local church. This policy provides guidelines regarding financial support and training for this important work.

Preface

Pembroke Pentecostal Tabernacle, which is affiliated with the PAOC, wishes to encourage Church members and adherents who feel called to assist in reaching the unsaved through missions activities. As such, the Missions Committee administers the Pembroke Pentecostal Tabernacle missions ministry guidelines that will establish a fair and equitable process for determining grants in support of Short Term Missions (STM) assignments for members and adherents of the Church. These guidelines are described in detail below.

Applicable Scriptures.

God so loved this world ... He gave His only begotten Son ... whosoever believes in Him has eternal life. (John 3:16)

The things you have heard me say ... entrust to reliable men ... qualified to teach others. (2 Tim 2:2)

How shall they believe in Him of whom they have not heard? How shall they hear without a preacher? How can they preach unless they are sent? (Romans 10:13-15)

Policy Statement

Short Term Missions are defined as assignments up to one year in duration and which generally take place outside the local area (Ottawa Valley region). To ensure that candidates for these projects are properly prepared, the Church has established the PPT School of Missions training program that will help provide and equip individuals with appropriate basic tools and knowledge for this type of activity. The School is run by one of the pastors or an individual appointed by the Senior Pastor.

Up to 15% of the Church Missions Budget may be used for grants to assist STM candidates annually where there are qualified requests to receive this level of support. The Missions Committee may grant up to a maximum of \$1200.00 to each successful candidate.

There are three types of STM assignments considered under this policy, listed here in priority:

1. projects sponsored from within PPT;
2. projects sponsored by the PAOC; and
3. projects sponsored by groups other than PPT or the PAOC, such as Athletes in Action, in which Church members or adherents would like to participate.

It is the responsibility of the Missions Committee to decide which projects in a given year will be supported and to what degree. The following procedures will be used to assist in this decision process.

Procedures:

Application Process for Short Term Missions Grants

1. Candidates wishing support for Short Term Missions must submit an application (form number 1, Appendix A of this policy) in writing to the Senior Pastor or the Missions Committee, no later than 8 weeks (or less than 8 weeks in the case of humanitarian aid emergencies) before the start of the assignment. Candidates should note that there is a fixed amount of Short Term Missions grants available each year, and the funds are distributed on a 'first come' basis. Therefore it is critical to advise the Missions Committee of a planned assignment as early as possible in the year as last-minute requests later in the year may have less chance of funding due to the smaller remaining available funds.
2. The Missions Committee will determine whether or not the candidate meets the minimum qualifications for support. The criteria for this are:
 - a. The candidate must be a member or adherent of Pembroke Pentecostal Tabernacle for at least one year;

- b. The candidate must have successfully completed the PPT School of Missions training as noted above;
 - c. The Senior Pastor may exempt a candidate from the requirement of item b) where the candidate has equivalent training in missions work; and
 - d. The assignment for which the candidate is asking support for must be approved by the Missions Committee and the Senior Pastor.
3. The Missions Committee members may choose to interview any or all candidates. If necessary, they may also seek input from the School of Missions (SOM) coordinator.
4. After verification that all criteria are met, and any interviews or coordinator inputs are concluded, a decision on whether to support the request and an amount will be made. The decision will also take into account the relative priority of the assignment type (e.g., from within PPT, PAOC, or other than PPT/PAOC) and any other forecast assignments.
5. All candidates will be advised of the outcome of their application as soon as possible. The Board Liaison member will ensure the Church Board is advised of the results.

Determination of Funding Amount

For funding purposes, Short Term Missions assignments are defined as National (generally outside the Ottawa Valley Region but in Canada) and International (U.S.A. and overseas projects). The individual project financial support plan will be based on a shared responsibility between the church and the applicant as per the rates outlined in the table of Appendix C to this policy.

Funding will only be provided when there is assurance the remaining balance will be raised by the individual. A confirmation letter of support will be sent to the sponsoring organization, when applicable, assuring that the Church portion of the funding will be forthcoming. Where applicable, the Church portion of the funding will only be paid to the sponsoring organization or to the budget fund of the assignment being sponsored.

A maximum of \$1200 may be granted to sponsored candidates. Note that the potential grant is directly related to the amount to be raised by the individual candidate and their individual need. Thus, in combination, the total grant plus the individual support to be raised must be 100% of the necessary funds for the missions funding required.

If an applicant fundraises over the 100% budget required, it would be honourable of the applicant to show discernment and return excess granted PPT funds back to the missions committee. Extra funding could be used for special projects on the missions trip; the applicant is encouraged to communicate any special projects before the missions trip.

Promotion

Successful applicants for short term missions support must not engage in individual solicitation within the Church family.

The pulpit will only be used to support PPT-sponsored STM assignments. Each successful candidate will receive an official send-off during a Sunday service.

Accountability

Short-term missions grant recipients will make a report to the Missions Committee upon completion of their activity (Completion of form number 2, Appendix B of this policy).

The Missions Committee will evaluate the STM program annually and submit a report to the Board as to its benefits when the annual missions proposed budget is submitted.

