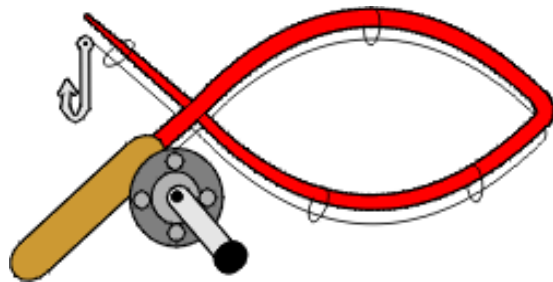


RIVER RIDGE NEIGHBORHOOD CHURCH

MISSIONS POLICIES AND PROCEDURES



Adopted October 2004
Revised 10/26/08

Table of Contents

I. Missions Policies and Procedures	3
II. Missionary Program	6
III. Missions Connector Program	9
Financial Commitment and Missionary Life Cycle Diagrams.....	12
Congregational Vote.....	12
IV. Home-Grown Missionaries.....	13
V. Responsibilities as a Sending Church.....	14
VI. Short-Term Missions Projects	15
Financial Guidelines and Procedures for Short-Term Missions Trips.....	16
VII. Christian Ministry Training Scholarship	18
Appendix A: Missionary Application (page 1 of 3)	22
Appendix A: Missionary Application (page 2 of 3)	23
Appendix A: Missionary Application (page 3 of 3)	24
Appendix B: Missions Connector Application	25
Appendix C: Missionary Term Renewal (page 1 of 2)	26
Appendix C: Missionary Term Renewal (page 2 of 2)	27
Appendix D: Short-Term Missions Application (page 1 of 2)	28
Appendix D: Short-Term Missions Application (page 2 of 2)	29
Appendix E: Proposed Short-Term Missions Trip Budget	30
Appendix F: Christian Ministry Training Scholarship Application.....	31
Appendix G: Student Connector Application	32
Revisions/Corrections/Changes	33

River Ridge Neighborhood Church

I. Missions Policies and Procedures

Purpose

The missions policy goals of River Ridge Neighborhood Church (RRNC) are to develop a framework for fulfilling the Great Commission as stated in Matthew 28:18-20. The policies will also be used as a guideline for governing and overseeing the development of ministries and programs to help RRNC fulfill the Great Commission.

Structure

To carry out the Missions Policies of RRNC, the Constitution and By-Laws of RRNC under Article 1 Section B hereby establishes the standing Missions Committee. The Missions Committee under the guidance of the Missions Director shall oversee all missionary interests and activities, monies budgeted to the Missions ministry, and such other duties as outlined in the Missions Policies and Procedures Manual (MP&PM).

The Missions Committee shall consist of the Missions Director, one member of the Deacon Board (known as the Deacon Board liaison), and members approved by the Pastor and Deacon Board.

Responsibilities

General Areas

A. The Missions Director will guide the direction and spiritual quality of this committee through advice, example and prayer. The Missions Director will get support from the Deacon Board through the Deacon Board liaison.

B. The Missions Committee will implement, administer, uphold and carry out the RRNC missions policies and procedures.

Specific Areas

A. EVALUATE MISSIONARY SUPPORT LEVELS AND NEW CANDIDATES. After evaluation and favorable approval, submit recommendation of missionary candidates and missionary support levels to the Deacon Board. Periodic review of missionary needs and support levels shall be made.

B. DEVELOP AN ANNUAL MISSIONS BUDGET. Prepare an annual budget of missionary support, projects and other expenditures and submit to the Deacon Board as requested.

There will be two categories for the Missions Budget:

1. **Missions** Support Fund -- designated for general administrative expenditures
2. **Missionary** Support Fund -- designated exclusively for financial support as voted by members for missionary support.

C. ADMINISTER SPECIAL GIFTS/FUNDS: Review and recommend special gifts and funds such as:

1. RRNC Christian Ministry Training Scholarship (CMTS) for those going into full-time ministry
2. Short-term Missions Projects
3. Community outreach Projects
4. Emergency help for special missions-related needs
5. Homecoming (aid for returning full-time missionary during home service)
6. Honorariums for special speakers. Have Honorarium check ready for speaker on date of presentation. The amount is at the discretion of the Missions Committee.

D. PLAN AND COORDINATE MISSIONARY CONFERENCES: Plan schedules, theme and program activities.

E. ADMINISTER MISSIONS EDUCATION: Coordinate with Christian Education Committee the planning of missions education within the church body.

F. ADMINISTER HOSPITALITY ACTIVITIES: Encourage and/or coordinate hospitality activities for the church's missionaries when home. Assist in establishing home meetings.

