

Richmond Hill (Chinese) Baptist Church

Missions Ministry

MISSIONS POLICY

Table of Contents:

0. Biblical Foundation of Missions Ministry.....	3
1. SCOPE OF THE MISSIONS MINISTRY	4
1.1. Philosophy of the Missions Ministry.....	4
1.1.1. Importance of Missions	4
1.1.2. Outreach and Missions	4
1.1.3. Support of Global Missions.....	4
1.1.4. Promotion of the Great Commission	4
1.1.5 The Sending of Missionaries on behalf of the church.....	5
1.1.6 Growing Career Missionaries from RHCBC Members	5
1.2. Purpose of the Missions Ministry	5
1.3. Function of the Missions Ministry	5
2. POLICY OF THE MISSIONS MINISTRY.....	6
2.1. Objectives	6
2.2. Application	6
2.3. Revision	6
2.4. Conflict of Interest	6
3. STRUCTURE OF THE MISSIONS MINISTRY.....	7
4. RESPONSIBILITIES OF THE MISSIONS MINISTRY.....	9
4.1. Missions Pastor	9
4.2. Missions Deacon	9
4.3. Ministry Head.....	9
4.3. Promotion Coordinator (Missions Coordinator).....	9
4.4. Missions Secretary.....	10
4.5. Missionary Caring Team Coordinator.....	10
4.6. Treasurer	10
5. BASIC REQUIREMENT OF THE MEMBERS OF THE MISSIONS MINISTRY.....	11
6. GENERAL GUIDELINES OF SUPPORT.....	11
6.1. Nature of Christian Services	11
6.2. Missions Funds and Missions Budget.....	11
7. Sponsored Career Missionary and Home-Sent Missionary	12
7.1 Basic Requirement.....	12
7.2. Application Procedure	12
7.3. Support Guideline	13
7.3.1. Range of support:.....	13
7.3.2 Term of support:.....	14
8. CHRISTIAN ORGANIZATIONS AND MISSIONARY AGENCIES.....	14
8.1. Basic Requirement.....	14
8.2. Application Procedure	15
8.3. Support Guideline	15
9. POLICY FOR SHORT and Mid TERM MISSIONS (STM / MTM) SPONSORSHIP.....	16
9.1. Basic Requirement of STM & MTM	16
9.2. Application Procedure	17
9.3. Support Guideline	18
10. THEOLOGICAL EDUCATION FUND (TEF).....	18
10.1 Basic Requirement.....	19
10.2. Application Procedure	19
10.3. Support Guideline	19
11. Support for Missions Organization Staff (MOS).....	20
11.1. Basic Requirement.....	20
11.2. Application Procedure	20
11.3. Support Guideline	20
12. MISSIONS RESERVE POLICY.....	21
13. FUNDRAISING POLICY.....	21
14. EVALUATION AND AMENDMENTS	21
Appendix 1: Missions Agency and Organization Point System.....	22

0. Biblical Foundation of Missions Ministry

Key Biblical Foundation	Biblical References
<u>The Jurisdiction of Jesus' Great Commission</u>	
<input type="checkbox"/> By all authority in heaven and on earth given to Jesus	Matt 28:18
<input type="checkbox"/> "As the Father has sent me, I am sending you."	John 20:21
<u>The Content of Christ's Great Commission</u>	
<input type="checkbox"/> Make Disciples as we go	Matt 28:19
<i>(What is the Scope)</i>	
<input type="checkbox"/> To people of all nations (Where)	Matt 28:19
<input type="checkbox"/> In Jerusalem, and in all Judea and Samaria, and to the ends of the earth.	Acts 1:8
<input type="checkbox"/> To all nations, beginning at Jerusalem	Luke 24:47
<i>(What is the Task)</i>	
<input type="checkbox"/> Be Jesus' witness	Acts 1:8
<input type="checkbox"/> "You are witnesses of these things" (Christ's death & resurrection)	Luke 24:48
<i>(What is the Message)</i>	
<input type="checkbox"/> Christ suffered, rose from the dead on the third day	Luke 24:46
<input type="checkbox"/> By Christ's name there is repentance and forgiveness of sin	Luke 24:47
<i>(How)</i>	
<input type="checkbox"/> Baptizing them (in the name of the Father and the Son and the Holy Spirit)	Matt 28:19
<input type="checkbox"/> Teaching them to obey everything Jesus has commanded us	Matt 28:20
<u>Jesus's Promises as We Obey</u>	
<input type="checkbox"/> Surely Christ will be with us always, to the very end of age	Matt 28:20
<input type="checkbox"/> We receive the Power of the Holy Spirit who came to us	Acts 1:8
<input type="checkbox"/> We will be clothed with power from on high, as Jesus' Father has promised	Luke 24:49
<u>It is Christ's intent that Missions is done through the church</u>	
<input type="checkbox"/> It is Christ's intent that God be made known to the heavenly realms through the church	Ephesians 3:10
<u>Specific individuals are called by the Holy Spirit and sent by the Church as the Spirit directs.</u>	
<input type="checkbox"/> The Holy Spirit specifically called and sent particular individuals for specific missions work	Example: Acts 13:2
<input type="checkbox"/> Church leaders laid their hands on them and sent them off as outward confirmation through the church	Example: Acts 13:3
<u>These specific individuals sent by the Church are accountable to the Church</u>	
<input type="checkbox"/> They report back to the church and are accountable to the church	Example: Acts 14:27 Acts 15:4

1. SCOPE OF THE MISSIONS MINISTRY

1.1. Philosophy of the Missions Ministry

1.1.1. Importance of Missions

Richmond Hill (Chinese) Baptist Church (RHCBC), under the authority of the Word of God, has a mandate to proclaim the Gospel to the lost and to make disciples of all nations. RHCBC therefore recognizes that:

- (i) The ultimate purpose of a church is to fulfill the Great Commission of Jesus Christ
- (ii) A growing church is a missions-minded church
- (iii) Every Christian should be involved in Missions that is biblically sound and will strengthen our vision for the lost
- (iv) The focus of Missions, according to the Word of God, is to reach the lost souls disregarding one's religious affiliation, age, sex, race, geographic region, or people groups.

