



**MISSIONS POLICY**

**OF THE**

**CARLISLE CONGREGATIONAL  
CHURCH**

*Revised*

*March, 2007*

**Carlisle Congregational Church**  
**Missions Committee Policy**  
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## **A. PURPOSE OF THE MISSIONS COMMITTEE POLICY DOCUMENT**

This document describes the missions' goals of the Carlisle Congregational Church (CCC). It also shows how these goals are put into practice by defining how our church selects and supports missionaries. This church cannot be involved in every missions program; therefore, this policy will state the guidelines within which we think God wants our church to impact missions. This policy should guide the church via the Missions Committee to make decisions that are impartial and consistent with the church's overall mission's goal. Our policy will show the world what Carlisle Congregational Church is doing and wants to do in missions.

This policy will assist the Missions Committee members in two ways:

1. to maintain consistency in defining and acting on our church's goals as committee members change
2. to bring new members up to date, allowing them to quickly familiarize themselves with the issues to be faced in the general direction of our missions policy

All requests for support and potential activities will first be evaluated based on the policy to avoid "reinventing the wheel."

This policy is available to church members, friends, missions' boards, missionaries and missionary candidates. This document will always be in a state of refinement - it is to be reevaluated and improved by the Missions Committee at least every five years. The policy and subsequent changes will be approved by a church vote.

This policy's purpose is based on these Scripture verses:

1. Matthew 28:19-20, to fulfill the Great Commission of Christ.
2. John 3:16, Romans 10:13-15, to save men and bring them to the knowledge of God.
3. Matthew 10:32-33, to obey Christ by confessing Him to the world.

## **B. MISSIONS PRIORITIES AND GOALS**

We desire to have a part in God's work on the earth and realize that as Christians our responsibility is to people over the entire world.

One of our priorities will be the sending out and supporting of our own church members. We would like to give preference to supporting as missionaries the children of our missionaries over non-church members. Non-church members will be evaluated on the basis of how their work and ministry fits in with our priorities. However, we should only support those we are interested in enough to substantially support, financially and otherwise, and with whom we will be able to build some level of relationships.

Our second priority will be bringing the gospel to people who have no established Christian church in their culture - otherwise known as "unreached" peoples and "frontier" missions. They are more than 2.5 billion, half the world population. The major people groups are Tribal, Muslim, Hindu, Chinese, and Buddhist.

Our third priority is to strengthen the indigenous church, where it has already been planted, by supporting missionaries involved in discipleship and leadership training. The goal must be to develop a local body of believers that is not dependent on foreign aid. It should be a vital, growing community that uses the languages and cultural forms of its own society to worship and live out the Gospel, thus communicating Christianity to its own people in a way that every person can understand.

A person in a "support ministry" must be evaluated with the same importance as the ministry s/he supports.

Our goal is to educate every member of Carlisle Congregational Church on God's work in the world today and to help each one find his place in it. As a body, we should be participating in the ministries of those whom we send out. Therefore, a goal is to become more personally and financially involved with our missionaries.

### **C. HOW TO ACCOMPLISH OUR GOALS**

To accomplish our goals, the Carlisle Congregational Church has a Missions Committee as defined in the overall church manual as of 2005.

The responsibilities of this Missions Committee are as follows:

1. to develop a church missions budget
2. to allocate funds as approved by the congregation in the church missions budget
3. to communicate with missionaries, and encourage personal visits
4. to provide opportunities for the congregation to meet with missionaries periodically
5. to develop prayer support for missions
6. to display missions information, opportunities, and prayer letters
7. to encourage the sending out of a church missions team at least every two-three years
8. to interact with the mission agencies through whom we work
9. to try and to attend useful missions conferences and encourage other church members to attend so that our knowledge of and able involvement with missions might be increased
10. to aid any church member who wishes to be involved with missions; or who is simply seeking information

### **D. GUIDELINES FOR PROVIDING AND CONTINUING SUPPORT**

The Missions Committee recognizes three types or categories into which persons or projects to be supported fall. In addition, special missions' projects and short-term mission trips fit in this discretionary category.

Our goal is to give as much financial support and emotional and spiritual encouragement and support as we can to those who are part of our missions' family. This is a dynamic process requiring good communication between the church and the missionary.

The committee, through personal communication and the missionary's annual report, will assess the individual needs, consider our purposes and goals and our resources and prayerfully discuss and determine the amount of financial support.

The support level for those in the active and retiree categories is stated in the missions' report and approved by the congregation each year. Love gifts and requests for special missions' projects and short term trips will be decided upon based on need, our priorities and goals and the resources entrusted to us. A final accounting and explanation will be given to the congregation through the annual report given at the annual meeting.

- **Active Support** describes those who are committed to the ministry and or the mission agency that they were with when they were recommended for support, or approved by the Mission Committee.
- **Retiree Support** describes a decreased but continuing support for one who has retired but remains in good standing with a mission agency.
- **Discretionary Support** describes gifts which may be given, based on need for those retired from the field and mission agency as an expression of our life-long appreciation and respect for their faithful commitment.

