

# Stony Point Church

## Mission Team Project Policies and Procedures

01/01/2005

**Introduction:** Before He ascended into heaven, Jesus gave a final command to his disciples saying, "...Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Ghost, and teaching them to obey everything I commanded you" (Matthew 28:19-20a). James, best known for teaching that faith without deeds is dead, writes, "Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world" (James 1:27). Christian Mission Projects encompass both evangelism and mercy.

At Stony Point Church we believe that Jesus' command and James teaching apply to all of the church in every generation until He returns. While much of the work of evangelism and mercy is accomplished through the efforts of full-time professional missionaries and mission agencies, we believe that it is the privilege and responsibility of every Christian to support and participate in them as God gives opportunity. In this sense, we believe that every member is a missionary.

**Mission Projects:** One way many Christians participate directly in the work of evangelism and mercy today is through Mission Projects. These projects are short-term commitments, from 15 minutes to several weeks. They may be one time events or scheduled to occur several times during the course of the year. They may involve an individual Missionary or a whole team. Sometimes they will involve travel. But much of the time, they are local. Sometimes they even take place on church property. Often they involve partnerships with SPC full-time missionaries, mission agencies, or other churches. They always express the faith of God's people through acts of loving-kindness for hurting people in need of the Gospel.

**Mission Project Proposals:** Mission Projects may be initiated by the SPC Session, the SPC Mission Committee, or any SPC member. Projects proposed by members must be submitted to the SPC Missions Committee for approval by the SPC Missions Committee. The Session delegates oversight responsibilities for Mission Projects to the Mission Committee while maintaining final authority. When Projects are approved, the Mission Committee will assign a Committee Member to (See the "Mission Project Proposal Form" below.)

**Purposes:** The primary purposes of SPC Mission Projects are:

- 1) to reveal the Gospel of Jesus Christ to the world through evangelism and service to others and
- 2) to encourage and assist career missionaries and agencies as they labor to promote and proclaim that same Good News.

Secondary purposes include benefits to our church:

- 1) the exercise and growth of our faith in Christ,

- 2) the development of our spiritual gifts,
- 3) the promotion of fellowship in SPC, and
- 4) expansion of our vision of God's kingdom.

**Fields:** SPC Short-Term Mission Projects will serve people locally, regionally, and around the world. Often they will serve in fields where SPC already has a relationship with career missionaries or agencies. These missionaries or agencies will help shape the nature and goals of the project. They will also provide preparation and follow-up support for it. This cooperative model will strengthen our missionary relationships. When possible, we will deepen these relationships by serving repeatedly in the same field.

**Team Selection:** Each Mission Project will be led by a Team Leader, recommended by the SPC Mission Committee and appointed by the Session. Many Mission Projects will be completed by Open Teams consisting of any and all volunteers from SPC and their friends. At other times, the work will be done by a Select Team. These Select Team Helpers will be chosen from a group of applicants, who have completed the Mission Project Application Form, by the Team Leader and a representative of the SPC Mission Committee. All Team Helpers must receive the endorsement and blessing of a SPC Elder. Team Helper selection appeals may be made to the Session.

1. **Team Leader Profile:** SPC Mission Project Team Leaders are always mature, Evangelical Christians. They are almost always members of SPC. They are people who are characterized by whole-hearted devotion to the Lord, expressed in regular habits of worship, prayer, and Bible Study. They are people who are actively participating in the life of SPC in fellowship, ministry, and giving. They are people who have demonstrated skills in leadership, missions (evangelism and mercy), and discipleship.
2. **Team Member Profile:** SPC Mission Project Team Helpers are people who are willing and able to contribute to the success of the Missions Project. Most Mission Project Team Members are SPC members, but SPC membership is not always required. Most are Christians, but sometimes they are not. They are people who desire to serve God by helping others through mercy or evangelism. They are people who have demonstrated some level of devotion to the Lord in worship, prayer, and Bible Study. They are people who regularly participate in the life of an Evangelical church. They are people who want to grow in evangelism and mercy. They are people who are FAT (flexible, adaptable, and teachable). They are people who are willing to submit to the authority of the Team Leader: *following, working hard, honoring, and helping.*

The Team Style and the composition of each Mission Team will be determined by the Team Leader and the Mission Committee Representative based on the kind of work being planned, the location of the field, the risk factor, and the gifts and weaknesses of the people applying to be Team Members.