G. PREPARE AN ANNUAL ACTIVITIES REPORT: This will be incorporated as part of the Board of Deacon annual report to the congregation.

H. ENCOURAGE MEMBERS TO BE INVOLVED WITH THE MISSIONS CONNECTOR PROGRAM. Missions Connectors will provide bi-quarterly updates on missionary to the Missions Committee and the congregation, publish and distribute missionary correspondence by Missionary Update inserts.

I. SCHEDULE, PLAN, AND COORDINATE MISSIONARY FAREWELLS: Includes farewell services, love offerings and refreshments, missionary presentation times, and commissioning prayers and service.

J. ENCOURAGE MEMBERS TO BE INVOLVED IN SHORT-TERM MISSIONS PROJECTS—BOTH DOMESTIC AND ABROAD.

K. IMPLEMENT FAITH PROMISE PLAN.

L. INTERVIEW MISSIONARIES TO ASCERTAIN NEEDS.

M. COORDINATE WITH THE CHURCH CALENDAR PLANNER FOR ALL COMMITTEE-RELATED EVENTS.

N. PUBLICIZE ACTIVITIES AND PLANNED EVENTS.

Areas Needing Approval from the Congregation and Deacon Board

- A. NEW MISSIONARY CANDIDATES TO BE SUPPORTED
- B. MONTHLY SUPPORT LEVEL -- ADDITIONS OR CHANGES
- C. SPECIAL PROJECTS FOR FUND RAISING EFFORTS, i.e. short-term missions project
- D. SPECIAL STUDENT MINISTRY TRAINING SCHOLARSHIP FOR THOSE GOING INTO FULL-TIME MINISTRY.
- E. BUDGET EXPENDITURES OUTSIDE OF APPROVED BUDGET: Also includes any expenditure over the established guidelines

Relationship with Other Ministries

A. WITHIN THE CHURCH

1. Other Church Departments: Provide information and encourage other departments of the church in fostering missionary education, understanding, helps, prayer and financial support.
2. The Finance Committee: Shall work out payment of missionary support and aid, ministry training scholarship.
3. Pastoral and Deacon Board: Advise when farewell receptions are to be held so they can assist in commissioning. Scheduling speaking and sharing of Missionary vision and ministries
4. Missionary Support Groups: Advise of special services and needs of the missionary and ministries.

B. OUTSIDE ORGANIZATIONS

Work in harmony with Christian schools and colleges and evangelical mission agencies.

River Ridge Neighborhood Church

II. Missionary Program

What is a Missionary?

The members of River Ridge Neighborhood Church (RRNC) agree that a “missionary” is a messenger of the Christian Gospel, regardless of geographical confines, in the fulfillment of the Great Commission (*i.e.*, *Matthew 28:18-20 – Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”*)

Purpose

The missionary’s application will show their intended works. It will include their life statement, personal missions statement, personal testimony and process of God’s calling, qualification and training for the ministry, past experiences in ministry, short- and long-term goals, and personal strengths and weaknesses. The missionary will demonstrate understanding and willingness to abide by the RRNC Mission Statement as well as the Missions Connector Program as outlined in this Missions Policies and Procedures Manual. This application will also address the personal character and financial needs of the missionary.

Missionary Selection Policy

Whether a missionary wants financial support, or non-financial support from RRNC, they need to initiate the missionary selection process by doing the following:

- A. A missionary expresses interest in seeking support from River Ridge Neighborhood Church by one of the following ways:
 1. A missionary directly contacts the Missions Committee.
 2. An RRNC member contacts the Missions Committee requesting that a missionary speaks at RRNC.
 3. The Missions Committee, in consultation with the Pastor, contacts a missionary.
 4. The Pastor, in consultation with the Missions Committee, contacts a missionary.
- B. The Missions Committee provides the missionary with:
 1. The Missionary Application (Appendix A)
 2. The Missions Connector Application (3 copies)
 3. The RRNC Missions Policy (from the Missions Policies and Procedures manual) and Statement of Faith (*i.e.*, Doctrinal Statement of RRNC from the RRNC Constitution).
- C. The missionary finds three people interested in being their Missions Connectors. The missionary provides each prospective connector with a Missions Connector Application.

D. The three prospective Missions Connectors attend an information session with the Missions Committee. It will cover the responsibilities mentioned in the Missions Connector Application.

E. The missionary submits to the Missions Committee:

1. A completed "RRNC Missionary Application"
2. Three completed "Missions Connector Applications"
3. Three "Spiritual Reference" forms.

These need to be submitted at the SAME TIME as a complete package.

