



Markham Chinese Baptist Church

# Short-term Mission

Standard of Best Practices

Mission Board 2016

## Table of Contents

1	Introduction .....	3
2	Purpose of Sending STM Teams .....	3
3	The Standard of Best Practices for STM .....	3
4	Scope of Application .....	4
4.1	STM Categories and Features .....	5
5	Standards of Excellence for STM .....	6
5.1	#1 - God Centeredness .....	6
5.2	#2 - Empowering Partnership .....	7
5.3	#3 - Mutual Design .....	7
5.4	#4 - Comprehensive Administration .....	7
5.5	#5 - Qualified Leadership .....	7
5.6	#6 - Appropriate Training .....	8
5.7	#7 - Thorough Follow-up .....	8
6	Funding Review Process .....	8
6.1	STM Prospoals (applicable to Groups 1 & 2 only).....	8
6.1.1	Timeline.....	8
6.1.2	Review of the STM Proposal .....	9
6.1.3	Recruitment of Team Members.....	9
6.2	Application Review.....	9
6.2.1	Basic Requirement for STM Participants .....	9
6.2.2	Applications Review Process.....	10
7	Finances Related to Mission and STM.....	10
7.1	Direction, Control & Accountability .....	10
7.1.1	Donations and Receipting.....	11
7.2	Shared Cost Funding for STM.....	12
7.3	Personal contribution/ Raised fund for STM .....	12
7.4	The Annual Budget for the Mission Fund .....	13

---

7.5	Disbursement of Funds .....	13
7.6	Other Financial Donations (Groups 1 & 2) .....	13
8	Health & Safety Accountabilities .....	14
8.1	Travel and Liability Insurance Coverage.....	14
8.2	Emergency Protocols.....	14
8.3	Release Form .....	15
9	Post-trip Sharing and Preparation for Re-entry .....	15
9.1	Post-trip Evaluation .....	15
9.2	Sharing & Testimonies.....	15
9.3	Follow-through and Preparation for Re-entry .....	15
10	Appendix 1: Process and Timeline.....	16

## 1 Introduction

As part of the ministry of MCBC, the Mission Board (MB) seeks to glorify God through mobilizing the congregation and its resources for the fulfilment of the Great Commission.

Mission begins at our doorstep and extends to the ends of the world. MB annually sends Short-term Mission (STM) teams and individuals to live out its calling in mission locally, nationally and around the globe.

## 2 Purpose of Sending STM Teams

- To mobilize members of MCBC to evangelize, make disciples, and to bear witness to the transforming grace of Jesus Christ in a cross-cultural setting. Each STM program will have clear goals and defined ministry activities, with a view of how the program can serve the longer-term objectives in the field of ministry, or to support the global work of full-time missionaries.
- STM provides an avenue for personal and spiritual growth as an integral part of Christian discipleship. STM trips are meaningful first steps for STM goers to experience world mission, and to consider becoming full-time servants as their own life's calling.
- To strengthen the home church by increasing the awareness of the needs facing the global church. The relationship gained from direct involvement in the field by our congregation members encourages greater overall understanding and commitment to world mission, increased consistent prayers and more sacrificial giving to missions.

## 3 The Standard of Best Practices for STM

- All resources are from God. MCBC's commitment to God's mission calls each of us to be faithful in the use and management of His resources.
- The Standard of Best Practice for STM (SBP) reflects MB's commitment in practicing faithful stewardship and fiscal responsibility while continuously improving the quality of the mission ministry. MB strives to achieve an effective balance between

accountability within the church body and empowering mission teams to go on missions courageously and wisely.

- The SBP guides MB in the use of resources to support STM. It sets out the Mission Board's financial support structure, application processes as well as partnership assessment criteria for which MCBC is eager to support.
- The SBP articulates a body of principle based policies. It is not to be taken as a set of rigid rules. In its discretion, Mission Board may make exceptions as appropriate in the circumstances.

#### **4 Scope of Application**

The SBP specifically applies to all STM programs to which MCBC provides financial sponsorship. The duration of STM trips may vary from one week to two months. They may be fully or partially funded by MCBC.