1.1.2. Outreach and Missions

RHCBC believes that missions begins with each Christian's heart compelled by Christ's love (2 Corinthians 5:14). Such love compels us to share Christ with those whom God places in our lives. Such love compels us to love the lost in other countries whom we do not see and such passions drive us to support global missions. Therefore, local outreach and Missions are related and interdependent.

With this same heart compelled by Christ's love for us, for the purpose of ministry administration, the focus of Missions Ministry is on *global* evangelism of all people groups. The focus of Outreach Ministry is on evangelism to all people groups in the *local community*, yet the two ministries should have close collaboration and work closely together for the same obedience to Christ's Great Commission. For example, if brothers and sisters are not living a life style of sharing Christ, how can this same group of people be passionate in supporting global evangelism?

1.1.3. Support of Global Missions

RHCBC believes that the support of global missions should not be financial alone but also in terms of prayer, caring, possible involvement in ministry of the missions field and communication with the missionaries and the Christian organizations

1.1.4. Promotion of the Great Commission

RHCBC believes that the promotion of the Great Commission is not only an annual event but an ongoing awareness of Christ's Great Commission through preaching, teaching, Sunday school classes, prayer meetings, fellowships and any form of communication, including the education and general awareness of global missions.

1.1.5 The Sending of Missionaries on behalf of the church

The ministry of the *church* is to encourage and develop all brothers and sisters to be missions minded Christians by first living a life style of sharing Christ in the path that God has called each one of us, making disciples as we go (Matthew 28:19).

When it comes to RHCBC Missions Ministry focusing on global missions, it is important to recognize those individuals whom received specific callings from God to devote themselves over a period of time to share Christ at the designated missions field to serve the designated people group on the missions site. This policy uses the term “Missionary” to refer to this group of individuals, as distinguished from all the rest of us whom Christ has already called to make disciples as we go. Both of such callings are just as priestly and divine. The missionary’s calling is more specific as guided by the Holy Spirit. To affirm the specific calling from God upon such individuals, Missions Board has responsibility to represent RHCBC to commission this specific group of people as RHCBC missionaries.

1.1.6 Growing Career Missionaries from RHCBC Members

RHCBC believes that the Holy Spirit from time to time will call members of RHCBC as sponsored career or Home-sent Missionaries. RHCBC will assist in discovering and identifying potential candidates; as well as providing encouragement, mentoring; prayer support; exposure; education and financial support before and after candidates affirm the calling.

1.2. Purpose of the Missions Ministry

The purpose of the Missions Ministry is to guide RHCBC to be an arm of support to the global proclamation of the Gospel to the lost in the world and to raise the awareness of the people in the church on the needs of Global Missions.

1.3. Function of the Missions Ministry

- 1.3.1. Missions Ministry works together with the pastor who oversees the Ministry and a representative from Deacon Board to develop both short term and long term visions for Missions in RHCBC. Missions Ministry is responsible for actively promoting and sharing of the visions and the needs of Global Missions in the church.
- 1.3.2. Missions Ministry shall educate the congregation through various means so that the congregation shall have an ongoing awareness of current Global Missions emphasis in RHCBC.
- 1.3.3. Missions Ministry shall be in contact with the missionaries of RHCBC on a regular basis to encourage communication between them and the congregation of RHCBC.
- 1.3.4. Missions Ministry shall design and review Missions Policies and Missions Operations Guidelines in the support of individual missionaries and Missions organizations, which include areas of basic requirements, support guidelines and selection procedures.

- 1.3.5. Missions Board shall present an annual missions budget to the Executive Board of RHCBC outlining the proposed expenditures for approval in Members' Meeting of RHCBC.

2. POLICY OF THE MISSIONS MINISTRY

2.1. Objectives

- 2.1.1. To administrate the Missions Plan set by the Missions Board and Ministry Operations and support effectively with objectivity, efficiency, continuity and consistency.
- 2.1.2. To facilitate accountability and communication from Missions Ministry to the church's leadership, the congregation, missionaries and missions organizations.
- 2.1.3. To build confidence and harmony with the overall church ministry of RHCBC.
- 2.1.4. To set boundary of operations authority and procedure of the Missions Ministry
- 2.1.5. To set boundary of decision making authority procedure of the Missions Board and Operations Ministry as entrusted by, with the accountability to the congregation through the endorsement of this Missions Policy through church membership meeting.

2.2. Application

This policy will serve as a guiding principle and boundary in decision making, direction setting and operational principles. It should not restrict the spirit of co-operation between RHCBC, missionaries and Christian organizations. Ministry operations is being covered by the Missions Ministry Operations Manual outside of this policy.

2.3. Revision

Revision of this policy and its procedure shall continue to be an ongoing function of Missions Ministry. Overall revision will take place at the discretion of the Ministry Head, or any members of Missions Ministry. All such revisions must be approved by the Deacon Board of RHCBC.

2.4. Conflict of Interest

Missions Board is being entrusted by the congregation to administer RHCBC Missions Fund by applying the RHCBC Missions Policy as captured in this document and endorsed by RHCBC members.