F. The Missions Director makes copies of the submitted forms and the Missions Committee reviews them. The Committee determines if the applicant is in full compliance with RRNC Missions Policy and Statement of Faith by using four qualifying factors:

1. Is the missionary's endeavor in full agreement with the Scriptures and RRNC Missions goals?
2. Is there a clear call of conviction to serve full-time in the ministry?
3. Does the mission/ministry work seek to glorify God?
4. Does mission/ministry work aim towards producing good works ("bearing fruit in every good work" Col. 1:10)

G. If in full compliance, the applicant, Missions Director and Pastor set a date to speak to the congregation.

H. Review of Missionary's Interactions

The missionary candidate (and family, if applicable) speaks to the congregation. They share about their call to the mission field so the church family can get acquainted with them.

The Missions Committee observes the interactions between the missionary candidate and the people at RRNC, including the committee members.

Each Missions Committee member talks to individuals in the congregation about their impressions of the missionary being considered for support.

I. After the review mentioned above, the Missions Committee meets to discuss and decide whether or not to recommend the missionary candidate to the Deacon Board.

J. The missionary will be contacted and invited to return to RRNC for further presentation and/or discussions and meet with the Missions Committee, Missions Connectors, and interested members of the congregation.

K. If the Missions Committee decides to support the missionary, the Committee will write a letter of recommendation to the Deacon Board. The deacon liaison will deliver it to the Deacon Board.

L. If the Deacon Board approves this recommendation of support, then at a Family Matters Meeting, the Missions Director will inform the RRNC members of the proposal to financially support the missionary candidate and provide time for discussion.

M. Upon favorable results of discussion, the matter will be put to a vote at the next business or special business meeting and requires a majority vote for approval.

A brief informational profile on the missionary candidate and their family will be available two weeks before scheduled business meeting as required by RRNC by-laws Article IV.E.

N. Upon receiving approval by majority vote by RRNC members to support missionary candidate, the Missions Director will contact the missionary informing them of official support. The Missions Director and Chair of Board will fill out a disbursement form to commence financial support and submit it to the Finance Secretary to disburse.

O. The Missions Director will write a letter informing missionary that support is not possible if any of the following situations:

- The references do not support the missionary
- The Board does not accept the missionary
- There is no majority vote of approval for the missionary
- There are not three missions connectors

Commitment and Responsibilities

The missionary will be responsible to pray regularly for RRNC and for their missions connector team. The missionary will remain in touch with the church by providing updates to their connector team and will visit in person whenever possible. Working with their connector team will provide opportunities for spiritual and personal growth as connectors learn from the missionary's experiences on the mission field about fulfilling the Great Commission.

When the missionary completes their term of ministry and returns home to the USA, a final report/sharing will be given by the missionary to the church family. The missions connectors will host a reception in conjunction with the speaking engagement.

RRNC Financial Commitment to the Missionary

RRNC will make available financial support to all missionaries seeking aid who are part of the church's missionary program.

River Ridge Neighborhood Church

III. Missions Connector Program

Purpose

A study of scripture shows mission work is at the heart of God's purpose and desire for mankind. Both missionaries and supporters have a part in fulfilling the Great Commission. (Matthew 28:18-20)

It is difficult, if not impossible, for missionaries to go unless the church sends them (Romans 10:15). As senders, the church gains ownership of our missions program, greater accountability with our missionaries, and blessings from learning what God is doing on the mission field through our church.

Policy

You can be involved in the missions connector program at River Ridge Neighborhood Church if you are a member or regular attendee of RRNC.

Commitment and Responsibilities

A team of "missions connectors" is composed of three RRNC members or regular attendees, of which one is lead connector. If a husband and wife are interested, they would be considered as "one connector."

The missions connectors will be the link between RRNC church family and the missionary that RRNC financially and prayerfully supports. Their term as a team is defined by the approved motion at the RRNC business meeting for the specified missionary.

The responsibilities of the team will include:

1. Lead Connector — The team will discuss and decide who will serve as the Lead Connector.

The Lead Connector for a missionary family supported by this church, is a member of RRNC, and is a liaison among the:

a. Church

Coordinate with team to give bi-quarterly progress reports to the congregation.

b. Members of the missions connector team

--To encourage the connector team to fulfill their commitments as listed in the Missions Manual in the section under "RRNC Missions Connector Program".

--Insure team is updated on the missionary's daily and/or urgent needs

--To seek ways to bring cohesiveness within the connector team through meeting for letter writing, special projects and other creative ideas to keep in touch with the missionary family.

-- Contact connectors to meet regularly as a team to pray.

