



MISSIONS POLICY

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I. Missions Policy

Our desire at Woodburn Missionary Church is to be a "missionary" church through our actions and not just through our affiliation. Our goal is to encourage every person in our church to "take next steps" in their awareness of missions, evangelism, and outreach. This will include mission trips, missions education, and information on what our missionaries and agencies are doing to fulfill the Great Commission. This document will outline our policy and procedures regarding our mission program @ WMC. This document is periodically updated by the Missions Committee as defined below and approved by the Elder Body.

II. Our mission mandate:

"All authority in heaven and on earth has been given to me. Therefore, go 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 end of the age." Matthew 28:18-20 (also Mk. 16:15-16; Lk. 24:46-49; Jn. 20:21-22 & Acts 1:8)

III. Our definition of missions:

We believe that missions can be defined as "cross cultural evangelism & discipleship." We further believe that all missions should include an element of evangelism or discipleship, but not all evangelism & discipleship can be considered missions.

Mission Trip Categories & Eligibility

Woodburn Missionary Church wants to see people be sent! Therefore, WMC offers several types of mission trips. Each trip type is designed for a specific audience with appropriate expectations for participation.

Adult-Sponsored Mission Trip

Description: Organized for individuals ages 18 and older, these trips involve service projects such as construction, teaching, evangelism, or medical care, depending on the destination and need.

Eligibility Requirements:

- Must be 18 years of age or older by the start of the trip.
- Must complete any required pre-trip training and paperwork.
- Background checks will be required.

Family-Sponsored Mission Trip

Description: Designed for parents and their children to serve together in family-friendly environments. These trips prioritize spiritual growth and shared service through age-appropriate ministry opportunities.

Eligibility Requirements:

- At least one parent or legal guardian must accompany participating children.
- Children must meet the minimum age requirement set by the trip leader (typically 6 years and older).
- Families must attend all pre-trip meetings and training.
- All participants must be physically able to engage in basic service activities.
- Background checks will be required for team members 18 and older.

Youth Ministry Mission Trip

Description: Focused on middle and high school students, these trips emphasize spiritual growth, team service, and leadership development under the guidance of the Director of Youth.

Eligibility Requirements:

- Open to students who have completed grades 7–12.
- Must commit to team meetings, preparation activities, and behavior expectations.
- Parent/guardian consent and medical release forms are required.
- Background checks will be required for team members 18 and older.

* **Note:** If a minor wishes to attend an Adult-Sponsored or Family-Sponsored mission trip but their legal guardian is unable to participate, please refer to Section XI to review our policy regarding minor participation.

IV. Our philosophy of missions:

Jesus tells us in Acts 1:8 that we are to be witnesses in four specific locations:

- Jerusalem: In our own town, city, and immediate area
- Judea: In our region or in a nearby vicinity
- Samaria: To those geographically nearby but who have a different culture
- Ends of the earth: To those who are distant from us

WMC seeks to provide missional opportunities in each of these four key areas, striving to maintain balance between local, regional, and global outreach ministries.

WMC intends to implement a “bifocal vision” where we are serving across the street and around the world, intentionally reaching out locally and globally.

WMC desires to be a “sending” congregation. (Acts 15:22) We want to follow the example of Christ (John 20:21) and send our people to every nation, tribe and tongue to spread the Good News.” (Rev. 7:9)

V. Our missions values:

- Sharing the Gospel through outreach & evangelism efforts.
- Making disciples who make disciples. (Matt. 28:19-20)
- Targeting unreached people groups. (Romans 15:20)

- Bible distribution and translation.
- Praying for the nations (Ps. 2:8) & workers for the harvest. (Luke 10:2)
- Serving the poor and underprivileged. (Matthew 25:40)
- Children's ministry. (Matt. 18:3)
- Sending and receiving short-term mission teams. (Luke 10:1)
- Leadership training and development of national leaders.
- Effective communication and reporting of God's activity. (Luke 9:10)

VI. Missions committee:

A. The purpose of the committee:

The purpose of the missions committee is to inform, engage, challenge, encourage and equip our congregation to participate in the Great Commission and the Missions Purpose of Woodburn Missionary Church. We desire to recruit their efforts, resources and prayers toward our church's faithful fulfillment of our Lord's command.

B. The makeup of the committee:

- The missions committee will be made up of the Deacon of Missions, and a minimum of 6 other members, not to exceed a maximum of 12 team members.
- The missions committee will screen and select the members to serve on this team. Those who serve on this committee should have a proven interest, experience, and commitment to the Great Commission.
- The missions committee and the decisions made by the committee are affirmed and approved by the WMC Elder Body. Any proposed changes should be presented by the Deacon of Missions to the Campus Pastor to take to the Elder Body.
- The Deacon of Missions will appoint a secretary to serve on the missions committee. The missions committee secretary will be responsible for keeping accurate minutes and decisions made by the committee and communicating with team members regarding applicants for approval and agendas for upcoming meetings.
- The Deacon of Missions, and the Secretary of the missions committee will serve as the executive committee.

