BETHEL BIBLE CHURCH

Missions: Policies & Procedures

Adopted March 10, 2019

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Section 1: Introduction (Purpose & Objectives)

1.1 The Command

Jesus commands the church to be engaged in mission work:

“*And Jesus came up and spoke to them, saying, ‘All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.*’” (Matthew 28:18-20)

*“But you shall receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.”* (Acts 1:8).

1.2 Purpose of a Missions Policy

Our purpose in developing and adopting a Missions policy is:

* To provide consistent direction, guidelines and clear lines of responsibility, accountability, and authority for the church’s Mission Committee in its purpose and goals for Bethel Bible Church (BBC);
* To maintain the fiscal integrity of the Missions Committee in its efforts to be good stewards of the Missions budget;
* To facilitate communication and accountability between the Missions Committee, the church and its missionaries and mission agencies.

1.3 Bethel Bible Church Missions Strategy

The priority of Bethel Bible Church (BBC) for missions is partnership with its congregation and its local and global community, as reflected in its mission and vision statements below:

**Mission Statement**: “Uplifting and supporting Christ-centered missions that will impact the global and local community for the glory of God.”

**Vision Statement**: To instill in our congregation a spiritual concern and financial responsibility for missions.”

By way of definition, “missions” are any evangelistic endeavour outside our local congregation to fulfill the Great Commission by proclaiming the gospel of Christ, making disciples and relating to the needs of the total person (spiritual, physical, emotional and social).

The goal of BBC’s missions effort is to win individuals to the Lord, equip them in the faith, and help to establish churches that have the same aim in every tribe, tongue, people, and nation (Acts 14:21-23; Rev. 5:9). The Missions committee will seek to guide BBC toward the fulfillment of this purpose.

We also recognize that the church is called to minister to the poor, the marginalized and the broken in this world (James 1:27, Matthew 25-31-46). The Missions committee endeavours to build strong partnerships with like-minded ministries.

1.4 Objectives of Mission Work

Our objective is that through missionary endeavours:

* The one true and living God will be glorified, praised, and worshipped;
* The gospel of God’s salvation will be proclaimed in its fullness to “every tribe, language, people and nation” (Rev 5:9); and
* We would support those who provide an open, friendly, loving environment, so that the orphans, the widows, the sick, the lost, and the needy may come to receive a saving knowledge of Jesus Christ.

1.5 Exceptions & Revisions

**Exception**s – This policy is a statement of principles, not a rigid set of rules. Occasionally, exceptions will need to be made. The approval of two-thirds of the Missions Committee is necessary to approve exceptions, but the Committee will also seek approval from the church Leadership Board. Exceptions, along with accompanying rationale, will be carefully documented to avoid establishing irreversible precedents, and to accumulate a basis for policy revision.

**Revisions** – The Missions Policy Handbook will be reviewed and revised as often as needed, with a thorough review every three years. Before implementing any revised version, the draft from the Missions committee will be submitted to the Deacons and Elders for review and approval. Once approved, the leadership board will present the revised policy handbook to the church for approval and adoption in practice.

Section 2: Missions Committee and its Tasks

2.1 Bethel Missions Committee (BMC)

BMC members are appointed by the Leadership Board of BBC to act on Bethel’s behalf in supervising and regulating the mission work supported by the church. Members of the BMC are given authority to make recommendations for mission organizations/individual missionaries/mission projects for the church to support annually. The BMC reports to the Deacons Board of BBC.

2.2 Size and Selection

The ideal size of the BMC is 3-5 members. A chairperson and secretary is elected each year from within the committee.

The Chairperson is responsible for the proper functioning of the Missions committee, i.e. calling of meetings, follow up, ensuring the committee follows the policies and procedures set in place, etc.

The Secretary is responsible for taking minutes and filing information.

All BMC members should be active church members and/or affiliates of BBC who have:

* A healthy spiritual life;
* A deep interest in and desire to learn more about missions; and
* A willingness to work hard in a Missions capacity, devoting time, attention, and energy toward the missions of the church.

The BMC should be a diverse group because missions are diverse. Before an appointment is made, the Leadership Board should consider the varied personalities and different spiritual gifts represented on the committee. Members/affiliates of BBC interested in serving on the Missions Committee should indicate their interest to the church’s Leadership Board. As vacancies on the committee become available, new members may be appointed. If it ever happens that there is no one interested in serving on the Missions committee, the role of the committee would be filled temporarily by the Leadership Board.

2.3 Term of Office

There is no defined term of office for BMC members, however, members should be willing to commit to a minimum of 2 years. If a member steps down from the committee, they are not eligible to re-join until a year has passed.