--To work with the connector team to assist the missionary family upon return to the USA for home service/furlough.

c. Missionary family

d. Missions Committee liaison of missionary

Be directly responsible to give bi-quarterly updates to the Missions Committee liaison of the missionary family on their status and concerns. The Missions Committee liaison would convey the updates to the Missions Committee. The Deacon Liaison to Missions would in turn update the Deacon Board.

Bi-quarterly updates schedule: Oct/Nov/Dec, Jan/Feb/Mar, Apr/May/June, July/Aug/Sept.

2. Prayer Support--Spiritual warfare at its best through intercessory prayer for spiritual victory as the missionary confront daily spiritual battles.

3. Communication Support--Correspond through letters, e-mail, cards, digital pictures, messages by cassette tapes, general and bi-quarterly updates to the Missions Committee and church family.

4. Re-Entry Support--Provide assistance on meeting needs the missionary may have when returning on furlough.

5. Financial Support--Raise awareness for special financial needs or regular support.

6. Length and Limit of Support--Missions Connector term as a team will be defined by the specific missionary's term of service as approved by members at business meeting. Connectors will also be limited to serving only on one team at a time.

When the missionary completes a term and wishes to be considered for another term, the connector team will have the choice to consider renewal for another term.

This evaluation and renewal process will take place four months before the term is completed.

If connectors are led by the Lord to pursue a second term, connectors' confirmation will be noted on their initial application form by Missions Committee for another term. If any connector does not fulfill their term or decide not renew for a second term, names on the waiting list will be given priority for consideration as connectors.

If there are not three missions connectors, it is the responsibility of the missionary and the remaining missions connectors to find the needed number of missions connectors. If

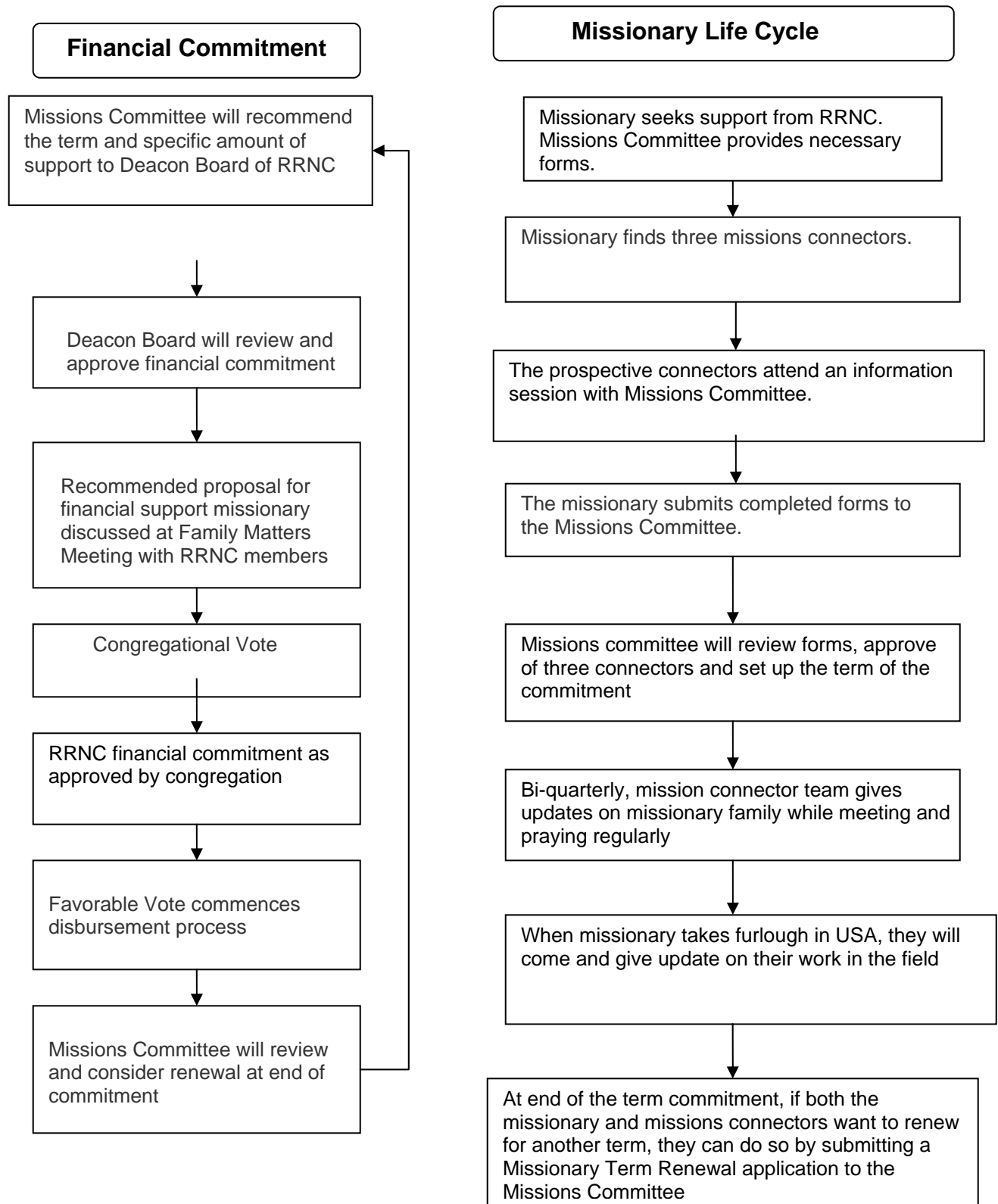
replacement(s) is/are not found within three months, then missionary support may be suspended beginning the fourth month. Support may begin again when they find the replacement(s).

