

## **North Toronto Chinese Alliance Church(NTCAC)** **Short Term Missions Policy and Procedures**

(Amended and approved version by the NTCAC Elders Board dated Dec 13, 2015)

(Amended Policy Effective Date: January 1, 2016)

### **A) General**

- 1) Every short term missions project approved by the NTCAC Global Missions Department and endorsed by the Board of Elders is a bona-fide ministry of the church.
- 2) We encourage all baptized Christians, who have attended our church for a minimum one year, to participate in short term missions trips, in order to foster a heart for global evangelization.
- 3) STMT expenses reimbursement may be available for all approved projects. Priority will be given for the projects organized by NTCAC or the Christian and Missionary Alliance (C&MA). Expenses reimbursement will be subject to the funds available as defined by the approved annual Missions Budget and on a first-come-first-served basis.

### **B) Definition and Criteria for Short Term Missions Project**

The following criteria will constitute the definition of STMT:

#### **1) The Purposes:** (Ref. C&MA STM Policy)

- a) To challenge the participants to become world Christians.
- b) To assist the career missionary.
- c) To minister to the national people.

#### **2) Duration:** At least one week

#### **3) Number of participants:** 4-8 people per team, subject to mission field support and resources. A STM with less than 4 people may be cancelled at the discretion of GMD and Elder Board.

#### **4) Approval priority:**

##### **a) Culture:**

- a.1) Cross cultural (M3) – 1<sup>st</sup> priority
- a.2) Near cultural (M2) – 2<sup>nd</sup> priority
- a.3) Same cultural (M1) – 3<sup>rd</sup> priority

##### **b) Nature:**

- b.1) Evangelism – 1<sup>st</sup> priority
- b.2) Teaching/Preaching; Leadership Training – 2<sup>nd</sup> priority
- b.3) Work team – 3<sup>rd</sup> priority

#### **5) Factors to consider in site selection:**

- a) C&MA involvement
- b) Alliance missionary

- c) Type of project/ministry
- d) Indigenous church participation
- e) Political situations; risk and liability
- f) Cultural exposure for the team
- g) Cost and effectiveness
- h) Time constraints and best dates
- i) Team skills needed including language issues
- j) Sustainable development
- k) Near term strategy of NTCAC
- l) Accommodation and in-country liaison
- m) Distance and travel logistics

**C) NTCAC / C&MA organized Projects**

- 1) Applicants should be baptized Christians, willing to share their personal testimonies, actively serving in church ministries within NTCAC and have attended NTCAC for a minimum of one year.
- 2) Candidates interested in the trip should complete the Short Term Missions Application Form (GMSTMTF-001-00) and submit it to the Missions Committee of their respective congregation 4 months prior to the STM for reviewing. The form will include a short testimony of the candidate. When accepted, the candidates will be recommended to the NTCAC Global Missions Department for official approval. Candidates should be aware that approval is not guaranteed.
- 3) Approved participants should have participated or will participate in training workshops and classes, such as evangelism, studies on missions fields, prayers, etc., which could be offered by NTCAC Global Missions Department or other Christian Organizations.
- 4) Approved participants should form a prayer support group by themselves, consisting of NTCAC's brothers and sisters to promote prayer support and accountability. The Missions Department of the respective congregation will assist in the formation of the prayer support group when required.
- 5) Subject to the guideline in Section E of this policy, approved participants may apply for STMT expenses reimbursement from NTCAC. They should fill in the STMT Expenses Reimbursement Application Form (GMSTMTF-004-00), and submit it with the Short Term Missions Trip Application Form. Both applications will be evaluated together, and will be subject to the approval of the NTCAC Global Missions Department. Again, the candidate should be aware that the expenses reimbursement is not guaranteed.
- 6) Participants should NOT purchase air ticket until the STM is confirmed by ministry owner of the destination church/organization. Participants will then be notified by Global Missions Department or STM team lead to purchase their air ticket soon.

- 7) During the short term missions trip, approved participants, as representatives of the NTCAC, are expected to demonstrate a Christ-like behavior. A STMT Team Member's Declaration Form (GMSTMTF-002-00) needs to be completed by each of the participants before departure.
- 8) Due to unforeseen circumstances, sometimes STM trip may have to be cancelled. For this reason it is strongly advised that participants should purchase trip cancellation insurance which would cover the cost of the ticket in case of trip cancellation. The participant acknowledges that, in the absence of trip cancellation insurance, he/she will be responsible for the ticket cost if he/she cannot make the trip or the trip is cancelled by the destination church/organization. In contrast, a participant who purchases the insurance will have up to a max of \$100 of the premium reimbursed should the trip be cancelled by NTCAC.
- 9) Before the trip departure, it is mandatory for approved participants to purchase travel/medical insurance coverage if they do not have any insurance that would cover medical and hospitalization expenses while they are abroad. A completed Liability Release Form (GMSTMTF-003-00) is required before departure.
- 10) The approved participant will be responsible for all his/her expenses related to the STM trip.
- 11) Upon return from the STM trip, approved participants will have to submit a written report of the trip to the NTCAC Global Missions Department, and will be required to share their experiences with the congregations in Sunday service, prayer meetings, special events and/or group/fellowship meetings. The NTCAC Global Missions Department will arrange for these presentations. If an approved participant who is receiving STMT expenses reimbursement from NTCAC, an expense report with a list of STMT spending along with all receipts should be included with the written report.

**D) External Organization organized Projects**

- 1) Applicants should seek guidance and approval from the NTCAC Global Missions Department prior to applying for or being accepted by any external organization organized projects in order to be considered for any STMT expenses reimbursement or holding private financial sponsorship activities in the church.
- 2) Participants are encouraged to form a prayer support group by themselves, consisting of NTCAC's brothers and sisters to promote prayer support and accountability.
- 3) Participants may be invited to share their short term missions expectation with the congregations during Sunday services, prayer meetings, special events, and/or group/fellowship meetings before and after the trip. The NTCAC Global Missions Department will arrange for these presentations.

- 4) Participants of non-NTCAC projects may apply for NTCAC STMT expenses reimbursement. Participants applying for the expenses reimbursement will be subject to the requirements listed in Sections A, C and E of this policy. For budgeting purposes, application for the expenses reimbursement should be submitted to the NTCAC Global Missions Department at least three months prior to the planned departure date.

**E) NTCAC Expenses Reimbursement for Short Term Missions Trip**

**1) Criteria**

- a) This expenses reimbursement is given in support of a full-time STMT endeavor of no less than 5 days. It is part of the Missions Fund which has been approved by the Elders Board.
- b) If the applications are involved in a non-NTCAC or non-C&MA missions trip, they should include a photocopy of their applications to that missions agency with this application form.
- c) Applicants must be a member of NTCAC who have attended our church more than one year. A non NTCAC member is not entitled for expenses reimbursement.
- d) The application will be evaluated together with the STMT application form, and will be subject to the approval of the Global Missions Department. The candidate should be aware that expenses reimbursement is not guaranteed.
- e) Upon return from the STMT, the approved participant who is receiving expenses reimbursement from NTCAC should submit an expense report with a list of STMT spending along with all receipts to the Global Missions Department.
- f) The expenses reimbursement will be subject to the funds available as defined by the annual short term mission budget. Priority will be given to NTCAC and C&MA organized projects.
- g) Pastoral staff who leads a STMT will be reimbursed 100% of the expenses from Missions Fund.

**2) Procedure**

- a) Approved participants applying for expenses reimbursement should complete the NTCAC Short Term Missions Expenses Reimbursement Application Form (GMSTMTF-004-00) for STMT. Information provided will be kept confidential.
- b) The application will be first evaluated by the NTCAC Missions Department. When accepted, it will be recommend to the Global Missions Department for approval.
  - c) Evaluation will be based on the approved participant's financial needs. The maximum expenses reimbursement should not exceed 50% of the

total trip-related expenses (based on the most economical standards) or will be up to a maximum of \$1000. The reimbursement will only be dispersed upon approval of the application.

- d) The commencement of all short term missions related private sponsorship activities within NTCAC will require prior approval of both the NTCAC Global Missions Department and the Board of Elders.
- e) For NTCAC or C&MA organized projects:
  - e.1) Approved participants, who are students of primary, secondary schools, post-secondary colleges and universities, are allowed to raise private financial support through approved activities, up to 100% of the total trip related expenses, including the NTCAC expenses reimbursement.
  - e.2) Approved participants, other than full-time student, are allowed to raise private financial support through approved activities, up to 75% of the total trip-related expenses, including NTCAC expenses reimbursement. The remaining 25% may be raised outside of the church.
  - e.3) Such private financial support activities will be arranged by and announced to the congregation through the NTCAC Global Missions Department as a church-wide initiative.
- f) For non-NTCAC or non-C&MA organized projects, approved participants are allowed to raise private financial support through approved activities, up to 75% of the total trip-related expenses, including the NTCAC expenses reimbursement. The remaining 25% may be raised outside of the church. Such activities will not be announced to the congregation during Sunday Services.
- g) Approved participants must report the amount collected and the sponsors list from their activities to the NTCAC Global Missions Department. The total amount collected through the NTCAC expenses reimbursement and private financial support, including those collected from outside of NTCAC must not exceed the total trip related expenses. (NTCAC or C&MA organized projects = 100%; Non-NTCAC or Non-C&MA projects = 75%) Once all the total trip-related expenses are collected, the private sponsorship activities must cease immediately. Approved participants must abide to the procedure of the private financial support as instructed.
- h) Approved participants receiving expenses reimbursement are required to provide a list of their expenses to the NTCAC Global Missions Department upon return from the trip. Candidates should keep a detailed log of the expenses incurred (with date, type/item and amounts), along with all receipts.
- i) If the approved participants arrange any visit and/or stay of a personal nature as part of the missions' trip itinerary, the cost of airfare and expenses related to that portion of the trip will not be considered eligible for expenses reimbursement.

## **F) Implementation and Offer**

- 1) After the approvals of both the NTCAC Global Missions Department and the Board of Elders, a copy of this policy will be appended to the Short Term Missions Application Form and handed to the candidate. This policy can be amended from time to time by the NTCAC Global Missions Department and approved by the NTCAC Board of Elders, with or without further notice.
- 2) The NTCAC Global Missions Department reserves the right to use discretion in applying this policy when deemed appropriate or necessary. Any activities not scheduled in the yearly Missions Budget will be done in consultation with and subject to the final approval of the NTCAC Board of Elders.