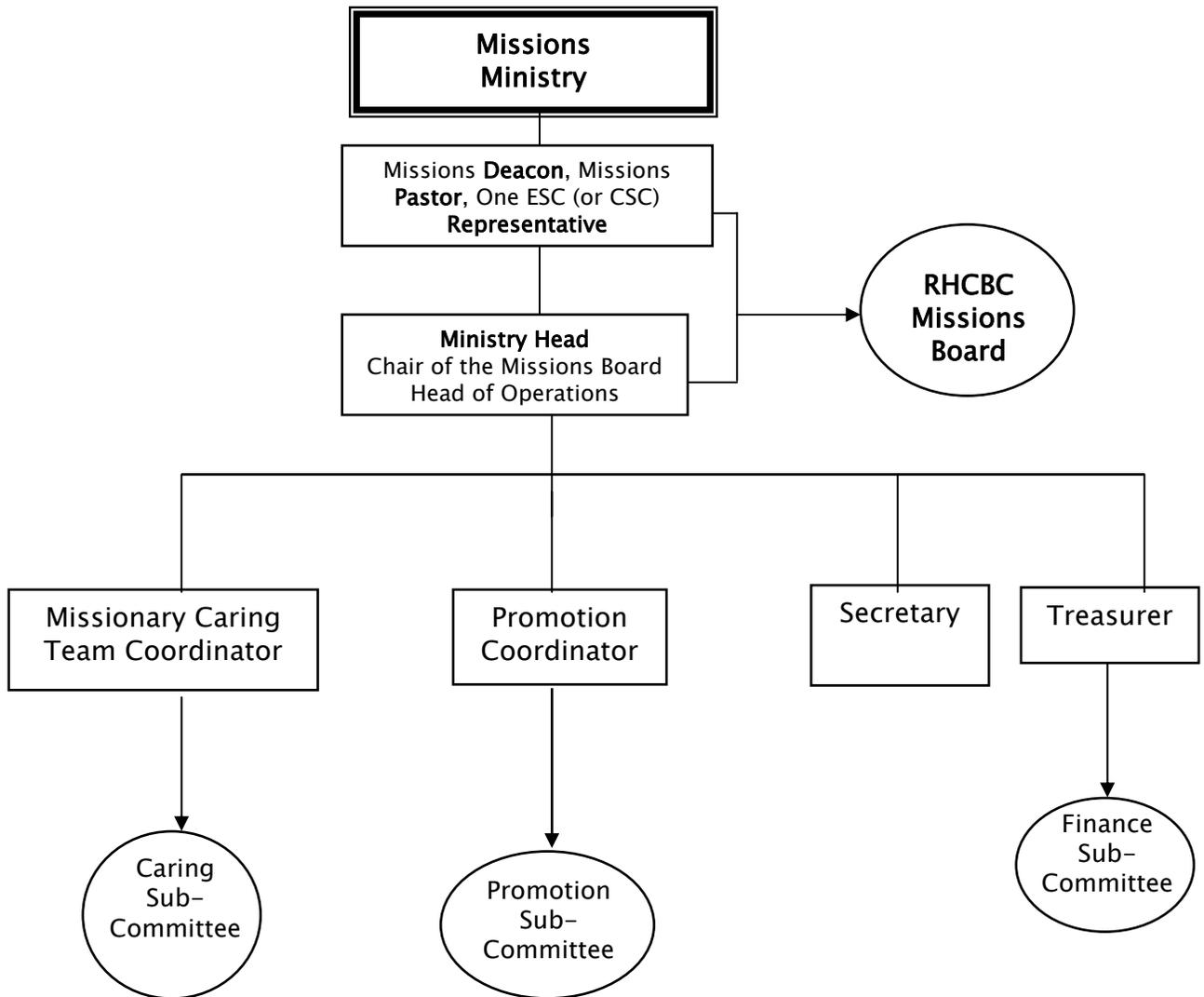
Any Missions Board member who is part of the decision process of the administering of Missions Fund such that the recipient of the fund is family member of any Missions Board member (or the board member himself /herself) constitute the situation of conflict of interest.

In the situation of conflict of interest, the board member in concern must abstain from the entire decision process, starting from the pre-screening step to the evaluation process, to the making of decision all the way to obtaining approval from the Deacon's board including the final presentation for approval in members meeting.

Violation to the Conflict of Interest policy is a serious offense as it will potentially compromise the integrity of the Missions Board and may result in the disciplining by the Deacon's Board.

3. STRUCTURE OF THE MISSIONS MINISTRY

Missions Ministry organizes and administers the church missions programs developed in accordance with the RHCBC Missions Policy.



Missions Ministry is made up of:

A. The Missions Board

The Missions Board is responsible for the following:

- Setting vision and direction on missions for RHCBC
- Administration of Missions Fund as entrusted by the congregation according to the policy captured by this document
- Screen / approve / reject missionary candidates; full-time ministry worker support applicants and theological education fund applicants
- Screen Missions organizations
- Administration of Missions Policy as entrusted by the congregation
- Official Members:
 - o Chairman of the Missions Board is the Ministry head. The chairman of the board has a casting vote within the Missions Board
 - o Missions Pastor (usually also the CSC Pastor)

- ESC Representative (or CSC Representative if the Missions Pastor is from ESC)
- Missions Ministry Deacon
- The Missions Board must have a minimum quorum of 3 to meet and conduct business.

B. The Missions Ministry Operations Team

The Missions Ministry Operations Team is responsible for the day-to-day operations of the ministry and execution of plan set by the ministry. The Missions Ministry Operations Team should comprise of everyone in the Missions Board as well as the following additional members:

- Missions Promotion Coordinator
- Missionary Caring Team Coordinator
- Missions Secretary
- Missions Treasurer

Missions Ministry Operations Team may form sub-committees as deemed necessary.