MCBC STM programs are generally categorized in 3 groups:

Group 1 - MCBC Home Team

Group 2 - Partnered Team

Group 3 – Individual joining an external mission team

## 4.1 STM Categories and Features

STM Group	Initiating Body	STM Team	Funding Guidelines Per person Cost (PPC)
<b>Group 1</b> MCBC Home Team	MCBC	<ul style="list-style-type: none"> <li>• Trip organized and led by the MCBC through its appointed team leader</li> <li>• An STM Plan approved by Mission Board;</li> <li>• Team composed of majority of MCBC members, including a treasurer</li> </ul>	<ol style="list-style-type: none"> <li>1. <u>Up to 50% funded by MCBC</u> First and 2<sup>nd</sup> time attending MCBC-sponsored STM programs</li> <li>2. <u>Up to 75% funded by MCBC</u> Third MCBC-sponsored STM programs and thereafter</li> </ol>
<b>Group 2</b> Partnered Team	Third party Christian organization, preferably with a registered charity status in Canada	<ul style="list-style-type: none"> <li>• Trip organized by an external Christian organization, approved by MB.</li> <li>• An STM Plan approved by MB;</li> <li>• Team composed of MCBC members, including an MB-assigned team leader and a treasurer.</li> </ul>	<ol style="list-style-type: none"> <li>3. <u>Up to 100% funded by MCBC</u> Trip leaders, full-time students and pastoral staff who are first or repeat goers</li> <li>4. Team leaders may request for additional funding for the purchase of necessary materials, supplies and equipment that are directly related to the STM</li> </ol> <p>(Special consideration may be given to those who require funding support above the prescribed levels.)</p>
<b>Group 3</b> Individual	Individual participation in an external mission team	<ul style="list-style-type: none"> <li>• Trip organized and led by an external Christian organization as described in Group 2.</li> <li>• There is no MCBC team leadership required.</li> </ul>	Up to 50% of the total cost of the trip per year, and not exceeding a maximum of \$800 per year.

- For an STM program to be qualified for financial support under Group 1 (Home Team) or Group 2 (Partnered Team), it is expected that the MB-appointed team leader to take responsibility and accountability for the field-site arrangement and contact, in-house planning and team preparation as required.
- Funding support to team leaders and participants are based on the prescribed percentage of the Per Person Cost (PPC) as determined in the budget. For greater transparency, PPC are made known at the time of announcement and recruitment in the congregation so that the associated cost is well-understood.
- The Mission Board is working towards a more encompassing support structure other than financial assistance only. The Mission Board also facilitates individuals, families, and small groups to support an STM missionary in a number of ways:
  - Prayer support
  - Financial offerings
  - Logistics and preparation
  - Communication support
  - Caring and emotional support
- Mission Board annually carries out a number of cross-divisional activities, such as promotion, education, training, sharing and prayer meetings. STM leaders and participants are encouraged to attend and share their vision and experience.

## 5 Standards of Excellence for STM

MB has adopted “The Seven Standards of Excellence for STM” as a code for best practices. This set of standards is a culmination of extended consultation with a wide STM network over a number of years by an US accrediting and resourcing body. Details of this set of standards are found in <http://www.soe.org/explore/the-7-standards/>. STM teams are encouraged to review these standards carefully when planning for a trip. These standards are used by MB as key selection criteria to determine the STM programs MCBC is eager to support.

### 5.1 #1 - God Centeredness

As the first priority, the STM plan must first seek God’s glory and His Kingdom. To participate in STM is to be in God’s movement of passionate love and reconciliation toward the world. It is expressed by:

- Purpose - Centering on God’s glory and his ends throughout our entire short-term mission (STM) process

- Character - Sound biblical doctrine, persistent prayer and godliness in all our thoughts, words, and deeds
- Methods - Wise, biblical, and culturally appropriate methods which bear spiritual fruit

## 5.2 #2 - Empowering Partnership

There is a healthy, interdependent and ongoing relationship between MCBC and receiving partners. This complementary relationship in Christian mission is motivated by common purposes and sustained by a willingness to learn and grow together in partnership. It is expressed by:

- Primary focus on intended recipients
- Plans that benefit all participants in the mission team and the mission community
- Mutual trust and accountability

## 5.3 #3 - Mutual Design

MCBC and its mission partners collaboratively plan each specific outreach for the benefit of all sending and receiving participants. It is expressed by:

- On-field methods and activities aligned to long-term strategies of the partnership
- MCBC's ability to implement its part of the plan
- Host receivers' ability to implement their part of the plan

## 5.4 #4 - Comprehensive Administration

The STM exhibits integrity through reliable set-up and thorough administration for all participants. Careful administration will prevent unnecessary setup problems, and ultimately exhibits good stewardship of time, talents and funds. It is expressed by:

- Truthfulness in promotion, finances, and reporting results
- Appropriate risk management
- Quality program delivery and support logistics