Applicable forms: Form Number 1; Form Number 2.

Restrictions: See above

Date of Initial Approval: April 28, 2011

Date of last review: April 19, 2012

Date of next review: April 2015

Revision dates: N/A



Pembroke Pentecostal T A B E R N A C L E

APPLICATION FOR PPT's SHORT TERM MISSION FUNDING

NAME: _____

PURPOSE AND LOCATION OF THE MISSIONS OUTREACH

1) Country/Location in Canada: _____

2) Sponsoring Organization: _____

3) Dates of Outreach: _____

PERSONAL QUALIFICATIONS

1. Member or regular adherent of Pembroke Pentecostal Tabernacle? Yes No

2. Successful completion of a past Pembroke Pentecostal Tabernacle School of Missions?

Year: _____

or presently involved in the School of Missions? Yes No

OR

Equivalent training elsewhere. Senior Pastor has evaluated my training and qualifies me

as properly trained. Senior Pastor's signature: _____

3. Recent (past 12 months) involvement in local assembly? Describe: _____

4. Have you supported missions financially in the past 12 months? Yes No

BUDGET

EXPECTED TOTAL COST		\$
SOURCES OF REVENUE*		
1) Already raised/paid	\$	
2) Committed support (family/friends)	\$	
3) Estimated earnings before outreach	\$	
OUTSTANDING BALANCE		\$
4) Church Missions Support	\$	
5) Faith Factor	\$	

***NOTES**

- 1) Personal Savings or contributions already received:
- 2) Firm assurances of support:
- 3) From a job and/or a team fund raising effort and/or further personal support:

ACCOUNTABILITY

Your signature below is your acknowledgement and your acceptance of the requirement to file a report of your Short Term Missions ministry as prescribed in your Short Term Missions instructions.

Applicant Signature _____

Date:

Parent Signature (if under 18) _____



Pembroke Pentecostal T A B E R N A C L E

PPT Short Term Missions Reporting and Evaluation Form

Name: _____ Phone #: _____

Address: _____

Location of assignment:

Duration:

Sponsoring Organization: **PEMBROKE PENTECOSTAL TABERNACLE**

TEACHING AND TRAINING

How did you feel about the PPT SOM training after coming home?

What particular lessons were of value to you?

Is there teaching or training you would have liked to have, but did not receive?

TEAM LEADERSHIP

How was the overall leadership on your team?

Any comments?

EVANGELISM PROGRAM

What 3 main types of evangelism were you involved in?

Organization of the Work ____ Excellent ____ Good ____ Not so Good ____ Poor
Comments?

PERSONAL EVALUATION OF STM EXPERIENCE

What are the three things you found most significant about your Short Term Missions experience?

(1)

(2)

(3)

Have your long term goals been affected in any way?

Are there any things you felt were not necessary in the campaign that you could have done without?

What was the main thing God has spoken to you about during your time away?

Is there any specific action to take as a result of what you have learned on your Short Term Mission?

Are you presently involved in ministry in our church?

Do you have any personal comments to make?

(Please comment on how the extra funds provided by the Church were greatly appreciate

Appendix C to 5.3.2

Rates for Short Term Missions Grants**National Assignments** (outside Ottawa Valley Region but in Canada)

Duration	Up to 30 days	30-90 days	91-365 days
Amount	Up to 50% /maximum \$300	Up to 50% /maximum \$450	Up to 50% /maximum \$900
Decision authority	Missions Committee	Board upon recommendation of Missions Committee	Board upon recommendation of Missions Committee

International Assignments (outside of Canada)

Duration	Up to 30 days	30-90 days	91-365 days
Amount	Up to 50% /maximum \$800	Up to 50% /max \$1000	Up to 50% /maximum \$1200
Decision authority	Missions Committee	Board upon recommendation of Missions Committee	Board upon recommendation of Missions Committee

NOTE: For the above, funds to be raised by the individual must be at least 50% of the individual's budget for the Short Term Missions assignment.

5.3.3 Missions – **Missionary Support**

Policy Purpose

It has been the past practice of Pembroke Pentecostal Tabernacle (PPT), where possible, to encourage and support individual missionaries through prayer, finances and communications. This policy provides guidelines regarding financial support for this important work.

Preface

Pembroke Pentecostal Tabernacle, which is affiliated with the PAOC, wishes to support missions activities around the world. As such, the Missions Committee administers the PPT missions ministry guidelines that establish a fair and equitable process for determining church support for individual missionaries. These guidelines are described in detail below.