2.4 Member Expectations & Responsibilities

Members of the committee are expected to:

* Attend all scheduled meetings, participate in decision-making, and assist on projects as necessary;
* Pray consistently for God to guide the church in missionary efforts and encourage the congregation to pray as well;
* Be familiar with BBC’s mission policy through annual review and discussion;
* Set measurable, attainable, faithful missions goals, seeking God’s wisdom and insight;
* Present needs and regular updates about Missions partners – from the pulpit, through the church bulletin, and online (where/when appropriate);
* Schedule missionaries to participate in various church events, ministries and groups to stimulate awareness and prayer;
* Take all financial decisions and recommendations to the Deacons Board for approval and presentation to the church body at the annual church meeting;
* Draft a Missions Policy Handbook, and review and update it at minimum every three years;
* Present any spiritual concerns about mission partners to the Elders.

2.5 Committee Meetings

Meetings are held as needed at the call of the committee chairperson, with a minimum of three meetings per year.

2.6 Identifying & Selecting Mission Partners

Each year, 10% of BBC’s budget is directed to missions based on the recommendations of the BMC. The committee determines which organizations, individuals, and/or projects the church will support in the coming year and how much of the budget they will receive, based on a review of their application for support (in the case of new applicants) and/or a review of their continued ministry needs (for existing mission partners). A template has been created to facilitate the application and renewal process. (See Appendix A)

Bethel Bible Church will focus specifically on partnering with missionaries, mission organizations and mission initiatives:

* Whose vision and desire is to spread the gospel of Christ Jesus in order to impact the global and local community for the glory of God;
* Whose focus is long-term commitment to a particular area, seeking to develop strong, gospel-centered, missional relationships;
* Whose leaders and members are proven to be godly servants with faith firmly grounded in Scripture, who express a deep love for both the church and the lost, who are committed to serving spiritual and physical needs, and who are willing to be held accountable in faith and service.

This process is not set in stone, but as a guideline with the Missions committee following the pattern described below.

The process for application for support for new/potential Missions partners is as follows:

* The BMC reviews every formal request received, and determines next steps based on approval or denial of request;
* The BMC may request a meeting or further information before making a decision;
* Once a request has been processed, the Missions committee will notify the missionary of the result/ministry approval.

Note: any mission board, missionary, or supporting church with whom BBC partners must have a doctrinal statement that is in harmony with that of Bethel Bible Church. We must be in agreement in doctrine, policy, and methodology. Termination of support is specified in the event the missionary/mission agency leaves the mission, experiences moral failure, or changes in doctrinal convictions. **All charities must be registered in Canada and have a CRA registration number.**

Section 3: Short Term Missions

3.1 Definition

Short term service will be defined as any mission activity of one day to one-year duration. It must be field driven with the primary benefits going to those being served, not ourselves.

3.2 Eligibility

i) A candidate for short-term missions is expected to be a member or adherent of Bethel Bible Church. Exceptions will be made at the discretion of the church’s Leadership Board and Team leaders;

ii) Each candidate must be committed to God and be seeking Jesus’s heart for the world;

iii) Each candidate must exhibit an attitude of servanthood and submission to spiritual and community authority. They must come under the leadership and authority of the designated team leader as well as the Leadership Board of Bethel Bible Church.

3.3 Role of Church Leadership Board

To provide support for those who desire to obediently follow God in mission through:

* Prayer and discernment
* Discipleship opportunities
* Financial assistance ($100/per candidate as available)

\*Even if participants have been accepted into missions by a BBC-recognized mission agency, association with the Leadership Board is highly recommended.

3.4 Team Qualities

Short term mission trips and teams representing BBC should fit within the strategic and long-term vision of mission as discerned by the church Leadership Board.

A BBC team should be defined by four qualities:

1. BBC is the main source of discipleship
	* Teams must be comprised of at least 50% BBC members or adherents. Any team must be made open to the BBC congregation through an invitation approved by the church Leadership Board and facilitated by the mission’s team leader.
2. Participants in BBC Teams are invited to raise support and awareness through personal letters, small group affiliations, and a particular BBC ministry if partnership is established. Teams are asked to host no more than two support raising events on BBC church property.
3. Individual participants and teams are recommended to host support raising events amongst other communities such as neighbourhoods, workplaces or schools.
4. Teams will be given the opportunity to report during announcements.

3.5 Application Process

i) All candidates for a short term mission trip must complete a Short Term Mission Application Form and submit it to BBC’s Leadership Board (Elders/Deacons).

ii) First time applicants for short term missions must also submit a reference written by a committed member or adherent of Bethel Bible Church (a pastoral reference is also acceptable).

iii) Applicants who are less than 18 years old must have written permission from a parent/legal guardian. A meeting between the applicant, parent/guardian, Mission Team Leader and a designate of BBC’s Leadership Board is also recommended to clarify expectations of all parties during the trip.

iv) Applicants who are less than 12 years old must be accompanied by a parent/legal guardian.

v) Applicants who are between 12 and 18 years old must be accompanied by appropriate adult supervisors. This includes adult supervisors of both genders if there are both male and female youth participating in the mission trip.