**Financing:** Often, Mission Projects cost money. Typical expenses include travel, meals, lodging, inoculations, equipment, and supplies. When Projects require funding these costs are financed from any or all of three sources:

- 1) personal contributions from Team Members,
- 2) the SPC Missions budget, and
- 3) gifts of support from the families and friends of Team Members. Occasionally, the Pastor will solicit SPC members for special giving in support of SPC Short-Term Mission Projects.

SPC Members (and their non-member children) will contribute at least 10% of the cost of their participation. When families serve together, they will contribute at least 10% for the first person and 5% for the second; all others are “free.” The Mission Committee will contribute 33% of the total cost for each person. The balance will be solicited from friends and family outside of Stony Point membership. (See “SPC Mission Project Support Letter Guidelines” below.) The Pastor will solicit the support of SPC members.

People who are not SPC members (or children of members) may participate on SPC Mission Project Teams, with the recommendation of a SPC member and a SPC Elder. Non-members will be responsible for supplying 100% of their support through a combination of personal contributions, gifts from family and friends, and the support of their home churches.

When individuals on a Mission Project Team are blessed with a surplus, their extra money will be used to support other individuals on that Mission Project Team who are coming up short, at the discretion of the Team Leader.

When a Mission Team is blessed with a surplus, the extra money will go to support other SPC mission projects, missionaries, or mission agencies, at the discretion of the SPC Mission Committee.

When Mission Project Teams do not raise enough money to complete their projects, the Team Leader will seek the advice of the Mission Committee one month prior to the start of the mission trip. The Mission Committee will advise the Team Leader on further support raising initiatives and/or provide the remainder of the funds needed from the mission trip line item of the church budget.

**Timetable:** Mission Project Teams will be guided by the following timeline as they prepare for their project:

1. Submission of the Mission Project Proposal to the SPC Mission Committee: At least one year before the start of proposed project. (Projects planned for November and December must be proposed 14 months before their start date.) Initial proposals must include the field envisioned, dates, the name of the cooperating missionary or sponsoring agency, their contact person and phone number, the team leader(s), a general description of the mission, team style, anticipated number of Helpers, approximate costs, and source of financial support. (See form below.)

2. Selection of Mission Project Teams: Six months before the project start date. The Team Leader will meet with the Mission Committee representative to begin the selection process for Team Helpers. The Team Leader will also provide the Mission Committee with updated project plans including the proposed team roster and a revised estimated budget.
3. Final Pre-Project Report: The Team Leader will provide a final team roster and financial support report to the Mission Committee representative. If the team seems to be failing to raise enough support, the Team Leader will appeal to the Mission Committee for advice and/or supplementary support.

**Post-Project Reports:** Soon after Mission Project Teams return from the field, their Team Leader will debrief the Mission Committee on the success of the project. Team Helpers will be invited to attend the Mission Committee debrief, but their attendance is optional. As soon as possible after their return, the Team will prepare and present a report to the church (usually on a Sunday evening), to let the church know how God has worked through and in them as they participated in the project.