The official positions of Missions Ministry Operations Team are all AGM elected positions. All official ministry members have the right to vote in operations meetings. The chairperson has a casting vote.

Other non-elected brothers and sisters in Christ with the heart to serve in Missions ministry can join as non-voting ministry members.

4. RESPONSIBILITIES OF THE MISSIONS MINISTRY

4.1. Missions Pastor

- 4.1.1. To develop both short term and long term vision for Missions in RHCBC.
- 4.1.2. To give advice and to inform the Missions Ministry the church's direction and policy.
- 4.1.3. Be members of the Missions Board to screen and interview missionaries and Christian organizations.
- 4.3.1. Oversee the planning and preparation of the missions budget, responsibilities of the ministry members, and the operations of Missions Ministry.
- 4.3.1. Ensure the execution of the annual missions plan including the planning of church missions events such as missions conference, short-term missions and missions seminars.
- 4.1.6. Represent RHCBC to attend external missions functions, and represent RHCBC to respond to external correspondences.

4.2. Missions Deacon

- 4.2.1. To develop both short term and long term visions for Missions in RHCBC.
- 4.2.2. To give advice and inform the Missions Ministry the church's direction and policy.
- 4.2.3. Be members of the Missions Board to screen and interview missionaries and Christian organizations.

4.3. Ministry Head

- 4.3.1. Plan, prepare and execute the missions budget and plan, including the responsibilities of the ministry members, and the operations of Missions Ministry.
- 4.2.3. Represent RHCBC to attend external missions functions, and represent RHCBC to respond to external correspondences with consultation from the pastor.
- 4.2.4. Call and chair ministry operations meetings and missions board meeting and prepare meeting agenda and meeting minutes of Missions Board official meetings for church records.
- 4.2.5. Work with RHCBC Treasurer to disburse Missions support to missionaries and Christian organizations.
- 4.2.6. Participate in the Executive Board meetings and Members' Meetings
- 4.2.6. Assisting the Missions Pastor in missions event
- 4.2.7. Assisting the preparation of agenda and chair ministry meetings.
- 4.2.8. Chair of the Missions Board and Board meetings
- 4.2.9. Chair the Missions Ministry Operations Team and Operations Team meetings

4.3. Promotion Coordinator (Missions Coordinator)

- 4.3.1. Assist the missions pastor to oversee the operations of the ministry.
- 4.3.2. Form the promotion team with the guidance of the Missions pastor to promote and coordinate Missions events and programs to RHCBC congregation such as missions conference, short-term missions, missions fest., missions seminars, and etc.

- 4.3.4. Liaise with other ministries of RHCBC to promote missions events.
- 4.3.5. Update the Missions bulletin board periodically.

4.4. *Missions Secretary*

- 4.4.1. Record and document the minutes of every ministry meeting.
- 4.4.2. Distribute the agenda and minutes to all concerned parties.
- 4.4.3. Collect, sort, file and circulate all incoming and outgoing mails of the Missions Ministry.
- 4.4.4. Extract prayer items and prepare a list of prayer requests and pass them to the missionaries' prayer partners for prayer support, and pastoral staff to prepare the prayer items in the church bulletin.
- 4.4.5. Update missionary and missions organization profiles.
- 4.4.6. Keep all business record for Missions Ministry at RHCBC Church office.

4.5. *Missionary Caring Team Coordinator*

- 4.5.1. Form the Caring Team with the guidance of the missions pastor to care for the missionaries.
- 4.5.2. Coordinate the Caring Team to carry out the functions of caring to our missionaries, e.g. making, buying and sending gifts, writing and sending letters.
- 4.5.3. Keep track of birthdays, anniversaries and any special days of our missionaries.

4.6 *Treasurer*

- 4.6.1 Assist missions pastor in preparation of annual missions budget and missions board longer term financial projection
- 4.6.2 Assist missions pastor in the administering of the releasing of missions fund to fund recipients according to the approved missions budget of the year
- 4.6.3 Organize and manage missions fund pledge plans and actual missions fund pledges from the congregation and track missions fund raising progress regularly through out the year
- 4.6.4 Interface to RHCBC Finance Department

5. BASIC REQUIREMENT OF THE MEMBERS OF THE MISSIONS MINISTRY

- 5.1. The Ministry Head and the Promotion & Caring Coordinators must have previous involvement in the Missions Ministry of RHCBC.
- 5.2. The Ministry Head and the Promotion & Caring Coordinators must be active members of RHCBC.
- 5.3. All members must be active Christians in RHCBC for at least three years with a healthy church and spiritual lives.
- 5.4. All members must be missions-minded Christians with strong interest in promoting global evangelism and Christ's Great Commission in RHCBC.
- 5.5. All members shall demonstrate the possession of the gifts of the Holy Spirit in evangelism, caring, administration and leadership.

6. GENERAL GUIDELINES OF SUPPORT

6.1. *Nature of Christian Services*

Missions Ministry will support missionaries and Christian organizations that are involved in at least one of the following Christian services:

- (i) Evangelism
- (ii) Church Planting
- (iii) Pre-evangelism in Restricted Countries
- (iv) Theological Education
- (v) Christian Literature Work
- (vi) Gospel Information Technology
- (vii) Relief Work
- (viii) Christian Counseling
- (ix) Community Outreach

6.2. *Missions Funds and Missions Budget*

6.2.1 As part of the annual budget planning cycle, the Missions Board will recommend the annual RHCBC Missions budget subject to the approval by the Deacons board and the final approval by the first members meeting of each year.