NOTE - Not all short term mission destinations may be appropriate for all who apply. Applications will be reviewed by the Mission Team Leader and by BBC’s Leadership Board, especially in the case of candidates who have not previously participated in a Short Term Mission Trip. An interview with the candidate may take place.

Not all applicants will necessarily be approved for service. If an applicant is not approved, reasons for this decision will be presented to the applicant by the Mission Team Leader and Leadership Board.

3.6 Support Raising

Mission initiatives must receive the approval of the church Leadership Board before participants can approach the larger Bethel Bible Church body for support.

Participants:

* Should feel called to go and serve on the mission:
* Should be in regular attendance at Bethel Bible Church for a minimum of six months prior to the ministry project (exceptions may be made for participants outside of the church family);
* Should demonstrate appropriate emotional, social and spiritual maturity for their age or station in life;
* Should have demonstrated a heart for ministry within the context of Bethel Bible Church and have served within other ministries;
* Must be serving with a ministry project that is recognized by Bethel Bible Church;
* Must understand that the BBC Short Term Missions Fund will not cover the entire cost of a short term mission. The participant is expected to stretch his or her faith and God-given resources as a part of the learning and spiritual growing experience;
* Should have discipleship partners (ie. individuals or a small group from the church) who may contribute prayer support, a place for reporting and a platform for ongoing discipleship.

Description of Support:

* Teams may set fundraising goals for each member to work towards, but participants should cover their own costs, through personal funds or support-raising;
* If approved, the church leadership board may allocate $100/person to the mission agency.

Disbursement:

* Funds will be forwarded by BBC directly to the mission agency.
* Funds should be forwarded before the mission takes place.

3.7 Commissioning, Celebrating and Reporting

i) A commissioning service will be held by Bethel Bible Church to declare publicly its prayer and financial support toward the approved participant/team. The commissioning should be held within the month prior to departure.

ii) BBC supported teams will be given the opportunity to report on their trip upon their return. Teams may choose different ways to do this, and should arrange this with the church’s Leadership Board.

Section 4 - Long Term Missions

4.1 Definition

Long term missions are defined as two or more years of service. The process towards long-term missions involves the following:

* Identifying the mission sending agency
* Raising support

4.2 Governance and Best Practice

Bethel Bible Church members participating in Long Term Missions will be governed by the policies, procedures and rules of conduct of the sending mission organization. However, for their protection, and when considering financial support to be provided, the Missions Committee recommends that all sending agencies be recognized by the Leadership Board of Bethel Bible Church. The Board will identify credible mission sending agencies based on the following criteria:

* Vision and mission of the organization
* History of missionary engagement
* Standing in the Christian community
* Centrality of God’s word in its operations
* Accountability and integrity
* Partnerships with BBC

As a principle, all agencies will be required to provide identity statements and financial statement.

In the case where an individual pursuing long term missions is not affiliated with a sending organization, the following Best Practice may apply:

4.3 Eligibility and Attributes

Eligibility of individuals as missionaries

BBC will identify and recommend candidates to the Leadership Board and pastoral staff after careful consideration and prayer. To be considered for long term missions, a candidate is expected to meet the following criteria:

* Be a member in good standing within the BBC community for at least two years;
* Be active in at least one area in the church;
* Be ready to use his or her God-given gifts in service to others locally or internationally;
* Have a burden to reach people for Christ;
* Have a servant attitude exemplified by service;
* Be committed to unity and cooperation with other biblically committed Christians; and
* Be ready to meet an actual need in the community in which the missionary is to service.

A candidate must also have the following personal attributes:

* Be in agreement with the BBC Statement of Faith;
* Have evidence of spiritual maturity through the display of the fruits of the Spirit;
* Have evidence of the practice of spiritual disciplines;
* Have the appropriate training or education for service needs;
* Have a physician’s report of good physical and mental health; and
* If married, have evidence of a strong marriage.

Appendix A: Mission Policies & Procedures Manual, Bethel Bible Church, Seaforth

Application for Mission Support/Renewal of Mission Support

**Section A** (for New Applications and Renewal Requests)

Name: First: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Ministry Name/Location: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Mission Organization: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Your Contact Info: Phone Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (website, social media): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write a brief summary of your mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record of BBC Support (if you are a New Applicant, leave blank): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B** (New Applicants Only)

Please give a brief summary of your doctrinal beliefs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have other committed supporting churches or individuals? [ ] Yes [ ] No

Are you willing to give regular updates and reports on your mission? [ ] Yes [ ] No

How many updates per year would you be willing to commit to? [ ] 1-5 [ ]  6-12 [ ] 12+

How would these updates be delivered? [ ] Email [ ] Phone [ ] Other (Explain below)

\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Other comments: \_ \_\_\_

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