



Kortright Presbyterian Church
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Mission's Policy (Revised 2002)

Agreed to by the Mission's Committee.
April 9th, 2002

Mission's 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)*

Scope

The Missions Fund is approved by the congregation at the Annual 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 Kortright. 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 the Kortright.

Areas of Missions

The city of Guelph.

The country of Canada.

The World beyond Canada's borders.

The Mission budget is targeted as 25% minimum of the church Operating Fund. The Missions portion excludes Kortright's Presbyterian Sharing allocation. Financial givings are received through regular church offerings and tithes as well as special offerings approved by the Missions committee and Session.

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

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 Kortright. The advocate will encourage the support of the recipient and provide

representation on their behalf. All committee members will be expected to be advocates when called upon. Funding amounts and timeframes will be assessed by the committee.

Committee Functioning

The committee will be made up of the Convener, one representative of Session and up to 10 interested members and adherents in good standing at Kortright. All committee members will be expected to have a heart for Missions, recognize its importance in Scripture and attend meetings.

The committee will review all applications and allocate support based on full consensus of members present at an Official Meeting. A Meeting will be deemed to be in order (quorum) when the Convener and one member are present after reasonable due notification to all members. 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.

Minutes will record all meetings, identify attendees, state consensus actions and be distributed to all members. Actions agreed to by consensus will be deemed "Motions" and need no name associated with the item.

Emergency situations may arise between meetings. Funds may be authorized by 50.1% approval of committee members without an official meeting, provided the allocation meets the Mandate of the Missions Fund. All such actions will be recorded in the Minutes of the next meeting.

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 three year period.

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

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

Conflict of Interest

Due to personal involvement of committee members in Mission ventures, the following guidelines govern such situations.

Any committee member (or their spouse) will be free to request an allocation of funds from the Mission committee for their Missions venture.

A beneficiary of Mission funds, who is a member of the Missions committee, will be excused from the discussion of all funds related to the allotment.

To avoid what might be perceived to be a conflict of interest, the member's absence from the discussion and the final decision regarding allocation of funds will be recorded in the Minutes. For such "Motions" the Convener or delegate and one other member, other than the recipient must be present.

Budget

A) Long Term Support

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.

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.

B) Seasonal Missions

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.

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.

C) Emergency Response

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

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

D) Expenses

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

Either Kortright Reimbursement Request Vouchers or receipts will be needed.

Available Forms:

LT01 Rev. 1

ST01 Rev. 1

G.ST01 Rev. 1

MP01 Rev. 1

MT01 Rev. 1

Amendment No. 1

September 10, 2002

Scope: The following covers the policy for **Kortright Designated Team Mission trips.**

When a group from Kortright, wishes to embark on a Missions trip, they shall apply to the Missions committee for approval by completing form MT01 at least six months prior to departure. The size of the Team should be in place prior to this application and be limited to 10% maximum of the congregational role.

The committee will review the application for purpose and consistency with the vision and principles of Kortright Presbyterian church. 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) 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. The Team should consider the appointment of “specialists” to lead the assigned aspects of the trip ministerial focal points.

The Missions committee will include in its budget a Team sponsorship portion which will account for up to 25% of the Teams expenses as decided by the Missions committee. A maximum of one trip will be sponsored each calendar year. Unused amounts will be put in carry-over fund for the following year. Upon receipt of approval for Mission committee sponsorship, a recommendation will be made to Session to endorse the Team.

Upon receipt of Session endorsement, a special Team fund will be designated in the Team's name at Kortright 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 Kortright's Fundraising Policy will be permitted. Each Team member will be expected to contribute 25%, through personal sacrifice and commitment, to the Team expenses. This portion may be made as a contribution to the “pot” for tax deduction purposes. Inoculations and other additional expenses beyond the Team requirements will be the responsibility of the members.

The Team needs to 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.

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.