Applicable Scriptures

How shall they believe in Him of whom they have not heard? How shall they hear without a preacher? How can they preach unless they are sent? (Romans 10:14-15)

Policy Statement

The specific activities supported shall be determined by the Missions Committee in accordance with its policies. In general, the following principles will guide decision-making concerning support for missions activities, whether at home or abroad:

- * In order to maximize individual missionary assistance while minimizing ongoing overhead associated with such assistance (e.g., periodic reporting and accountability requirements), PPT will support missionaries every year with multi-year commitments (typically three to five years each).
- * PPT long-term missionaries need to reapply for ongoing support every five years.
- * Support of this nature will be given only to PAOC missionaries or PAOC affiliated missionaries.
- * Emphasis will be given to individuals/related activities whose primary purpose is missions rather than activities in which missions is secondary. (Examples of the latter would be food programs such as ERDO, child support such as ChildCare Plus, and physical building programs such as church structures/repairs, etc.) Therefore, PPT's support will emphasize work that focuses on:
 - reaching those who have not heard the Gospel;
 - the early development of Bible education to equip teachers/local leadership; and
 - supporting church planting (e.g., creation of new congregations/house churches through local or indigenous workers/evangelists).

* Decisions on Support to Designated Projects (as outlined in Policy 5.3.4) are separate from Missionary Support decisions. This means that a missionary supported by PPT is also eligible to receive funds for a particular project.

At least 50% of the Missions Budget may be used for Missionary Support annually. It will be the responsibility of the Missions Committee to recommend to the Board which missionaries and ministries will be supported. The following procedures will be used to assist in this decision process.

Procedures:

Annual Forecast

1. In preparation for a new budget year, the Missions Committee will review all existing support arrangements with missionaries to ascertain which, if any, will expire in the coming year. If no changes are forecast, this recommendation shall be made to the Board (skip to point 4 below).
2. Information about missionaries who are candidates for support (either renewals or new ones) is collected and shared with all Committee members.
3. Discussion of all candidates by Missions Committee members is to focus on the principles listed above; the recommendation to the Board must include a duration and amount of support.
4. The Board Liaison member will ensure the Board is advised of the recommendation and inform the Missions Committee of the decision of the Board. The requestor will be advised of the decision as soon as possible, along with PAOC World Missions Division.
5. The congregation will be made aware of the decision, especially if changes were made. Any recommendation to the Board to end a support arrangement before it expires must include a short, documented rationale for such an action.
6. Any new or renewed support arrangements will be documented in writing.

Off-cycle Changes

A change may be required concerning support to a particular missionary at a time other than the annual budget cycle ranging from changes in amount of support to no longer providing any support. Such a deliberation could be due to either a decision by the missionary or a recommendation by the Committee. All changes are to be approved by the Board. Should the Committee seek to add a new support arrangement; a process equivalent to the one for the Annual Forecast will be used. Any recommendation to the Board to end a support arrangement before it expires must

Notice Period for Ending Support Arrangements

In to provide an opportunity for missionaries to have time to adjust to a PPT decision to end a support arrangement, PPT will endeavour, whenever circumstances permit, to provide 12 month's advance notice to a missionary before ending a support arrangement before its expiration date. However, this may not be possible in exceptional circumstances (such as extended sick leave or PAOC headquarters withdrawing an appointment).

Accountability

The Committee will designate a Missionary Liaison for the individual missionaries supported, who will be the primary point of contact between the Committee and the missionaries. The Missionary Liaison must be a member of the Committee; this person will provide a written or verbal report at least every 4 months to the Committee to keep the Committee informed of the missionary's activities and financial status. Each missionary supported by PPT will be asked to provide information on how PPT's support is being utilized on an ongoing basis. The Missionary Liaison will also ensure that the congregation is updated on a regular basis. .

Restrictions: See above

Date of Initial Approval: May 19, 2011

Date of last review: September 25, 2012

Date of next review: September 2015

5.3.4 Missions - Support to Designated Projects

Policy Purpose

It has been the past practice of Pembroke Pentecostal Tabernacle (PPT), where possible, to encourage and support through prayer, finances and communications, specific missions-related projects or ministries. These may be ongoing efforts or ones that are just beginning. This policy provides guidelines regarding financial support for this important work.

Preface

Pembroke Pentecostal Tabernacle, which is affiliated with the PAOC, wishes to support missions activities around the world. As such, the Missions Committee will administer the PPT missions ministry guidelines that will establish a fair and equitable process for determining church support for missions-related projects or ministries. These guidelines are described in detail below.

Applicable Scriptures

How shall they believe in Him of whom they have not heard? How shall they hear without a preacher? How can they preach unless they are sent? (Romans 10:14-15)

Policy Statement

In general, the approach of the Missions Committee is to support a broad variety of projects with smaller funding levels rather than a small number of projects with larger funding levels. Most, but not all, of the funds in this sub-category are used for the projects chosen by the Missions Committee.

The following criteria, listed in descending order of priority, will be considered when deciding on which projects and ministries to support:

1. Project/ministry sponsored from within the local Church.
2. Project/ministry sponsored by PAOC.
3. Project/ministry alignment with current mission focus of the Church.
4. Project/ministry similarity to other projects/ministries already sponsored (may want to continue focus or to diversify).
5. Project/ministry sponsored by groups other than the local Church or PAOC (e.g., World Serve, Athletes in Action, Samaritan's Purse) in which Church members or adherents would like to participate.
6. Availability of funds.

It will be the responsibility of the Missions Committee to recommend which projects and ministries will be supported.

Date of Initial Approval: May 19, 2011

Date of last review: September 25, 2012

Date of next review: September 2015