



Kortright Presbyterian Church

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KPC Missions Policy

January 1, 2012

1. Missions Statement

How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to them? And how can they preach unless they are sent?

Romans 10:14, 15a (NIV)

2. Scope

The Missions Committee is accountable to the Session. The Missions Fund is approved by the congregation at the Annual General Meeting and is administered by the Missions Committee. The Committee will designate funds to projects and individuals that serve in the name and spirit of our Lord beyond the walls of KPC. It also provides direction of Mission vision and advisory support to Session.

Recipients of funds will seek to witness to the love and sovereignty of our God, through Jesus Christ, by spoken word and action. In this selection process, the Committee will, with prayer and reflection, discern that the funds will be granted to ministries that reflect the Biblical values and beliefs of KPC.

3. Areas of Missions

3.1.1. The city of Guelph.

3.1.2. The country of Canada.

3.1.3. The World beyond Canada's borders.

3.2.1. The Mission budget, which represents KPC's benevolences external to the church, shall be calculated using the most current approved formula established by the Session of KPC.

3.2.2. The Missions portion includes KPC's Presbyterian Sharing allocation, the Bursary fund and the three planned Holiday Offerings. Financial givings are received through regular church offerings and tithes and may be supplemented by special offerings approved by the Missions Committee and Session.

3.3. The Committee will endeavour to provide balanced geographic distribution of funds while considering the connections and relationships Kortright may develop with certain regions.

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3.4. All support will be designated based on “Advocating”. Advocating is a reference or referral system where a project is recommended for funding by an individual or group at KPC. The Advocate will encourage the support of the recipient and provide representation on their behalf. The Advocate shall be the liaison between the supported project and the Missions Committee for the duration of the support. Support includes (but is not limited to) receiving regular updates, reporting changes to the Committee, and sending necessary Committee communications to the project. All Committee members will be expected to be Advocates when called upon. Funding amounts and timeframes will be assessed by the Committee.

4. Committee Functioning

4.1. The Committee will be made up of the Convener, and up to 8 interested members and adherents in good standing at Kortright. Committee members shall be approved by Session. All Committee members will be expected to have a heart for Missions, recognize its importance in Scripture and attend meetings.

4.2. The Committee will review all applications and allocate support based on full consensus of members present at an Official Meeting.

4.3.1. After the proper notification of all members, the Convener and 25% of the members, or two members – whichever is greater – shall constitute a quorum. (i.e. minimum 3 people).

4.3.2. The Convener may appoint a Delegate to act on their behalf for a Meeting. Observers or visitors are welcome at the meetings, but shall not vote.

4.3. Minutes will record all meetings, identify attendees, state consensus actions and be distributed to all members. Minutes will be provided to the KPC Administrator for distribution to Session. Actions agreed to by consensus will be deemed “Motions” and need no name associated with the item.

4.4. When determining disbursement of new funds for annual support of ministries (typically amounts greater than \$1000), a minimum of 2 options shall be presented before the Committee and a notice of motion/discussion shall be presented at least one meeting prior. Discussions and decisions shall be recorded in the minutes.

4.5. Emergency situations may arise between meetings. Funds may be authorized by 50.1% approval of Committee members without an official onsite meeting, provided the allocation meets the Mandate of the Missions Fund. Correspondence of such actions may be undertaken through email or in person. All such actions will be recorded in the Minutes of the next meeting.

4.6. The Convener and/or delegate will be responsible to provide timely information to the church Treasurer for financial allocation, to transmit the budgeted amounts to the recipients and to maintain traceability of these funds for a six year period.

4.7. The Convener and/or delegate will report to the Congregation on an Annual basis (at the Annual General Meeting) of the spent funds and the next proposed budget.

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4.8. The Convener will be selected by Committee consensus and approved on an annual basis.

5. Conflict of Interest

5.1. Due to personal involvement of Committee members in mission ventures, the following guidelines govern such situations.

5.2. Any Committee member (or their spouse) will be free to request an allocation of funds from the Mission Committee for the missions venture in which they are involved.

5.3. The member of the Missions Committee who has declared the conflict, will be excused from the discussion of all funds related to the allotment. For such “Motions”, enough members shall remain in the meeting such that quorum is maintained.

5.4. The member’s absence from the discussion and the final decision regarding allocation of funds will be recorded in the Minutes.