C. The responsibilities of the committee include:

- Set, submit & spend the annual missions budget subject to the Elder Body oversight
- Oversee the missions program at WMC
- Plan events and activities that engage our congregation to be World Christians.
- Approve Missionaries and projects for one-time gifts and ongoing support

- Oversee the application process for taking on new missionaries and requests for special projects
- Communicate and evaluate our regular missions activity and missionaries as well as our overall mission program
- Communicate with the congregation what the Lord is doing through our missions program
- Read and approve each mission trip application submitted to the committee
- Mission education to our congregation
- Recruit people to engage in the Great Commission
- Establish and maintain the WMC missions policies and ensure the most current copy is available to the church body
- Give a written report each month to the Campus Pastor of mission activities, interests and decisions. It should be submitted by the Deacon of Missions.
- Prayerfully guide and promote the missions program at WMC.
- Encourage, mentor and develop candidates for missionary service.
- Missionary care for those missionaries supported by the church

Members of the mission committee will be asked to serve for a three-year term and can serve on the team for up to three consecutive terms. After their third term, members must rotate off the committee for at least one year. After one year off, they are eligible to serve again on the committee. Someone can step off the team at any time by notifying the Deacon of Missions.

The Missions Committee will typically meet once a month. The time will be set by the Missions Deacon. Additional committee and sub-committee meetings may be called as needed.

The quorum for conducting business will be a simple majority of the voting members of the Missions Committee at the time of any called missions meeting.

VII. Missionary support:

- WMC will seek to support missionaries and missions ministries that are in harmony with our church's statement of faith and mission vision.
- Missionaries who desire to be supported by WMC should send a letter of introduction and intent to the Missions Committee explaining their missions calling, field of service, and any other introductory information.
- Once the committee has received a letter of introduction, they will determine if the proposed missionary/project fits the WMC vision and if there are any unspoken mission funds available in the budget.
- The next step in the process would be for the candidate to fill out a WMC missionary application for support upon the request of the missions committee and return it.
- Once the committee receives the application, an interview will be set up with the committee and, following the interview, the committee will determine any future actions in regard to no support, one time support or ongoing missionary support from the WMC budget.

- We will not support projects or people who are doing work that is humanitarian in nature but does not combine a spiritual or evangelistic element alongside those efforts.
- We will notify missionaries regarding any changes to regular ongoing missionary support prior to those changes being implemented.
- Missionaries supported by WMC (when visiting WMC), will be given opportunity to plug into appropriate programs, classes or services as scheduled by the Campus Pastor and or missions committee.
- All regularly supported missionaries, mission ministries and mission projects will be evaluated by the committee every 2-4 years.
- Evaluations will be based on compatibility of the mission project/missionary and the WMC mission values and priorities.
- We will not guarantee to continue support for missionaries who have either retired, changed field assignments, or have broken covenant with WMC or their sending agency. Consideration will be based on effectiveness of missionary service, funds availability, and compatibility of WMC vision with their new project.
- The following are expectations for missionaries we support. (Covenant)
 - To answer any communications from WMC in a timely manner
 - Meet with the committee and be available to speak at WMC if needed and when home on furlough
 - Send regular newsletters & communication
 - Send acknowledgement & receipt of donations
 - To communicate prayer needs
 - To host teams from WMC if appropriate and possible
 - To fill out an annual report to the missions committee. To be provided by the Missions Deacon by August and returned by September

VIII. Mission trips:

WMC will offer a wide range of mission trips each year that are diverse in destination (where we go), operation (what we will do), and calculation (how much they cost). Our attempt to balance our types of missions trips will be a factor as we plan and coordinate the trips. WMC may consider authorized missions trips including the following: current needs of the Missionary Church World Partners organization, opportunities provided by other mission organizations, emergency situations, or specific needs of which we become aware.

A. Authorized Trips

- An authorized trip with WMC is one that is advertised through our church publications. If it is promoted in one of our communication publications it is considered an authorized WMC trip.
- Any person seeking to schedule a WMC authorized mission trip must first consult with the Deacon of Missions or a missions committee member to determine if the trip will be authorized.