The church should not drop a missionary's support while they are on the field solely on the basis of the number of connectors falling below the requirement.

When the missionary completes their term of ministry and returns home to the USA, a final report/sharing will be given by the missionary to the church family. The missions connectors will host a reception in conjunction with the speaking engagement.

Being part of the missionary connector program will provide connectors opportunities for spiritual and personal growth, while enabling them to have a part in fulfilling the Great Commission. Prayer support is the primary means by which we as a missions-oriented church body can impact an overseas or domestic missionary's life from here in Elk Grove.

Financial Commitment and Missionary Life Cycle Diagrams



River Ridge Neighborhood Church

IV. Home-Grown Missionaries

Another extension to furthering the Great Commission is when RRNC's own members respond to the call for full-time ministry. The boundaries of the Great Commission have expanded with a deeper meaning when RRNC members step forward to serve in the mission field. The church advances to new levels of understanding missions and its purpose in reaching others for Christ.

Personal Qualifications

From I Timothy 3:16-17, key elements a missionary candidate must possess:

1. Faithfulness---Committed to the Lord and His work regardless of the circumstances, trials and testings that can discourage or tarnish one's testimony to live a humble, holy and obedient life for the Lord.
2. Availability---Having a spirit of readiness to serve yet discerning the maximum level of commitment and involvement. Having a healthy balance between serving and preserving personal/family life.
3. Teachability---Willingness to receive positive and negative comments to glean the advice and instructions imbedded in them that lead to being molded toward godliness.
4. Called by the Lord to missionary ministry.

A missionary candidate must be actively involved and serving in church ministries sharpening their leadership skills and spiritual gifts, effective and edifying interaction and cooperation with peers, committee members and congregation prior to leaving for the mission field.

Policy

Please see "Missionary Selection Policy".

River Ridge Neighborhood Church

V. Responsibilities as a Sending Church

The major responsibilities RRNC has in sending her own members into the mission field involve three essential areas:*

1. Prayer Support - most important

2. Shepherding care:

a. On the field-

1) Send letters

The three missions connectors for the missionary can promote a church-wide letter writing campaign and send in one package. The sending agency selected by the missionary will provide guidelines on what to write and what not to write in letters. Restrictions on letter writing contents must be strictly followed. To disregard these guidelines would directly put the mission work and candidates in jeopardy.

2) Send care packages

3) Make visits on the field

b. When in USA-

1) Guide missionary and their family in adjustments to new and unfamiliar developments that have occurred during their absence;

2) Arrange housing and transportation as required;

3) Time for their rest to refresh the spirit for future service;

4) Provide shepherding care through counseling, encouraging, and fellowshiping with church family and friends;

5) Have pastor's wife, deaconesses or other qualified women of the congregation give special help as confidante to the woman missionary;

6) Encourage, arrange, and help finance continuing education to update knowledge and skills for children and parents;

7) Prepare for return to the field by providing as much as possible for financial and other needs.

3. Financial support---Become the "major share holder" or partner

*World Missions Today

River Ridge Neighborhood Church

VI. Short-Term Missions Projects

Purpose

Opportunities will arise for individuals to serve the Lord in short-term missions projects either in domestic or foreign missions. Serving in such capacity allow individuals opportunities to fulfill the Great Commission.

Policy

When an individual takes initiative to serve on a short-term missions and desires some financial assistance from RRNC, they will complete the Short-Term Missions Application (Appendix D) on short-term missions project and present it to Missions Committee. The applicant can be a RRNC member or a regular attendee. The short-term missions project will be screened by the Missions Committee of its compatibility with sound doctrine and Missions Statement of that organization with that of RRNC's statements of faith.