**Examples of Previous SPC Mission Team Projects:** Blood Drives; Loaves and Fishes Soup Kitchen; STEP; Crisis Pregnancy Center; Fairmont, West Virginia; SPC Emergency Food Pantry; Prague, Czech Republic; Caritas; Canaan Children's Home and Pastors Training Conferences, Uganda;

# Stony Point Church

## Mission Project Application Form

(01/05)

Project Name: \_\_\_\_\_ Project Dates: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### SPC Mission Project Team Selection Procedure

Thank you for your willingness to serve on a SPC Mission Project Team. Please answer the following questions to the best of your ability. Keep in mind that submitting this application does not guarantee you a position on the Mission Team. Rather, it provides the information necessary to assemble a team most suitable to the mission project. The Team Leader, together with a representative of the SPC Missions Committee, will select the team for this project. Your answers will guide them in making an informed decision before the Lord about who should serve. Please, use another sheet if you need more space for your answers. SPC members are required to receive the written blessing of their Elder. Minors must receive the written blessing of their parents. Non-members must be recommended by a SPC member and a SPC Elder.

1. Are you a Christian? \_\_\_\_\_ If so, how long have you been a Christian? \_\_\_\_\_  
How would you explain what it means to be a Christian to non-Christian friend?

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2. Are you a member of a Christian Church? \_\_\_\_\_  
If so, what church is it? \_\_\_\_\_ For how long? \_\_\_\_\_

If not, why not?

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3. Describe your understanding of and current level of commitment to:

A) Corporate worship

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B) Prayer

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C) Bible Study

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D) Fellowship

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E) Discipleship (Sunday school, Youth Group, small Group, etc.)

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F) Ministry

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G) Missions

4. What specific gifts or talents do you have that you hope will contribute to this mission project?

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5. How do you hope that others will benefit from your participation in this mission project?

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6. How do you hope to benefit from participation in this mission project?

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7. Are you willing to raise financial and prayer support for this mission project including:

- A) a personal contribution (at least 10% per individual or 15% per family)? \_\_\_\_\_(initial)
- B) Solicitation of support from friends and family outside Stony Point? \_\_\_\_\_(initial)
- C) Participation in the team's final report on the mission to the congregation? \_\_\_\_\_(initial)
- D) I understand that SPC members will receive one-third of their financial support from SPC and contribute or raise the balance; and that non-members will be responsible for raising 100% of their own financial support. \_\_\_\_\_ (initial)

## Elder Blessing for SPC Members:

I, \_\_\_\_\_ (SPC Elder), give my blessing to the participation of this SPC member on this SPC missions project. We have discussed the challenges and opportunities associated with this mission and I am confident that he/she will contribute to and grow from this service. I will pray that God will work in and through him/her, not only blessing him/her, but more importantly making him/her a blessing to the team and to the people they serve.

Elder's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent's Blessing for Minors:

I, \_\_\_\_\_ (Parent), give my blessing to the participation of my minor son or daughter on this SPC mission project. We have discussed the challenges and opportunities associated with this mission and I am confident that he/she will contribute to and grow from this service. I will pray that God will work in and through him/her, not only blessing him/her, but more importantly making him/her a blessing to the team and to the people they serve.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Member and Elder Recommendation for Non-Members:

I, \_\_\_\_\_ (SPC Member), with the blessing of \_\_\_\_\_ (my Elder), recommend the above named non-member to participate on this SPC mission project. We have discussed the challenges and opportunities associated with this mission and I am confident that he/she will contribute to and grow from this service. I will pray that God will work in and through him/her, not only blessing him/her, but more importantly making him/her a blessing to the team and to the people they serve.

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Elder's Signature \_\_\_\_\_ Date \_\_\_\_\_

# SPC Mission Project Support Letter Guidelines

No missionary can serve the Lord without the faithful support of many who never see the mission field first hand. The goal of a Short-Term Mission Project Support Letter is to develop a group of people who will join with the Short-Term Missionary and his Team as they go out to share Christ and serve others in His name. This support group may take part in the mission by praying for the Mission Project and/or by contributing financially to help cover its costs. The Missionaries are the ones who go, but their going is not possible without the prayer and financial support of many who love them and want to help them serve the Lord in this special way. By writing and distributing a support letter, the Missionary informs friends and family of his desire to serve in missions and invites them to participate.