6.2.2 The support for missions agencies shall not exceed 50% of the total annual missions budget.

6.2.3 Plan based Model

As part of the annual planning and budgeting process, the Missions Ministry will make a plan in terms of number of career missionaries to be supported and reflect the corresponding expenses in the budget of that year. Once approved, applicants can apply for funding support through out the calendar year as long as the total number of career missionaries and total supported fund falls within the ballpark figure of the plan.

6.2.4 Missions Fund and Missions Ministry Operations Expenses

Missions Fund is 100% allocated to missions field (to missionaries, missions agencies and missions ministry in the field)) with 0% administrative overhead.

Missions Ministry Operations Expenses will be covered by RHCBC operations budget just like any other RHCBC ministry.

7. Sponsored Career Missionary and Home-Sent Missionary

Home Sent Missionaries are Career Missionaries as defined in Section 7 of this policy whom RHCBC plays the role of the *sending church*. One additional criteria for Home Sent Missionaries is that applicant must be a member of RHCBC.

7.1 Basic Requirement

- 7.1.1. The sponsored career missionary must be a born again Christian and subscribe to essential Evangelical Faith.
- 7.1.2. The sponsored career missionary must be a member in good standing of his/her local church.
- 7.1.3. The sponsored career missionary must demonstrate
 - (a) clear conviction of God's specific calling into long term career missionary (and all aspects covered in the definition of this section) and is endorsed by the pastor(s) and leaders of his/her church.
 - (b) unwavering commitment to the specific ministry / missions field / people group
 - (c) viable ministry and personal plan and action that can substantiate the fulfillment of unwavering commitment
- 7.1.4. The sponsored career missionary must be accepted by a Christian organization or missionary agency that meets the basic requirement under Section 8 of Christian Organizations and Missionary Agencies.
- 7.1.5. The sponsored career missionary should be a graduate of an accredited Bible college/seminary, with at least a bachelor degree in Missions or Pastoral or equivalent.
- 7.1.6. The sponsored career missionary should already be assigned to a designated missions field by his/her missions agency.
- 7.1.7. The sponsored career missionary must be an active participant in church ministry especially evangelism.

7.2. Application Procedure

- 7.2.1. The following documents must be attached with their application:
 - (i) Candidate's **resume** (training, experience, expected field work by the missionary agency).
 - (ii) **Recommendation letter** from home church senior pastor and/or the chair person of elder board or deacon board.
 - (iii) **Acceptance and recommendation letter** from the missionary agency.
 - (iv) **Statement of Faith of the home church** (not applicable to RHCBC members), the missionary agency and the personal testimony of the candidate.
 - (v) **Amount of total support required and statement of personal financial support** stating all sources of secured and plan support from the various churches, groups and individuals.
 - (vi) **Statement & written testimony of the confirmation of God's specific calling** as full time missionary, including the Holy Spirit's guidance to the specific missions field, people target group, and the specific ministries.

- (vii) **A detailed personal & ministry plan for the next 5 years** that can
- a) substantiate the unwavering commitment made as response to God's specific calling
 - b) layout the strategy of missions for the designated missions field (e.g. number of years in language learning etc..)

Plans can be adapted based on the dynamic factors as the missions terms unfold, but candidate must demonstrate the unwavering commitment towards God's calling.

- 7.2.2. Missions Board will screen all the applicants and select candidates for interview base on the following priorities:
- (i) Member of RHCBC.
 - (ii) Cross-cultural ministries among unreached people groups in accordance with the "Nature of Christian Services" as specified under Section 6 of General Guideline of Support.
 - (iii) Cross-cultural ministries among reached people groups in accordance with the "Nature of Christian Services" as specified under Section 6 of General Guidelines of Support.
 - (iv) Same cultural ministries within and outside Toronto and Canada.
- 7.2.3. Interview (when necessary) of the selected candidates will be arranged by the Missions Board of the Missions Ministry. If the applicant is approved by Missions Ministry, it also requires endorsement from Deacon Board.
- 7.2.4. Upon approval of the candidate by Missions Ministry, it will forward a recommendation together with the proposed amount of annual support and the years of the term to the Members' Meeting for final approval.

7.3. Support Guideline

7.3.1. Range of support:

Home Sent Missionaries Support Level:

- Yearly financial Support up to 60% of required funding for home sent career missionaries.
- Optionally field visit to home sent missionaries by RHCBC church leader(s) to show support and to establish RHCBC connection. Visits by RHCBC church leader(s) can be considered as a Short Term Missions Trip.
- RHCBC has commitment to regularly pray for the home sent missionaries for their real time needs in the field

Sponsored Career Missionaries Support Level:

- Financial Support up to 25% of required funding for general career missionary support
- RHCBC has commitment to regularly pray for these missionaries for their needs.

7.3.2 Term of support:

Home Sent Missionaries:

With regard to Term of support, home sent missionaries term is *like* a full time pastoral staff, they should be supported as long as they are being called by God to work in the chosen missions field. Termination of support can be one of the following situations:

- Home sent missionary initiated termination
- RHCBC initiated termination due to misconduct or incorrect teaching / faith or a negative outcome of reassessment

Change of missions field and / or missions agency will trigger a re-evaluation and reassessment of RHCBC support.

Sponsored Career Missionaries:

Base on missionary's current term with their Agency, which is usually four years or less. If the missionary does not have term with their Agency, then the term of support with RHCBC is 2 years.