Missions Committee will interview candidate for specified short-term missions project. If compatible with Missions Statement of RRNC with favorable support of applicant's qualifications, the committee will be unanimous in approving financial request by individual. A memo from Missions Committee will be written to the Deacon Board and the Pastor of unanimous approval for the candidate with specified financial support. The candidate will then receive written confirmation of monetary support. If there is unfavorable support, the Missions deacon liaison will inform Deacon Board of committee's decision to deny support. The Missions Director will then write a letter informing applicant that support is not possible.

Prayer Support

When an individual is approved for short-term missions, they will send out a letter of introduction, location of service and requesting financial and/or prayer support for their missions project. A prayer card listing options on prayer support can be included in the support request letter.

Commissioning

Upon approval by the Deacon Board, a commissioning of short-term missions candidate will take place on the Sunday Service prior to individual's departure to mission. They will share briefly what the goals and objectives of mission are. Upon return, a brief sharing of mission accomplishments will be scheduled during a Sunday Service.

Finances

Upon unanimous approval by the Committee, the church will consider providing funding support up to one-third of the financial support, individual will provide one-third of the support and seek one-third financial support from others.

The Missions Director will initiate paperwork to request specific funding for individual. Upon finalized process, Director will insure that funding will be forwarded to appropriate individual or organization/church.

Having personal support, church support and others' support will promote a team perspective of "senders and goers" in serving the Lord.

Financial Guidelines and Procedures for Short-Term Missions Trips

Budget Development and Accounting

With acknowledgement from the Missions Director affirming individuals have been selected to serve on the short-term missions trip team, the applicant(s) may seek funding support in accordance with the RRNC Missions Policies and Procedures Manual. They can be a member, regular attender, or approved non-attender. The RRNC Short-Term Missions Project Policy has the statement: *When an individual takes initiative to serve on a short-term missions and desires some financial assistance from RRNC, they will complete the short-term missions' application on short-term missions project and present it to Missions Committee.*

A member within the short-term missions trip team shall be selected by the team leader of the short-term team to serve as the team finance coordinator. Financial coordination activities may include preparing a proposed trip budget (Appendix E), tracking and recording the funding support from team members, individual donor collections, and church funding support in addition to coordinating any group related expenses.

A comprehensive proposed budget for the anticipated income and expenses that will be incurred for the trip shall be developed and submitted once confirmation of the number of team members has been determined. This will assist in recognizing the level of funding that RRNC will be looking to identify in support for the trip. It shall be reviewed and approved by the Missions Director and the Deacon Board.

The proposed budget shall include but not be limited to specific length of trip, number of team members, transportation/travel costs, meals, supplies, accommodations, etc. A sample budget form is attached to serve as a guide in identifying various categories of anticipated expenses. Any costs incurred outside the prescribed budget may not be reimbursed without prior authorization by the Missions Director.

Upon approval of the proposed trip budget by the Missions Director and Deacon Board, a copy of the proposed budget shall be submitted to the Finance Director.

A designated sub-account shall be established in the RRNC funds to serve as a repository for any income/expense transactions that will be processed related to the approved trip.

Income and Expense Procedures

Funding support may be derived from various sources including personal support, church and others. All personal, non-RRNC church, and individual support funding shall be initially collected by team members and submitted to the team finance coordinator who will monitor and track the progress of funding support achieved by each team member.

Any RRNC church funding support approved for allocation from the general fund budget for the short-term missions trip will be transferred directly to the designated sub-account following the appropriate approval actions.

Any checks received by the team to fund the short-term missions trip shall be made payable to RRNC. No other designation on the checks will be necessary (i.e., do not write the team member's name on the notation line). Checks made out to individual team members will be returned and requested to be made out to RRNC.

Checks made out to the individual team member will not be deposited into the RRNC sub-account.

Periodically, the team finance coordinator after logging the funding information for their team use may submit any collected checks or cash received by placing the funds into a sealed envelope and labeling it for the specific missions trip (i.e., China trip) into the weekly Sunday service offering collection bags. RRNC will prepare and send a receipt for any checks to the individuals similar to receipts provided for regular collections. If cash is provided by an individual and a RRNC receipt is desired, the team finance coordinator will need to include the individual donor's name and amount of cash given in the envelope in order to properly prepare the receipt.

All disbursement and reimbursement requests shall be processed thru the Missions Director using the RRNC expense form that is available online at the www.rrnc.org website.