- The missions committee will establish the slate of mission trips that will be offered each year through our partnerships and missionaries. It is our goal to advertise this list at the beginning of each year.
- WMC will not be responsible for individuals who are participating in or traveling on "non-authorized" mission trips.
- Authorized trips can be added to the official list as opportunity and needs arise.
- Any person over the age of 18 traveling on a WMC sponsored mission trip will need to pass a national background check before participating on the team. A background check must be updated if the one on file is older than 3 years. If the partnering organization has the same requirement, their background check can fulfill our requirement.
- Team leaders from WMC must be approved by the Deacon of Missions and receive leadership training before leading an authorized WMC trip. It is our goal to provide additional yearly training opportunities for all WMC team leaders.
- For authorized WMC trips, it is expected that there will be at least one pre-training event for each team. See the team leader's handbook for details regarding the preparation, orientation and debriefing of a team.
- All WMC mission teams MUST secure trip insurance for their missions team.
- WMC is not responsible for promoting or publicizing other mission trip opportunities outside of our authorized scheduled teams. Individuals that are interested in recruiting others to go with them on other trips are free to make personal contacts with potential candidates and go, but the burden of recruitment and responsibility does not fall on the church to promote.
- The Missions Committee and leadership of WMC have the right to cancel or delay any scheduled mission trip because of safety and security issues in any country of intended travel.
- When a team is traveling to their destination or returning home from a mission trip and their travel plans are interrupted, the team leader must consult with the Deacon of Missions before making any travel changes that are not covered by the airline or organization responsible for the trip. The Deacon of Missions must approve unbudgeted changes in travel.

IX. Financial policies regarding missions:

A. Committee

- a. Based on mission funds available and the number of people applying for financial assistance at one time, we will support individuals who have submitted a missions application from WMC and have been approved by the committee at 30% for the first trip, 20% for the second trip, and 10% for subsequent trips, per year. WMC regular attenders (6 months or more) are eligible for assistance from the church mission fund. We encourage our people to go on as many mission experiences as possible.
- b. The mission committee will not issue support directly to someone going on a mission trip. The check from WMC must go to either a church or non-profit overseeing and receipting the trip.

- c. In the event there is a shortfall in general giving that affects the overall WMC budget, the finance team will restructure the WMC budget and notify the missions committee of changes to the budget. It will be the missions committee's responsibility to determine where those shortfalls will occur and notify any or all effected ministries.
- d. All mission money donated to WMC for missions is under the discretion of the mission committee to administer subject to the authority of the Elder Body.
- e. All money given to WMC for a personal trip or the trip of someone else going, is eligible for a charitable contribution receipt as long as it is an authorized WMC trip. Once money is receipted by WMC, it cannot be refunded.
- f. Pastor/staff mission trip policy – WMC pastor or staff member leading a WMC mission trip will be eligible for the trip cost being covered at 100% once per calendar year. Any WMC pastor or staff member participating in a WMC mission trip will be eligible for trip cost being covered at 75% once per calendar year.
- g. Mission trip leader policy – Any WMC lay person, who has attended WMC for one year or more, and is leading a WMC mission team will be eligible for the trip cost being covered at 50% once per year.
- h. Any pastor, staff member or mission trip leader applying for the special benefits will need to fill out a WMC missions trip application form and submit it to the missions committee for approval based on funds available.

B. Team

- a. Those who apply for financial assistance from the mission committee for short term trips must be regular attenders of WMC (6 months or more).
- b. WMC regular attenders applying for financial assistance for mission trips, must submit an application for each trip in which they are requesting financial support.
- c. Everyone traveling on a WMC mission team must fill out a WMC mission trip application and submit it to the missions committee to be kept on file even if they are not applying for financial assistance.
- d. We encourage people from other churches to travel with WMC teams, they must go through the same application process, but they are NOT eligible for mission scholarships from WMC. Someone must attend WMC for six months before they can receive a mission scholarship.
- e. All team members must be FULLY FUNDED prior to their departure for a mission trip. The published price for the trip must be deposited in the team member's account before leaving for the trip.
- f. Surplus funds raised by the team members will be used for the team on which they are traveling or used for members of the team who may be short funds.
- g. If a team member commits to go on a team and then backs out of the trip, they are financially responsible for any monies that were spent on their behalf for the trip.

- h.** If a team member raises their full funds for a trip and then is unable to travel for a valid reason, funds for their trip, minus expenses that have been committed for that trip, can be held for twelve months and used on another trip. After that twelve-month period of time expires without any activity, the missions committee has the right to redirect the funds to another project or need.

X. Fundraising for mission trips:

We expect team members who are traveling on WMC teams to step out in faith to trust God for the provision of their mission funds. In addition to trusting the Lord to provide, we expect each team member to personally be invested in the trip to whatever degree is possible. We also encourage team members to submit applications to the missions committee for financial support from the church.