- 7.3.3. Continuation of support: will be reviewed at the end of the term of support, or upon change of agency by the missionary.
- 7.3.4. Change of agency: RHCBC must be informed at least one month in advance. Support is not transferable to other agency and therefore missionary must reapply as a new applicant.
- 7.3.5. Accountability: annual report and regular communication with Missions Ministry.
- 7.3.6. Furlough: continuous support, missionary must inform RHCBC in advance to arrange for presentation and sharing.
- 7.3.7. Education and additional training during furlough: support will be considered individually.
- 7.3.8. Emergency special funding: depend on the situation and the availability of the Missions fund; a one-time special offering in Sunday Service or a special fund-raising event could be arranged in case of unforeseeable circumstances.
- 7.3.9. The Missions Board reserves the right to terminate support to any missionary prior to the end of the term based on one of the following conditions:
 - (i) Immoral or unsound doctrinal practices.
 - (ii) Failure to conform one of the "Basic Requirements" under Section 7 of Career Missionaries.
 - (iii) Termination by Agency.
 - (iv) Resignation by missionary.
 - (v) Fail to inform RHCBC of change of agency at least one month in advance.

8. CHRISTIAN ORGANIZATIONS AND MISSIONARY AGENCIES

8.1. *Basic Requirement*

- 8.1.1. The organization must be an evangelical Christian organization and willing to submit to RHCBC a statement of its practices or policies under which it is operating. It must hold a Statement of Faith that is in essential agreement with the Statement of Faith of RHCBC.
- 8.1.2. The organization must be registered as a legal charitable organization.

- 8.1.3. The organization must have good record of reputation among other Christian organizations and denominations, and where authority and/or accountability is clear.
- 8.1.4. The organization must be willing to disclose its financial status and to submit its annual audited financial statement to RHCBC.
- 8.1.5. The organization must be willing to submit a description of, and a current newsletter of its ministries.
- 8.1.6. The organization must be involved in Christian services as described under Section 6, “Nature of Christian Services”.

8.2. *Application Procedure*

- 8.2.1. Applicants must submit their application form (see appendix) to Missions Ministry to be considered for support. The following documents must be attached with their application form:
 - (i) Statement of Faith
 - (ii) Organization structure and financial status
 - (iii) A description of the type of ministries in which it is currently involving.
- 8.2.2. Selection Committee of Missions Ministry will screen all the applicants and select candidates base on the following priorities for interview:
 - (i) Cross-cultural¹ ministries among unreached people groups in accordance with the “Nature of Christian Services” as specified under Section 6 of General Guidelines of Support.
 - (ii) Cross-cultural ministries among reached people groups in accordance with the “Nature of Christian Services” as specified under Section 6 of General Guidelines of Support.
 - (iii) Administration and supportive ministries outside Canada and in cross-cultural settings inside Canada.
 - (iv) Same cultural ministries within and outside Toronto and Canada.
- 8.2.3. Interview (when necessary) of the selected organization representative by the Selection Committee of Missions Ministry.
- 8.2.4. Upon approval by Missions Ministry, it will forward a recommendation together with the proposed amount of support to the Members' Meeting for final approval.

8.3. *Support Guideline*

- 8.3.1. The term of support for all Christian organizations and missionary agencies is two years. There will be a review at the end of the two-year term to determine the continuation of support.
- 8.3.2. Financial support for various Christian organizations and missionary agencies is allocated by using the Points System described in Appendix I.
- 8.3.3. Financial support may vary from year to year, depending on the missions budget of the Missions Ministry, ministry priority, and needs of the organizations.
- 8.3.4. Missions Ministry reserves the right to terminate support to any Christian organizations or missionary agencies prior to the end of the two-year term based on one of the following conditions:
 - (i) Immoral or unsound doctrinal practices.

¹ Cross-cultural ministries refer to ministries among people groups with similar and different cultural background.

- (ii) Failure to conform one of the “Basic Requirements” under Section 8 of Christian Organizations and Missionary Agencies.
- (iii) Missions Fund availability.

9. POLICY FOR SHORT and Mid TERM MISSIONS (STM / MTM) SPONSORSHIP

Definition:

Short Term Missionaries refer to the individuals who take on short term missions trip not longer than 6 consecutive months.

Mid-Term Missionaries refer to the individuals who make commitment in taking temporary missions trip more than 6 consecutive months but not longer than 24 consecutive months *for the purpose of seeking confirmation and convictions of the specifics of God's calling into full time missionaries or ministry.* (Note: individuals who take on missions trip longer than 24 consecutive months should be considered under the "Career Missionary" category).

9.1. *Basic Requirement of STM & MTM*

9.1.1 Basic Requirement of STM (Both "RHCBC Designated" and "Other-STMs") and MTM applicants:

- 9.1.1.1. Applicants must be born again Christians with demonstrated spiritual maturity and close relationship with God and with others.
- 9.1.1.2 Applicants must demonstrate regular practice of witnessing and sharing Christ to non-Christians in his/her life.
- 9.1.1.3. Applicants are preferred to be RHCBC members or in the process of applying RHCBC membership.
- 9.1.1.4 Applicants must be actively attending RHCBC on regular basis for the past twelve months.
- 9.1.1.5 If the applicant is under 18-year-old, signature from parent/legal guardian on the application form is required.
- 9.1.1.6 Applicants' individual previous missions experience will be considered. For oversea short-term missions trip, preference will be given to applicant who had local or oversea missions experience.

9.1.2 Basic Requirement of short term missions ministry

The Missions Board will classify some STM as "RHCBC designated STM". STM that are not designated by Missions Ministry will be classified as "Other-STMs".

RHCBC Designated short term missions ministry

RHCBC Designated Short Term Missions ministry is designed to be aligned with the overall long term church direction of the global missions ministry. There are two categories of "RHCBC-Designated" STM: Category A and Category B.