Expenses for gifts, souvenirs, personal purchases, personal travel, or sightseeing unrelated to the purpose of the missions trip shall be maintained separately.

The Missions Director shall be responsible for approving and directing any excess funds collected but not used for reimbursement for other related short-term missions trips.

The following informational statement is recommended to be included in any financial support letters that may be sent.

Contributions to River Ridge Neighborhood Church (RRNC) are tax-deductible. RRNC makes every reasonable effort to honor and utilize the gift in the way the donor has indicated. However, as required by laws governing contributions to tax-exempt organizations such as RRNC, contributions are received with the understanding that RRNC has complete control of the donated funds and the discretion to use the funds so that they carry out the organization's tax-exempt purposes and functions. All gifts remain under the stewardship of the Deacon Board and the Missions Committee.

River Ridge Neighborhood Church

VII. Christian Ministry Training Scholarship

All references to “ministry trainee”, “trainee”, or “applicant”, is a seminary student applying for the Christian Ministry Training Scholarship (CMTS).

Purpose

The Christian Ministry Training Scholarship (CMTS) was established for the sole purpose of financially supporting select members of RRNC who (1) have a clear conviction of being called to future full-time Christian ministry work and (2) are currently in seminary training.

Policy

A. Collection.

CMTS is collected strictly from love offerings of RRNC members and friends.

B. Management.

The Missions Committee will manage the CMTS by overseeing the fund raising, application, interview and renewal process. The Missions Committee submits recommendations to award scholarships to the Deacon Board for approval. The Missions Committee provides accountability to the ministry trainees.

Traditionally, requests for scholarship funds are approved for at one-fourth to one-third of the total tuition per quarter/semester per applicant. Percentage of scholarship support with area of calling per applicant will be taken into consideration and will vary accordingly. All recommendations approved by the Deacon Board will then be brought before the congregation for a vote at the next scheduled business meeting.

C. Application, Qualification Criteria, Evaluation of Qualification, Schedule of Interview, and Recommendation or Denial of Financial Support.

The Missions Committee is responsible for accepting, and soliciting if needed, applications from potential beneficiaries of CMTS. A genuine, prayerful, and objective evaluation of the applicant(s) will be carried out against the stated purpose of CMTS. The qualifying criteria would be based on a clear conviction on the student's part of being called to the ministry while attending seminary for full-time ministry training.

An interview will be scheduled with applicant to discuss their application and qualifications. If there is favorable support, the Missions Committee then recommends a specified sum and terms of financial support to the Deacon Board for Congregational approval. If there is unfavorable support, the Missions Committee will write a letter to candidate informing him/her that support is not possible.

D. Accountability.

A system of accountability reflects RRNC's faithful stewardship of CMTS as given by God and His people. The accountability is bi-directional between RRNC and the CMTS ministry trainee, i.e., RRNC is held accountable by providing financial and prayer support and the trainee is held accountable by fulfilling the expected outcome of such support.

The Missions Director writes a letter to trainee to initiate allotment request for disbursement and to request an update regarding financial expenses or changes.

Those who serve as liaisons between RRNC and the trainee will be identified as student connectors. Two student connectors will be needed, of which one is a RRNC member. The other can be a regular attendee of RRNC. If a husband and wife are interested, they would be considered as “one connector.”

Accountability to RRNC forms the basis for the Missions Committee to consider recommendation for any renewal of terms of support.

Procedures

A. RRNC members and friends can give CMTS offerings at any time. Any financial transaction [i.e., trust, stocks, bonds, and/or checks can be given with the specific designation – “CMTS Fund” or “Scholarship Fund”. There may be periodic special collections from the congregation as the Committee sees a need. The Committee shall periodically update the congregation as to the total amount available in the scholarship fund, as well as any major management decisions.

B. The interested student initiates the process of application by submitting to the Missions Committee:

1. A completed CMTS application, and
2. Two completed student connectors applications, of which one connector must be an RRNC member.

These need to be submitted at the SAME TIME as a complete package.

C. Deadline: On or before July 1, if applying for the Fall term or for the school year

If these applications are not received by the deadline, they may not be processed until the next Missions Committee is in place, which would be in December even though RRNC’s new fiscal year begins October 1. Also note, the application’s fall term expense may not be considered.

If applying for any other school term, the applications need to be submitted at least 3 months prior to the beginning of that school term.

D. Upon receipt of the complete package, the Committee will evaluate the candidate’s qualifications based on the following:

1. Is the applicant’s endeavor in full agreement with the Scriptures and RRNC Missions goals?
2. Is there a clear call of conviction to serve full-time in the ministry?
3. Does the mission/ministry work seek to glorify God?
4. Does mission/ministry work aim towards producing good works (“bearing fruit in every good work” Col. 1:10)?