6. Budget

6.1 Long Term Support

6.1.1. Recipients of these funds will be those requiring a long term commitment from the church. They will be approved for three year terms and must maintain regular contact, based on resources, with Kortright to continue support. The recipients must have an Advocate within Kortright to receive and maintain support.

6.1.2. Application for this funding will be completed using form LT01 and be supplemented with the profile package that usually accompanies missionary support seekers. When incomplete, LT02 will be sent to the candidates for supplemental information.

6.2 Seasonal Missions

6.2.1. Recipients of these funds will receive one time annual payments. They will be reviewed on a case by case basis and assessed for compliance with the above guidelines.

Examples: Short mission trips, one time projects, ongoing projects that Kortright will not commit long term.

6.2.2. Short term mission trips have been demonstrated to impact not only the region of visitation but also the spiritual walk of the individuals who participate. Upon return these individuals typically expand their mission role to others either locally or globally. It remains the mandate of Missions to encourage, discern, approve and provide financial support to the applicant for such purpose.

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6.2.3. Application for this funding will require either form ST01 or MP01. Candidates seeking short term funding will use an ST01 form and will be given a Guidelines sheet G.ST01. Mission projects that are “Advocated” by Kortright attendants will complete the MP01 form.

6.3 Emergency Response

6.3.1. Recipients of these funds will be from appeals for one time situations. This section of the budget will provide additional shortfalls to Seasonal Missions or vice versa.

6.3.2. Application for this funding will be the MP01 form and be initiated by Advocacy.

6.4 Expenses

6.4.1. These funds will be allocated to conferences, guest speakers and administrative expenses incurred by the Committee.

6.4.2. Either Kortright Reimbursement Request Vouchers or receipts will be needed.

7. Application Forms:

LT01 Rev. 1: Long Term Funding Request

LT02 Rev 1: Long Term Mission Funding Supplemental Information

ST01 Rev. 1: Seasonal Mission Funding Request

G.ST01 Rev. 1: Guidelines for Seasonal Mission Funding Request

MP01 Rev. 1: Mission Project Funding Request

MT01 Rev. 1: Mission Team Support Request

8. KPC Designated Mission Teams

8.1. When a group from KPC wishes to embark on a Missions trip, they shall apply to the Missions Committee for approval by completing form MT01 at least nine (9) months prior to departure provided there is adequate time for review and inclusion by Session in the following year’s annual budget.

8.2. The size of the Team should be in place prior to this application and be limited to 10% maximum of the Congregational Roll. Session may be consulted by interested parties in advance but final approval will not be given until receipt of recommendation from Missions. A maximum of one (1) team per calendar year will be permitted.

8.3. The Committee will review the application for purpose and consistency with the vision and principles of KPC. The Team will require a leader(s), who is (are) responsible to co-ordinate the trip, assess the suitability of applicants, make travel arrangements, facilitate team building prior to departure, co-ordinate Fundraising and provide disciplinary action either prior to or during the trip. The Team Leader(s) must be approved by Session. The Team leader(s) will develop an application form for Team applicants to scrutinize and cover legal considerations of candidates. An example as a guideline for composing is attached to form MT01. The Team should consider the appointment of “Specialists” to lead the assigned aspects of the trip ministerial focal

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points. Youth teams will require a minimum of one adult (21 years old and older) supervisor per 5 youth.

8.4. Upon receipt of Session endorsement, a special Team Fund will be designated in the Team's name at KPC to allow for tax deductible contributions. The fund will be designated a general "pot". Contributions to individual members of the Team will not be tax receipted. Fundraising as per KPC's Fundraising Policy will be permitted. Each Team member will be expected to contribute 25%, through personal sacrifice and commitment, to the Team expenses. Inoculations and other additional expenses beyond the Team requirements will be the responsibility of the members.

8.5. The Team will receive up to 25% of the team expenses from a one-time Special Fund under Operating Funds in the KPC Budget during the Fiscal Year in which the project occurs. The Team shall be responsible for raising to a minimum, funds for the remaining 50%.

8.6. The Team shall be available to share with the congregation about the trip prior to their departure and within four months of their return which are to be arranged with the Pastor.

8.7. Teams not granted endorsement will not be permitted to Team fundraise or receive tax deductions through Kortright. Individuals on unendorsed teams will be permitted to apply for Seasonal Mission support from the Missions Committee and will be reviewed on a case-by-case basis.

Approved by Session – January 4, 2012

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