**Designated gifts** to missions are those gifts, which are assigned by the giver to be used in the support of a particular missionary, missions' agency or mission project. Gifts, which are marked for missions and are not designated gifts go into our missions fund and are the primary way we meet our missions' budget. Designated gifts will be sent only to individuals and organizations that are in basic agreement with our statement of faith.

## **E. THE APPLICATION PROCESS**

Applications are reviewed in a discretionary manner and as needed.

- A missionary candidate requests financial support from the church and meets with the missions committee for an interview.
- The mission committee sends an application and copy of this policy based on the outcome of the interview.
- The candidate returns the completed application and a second interview with the committee is scheduled.
- After the second interview the committee will decide whether or not to recommend the candidate. If accepted, the candidate will be notified in writing and a planned annual amount of support to be voted on at the next annual meeting.

## **F. APPLICATION REQUIREMENTS FROM CANDIDATES**

The application requirements are dependent upon the area of support being requested. The following sections cover the application requirements:

- Short-Term Candidates
- Church Mission Projects
- Short-Term Mission Team Candidates

If requests are made for any other areas, contact the Missions Committee Chairperson directly.

### **CANDIDTATE REQUIREMENTS**

- a. Completion of an application supplied by the Missions Committee of the Carlisle Congregational Church. (Appendix H)
- b. An interview with the Carlisle Congregational Church Missions committee.
- c. Representation on a mission or board which is an active member of IFMA or EFMA or has otherwise acceptable evangelical accreditation.

- d. All requirements of the sponsoring organization except support and outgoing expenses met by candidate.
- e. An educational/experiential background, which qualifies him/her for the intellectual rigors of the assigned field.
- f. Spiritual maturity, which qualifies him/her for the spiritual rigors of the assigned field.
- g. A background of cross-cultural and language training (through the missions agency or elsewhere) which is adequate for the assigned field (or the commitment to receive such training).
- h. Good physical health.

#### **Short-Term Candidates - Specific term candidates up to 3 years**

- a. Completion of an application supplied by the Missions Committee of Carlisle Congregational Church.
- b. An interview with the Carlisle Congregational Church Mission Committee.
- c. Evidence of maturity and spiritual growth.
- d. Correspond with the congregation periodically during the service.
- e. Submit an oral report at the end of the service to the Mission Committee and give an extended presentation to the congregation as arranged with the Missions Committee.

#### **SUPPORT FOR CHURCH MISSION PROJECTS**

Although the project may be short-term, it should contribute to our long-term mission commitments by increasing our awareness of and involvement in them. The project must align with our priorities of reaching unreached peoples, or support and aid the ministry and mission of a missionary or organization we already support.

If the project is neither for unreached people nor to help already supported ministry, it will be considered only if a church member specifically requests that the whole church become involved.

If the pastors and the mission committee approve the project, that person must take personal responsibility for organizing the project, presenting it to the congregation and seeing it to completion.

The project must be short term and completed in a specific time frame and there must be a specific goal to produce measurable results.

Examples of these are:

- Happy T Ranch
- Hope for the Children of Haiti
- Medical Ministries International

#### **REQUIREMENTS OF CCC SHORT TERM MISSION TEAM CANDIDATES**

The team shall be interviewed by the team leader, or Missions Committee, at which time they speak of their relationship with Christ, and describe their reasons for going on the project.

Team members shall be asked to sign a team covenant thereby expressing understanding of and agreement with the purposes of the project and committing to all the requirements of a team member before, during, and after the project.

The team is responsible to report back to the congregation the results of their work.

Funds for the team are primarily the responsibility of the team members and may be supplemented at the discretion of the missions committee from either discretionary funds or those designated in the budget for missions' teams. Unspent moneys by the church mission teams are to be returned to the missions' budget and designated to be held for future church mission teams.

## G. SPECIAL FUNDS

Special funds have been established in honor of specific members of the congregation. These funds are established on the basis of investment of the principal to accrue interest that may be utilized within the guidelines of the established purposes of the funds. These funds are intended to provide for needs related to mission work beyond those met by budgeted support.

1. *Swanson Memorial Fund* was established in honor of Paul Swanson and his commitment to missions. The purposes of the Fund are as follows:
  - a. to provide additional support to missionaries in financial need
  - b. to provide short-term missionary support
  - c. to provide for missionary needs beyond budgeted support
  
2. *Malcolm Memorial Fund* is being established in honor of our first missionary, Florence C. Malcolm, and her brother, Allan Malcolm. The purposes of the Fund are as follows:
  - a. to support work in Africa in memory of Florence
  - b. to support the preparation and ongoing education of missionaries
  - c. to provide for the support of missionaries on furlough
  - d. to fund other mission work at the discretion of the Committee
  
3. *Administration of Funds*
  - a. The Mission Committee shall administer special funds for the stated purpose of the specific funds.
  - b. These funds are not intended to replace congregational involvement in specific projects or meet annual budget shortfalls, unless missionary support is threatened.