## 5.5 #5 - Qualified Leadership

The STM screens, trains and develops capable leadership for all participants. The leadership that MCBC recruits and develops has a crucial role in the success of its STM efforts. It is expressed by:

- Character—Spiritually mature servant leadership
- Skills—Prepared, competent, organized and accountable leadership
- Values—Empowering and equipping leadership



## 5.6 #6 - Appropriate Training

The STM plan prepares and equips all participants for mutually-designed outreach. Appropriate training will lead to a clear understanding of how to carry out the service well while maintaining effective relationships with other participants. It is expressed by:

- Biblical, appropriate, and timely training
- On-going training and equipping (pre-field, on-field, post-field)
- Qualified trainers

## 5.7 #7 - Thorough Follow-up

The STM plan assures debriefing and appropriate follow-up for all participants. Thorough follow-through will help the STM participants apply lessons learned and promote continued personal growth. It is expressed by:

- Comprehensive debriefing (pre-field, on-field, post-field)
- On-field reentry preparation
- Post-field follow-up and evaluation

# 6 Funding Review Process

## 6.1 STM Proposals (applicable to Groups 1 & 2 only)

### 6.1.1 Timeline

- A STM proposal plan is required for all new STM programs. To allow for adequate time for logistic arrangements, trip proposal submissions must be received by MB as early as possible and at least 6 months prior to the commencement date of the trip.
- Where possible to do so, team leaders for repeating or new STM programs are requested to provide a proposed budget for the next fiscal year to Mission Board by October 1 every year for consideration.
- If a new STM opportunity becomes available after Mission Board annual budget deadline, the STM leader candidate should discuss with the STM Committee Chair before submitting an STM plan proposal.
- MB has the discretion of not accepting non-budgeted proposals due to time and budget constraints.

### 6.1.2 Review of the STM Proposal

- The MB Chair will form a review panel with a minimum of three MB committee members to assess each STM plan proposal, and make recommendations to MB for acceptance, rejection or referral back for reconsideration.
- Key assessment criteria for the proposed STM plan include:
  - Alignment with MCBC's biblical values, mission strategy, priorities and budget
  - The seven standards of excellence for STM outlined in section 5
  - An interview with the team leader and /or the selected mission organization by the panel may be required
- The review panel will also make a recommendation to appoint a team leader.
- Annual submission of STM plans is not required for previously approved recurring projects. A revised proposal is only required where significant changes to the previously approved plan would be made.
- MB may request for a periodic update or review of any STM plan.

### 6.1.3 Recruitment of Team Members

- Upon acceptance of the STM plan by MB, the appointed team leader will work in coordination with MB to recruit members to the team.
- In addition to the basic requirements for STM participants outlined in section 6.2.1 of this policy, the team leader may identify additional requisite skills as may be required for the mission service.
- Where appropriate to do so, open announcements for expression of interests will be given in all MCBC divisions including Cantonese, Mandarin and English for every planned STM trip. MB encourages best efforts to build STM teams with a diverse background among our congregation members.
- Team leaders are reminded to ensure that each recommended candidate for the team submits a STM application form to the STM Committee Chair prior to the application deadline.

## 6.2 Application Review

### 6.2.1 Basic Requirement for STM Participants

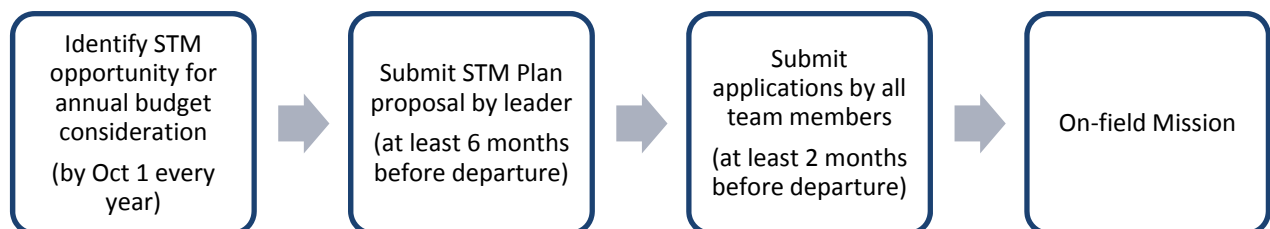
- (a) A born again Christian, baptised, who shows evidence of a saving relationship with Jesus Christ and love for the teaching in the Bible.

- (b) Have a growing heart to follow Christ by serving in mission
- (c) An active congregation member (prior to STM application), regularly attending MCBC for more than two years (or another church in the case of an out-of-town student)
- (d) At least 16 years of age, and has parental / guardian consent if under the age of 18
- (e) Demonstrated spiritual maturity and have active serving experience at home church.
- (f) Have references from 2 church leaders (including the divisional pastor)
- (g) Recommendation by the STM team leader
- (h) A signed application form completed in full

### 6.2.2 Applications Review Process

- All applications are to be received by MB no later than 2 months prior to the commencement of the trip to enable time for review.
- The same review panel for the STM plan proposal is responsible for reviewing the associated individual applications and make recommendations to MB for acceptance or referral back.
- For greater accountability, the names of the recommended STM participants will be forwarded to the Pastoral team for acknowledgment, so that divisional pastors can arrange for prayer support and follow-up by their respective divisions.

**Figure 1: Application process milestones for STM teams**



## 7 Finances Related to Mission and STM

### 7.1 Direction, Control & Accountability

- MCBC is a registered charity which is primarily subject to the rules and regulations of the *Income Tax Act of Canada* and other applicable statutes. Any mission program or activity that MB approves or sponsors must be consistent with the object and purpose

of MCBC and is a part of the overall strategy to implement scriptural-based missions and evangelism.

- The Mission Fund is a designated fund established by MCBC, and is separate from the church's General Fund. Donations made to the Mission Fund are set aside exclusively for mission work, programs or trips approved by the MB.
- MB has the responsibility for the administration of the MCBC Mission Fund. Decisions regarding the utilization of the Mission Fund, allocations to any approved STM programs and other directly related activities rest with MB in accordance with policies that it has established.
- For good governance and stewardship, MB and any approved STM teams must reasonably demonstrate appropriate level of control and accountability in the use of the Mission Fund. This includes:
  - ensuring MB approval of the STM trip, including the STM budget;
  - providing leadership and supervision for the trip, as appropriate;
  - ensuring that all expenses or disbursements are directly related to the missions activities during the trip and are not of a personal nature;
  - receiving all and paying all costs through the Mission Fund and retaining appropriate backup documentation;
  - demonstrating adequate financial control and retaining appropriate record for incurred expenses (home and partnered teams);
  - reporting to MB after the trip is complete

#### 7.1.1 Donations and Receipting

- Donations to support a particular missionary project or STM trip would qualify as "receiptable" donations. Under the *Income Tax Act*, a gift is a voluntary transfer of property without receiving anything of value in exchange. It means that the donor must not accrue any advantage or benefit as a result of the donation.
- As such, donations designated to a specific STM participant is generally not recommended and the amounts do not qualify for a tax receipt issued by MCBC. Donations made to the Mission Fund in general or to an approved STM program, but without ear-marking the STM participant's name, would be eligible for an official tax donation receipt under the Income Tax Act.

- MB, in coordination with MCBC finance team, will ensure that any donation and disbursement pertaining to STM programs are appropriately tracked.

## 7.2 Shared Cost Funding for STM

- Support for STM programs in the Mission Fund may come from a variety of sources, such as self-contribution, non-program designated offering, designated STM program by donors from the congregation and the communities, or friends and families for the STM participants.
- MB adopts a shared cost funding model to subsidise the Per Person Cost (PPC) of the STM under the following guiding objectives:
  - a) Equal Opportunity Funding - All eligible participants have equal opportunity to mission funding in accordance with the funding guidelines in section 4.1 of this policy. The funding structure is designed to be not excessive but enough and responsive to needs.
  - b) Personal financial commitment - The shared cost funding guidelines serve as an important point of reference for goers' personal financial commitment. Making best efforts in self-contribution and raising funds for the STM encourages faith and commitment in goers. Those interested to join an STM should consider carefully their personal calling and the shared cost implication to themselves.
  - c) Voluntary donations - All donations to the STM programs, including self-contribution and funds raised, are voluntary, and carries no legal obligation. STM team members' participation is not contingent solely on his/her fundraising efforts or ability to meet the shared cost amount.
  - d) Direction by MB - Donations to the designated STM programs will be directed for the use in the STM programs accordingly. If excess donations for an STM program is received, it will be retained in the Mission Fund for other STM initiatives and related education and outreach as directed by MB.

## 7.3 Personal contribution/ Raised fund for STM

- STM participants are encouraged to do their best to contribute financially on a voluntary basis and-to raise support by sharing their calls, prayer requests and financial needs for the STM team with their network of friends and families.

