

Highland Mennonite Brethren Church
Policy Manual
Missions Support Policy

One of Highland Mennonite Brethren Church (“HMBC”)’s core values is to be **invitational** by pursuing **intentional engagement with neighbours (both near and far)** until our neighbours and their neighbours are in a growing relationship with Jesus Christ (*Matthew 28:18-20; Genesis 12:1-3*). We desire to bless others outside the HMBC community by testifying in word and deed to the gospel of Jesus Christ. Our *Missions Support Policy* serves to encourage and financially support this core value.

A. Definitions

1. **Agency** – an organization engaged in Evangelism or Humanitarian work in the name of Jesus
2. **Applicant** – an individual or couple requesting financial support for a Short Term or Long Term Mission Assignment
3. **Assignment** – (1) something assigned, as a particular task or duty; (2) a position of responsibility, post of duty, or the like, to which one is appointed
4. **Evangelism** - the winning or revival of personal commitments to Christ
5. **Global** – both national and international, but not in close proximity to HMBC building or congregants
6. **Humanitarian** – (1) having concern for or helping to improve the welfare of people, (2) pertaining to the saving of human lives or to the alleviation of suffering
7. **Local** – nearby, in close proximity to HMBC building or congregants
8. **Long Term** – an Assignment lasting more than one year or open-ended in duration
9. **MB Mission** – the Mennonite Brethren denominational Mission Agency
10. **Missionary** – a person sent by HMBC or another Agency to engage in Evangelism and/or Humanitarian work in the name of Jesus
11. **Missions** - organized efforts, whether Local or Global, that engage in Evangelism and/or Humanitarian work in the name of Jesus
12. **OUTreach** – the core ministry at HMBC having the goal of testifying of God’s gracious love in Jesus
13. **OUTreach Coordinator** – the Leadership Team member who helps HMBC determine key mission foci (both Local and Global); finds ways for HMBC to get involved in Missions; maintains contact with HMBC-supported missionaries including inviting them to report to the congregation; ensures the congregation keeps informed of outside Agencies we support (e.g., MB Mission, MCC); and facilitates HMBC’s OUTreach efforts
14. **Short Term** - generally an Assignment lasting one year or less, or ending upon completion of a task with a defined outcome
15. **Strategic Fund** – a fund of HMBC governed by the Strategic Fund Policy

Highland Mennonite Brethren Church
Policy Manual
Missions Support Policy

B. Funding

All Missions Support shall be disbursed in compliance with Canada Revenue Agency guidelines.

1. **Local OUTreach Missions** are funded from HMBC's annual membership-approved General Fund budget.
 - a. The budget request is made by the OUTreach Coordinator with Leadership Team ("LT") approval. Some OUTreach Missions may be financed from the Strategic Fund upon membership approval at a duly called meeting. Some OUTreach Missions may be financed by designated giving in response to a call for such designations.
2. **Short Term Missions Support** is funded from Strategic Fund interest.
 - a. Up to \$2,000 may be disbursed annually. The maximum level for one person is \$500.
 - b. The amount of financial support will be determined by how many Applicants there are in a given year, the age and marital status of the Applicant, whether room and board are required, how much support the Applicant has fundraised, and specifics of the Short Term Mission Assignment.
 - c. In the event that applications for support exceed \$2,000 in a given year, individual support may be reduced, or a motion to access additional Strategic Fund monies may be presented for membership approval at a duly called meeting.
3. HMBC will assign 10% of its annual General Fund budget to **Long Term Missions Support** of HMBC-approved Missionaries who serve with Agencies outside HMBC and of HMBC's denominational Missions Agency, MB Mission.
 - a. Whether an Applicant will be added to the HMBC-approved Missionary list will be determined by HMBC's capacity for investing in an additional Missionary relationship as determined by the OUTreach Coordinator in conversation with the LT.
 - b. The amount of financial support of a Missionary will be determined by the Missionary's marital status and the financial need of the Missionary.
 - c. The amount of annual financial support of MB Mission is the difference between support of HMBC-approved Missionaries and 10% of HMBC's General Fund budget. (e.g. If the annual General Fund budget is \$400,000 and Missionary Support is \$30,000, \$10,000 will be assigned to MB Mission). This MB Mission support will be disbursed to MB Mission with the intent to financially support Missionaries serving with our denominational Agency and not necessarily assigned to a specific Missionary (e.g. in support of global worker development via [MB Mission project C0726 FOCUS Support and Resourcing](#)).

Highland Mennonite Brethren Church
Policy Manual
Missions Support Policy

4. Donors may **designate funds** towards an HMBC-approved OUTreach Mission.
 - a. Each contribution directed toward an approved ministry or project will be used as restricted with the understanding that when the need for such a ministry or project has been met, or cannot be completed for any reason as determined by the HMBC LT, the remaining restricted contributions will be directed to the General Fund.
 - b. Such designations shall be disbursed to the designated Agency/Missionary in addition to any HMBC-budgeted amount; however, where possible, donors shall be encouraged to submit additional support of an Agency/Missionary directly to the Agency. HMBC always disburses Missionary support via the Agency, not directly to the Missionary.

