

MIDDLE CREEK CHURCH

Short-Term (< 1 Month)

MISSIONS FUND REQUEST

Date of Request Submission: _____

A Short-Term Missions Fund Request must be completed and submitted with all required attachments to the Missions Committee Chairperson at least sixty (60) days prior to your planned departure date.

Planned Departure Date: _____

Term of Service (< 1 Month): Start: _____ Finish: _____

Requester's Name: (Individuals, Couples, Families) _____

Address: _____

Email: _____

Telephone Numbers: Home: _____ Cell: _____

Missions Organization: _____

Address: _____

Email: _____ Telephone Number: _____

Briefly describe your position with the Missions Organization and the work you will be doing: _____

Provide the following costs/amounts:

Provide total cost: \$ _____

Amount you will pay personally: \$ _____

Amount you are requesting from the Missions Budget: \$ _____

(50% up to \$500 per member)

Remaining amount you need from other sources: \$ _____

The Missions Organization require that I raise at least: \$ _____ by _____

If you have not raised the Missions Organization minimal funding requirement by the deadline date for your trip, the Missions Committee reserves the right to withhold funding.

Checks are to be payable to: _____

Required attachments:

*A letter from the Missions Organization confirming your financial request and mission assignment.

*A budget breakdown of all your expenses.

* A list of special materials needed (ex medical, building, curriculum, etc). Please list supplies separate.

The Missions Committee will consider it at 100%.

Requester's Signature: _____

This Request must be completed in its entirety and submitted to the Missions Committee Chairperson at least sixty (60) days prior to your planned departure date.

Requester submitting Request will receive a written response from the Missions Committee Chairperson.

If your Request is approved by the Missions Committee you must contact the Missions Treasurer at least one (1) week prior to the date of payment.

Revised 02/2021

MIDDLE CREEK CHURCH MISSIONS COMMITTEE
Short Term Missions (<1 Month)
SUPPORT FUNDING GUIDELINES

PURPOSE:

- To establish guidelines in disbursing monies set aside in the Missions Budget for the support and promotion of Short-Term Missions efforts by members of Middle Creek Church.

DEFINITIONS:

- **"Short-Term Missions"** are periods of Christian Service lasting less than one (1) month with Missions Organizations.
- **"Missions Organizations"** are Christian Organizations which provide opportunities for Christian Service and whose teachings and programs are consistent with the values and beliefs of Middle Creek Church.
- **"Christian Service"** is efforts focused on glorifying our Lord and Savior, Jesus Christ, through sharing His Gospel and meeting needs of others.
- **"Request"** is a completed "Short-Term Missions Fund Request" with all required attachments, submitted to the Missions Committee Chairperson, at least sixty (60) days prior to the Requester's Missions departure date.
- **"Requester"** is a member of Middle Creek Church, 18 years of age or older, who seeks Short-Term Missions Funds to cover non-travel expenses of their Short-Term Missions effort, and submits a Request that complies with these guidelines. A single Request may be submitted for married couples or families requesting funding.

ELIGIBILITY:

- Eligible members (individuals and families) shall make written Requests for funding using the Short-Term Missions Fund Request provided by the Missions Committee.

REQUESTS:

- All requests for funding must be submitted using the Short-Term Missions Fund Request to the Missions Committee Chairperson at least sixty (60) days prior to the Requester's departure date. Requests will be reviewed by the Missions Committee to assure that they comply with these guidelines.
- Funds distributed shall not exceed 50% up to \$500 total of the approved non-travel expenses per member. Special materials needed may be considered at 100%.
- The Missions Committee shall approve or deny a Request based on these guidelines. The Missions Committee Chairperson will provide a written response to each Requester.

Revised 02/2021