- STM participants are to give their personal contribution and fund raised for the STM trip to their team leader. Cheques are made payable to MCBC, with a memo on the cheque or offering envelope noting for Mission Fund and the name of the STM project. Money collected by the team leader will be forwarded to Mission Board or to be deposited into the church's offering box no later than a week prior to departure.
- In coordination with Offering Collection and Finance team, MB will track the amounts collected for each STM program for disposition for any specified or non-specified STM programs. MB also reserves the discretion to direct the use or allocation of this money as appropriate.

#### **7.4 The Annual Budget for the Mission Fund**

- MB prepares an annual mission budget. The consolidated church budget, including the Mission Fund requirement, is then presented to the congregation at the members' meeting for approval.
- Every year, Mission Board determines the budget for each approved STM program within the scope of the total mission budget. The STM budget is based on the best estimate at 100% of all bona-fide expenses related to each of the approved STM program.
- Any surplus or shortfall each year will remain in the Mission Fund for future mission use.

#### **7.5 Disbursement of Funds**

- Generally, MB allots the approved funds directly to the initiator of the STM program. For STM programs under Group 1, funds are made payable to the home team assigned treasurer to make trip payments and reimbursements. For Group 2 & 3, money is directly disbursed to the partner sending party.
- Any pre-arranged cost-sharing by the partnered organization or the mission receiving party should be identified in the application for funding. The amount of financial assistance required from the MCBC Mission Fund should take into account i.e. reduced by anticipated funding from such shared costs or these sources.

#### **7.6 Other Financial Donations (Groups 1 & 2)**

- Under unusual circumstances where voluntary and unsolicited donations in cash or personal cheques have been received by STM participants from sources other than

the Mission Fund, the team leader should disclose such donations to MB as soon as possible.

- MB would appreciate that any such amounts received by the STM participants to be gifted in full to the MCBC Mission Fund to support MCBC future missions.

## 8 Health & Safety Accountabilities

### 8.1 Travel and Liability Insurance Coverage

- MCBC carries limited third party liability for bodily injury and property damage arising from activities that are directly associated with the church's operation / functions / events (including church-sponsored mission trips under Groups 1 and 2 above). All sponsored STM team leaders and employees of MCBC are covered under this plan.
- MCBC offers basic medical insurance for members of MCBC Home Teams (Group 1) if such coverage is not already available through the participant's current policy. Home team members who want to purchase additional coverage are responsible for their own costs.
- MCBC is not responsible for any medical, travel or liability insurance for participants under Partnered teams and Individual Sponsorship (Groups 2 & 3). Participants under these groups are encouraged to check with their sending organizations for insurance requirements, and ensure that they have appropriate travel, medical and liability insurance coverage.

### 8.2 Emergency Protocols

- STM teams can find official information and advice from the travel advisory of Government of Canada at <http://travel.gc.ca/travelling/advisories>. They should be aware of any situations that may affect their safety and well-being abroad, as well as other important travel issues such as security, local laws and culture, and entry and exit requirements.
- When the Risk Level reaches the highest category of "Avoid all travel," all trips should be temporarily cancelled or postponed. MCBC has full discretion to suspend or rescind sponsorship of the trip when Risk Level reaches "Avoid non-essential travel" category or higher.
- MCBC Executive Officer (EO) is the first point of emergency contact at MCBC. In emergency situations, the EO is able to make the necessary contact with other

parties, such as the church's insurer, Canadian Baptist of Ontario and Quebec, local offices of missionary organization for the STM trip, or the Canadian Department of Foreign Affairs.

### 8.3 Release Form

- All participants are to understand that there are risks involved in any trips. MCBC is not liable for any incurred medical, travel, and other liabilities and costs of all such claims.
- All participants are required to sign a release form in the application for STM.

## 9 Post-trip Sharing and Preparation for Re-entry

### 9.1 Post-trip Evaluation

- Timely evaluation helps to bring home continual prayer support and enhance future STM efforts.
- Each STM participant is requested to complete a post-trip evaluation form to reflect on their experience and provide feedback to Mission Board within 2-4 weeks of return from the trip.

### 9.2 Sharing & Testimonies

- Mission Board encourages post-trip sharing and testimonies with the team and the congregation. These sharing and testimonies could multiply the STM experience that God has entrusted to the STM participants with the MCBC congregation.
- Each team is encouraged to put together a collection of testimonies from each participant, either in writing or in multimedia format to share their experiences and testimonies with the congregation.

### 9.3 Follow-through and Preparation for Re-entry

- Mission Board encourages divisional leaders and pastors to coordinate follow-through efforts to help STM participants apply lessons learned.



## 10 Appendix 1: Process and Timeline