C. Short and Long Term Mission Support Application Process

1. To determine **eligibility for financial support** from HMBC, the Applicant must:
 - a. live a consistent Christian life;
 - b. be an actively involved member/adherent at HMBC for at least six months prior to submitting a *Mission Support Application*;
 - c. pursue an Assignment with an Agency approved by the LT, especially MB Mission;
 - d. be required to raise all or part of their financial support (salaried positions may not be eligible for financial support from HMBC);
 - e. complete a *Mission Support Application*; and
 - f. foster a vibrant relationship with HMBC.
2. A ***Mission Support Application*** must be completed and submitted to the OUTreach Core Ministry Coordinator or the HMBC office.
 - a. A *Short Term Mission Support Application* (Appendix 1) must be completed by those seeking financial support for a **Short Term Assignment**. This includes, but is not limited to, becoming a trainee or short term staff of an LT-approved Agency (i.e. camp, etc.), or a contract to perform a specific Assignment with an LT-approved Agency (i.e. short term teaching, etc.).
 - b. A *Long Term Mission Support Application* (Appendix 2) must be completed by those seeking support for a **Long Term Assignment**. This includes, but is not limited to, becoming a career missionary with MB Mission or another LT-approved Agency.
3. The OUTreach Coordinator will **review the application**, ensuring eligibility, and present the completed application to the LT for consideration.
4. If approved by LT, the OUTreach Coordinator will **inform the Applicant** of the amount and frequency of the financial support and ask the treasurer to disburse it

Highland Mennonite Brethren Church
Policy Manual
Missions Support Policy

according to the HMBC *Missions Support Policy* and Canada Revenue Agency guidelines.

D. Communicating with the Congregation

1. HMBC-supported Missionaries are required to report to the congregation:
 - a. at the end of a Short Term Mission if it's less than 4 months in duration, or
 - b. at least quarterly during a Short or Long Term Mission that exceeds 4 months.
2. Members and adherents may subscribe to Agency/Missionary e-mails sent via the church office. Those without e-mail may receive these in printed form.
3. Agencies/Missionaries are encouraged to present a Missions Update on a Sunday morning, if possible:
 - a. before a worship service - during, or in addition to, a scheduled class;
 - b. during a worship service - with the approval of the Lead Pastor and the UPREACH Coordinator - in the form of a missions-focused sermon, a video from an Agency, a video call with a Missionary, etc.; and/or
 - c. after a worship service - at a Q&A lunch, for example.
4. An HMBC correspondent keeps in touch with our Missionaries on behalf of HMBC.

E. Partnership Review

1. Partnerships with HMBC-supported Missionaries are reviewed periodically (preferably every two years). The HMBC OUTreach Coordinator, in conversation with the Leadership Team, decides with which Missionaries we will continue to partner, based on the vibrancy of the relationship.
2. Financial support will terminate at the end of the Assignment.

Highland Mennonite Brethren Church Policy Manual Missions Support Policy

Appendix 1 – Short Term Mission Support Application

Complete this *Short Term Mission Support Application* if you are seeking financial support for a Short Term Mission Assignment of one year or less. Submit it to the OUTreach Core Ministry Coordinator or the Highland Mennonite Brethren Church (“HMBC”) office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396. Upon review of eligibility, the OUTreach Coordinator will present it to the Leadership Team (“LT”) for consideration. If approved by LT, the OUTreach Coordinator will inform the Applicant of the amount and frequency of the financial support and ask the treasurer to disburse it according to the HMBC *Missions Support Policy* and Canada Revenue Agency guidelines. The original document is filed in HMBC’s confidential archives. Personal information collected may also be stored in a password-protected database. Information shall be accessible only to LT members and where required by law. If you wish HMBC to limit the information collected, or to view your information, please contact us.

Name:			
Address:			
City/Province:		Postal Code:	
E-mail:			
Home Phone:		Cell Phone:	
HMBC Connection:	Member <input type="checkbox"/>	Adherent <input type="checkbox"/>	Other <input type="checkbox"/> _____
Name of Agency:			
Agency Contact Name:			
Address of Agency:			
City/Province:		Postal Code:	
Agency E-mail:			
Agency Phone:			
Type of Work (i.e. camp counsellor, mission trip, etc):			
Term of Service:	Number of weeks:	Start Date:	End Date:

Highland Mennonite Brethren Church Policy Manual Missions Support Policy

Appendix 2 – Long Term Mission Support Application

Complete this *Long Term Mission Support Application* if you are seeking financial support for a Long Term Mission Assignment of more than one year or open-ended in duration. Submit it to the OUTreach Core Ministry Coordinator or the Highland Mennonite Brethren Church (“HMBC”) office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396. Upon review of eligibility, the OUTreach Coordinator will present it to the Leadership Team (“LT”) for consideration. If approved by LT, the OUTreach Coordinator will inform the Applicant of the amount and frequency of the financial support and ask the treasurer to disburse it according to the HMBC *Missions Support Policy* and Canada Revenue Agency guidelines. The original document is filed in HMBC’s confidential archives. Personal information collected may also be stored in a password-protected database. Information shall be accessible only to LT members and where required by law. If you wish HMBC to limit the information collected, or to view your information, please contact us.

Name:			
Address:			
City/Province:		Postal Code:	
E-mail:			
Home Phone:		Cell Phone:	
Highland Connection:	Member <input type="checkbox"/>	Adherent <input type="checkbox"/>	Other <input type="checkbox"/> _____
Name of Agency:			
Agency Contact Name:			
Address of Agency:			
City/Province:		Postal Code:	
Agency E-mail:			
Agency Phone:			
Type of Work (i.e. translator, teacher, medical mission, etc):			
Term of Service:	Number of years:	Start Date:	End Date:

