

New Life Community Church of Stafford

Outreach Committee Policy Statement

Scriptural Basis. The Scriptures abound with commands to engage in outreach and missions. A few of the better known include Mathew 28:19-20; Mark 16:15; John 20:21; and Luke 14:46-49. The New Life Community Church (NLCC) Outreach Committee (OC) looks to Mathew 28:19-20 as its charter verse: “Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit, teaching them to observe all that I commanded you; and, lo I am with you always, even unto the end of the age.”

Purpose. This policy statement is intended to govern the deliberations and decision making processes of the NLCC OC. It shall provide administrative guidance for all NLCC OC related activities, and associated funding. This policy statement shall remain effective unless amended or superceded by the NLCC OC and the Board of Elders.

Material Resources. The OC will account to the Board of Elders for the proper administration, accounting, and allocation of the resources under its control. Material resources will be disbursed as authorized by a majority vote of the OC, a quorum being required at the time of the vote. The Board of Elders shall be informed of any decision to begin a line of funding to the long-term support of a ministry or missionary, not previously supported. It shall also be informed of any decision to increase, eliminate, or reduce funding to a supported missionary or ministry. In no event may the OC vote to fund or increase funding to a ministry or missionary if this action results in exceeding the current overall OC monthly budget previously approved by the Congregation. The OC’s vote shall become effective one month from the date of such vote.

OC Procedures. The OC Chair will be appointed by the Board of Elders from among the general NLCC membership. Other offices of the OC may include a Treasurer to monitor the OC budget; a Secretary to take, prepare and report the minutes of the OC meetings; any other offices deemed necessary and appropriate by the OC for to the proper execution of OC responsibilities. All OC office holders, except the Chair, will be appointed to their position by majority vote of the OC.

A. **The Chair.** The OC Chair will be appointed to that position by and directly accountable to the Board of Elders. It is the responsibility of the Chair to schedule and lead all OC meetings, and to report all OC activities to the Board of Elders. Additionally, in the absence of either a Treasurer, or Secretary or both, it will be the responsibility of the Chair to ensure that the duties of each of these offices are properly executed.

B. **The OC Membership.** In order to become an OC member, an individual must meet the following requirements:

- 1) He or she is an NLCC member in good standing.
- 2) Was nominated to the OC by a member in good standing of NLCC. All nominations should be directed to the Chair.
- 3) Received a favorable majority vote of the OC.

In order to remain an OC member in good standing, the following criteria shall apply:

- 1) He or she remains a member of NLCC in good standing.
- 2) Attends a minimum of three regular meetings of the OC in any given six month period. A member, otherwise in good standing, who fails to attend a minimum of three regular meetings in any six month period may be prevented from voting on matters before the OC by a motion of any OC member.
- 3) Remains current regarding the business of the OC, and knowledgeably participates in the execution of responsibilities.

OC members may be removed from membership on the OC for good cause upon a 2/3rds vote of the OC.

C. **OC Quorum.** A quorum will be attained when two OC members besides the Chair, is present once every member of the OC has been informed of the meeting in accordance with paragraph D below.

D. **Meetings.**

1) **Business meetings.** All business meetings of the OC will be scheduled by the Chair. A quorum will be required for the conduct of any official OC business. All OC business shall be documented in meeting minutes and maintained in a perpetual file located in the NLCC Office. Meetings shall normally be held monthly. Each OC meeting shall be conducted in accordance with an agenda published and distributed to the OC members at least two days prior to the subject meeting.

2) **Business conducted.** The Chair, with the concurrence of the OC membership, will determine the propriety of any matter to be considered by the OC as official business. All votes shall be considered official business. It will be customary that the sequence of business as listed on the meeting agenda, as distributed, shall be followed.

Education. A fundamental OC role is to employ whatever appropriate means to encourage NLCC members and regular attenders, to be involved in missions support. Among the more appropriate means of encouragement is to educate and inform the NLCC membership of the activities, prayer requests and general needs of NLCC's missionaries and outreach activities. Some of the more regular and frequent opportunities to update, educate and inform are described below.

A) **Consolidated Sunday School** classes should be addressed by members of the OC or guest missions speakers. They should be scheduled in coordination with the Sunday School Director.

B) **Home/Care Groups** are another excellent opportunity for explaining Christ's command of Mathew 28:19-20. OC members should be available to Home/Care Group leaders for outreach education opportunities. The OC might work with Home/Care Groups to encourage a more personal relationship with a particular missionary family, to assist with meeting their

earthly needs, and to correspond with them regularly.

C) **Missions Minute** is an opportunity during the worship service for the OC to announce any needs of missionaries and to explain how to “get involved” in the lives of missionaries and supported organizations. This opportunity should be one of the regularly discussed items on the OC agenda. Each Missions Minute should be well planned for maximum effect. Additionally, each Missions Minute will be coordinated with the Board of Elders and submitted to the church office for inclusion in the bulletin and on the website.

Missionary Projects and Support.

A) **Doctrinal Requirements for the support of missionaries.** The OC requires that missionaries supported by NLCC be Bible-believing, evangelical, and fundamental. NLCC supported missionaries and organizations should demonstrate a tangible desire to preach the Word to the lost and to disciple believers in the way of Biblical truth. NLCC missionaries should be committed to Christian education, teaching and shepherding God’s people to reject worldly temptations and philosophies and encouraging them to become Christ’s ambassadors by effective evangelism and by confronting evil in all its manifestations in all areas of life.

B) **Short-Term Projects** are an excellent opportunity to expose NLCC members to missions work and to provide important contact and support for those serving as missionaries. Generally, only those NLCC members in good standing, 12 years and older, accompanied by at least one parent or appointed guardian, or who have attained their 16th birthday and are members in good standing themselves will be considered for NLCC OC sponsorship, endorsement, or participation in a foreign missions trip outside the continental United States. The OC encourages families with younger children to consider mission trips together when the goals of the particular project allow it.

1) **Coordination and Planning of Short-Term Projects** on the foreign field will occur at least once every three years but hopefully every year. OC coordination will include interfacing with NLCC sponsored missionaries serving in the field to determine a “best fit” opportunity. Factors that will be weighed by the OC in determining “best fit” will include cost, interest of those expressing intent to go, foreign language abilities, and needs of those serving on the field.

2) **Planning** should begin not later than eight months prior to the anticipated project date. A minimum of six months of fund raising activities generally ensures sufficient time to appropriately recruit team members, raise adequate resources, review applications, interview and screen candidates, and raise sufficient funding. Every effort should be made to identify interested adult members of the congregation who speak the language of the region and who are willing to assist the project team.

3) **Candidate Screening.** All members and regular attenders of NLCC interested in going to the mission field, whether for short or long term, must be interviewed and recommended by the OC prior to receiving any endorsement or funding. Subsequent to the interview, the OC shall vote on whether to support and the amount of support.

C) *Missionary Funding.*

1) ***Short-term funding***, in the context of this policy statement, is understood to mean any mission activity of less than or equal to a one year. Typically, such requests are made in support of summer short-term mission trips and, as such, competition for the limited resources of the OC may be high. Much is involved when prioritizing applications. The OC requires a sufficient amount of time to gain a proper understanding of the nature and need expressed in each request. Applications submitted too late for proper consideration and processing may not be entertained. In order to defray the costs of short-term mission trips, an approved trip participant may choose to solicit donations. However, he or she should seek approval from the OC prior to soliciting the general NLCC membership. Contributions designated to NLCC missions are tax-deductible and the OC reserves the right to use such donations for any legitimate purpose. However, it is the OC's general intent to apply such donations to cover the costs of the individual trip participant prior to applying them to a more general purpose.

2) ***Long-term funding*** in the context of this policy statement, is understood to mean any funded activity of greater than one year. Applicants for such lengths of service should begin the process well in advance of their actual need. The unofficial process of research, dialogue with a mission's agency, completing applications, etc. should precede the start of the official screening and application process.

3) ***Non-NLCC attenders.*** In general, non-NLCC attenders will not be considered for Short-Term missions funding. Long-term funding requests made by non-NLCC attenders will be processed by the OC in accordance with the procedures in this Policy Statement.

4) ***Continuation of Support.*** In deciding whether to continue support to missionaries and missions organizations, the OC shall consider the following factors:

- a) Adherence to the doctrinal criteria outlined in this Statement.
- b) Adherence to 1 Tim 3 and Titus 1.
- b) Whether the missionary returns to active service after a paid furlough.
- c) Whether standards for qualification as a missionary are being met in accordance with the sponsoring missions board or endorsing agency.
- d) Any change in affiliation or assignment.
- e) Whether the missionary or organization maintains regular contact or correspondence with the OC and keeps the OC informed regarding their work on behalf of God's Kingdom.
- f) Satisfactory and timely responses to OC queries.
- g) NLCC OC budgetary requirements.

Conferences. OC members should give consideration to attend missions related conferences. Attendance at a missions-related activity for the purpose of representing NLCC must be approved by the OC before attendance is authorized. Those who attend such conferences should be prepared, on returning, to present a synopsis of the conference activities.

Local Outreach. The NLCC OC seeks to encourage the spread of the Gospel in the local

community. In doing so, it shall explore avenues of cooperation with other NLCC and non-NLCC ministries. Among the projects the OC may organize or participate in include:

1. Vacation Bible Schools.
2. Evangelism workshops and/or Bible Studies at NLCC.
3. Door-to-door/street evangelism and/or evangelism/revival events directed at the local community.
4. Christmas Caroling.
5. Issue-oriented activism events such as Life marches and campaigns to uphold the sanctity of marriage.
6. Distribution of voter guides which outline candidate positions on issues of importance to the Christian community. In doing so, NLCC shall not endorse or oppose any particular candidate for public office.

All local outreach projects shall have as their motivation the spread of the Gospel of Jesus Christ, the building up of God's Kingdom on Earth, and the upholding of biblical truth in all areas of life.