A. RHCBC Commitment to a Set Long Term Global Missions Ministry

Those STM-s that provide *long term global missions ministry* opportunities that RHCBC will prepare to commit to at least three to five years **OR** those STM-s that are already a part of an existing RHCBC long term global missions ministry commitment.

A detailed three to five year missions ministry plan must be produced and approved first by the Missions Board, then by the Deacons Board with vision casting to the congregation before the designated STM will be approved for the year. That plan must outline the global ministry on the set missions site; progression of ministry for each year and the ministry

partnering model between the missions agency and/or the local church with RHCBC.

If additional ministry expense for that global missions ministry is required other than the STM-missionaries' trip expense, it has to be accounted for as a separate missions ministry budget item. The annual ministry amount and its purpose must be first reviewed and approved by the Missions Board, then approved by the Deacon's board and accepted by the RHCBC membership meeting as part of the annual budget process.

B. RHCBC Career Missionaries Support

This category of RHCBC Designated STM is to provide ***support of RHCBC home-sent or sponsored career missionaries*** or getting involvement in their missions ministry.

Other STMs

The category of "Other-STMs" is used to classify all non-RHCBC initiated short term missions trip. This category is used to include all individually initiated short term missions trip outside of the RHCBC Missions Ministry scope of global missions grouped classified under the category of "RHCBC Designated STM".

Since "Other-STMs" are STMs with personal initiation by definition, there should not be any promotion within RHCBC to recruit other congregation members to join. All fund raising for "Other-STMs" should be done on a personal basis instead of under the ministry scope of RHCBC missions ministry.

9.1.3 Basic Requirement of Infrastructure for support and accountability of STM (both RHCBC-Designated and Other-STMs) and MTM

Applicants are required to demonstrate credible missions ministry and field support as well as missions ministry accountability. Applicants are required to meet at least one of the following requirements:

- i. The ministry is directed and supervised by a credible para-church missions organization that is endorsed by RHCBC Missions Board
- ii. The ministry is supervised and directed by RHCBC sponsored career missionary or home-sent missionary
- iii. The ministry is supervised and directed by a local church on the missions field whom RHCBC has established a good relationship that the leadership team of both churches have regular correspondence and have established common understanding in ministry collaborations.

All applicants must provide the missions ministry scope supported by an outline of their missions ministry plan as part of the application which includes description of the target people group and their daily itinerary and ministry plan while on site.

Only missions ministry scope as described in section 6.1 will be approved by the missions board.

9.2. Application Procedure

- 9.2.1. Applicants must submit the Short/Mid-Term Missionary Application Form that is available at RHCBC web site to Missions Ministry. The application must include

- his/her personal testimony, information of the S/MTM and its objectives, his/her goals, preparation and foreseeable challenges and prayer requests.
- 9.2.2. The Missions Board will approve the candidates, percentage and amount of financial support to qualified applicants set by this policy based on the guideline in section 9.3.
 - 9.2.3. Under normal circumstance, Missions Board shall report all approved financial sponsorship to the Executive Board.
 - 9.2.4. Under exceptional circumstances as determined by Missions Board that a candidate requires extra financial sponsorship, Missions Board, in consultation with the pastor and deacon, will make recommendation to the Executive Board of the amount and percentage for additional subsidization.

9.3. Support Guideline

- 9.3.1. For "RHCBC–designated STM", the maximum amount of financial sponsorship is up to \$1000 in all circumstances, regardless of the percentage of financial subsidization. The percentage of financial subsidization will be determined by the employment status of the applicant:

Student:	Up to 75%
Homemaker:	Up to 75%
Career:	Up to 50%
- 9.3.3. For "Other STM", the maximum amount of financial sponsorship is up to \$750 in all circumstances, regardless of the percentage of financial subsidization. The percentage of financial subsidization will be determined by the employment status of applicant:

Student:	Up to 45%
Homemaker:	Up to 45%
Career:	Up to 30%
- 9.3.4. For "RHCBC–designated" STM, pastoral staff (Both Full time and Part Time) will receive 100% financial sponsorship
- 9.3.5. For "Other–STM", pastoral staff (Both Full time and part time) will receive 100% up to a maximum \$2000.
- 9.3.6. For "RHCBC designated" STM, besides pastoral staff, the team leader who is responsible for the coordination of the missions trip and providing orientation for team members, will also receive 100% financial sponsorship, up to \$2000.
- 9.3.7. For "Other–STM", it is the responsibility of the applicant to provide the Missions Board with detail information regarding the STM and its corresponding Christian organization.
- 9.3.8. For MTM– missionaries, the maximum amount of financial sponsorship is up to 50% of the MTM missionary's total budget. Since most MTM is exploring the calling of God into Career Missionaries, a member of the pastoral staff is assigned to the MTM–missionary as mentor to provide spiritual guidance for the MTM missionary in seeking & waiting on God's calling.

10. THEOLOGICAL EDUCATION FUND (TEF)

- 10.0 Theological Education Fund is not part of the annual Missions Fund nor the Missions annual Budget but be administered independently.**

- administration stays in missions board
- all calculations and reporting is independent

10.1 Basic Requirement

- 10.1.1. Applicant must be an active member of RHCBC for at least three years: he/she should have a regular involvement in Sunday Service, Sunday School, prayer meeting, fellowship group and church ministries.
- 10.1.2. Applicant must be sure of his/her vocational calling to full-time ministry.
- 10.1.3. Applicant must be recommended by our senior pastor, Sunday school teacher or fellowship counselor.
- 10.1.4. Applicant must be registered in a full-time degree program with an accredited Bible college/seminary.