We encourage team members to send out support letters to family and friends and recruit prayer partners for their mission trips. We strongly recommend that the majority of those letters be sent to family and friends outside the WMC family due to the fact that so many of our people are traveling on mission teams and our people cannot afford to bear the majority of these financial requests. We also strongly recommend that those letters only be sent to those people within the church with whom there are personal connections.

As a general rule, WE DO NOT PROMOTE OR ENCOURAGE FUNDRAISERS at our church for missions events. Any exceptions to that rule will be by the approval of the missions committee and the Elder Body and only for larger events and projects that we are sponsoring as a church body.

All fundraising events must be approved and scheduled by the Elder Body. Proceeds earned at such events always go to WMC, never to the individual. Such proceeds may or may not be equally divided. The funds are to be used for travel, ministry materials, and room/board. Funds are never to be used for souvenirs, snacks, etc.

The leadership of WMC sees support raising as an integral part of the missions experience. It is not simply a means to an end. The process and personal investment of seeing God work through these support raising efforts are important.

Other mission trips:

Those going on other missions trips are free to contact anyone inside or outside the WMC family for prayer and financial support. They can also write a letter of request to the WMC Missions Committee for financial assistance. Their letter of request must include the Missions Trip Form. However, financial preference will be given to those participating in WMC authorized missions trips. In addition, our Missions

Committee and leadership are more than willing to help individuals write fund-raising letters.

XI. General mission policies:

- When missionaries preach at WMC on a Sunday morning, they will receive a \$500 honorarium for their ministry. When they speak at WMC in a FLOCK, Sunday evening or Wednesday night, they will receive a \$250 honorarium. Honorariums will be paid to the missionary's sending organization, not directly to the individual.
- With the Elder Body's approval all unused mission funds from the mission budget at year end will be transferred to a designed savings account for future missions activities. It is not the intention of this policy that the missions team stock pile funds for long periods of time, but to use those funds strategically for future mission ministry.
- Missions emphasis month will be held annually at WMC. The date to be set annually by the missions committee in conjunction with the church calendar.
- We will host a "Great Commission service" during our annual missions emphasis month to highlight mission activities in the current year and to promote mission opportunities in the coming year.
- The WMC buses are available for use for authorized WMC mission teams given the team qualifies under the general guidelines of the WMC bus policy. The team leader should contact the church office and then speak to the person who oversees the bus ministry at WMC to reserve the bus for travel. Bus use is restricted to compliance with the Church policy and state and insurance regulations

Minors Travel Policy for Adult-Sponsored & Family-Sponsored Mission Trips

Purpose

To ensure the safety, accountability, and spiritual growth of all mission trip participants, minors (under 18 years of age) may only join adult-sponsored trips under specific guidelines.

Eligibility Requirements

- Family Accompaniment Required

Minors must be accompanied at all times by an approved parent or immediate family member who is also participating in the mission trip.

For "Adult-Sponsored" mission trips, minors attending with an approved parent or immediate family member must be between the ages of 12 and 17. The age allowed to attend will be adjusted depending on the type of missional work undertaken during the mission trip. The Mission Team will determine the age of those permitted to attend.

- Definition of Immediate Family

For this policy, immediate family includes:

- Parent or legal guardian
- Sibling (age 21 or older)
- Grandparent
- Aunt or uncle
- Legal foster parent or court-appointed custodian

Application Process

- Both the parent, minor, and accompanying adult must complete the "Minor Mission Trip Application & Consent Form".

Approval & Supervision

- Final approval is granted by the Deacon of Missions and/or the Campus Pastor.
- The accompanying adult is solely responsible for the minor during the entire duration of the trip.

Conduct & Participation

- They are expected to participate in all scheduled activities.
- Disruptive or unsafe behavior may result in being sent home early at the family's expense.

XII. PERSPECTIVES COURSE

- It is our goal to encourage our people to participate in the Perspectives course in our area. We will provide scholarships for those who participate and offer incentives for those who complete the course.
- A \$250 credit will be given toward a WMC mission trip for each person who completes the Perspective course.
- Funds earned completing the perspectives course are not transferrable. They are intended to support the individual who has completed the course in taking next steps in missions.
- A person who has completed the Perspectives course can use their funds toward a trip or toward a ministry project being done on a trip they are participating in either globally or locally.
- The intent is for the person to use the funds where they will be active and involved in some type of ministry that is local or global in outreach.

NOTE: These policies and procedures are set up to serve as guidelines for missions committee to oversee with consistency and in accordance to the mission vision at Woodburn Missionary Church. Exceptions to the missions policy can be made at any time but must be approved by the Deacon of Missions and the missions committee. Any exceptions should be noted in the missions committee minutes.