Appendix One

Application for Missions Funding

Application Purpose: Funding Endorsement Only (Check One)

Name: _____ Sex: ___ Date of Birth: _____

Address: _____ City: _____ State: ___ Zip: _____

Project: _____ Project Duration From: _____ To: _____

Project Location: _____ Passport Number: _____

Missionaries to be Supported: _____

Amount of Funding Requested: _____ Date Required: _____

Other Funding Received/Promised/Pledged: _____

Is this mission sponsored by a "Sending" agency? _____

If yes: Agency's name: _____

Address: _____

Point of Contact: _____ Phone Number: _____

Has NLCC previously approved funding/supporting this mission? _____

List others participating in this same mission project:

Name: _____ Church: _____

Name: _____ Church: _____

Name: _____ Church: _____

I, _____ (applicant's signature required for submission)
agree that the funding I may receive as a result of this application will be used to advance the Gospel of Jesus Christ around the world; to fulfill the Great Commission as Jesus gave it in Mathew 28:19-20; and to otherwise glorify God.

Appendix Two

Outreach Committee Meeting Agenda Format

Meeting Date: _____ Time: _____ Location: _____

Agenda Items:

1. Opening prayer
2. Recording of Attendance and Documentation of required quorum
3. Approval of previous meeting minutes
4. Administration of guests: interviews, speakers, personal requests, etc.
5. Old Business Items
6. New Business Items
7. Miscellaneous Business
8. Next Meeting Date, Time, and Location
9. Closing Prayer

OC Members in Attendance:

Guests and Visitors in Attendance:

Appendix Three

Application for Short Term Project Funding

Application Purpose: Funding Endorsement Only (Check One)

Name: _____ Sex: ___ Date of Birth: _____

Address: _____ City: _____ State: ___ Zip: _____

Project: _____ Project Duration From: _____ To: _____

Project Location: _____ Passport Number: _____

Missionaries to be Supported: _____

Amount of Funding Requested: _____ Date Required: _____

Other Funding Received/Promised/Pledged: _____

Is this mission sponsored by a "Sending" agency? _____

If yes: Agency's name: _____

Address: _____

Point of Contact: _____ Phone Number: _____

Has the NLCC previously approved funding/supporting this mission? _____

List others participating in this same mission project:

Name: _____ Church: _____

Name: _____ Church: _____

Name: _____ Church: _____

I, _____ (applicant's signature required for submission)
agree that the funding I may receive as a result of this application will be used to advance the Gospel of Jesus Christ around the world; to fulfill the Great Commission as Jesus gave it in Mathew 28:19-20; and to otherwise glorify God.

Appendix Four: Sample Fundraising Letter

Name
Street Address
City, State, Zip

May 3, 2008

Dear

In 2004, I went with a missions' team to Paraguay for two weeks to help build for a home-church plant in Asuncion, make practical renovations for la Iglesia Renueva, and work with kids during Vacation Bible School. The trip left a lasting impression in my heart and encouraged me to consider a future in missions.

This year I would like to test the waters once again and begin a summer internship in Paraguay. My internship would most likely last from June 23 to August 12 and I would be teaching kids English and other topics, helping with outreach, and filling in at the church wherever needed. Only the support of friends and family nationwide provided my first missions opportunity; only with your continued support can I return to Paraguay. I desperately need your support and prayers for this venture and for the future afterwards.

Most of the people in Paraguay speak either Spanish or Guarani, the ethnic language of the nation. I would ask for your prayers for a successful and fulfilling trip—please pray against any major misunderstandings and that my words every day will be in accordance with the Lord's desires, full of humility, innocence, and love. Paraguay is one of the neediest nations in South America, both in terms of physical and spiritual need. I desperately want to be a blessing to the people and the Church there and to reflect Christ's message of love and truth. My prayer is that this trip will have a lasting impact—on those I come in contact with but also in me, by making me more sensitive to the Lord's call in every area of my life.

In addition to being a prayer partner, you can also help financially. The cost of the trip is roughly \$2,500. This breaks down to approximately \$1,000 for the airfare and the rest for food, lodging, and miscellaneous expenses. I will be leaving on June 23rd with a team from a local church, which doesn't leave too much time for fundraising. Please let me know if I can count on your prayer and financial support by the end of May. If you can help, please fill out the coupon below and send it back to me along with a tax-deductible contribution made to the New Life Community Church of Stafford, with "Project JAPAR" in the memo line. JAPAR stands for Jen At Paraguay. For more information on Project JAPAR, please visit: <http://japar.awardspace.com/>. Your prayers and help will be greatly appreciated! Gracias!

Yours in Christ Jesus,

I would like to support _____ on the Paraguay Missions Project (June 23-August 12), in the following ways:

___ I/We will pray for you regularly before and during the Missions Project.

___ I/We will contribute \$_____ toward the cost of the trip.

Name: _____ Phone _____

Address: _____ City: _____ State _____ Zip: _____

Make tax-deductible checks payable to: New Life Community Church of Stafford. Put in memo line: Project JAPAR. Send this stub along with the check to: Name, Address, City, State, Zip.