Remember that it is not the support team, but God who is the ultimate Source of what the Missionary needs (1 Chron. 29:12). Remember that everything belongs to the Lord (Psalm 50:12). Put your trust in Him to meet every need (2 Cor. 9:8). Be bold in your prayers and pray with thanksgiving (2 Tim. 1:7 and Phil. 4:6).

When people support a Mission Project, they are really giving to God - not to the Missionary. Do not fear the rejection of people (Psalm 56:3-4), do not take it personally when people do not support you, and do not compare yourself to others who are also seeking support. Avoid seeing the financial need as your only goal. Do not be apologetic in your letters, but ask with confidence. You are a royal ambassador of the King (2 Tim 1:7). Expect results as you sow (2 Cor 9:8). And whatever the result, know that God is in control and that He has your good and His purposes in mind (Romans 8:28-29).

**Please carefully read and follow these guidelines** to insure that your support letter is as effective as it can be:

- 1) Be sure that you pray through the whole process of building support for our mission. Prayer is the most important element of the entire effort.
- 2) Begin your letter with something that catches your reader's attention and makes them want to continue reading. Perhaps, use a question to spark interest.
- 3) Type your letter.

- 4) Be concise. Try to keep your letter to one page. Make it to the point.
- 5) Proofread and carefully edit your letter before you distribute it. Get someone else to read and critique it. It takes much time and effort to produce a good, effective support letter. Give the time and effort it deserves. Do good work. You want your letter to bless your supporters with its excellence.
- 6) Be sure to include the following information:
  - Where you are going and when you will be there.
  - The overall goals of the mission.
  - What you hope to accomplish and/or learn.
  - Who is sponsoring the mission.
  - The specific amount of financial support you need
  - That SPC is providing one-third (33%) of your expenses for this mission project.
  - How to give financially (make checks payable to Stony Point Reformed Presbyterian Church; note project and/or missionary name on contribution check)
  - Stony Point Church address - 2330 Buford Road / Richmond, VA 23235.
  - That any surplus support you receive will be used by SPC for other missionaries or missions projects.
  - Specific ways they can pray for you and your team.
  - A thank-you for considering being a part of your support team.
- 7) Include a stamped self-addressed envelope and a return receipt with your letter. Your supporters will complete and return the receipt with their support. (See sample receipt at end of Guidelines.)
- 8) Mail it out! The sooner you get your letter out to your support team, the better.
- 9) After you send out your support letter, you will hear back from the members of your support team. Respond to each one immediately with acknowledgement and thanks.
- 10) While you are on the mission field, send at least one postcard to each of your supporters. Thank them again. Let them know, briefly, how the Lord is blessing your team in its work and promise to send a fuller report when you return home.
- 11) When you return home, write a follow-up letter to your supporters. Do this while the mission is still fresh in your mind (within two to three weeks). Let them know how God worked through you and your team, how He grew you, and what you learned from your mission experience. Let them know, again, how much you appreciate their support.

Consider sending your letters out to 25 to 30 people outside the Stony Point Church membership. Please do not send letters to current SPC members. The SPC Mission Committee will seek support from our congregation for your mission and provide one third (33%) of your expenses.

We hope that you will find these guidelines helpful as you compose your support letter, distribute it, build your support team, and express appreciation for their support. If you need more help, please contact anyone on the Mission Committee or church staff. Sample support letters are available from the church office if you would like to see what others have written. You may find them very helpful.

----- Sample Cut Off Receipt -----

I would like to assist \_\_\_\_\_ (*Your name*) with the mission project  
in \_\_\_\_\_ (*wherever you are serving*) by:

- Praying for him/her weekly before and daily during the project
- Contributing \$ \_\_\_\_\_ towards his/her financial needs

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Any surplus financial support received for this project by SPC  
will be used to support its other missionaries and/or missions projects.

Please Mail to: Stony Point Church  
2330 Buford Road / Richmond, VA 23235