**APPENDIX - THE APPLICATION**

**Carlisle Congregational Church  
Mission Support Application**

Full Name:

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Street Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (include area code):

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Referred to Carlisle Congregational Church by (person/organization):

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Mission Board:

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Please provide basic literature about the Mission Board including Statement of Faith, procedures, and policies.)

Field Assignment:

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Type of Work:

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Date of Departure:

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Total Amount of Authorized Annual Support:

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Amount Pledged from Other Sources:

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Marital Status \_\_\_\_\_ Sex: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Citizen of: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Citizen of: \_\_\_\_\_

Names and Birth Dates of Children \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ordained Status (check one):

Ordained \_\_\_\_\_ Non-Ordained \_\_\_\_\_ Soc. Sec. Exempt \_\_\_\_\_

Name and Address of Home Church:

\_\_\_\_\_

Denomination:

\_\_\_\_\_

Relatives and/or friends that could be contacted for personal references:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_

Pastor's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_

Past participation in Missions Conferences (in what capacity/topics presented):

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**LIFE SKETCH**

Please write a personal history of your life, which will help us, get to know you (please do not exceed five pages):

1. Describe your family background, your home, and types of communities in which you have lived.
2. Discuss the stages of your Christian experience and growth, including your conversion and people or circumstances, which have been particularly influential. Describe your past commitment and dedication to following God's will.
3. Relate the influences, which led to your choice of vocation, academic and practical training, and any opportunities or experiences, which have contributed to your development as a person and in your choice of work.

For the following items, complete in the space provided when possible; attach an extra sheet when needed:

1. Educational Background (College, Bible School, Seminary, Technical Training):

<u>SCHOOL</u>	<u>MAJOR</u>	<u>DATES ATTENDED</u>	<u>DEGREE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



5. Cross-cultural Experiences (at home and abroad):

<u>WHERE</u>	<u>WHEN</u>	<u>PURPOSE</u>	<u>EXPERIENCE OBTAINED AND/OR GROWTH RESULTING</u>

**\* ANSWER THE FOLLOWING ON A SEPARATE SHEET \***

6. In what ways have you helped others to hear about and accept Christ as their Savior and helped them to grow spiritually?
7. Why do you feel led to missionary service?
8. In what type of work on the mission field are you most interested?
9. How do your gifts and training match this?
10. Summarize your missionary purpose.
11. Summarize the area in which you will be ministering including degree of need, anthropological, sociological, geographical, cultural, religious, economic, and historical information.
12. Summarize your ministry on the field. To whom will you be accountable? How will the mission board measure your effectiveness personally?
13. What is your (and your board's) philosophy towards interaction (communication, cooperation) with evangelicals (nationals, other missions, other foreigners) on the field?
14. Summarize your goals for the immediate future and distant future.
15. What area some of your dreams for the future?

16. What difficulties, hardships, major adjustments, or "prayer requests" are you now experiencing or foresee?
17. Give a brief summary of your priorities in order of importance (most important first).
18. Write a one to two page discussion on the following topics:
  - The Scriptures
  - God
  - Jesus
  - The Trinity
  - The Fall of Man
  - Faith
  - The Holy Spirit
  - Salvation

Tell us where you stand theologically and attach your mission's Statement of Faith. (The Statement of Faith for Carlisle Congregational Church is the Savoy Declaration.)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE:** Once this document is approved by a church vote, it requires a church vote to change it.

**H. APPENDIX – ANNUAL MISSIONARY REVIEW FORM**

The Missions Committee annually reviews each missionary. Each missionary shall provide a written annual report (appendix form) submitted by the report review deadline. The purpose of the review is to increase our effectiveness in prayer and financial support. The annual report from each missionary communicates the most recent goals of the missionary - both ministry and personal goals, and evaluates the previous year's accomplishments and shortcomings. A financial profile, updates resources and cost of living information, as well as informs us of upcoming furlough plans, educational pursuits, or ministry venture.

**CARLISLE CONGREGATIONAL CHURCH ANNUAL REPORT**

**Missionary Name(s):**

**Date:**

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**Mission Board:**

**Phone:**

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**Address:**

**Email:**

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**Number of years with the mission board:**

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**Missionary Current Field/Mail Address:**

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**Phone:**

**Email:**

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**Number of years this agency:**

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**Name and birth dates of family members including missionaries:**

**Name**

**Birth dates:**

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**Anniversary:**

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**Does this mission board provide a retirement plan? If not, do you have any retirement plan?**

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**Prayer focus for future:**

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Please send your Annual Report to:

**CARLISLE CONGREGATIONAL CHURCH  
C/O The Missions Committee  
147 School Street  
Carlisle, MA 01741**

*In His Name,  
The Missions Committee*