

Souderton Mennonite Church

Short Term Mission Fund Guidelines of Administration

A. Purpose of Fund:

1. The Short Term Mission Fund for Souderton Mennonite Church is a designated fund to offer support for adults, young adults and individual youth who are interested in doing short term mission work, mission or ministry related internships, or participating in service trips.
2. To promote and encourage missional engagement.
3. To receive financial contributions and gifts designated to the account, as support for short term mission or designated to someone preparing for a short term mission, service trip or internship assignment.
4. To ensure qualified and impartial administration of these funds.

B. Missional Engagement Team Responsibility:

1. To maintain a minimum balance of \$5,000 (to the extent this is possible).
2. To acquaint members and friends of SMC with the opportunity for making gifts to the fund.
3. To administer and manage the distribution of the Short Term Mission Fund. Work with church book keepers who will receive donations, track the account, and write checks as requested.
4. To provide quarterly Short Term Mission reports to the congregation.
5. Review and adapt these guidelines annually, submitting any changes to the Church Board for ratification.

C. Donations:

1. Shall made in liquid form.
2. Shall be designated to the fund.
3. Shall be added to the principle.
4. Can specify who should receive the funds or for a specific type of mission.
5. Giving which goes over the amount needed shall be added to the overall balance of the fund for reallocation to other, similar mission requests.
6. Shall be received through weekly offering (by designating Short Term Mission Fund on the "Other" line of offering envelope), mail, hand delivery/drop-off, estate giving, etc.
7. Designated gifts cannot be redirected to another budget without approval of the Missional Engagement Team and Church Board.
8. If a Donation is not clearly designated for the Short Term Missional Engagement Fund as opposed to another Missions fund (e.g., general mission, Missional Engagement Fund), the Pastor of Formation and Mission will work with the church accounting team to inquire intent from the donor or when not possible designate which fund to allocate the gift too.
9. Will be recorded and processed by the church accounting team.

D. Distribution:

1. Disbursements from the Short Term Mission fund shall not exceed the fund's balance.
2. Any individual, teen through adult, who is an active member and/or attends SMC regularly can make a request for a Short Term Mission Grant by filling out an application.
3. As a way of communication and greater awareness across the congregation, teens and young adults (under 25 years old) will be asked to write a letter to the congregation requesting donations to illustrate the purpose of their mission, why they are undertaking this mission/service and how they expect to benefit/grow in Christ from the experience.
4. Applications must be received at least 6 weeks prior to the planned mission trip or service project. Completed applications should be given to the Pastor of Formation and Mission.
5. All applications will be reviewed by the Pastor of Formation and Mission as well as the Missional Engagement Team for approval or denial. Approvals, requests for additional information or denials will be provided within two weeks of receipt of application.
6. Individuals may apply for a short-term mission grant every 2 years following initial funding. Priority will be given to first time applicants.
7. Teen and Young Adult applicants can request what is needed. Grants may be split between the short term mission fund and the Missional Engagement Fund as deemed fit by the missional Engagement Team.
8. Adult applicants will be given up to \$1000.
9. With the exception of Teenagers and Young Adults (under the age of 25), grant recipients' names will be kept confidential by the Missional Engagement Team.
10. Grant recipients will be required to share their experiences with the congregation in the manner named on the application within one month following the completion of the mission for which the grant was used.
11. The fund will not be used to meet the operating budget of the church.
12. Unused funds at the end of SMC's calendar/fiscal year will be carried over to the following year for future use. Balance will not be reallocated to another budget item (e.g., General Operating Budget, Youth Ministry) without approval of the Missional Engagement Team and Church Board.

E. Definitions:

1. Short Term Mission: for this purpose, is defined as a weekend to three months. Exceptions to this definition can be made at the discretion of the Missional Engagement team.
2. Regularly: having had attended and participated in worship, Sunday School, and congregational events for at least the past 6 months.

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