

## **SOUTH CAROLINA BAPTIST CONFERENCE OF THE DEAF**

### **MISSIONS COMMITTEE GUIDELINE**

The following are the general responsibilities, statements and guidelines for the SCBCD Mission Fund.

A. The SCBCD Missions Fund will be named: The DEAF Missions Fund.

B. The SCBCD will emphasize and promote funding for The Missions Fund by:

1. Workshops during SCBCD annual meetings or at church requests during the year.
2. Mission Displays at SCBCD annual meetings and other events.
3. Provide printed material including donation envelopes at SCBCD annual meeting and in mail outs per Board's approval.
4. Keep the SCBCD members informed of activities, income, expense and requests through the website and by annual reports at the SCBCD annual meeting.
5. Advertise the funds available through copies of guidelines, applications, etc.
6. Advertise through local church newsletters and other means as deemed necessary or prudent.
7. Offerings and donations through the SCBCD meetings, other events, individuals, churches and ministries.
8. May will be the annual emphasis month for informing and encouraging churches and Deaf Ministries to make donations to the Mission Fund.
9. Make reports to SCBCD officers at least twice a year with plans for fund raising.

C. The Missions Committee will make decisions for distribution of the available funds by priority to Deaf people and others as follows:

1. All already established South Carolina Baptist partnerships will have first priority of funding requests.
  - a. Any North American Mission Board (NAMB) and International Mission Board (IMB) mission works will be considered as a second priority, focusing on the deaf/hard of hearing only.
2. Other mission funds requests such as state, national or international requests for other mission requests such as food, clothing, equipment, or supplies will have the last priority.

>>**FIRST PRIORITY FUNDING WILL BE GIVEN TO DEAF APPLICANTS.** <<

D. Funding limits shall be \$250.00 per person per calendar year and shall remain until changed by vote in the SCBCD annual meeting or given special needs funding by the SCBCD Missions Committee.

1. The funds may be used for transportation or general mission trip expenses.
2. The funds cannot be used for personal expenses such as passports, birth certificates, proper clothing, already prescribed medications or childcare.
3. The funds may be used for equipment, teaching materials, mission trip housing, mission trip transportation, or other mission trip related expenses.
4. The applicant must be a South Carolina resident and a member of a Southern Baptist Church.
5. Mission Team Leaders may be allowed an additional \$150.00 for expenses related to planning and arranging the trip.
6. The SCBCD Missions Committee would approve special needs or group funding.

E. Funding will be made based on the following criteria:

1. Priority requests as outlined in Section D-1 through 6.
2. Balance available in the mission fund.
3. Number of applicants and requested amounts
4. Knowledge of other future mission work within the calendar year.
5. Circumstances such as danger in a specific area and unique mission needs, such as closed mission areas and other situations.
6. The SCBCD Missions Committee must receive completed applications **at least** 3 months before the mission trip.
7. A Southern Baptist Convention Church must sponsor mission trips funded by the Deaf Mission Fund or Southern Baptist Convention related group.

F. General guidelines and information:

Mission Funds will be accounted for and checks written by the SCBCD treasurer upon written instructions from the Missions Committee Chairperson.

**CHECKS CANNOT BE MADE PAYABLE TO AN INDIVIDUAL BUT ONLY TO THE SPONSOR THAT COLLECTS ALL THE FUNDS FOR THIS SPECIFIC TRIP.**

Each applicant is responsible for providing a follow up activity report and copies of receipts equal to the amount of money received from SCBCD to the SCBCD treasurer within 30 days after the completion of the mission trip. (See a sample activity report)

To avoid a conflict of interest a mission committee member cannot approve his or her own request.

A majority vote will be necessary for approval for the applicant/committee member.

After funds are disbursed and then a trip is cancelled and cannot be completed within 90 days, the funds must be returned to the SCBCD treasurer. If the trip is re-scheduled for completion within 90 days a letter from the appropriate individual showing the new schedule must be provided to the Missions Committee.

All funds not used for the trip must be returned with the activity letter and receipts.

The application must also have the following papers attached:

1. Letters from the Church Senior Pastor or Minister of Missions with a supporting signature of a Deaf Ministry Representative, recommending the individual applicant as a member of the church and as a member in good standing. The letter should also state the date the applicant is being commissioned for this trip by his or her church for this trip. (See a sample recommendation letter)
2. A full budget showing all expenses for the trip from the sponsor must also be attached. (See a sample budget form)
3. A written request from the field missionary outlining responsibilities and expectations of applicant.

Each applicant is responsible for his or her own legal documents needed for their trip. SCBCD will rely totally on the sponsoring church or organization for taking care of these matters. These include but are not limited to situations such as expired passports, expired visas, minors whether accompanied by a parent or legal guardian or not, unethical behavior before, while on the trip, or after the trip or sickness or injury. The SCBCD will not be responsible nor accept any liability for events that happen related to the mission trip.

The Deaf Mission Fund Committee will consist of at least three (3) voting members including the Missions Fund chairperson. The SCBCD presiding President will also serve on this committee. The Missions fund Committee will be responsible for distribution of available missions funds in accordance with the Deaf Mission Guidelines. The Mission Fund Committee will meet at least twice each year to discuss matters pertaining to The Deaf Mission Fund. The Mission Fund committee will give a written report to the final SCBCD officers planning meeting and at the annual SCBCD Business Meeting. All decisions by the Mission fund Committee must be by a majority vote. Committee members may serve up to five (5) years.

Any and all changes to the Missions Committee Guidelines must be presented in the SCBCD business meeting for approval before becoming valid.

These Mission Committee Guidelines are respectfully submitted by the Mission Fund Committee for approval in the SCBCD Business Meeting on date as of November 2009

Last Updated

11/2009 - official working draft

06/28/2007 - 1st draft

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