10.2. Application Procedure

- 10.2.1. Applicants must submit the Theological Education Fund Application Form available on the RHCBC web site to Missions Ministry.
- 10.2.2. The application must include a "Letter of Acceptance" from the Bible college/seminary, a record of registration showing all courses to be taken, and the total amount of tuition fee.
- 10.2.3. Application will be reviewed by the Missions Board first. Then the approved application together with the senior pastor's recommendation will be reported to Deacon Board for approval.
- 10.2.4. Upon acceptance, applicant must be willing to report regularly to Missions Board regarding his/her progress of studies.
- 10.2.5. Missions Ministry reserves the right not to disclose any sensitive financial situation and personal data of applicant at the Executive Board meeting to respect confidentiality.

10.3. Support Guideline

- 10.3.1. The maximum financial support for each applicant is up to his/her full tuition fee based on the current tuition fee of a Canadian Bible College/Seminary or the budgeted Theological Education Fund (TEF) of RHCBC.
- 10.3.2. Missions Ministry may consider granting extra assistance to those who require additional amount of financial support due to unforeseeable circumstances.
- 10.3.3. Missions Ministry will try to accommodate all the applicants but due to limited funding, the granting of the assistance to applicants will be on a first come first serve basis.
- 10.3.4. The Theological Education Fund (TEF) is only for theological training to prepare the applicant for full-time ministry. Such training can either be a bachelor degree from Bible college or a master degree from Bible seminary. Missions Ministry will grant financial support to the qualified applicant to obtain his first theological degree only.

11. Support for Missions Organization Staff (MOS)

11.1. Basic Requirement

- 11.1.1. Applicant must be an active member of RHCBC for at least three years: he/she should have a regular involvement in Sunday Service, Sunday School, prayer meeting, fellowship group and church ministries.
- 11.1.2. Applicant must be sure of his/her vocational calling to full-time ministry and is endorsed by the pastor(s) and leaders of the church.
- 11.1.3. His/Her ministry must be recognized by the Missions Board as valid Christian work which may include any of the following:
 - (i) Evangelism
 - (ii) Church Planting
 - (iii) Pre-evangelism in Restricted Countries
 - (iv) Theological Education
 - (v) Christian Literature Work
 - (vi) Gospel Information Technology
 - (vii) Relief Work for pre-evangelism
 - (viii) Christian Counseling
 - (ix) Community Outreach
- 11.1.4. The organization he/she affiliates with must be recognized by Missions Ministry and be considered worth supporting.
- 11.1.5. Applicant has financial need

11.2. Application Procedure

- 11.2.1. Applicants must submit the MOS Application Form (From RHCBC Web Site) to Missions Ministry by the end of October to be considered for support in the following year.

11.3. Support Guideline

- 11.3.1. All financial information provided by the applicant will be kept confidentially.
- 11.3.2. Under normal circumstances, all information provided are regarded as trustworthy. However, Missions Ministry reserves the right to ask for the proof of the submitted information.
- 11.3.3. The applicant's request should not be merely considered according to the applicant's annual income but to his/her household annual income.
- 11.3.4. The dollar amount of support will also depend on the finance of the church, and it is suggested that the annual amount of support for an individual applicant should not exceed \$5,000.
- 11.3.5. Application approval is determined by the Missions Board.

12. MISSIONS RESERVE POLICY

Each missions dollar reserved by the Missions Board is a dollar withheld from the missions field. It is important to realize that the operational goal of Missions is to keep reserve to the minimum. It is unhealthy to have a large missions reserve fund. The goal is to keep the reserve fund amount closest to the required minimum.

12.1 Missions Ministry will maintain at least \$5000 as missions contingency fund. The usage of this fund is for un-anticipated missions need that is of emergency nature only (like immediate evaluation of missionaries from missions sites). This missions reserve fund is outside of the annual missions budget). Once used, the used portion should be re-filled through surplus of the fiscal year or fund raising.

13. FUNDRAISING POLICY

Only fundraising for RHCBC Missions Fund is permissible within the church. All RHCBC Missions Fund raising activities must be pre-approved by the Missions Board with no exception. Fundraising for any other purposes (e.g. for individual or for a particular event) other than RHCBC Missions Fund is not allowed.

No fundraising organized by individual is allowed within RHCBC. Fundraising must be organized by church groups.

Approved missionary applicant is permitted to raise fund for his/her missions ministry through issuing letters to individual church members. However, he/she must inform Missions Board and provide reference copies of all essential documents regarding such activity before issuing the letters.

14. EVALUATION AND AMENDMENTS

Missions Ministry can initiate evaluation of the Missions Policy as required based on its effectiveness and practicality. All amendments and revisions to the Missions Policy must be approved by the Deacon Board of RHCBC.

Appendix 1: Missions Agency and Organization Point System

Appendix I

RICHMOND HILL (CHINESE) BAPTIST CHURCH MISSIONS MINISTRY

Point System Calculation For Christian Organizations and Missionary Agencies

Merit	Points
1 Church member involvement (full time/part time; 10pt./5 pt.)	10/5
2 Local organization	10
3 With financial difficulty (Audited by CCCC etc.)	10
4 Chinese organization	10
5 The first one of its kind on the list	10
6 Vision of organization match with Missions Ministry emphasis	20
7 With our long term commitment (more than one year)	10
8 Special missionary conference or activity makes available for church	10
9 With joint activity with our church	10
10 Special request/ special need	10

Dollar Amount of support granted for each organization/agency is calculated as follows:

Fund allotted to a particular organization	=	$\frac{\text{Total merit points of the said organization}}{\text{Summation of all merit points of individual organization}}$	x	Fund approved for supporting Christian organizations and missionary agencies
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