If the answers are affirmative, then an interview meeting can take place.

E. An interview will be scheduled with applicant to discuss their application and qualifications.

F. If the applicant states a clear call to the ministry during seminary training and has favorable support among committee members in the interview process, the Committee will recommend the candidate to the Board via the Missions liaison and in written form. Besides recommending the candidate, the Committee will also recommend the percentage of financial support, based on the area of calling.

G. If the Board members approve the recommendation, the Missions liaison will inform the Committee. The Board will set up a special meeting to provide the members an opportunity to discuss the student's qualifications and request for financial support.

H. Upon favorable results of discussion with terms of support, the recommendation to support student will be voted on at the next business or special business meeting. Approval requires a simple majority vote.

I. Upon confirmation of favorable financial support at next business or special business meeting, the Missions Committee will inform the student of the level of support. Generally, the term of support will be no more than one year at a time.

J. Contact RRNC Finance Committee and forward a letter with disbursement check to the respective seminary business office requesting that if recipient terminates suddenly from the program, the balance of scholarship funds be refunded to RRNC.

K. If there is unfavorable support resulting from the Quarterly or Special Business Meeting, the Missions Committee will write a letter to student informing him/her that support is not possible.

L. The student connectors will be reminded of their responsibilities. The connectors serve as liaisons between RRNC and the student. They will provide information to the Missions Committee on the following:

1. How is student doing in specified training and what is student learning in the process?
2. Student's spiritual walk and how one handles ups and downs as a student.

The connectors will provide bi-quarterly updates on the student to the congregation and as needed. Bi-quarterly updates schedule:

Oct/Nov/Dec; Jan/Feb/Mar; Apr/May/June; July/Aug/Sept

M. Before the end of the term, the Missions Director will contact the student directly or indirectly through the student connectors to remind them that if the student intends to apply for another CMTS, they need to do it by the submittal deadline as mentioned in the Missions Policies & Procedures manual. The Committee will do what needs to be done (e.g. interview of the student and/or connectors) to assess if and how the goals and expectations for the previous term of support have been met. If agreeable, another term of support with possible change in scholarship amount will be recommended to the Deacon

Board for approval. If not agreeable, Missions Director will write letter informing denial of further financial support.

N. If the student wants to reapply for the CMTS, they will contact their student connectors to see if they will renew their commitment. If any do not renew, the student can either ask potential connector(s) individually, or they can let the congregation know.

O. If for any reason the student does not complete the seminary training and/or does not pursue the declared full-time ministry, the student will meet with the Missions Committee to account for the change of direction.

P. When scholarship support commitment has been met and student graduates from seminary, the student will give a final account of the seminary training and personal learning to the church family.

River Ridge Neighborhood Church
Appendix A: Missionary Application (page 1 of 3)

Date: _____

Your Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Ministry position: _____

Name of missionary organization & Address: _____

Please answer the following statements and questions:

1. Upon reading the enclosed RRNC Statement of Faith and Missions Policy, please state whether or not you are in full agreement with it. If not, please specify your concerns.
2. Specific written information on your missionary endeavor and how it is relevant to River Ridge Neighborhood Church in the following areas:
 - Your personal testimony and the call to full-time ministry
 - List the ministries that you have been involved in the past, especially those related to the ministry that you will be involved in.
 - What training has prepared you for these ministries?
3. What are your personal short- and long-term goals?
4. Specifically what is the term of the missions proposed and what date will it start and end?
5. What organizations are involved? Will you provide written information about the organization? [Missions Committee's verification of organization(s): Yes No]
6. If the organization is an administrative intermediary for the missionary family, is there a contractual agreement in writing? Specifically, what services will they perform on behalf of the missionary family?
7. In the area of financial support are the funds safeguarded for the benefit of the missionary family?
 - Specifically, are contributions made toward the missionary family held in trust or escrow?
 - Is there a proper identification and account number (Federal ID #) for the family?
 - What are the specific procedures for returning funds to supporters if the missionary is precluded from entering the missionary field?
8. What is your total amount of financial obligation? Please provide a brief breakdown of your areas of expense. How much money have you raised to date? How would you like RRNC to support you?
9. In addition, please provide RRNC with three references -- one from your pastor or spiritual mentor, one from a peer, and one from a co-worker.

River Ridge Neighborhood Church
Appendix A: Missionary Application (page 3 of 3)

SPIRITUAL REFERENCE

MISSIONARY APPLICANT’S NAME: _____

Please rate the applicant by checking the boxes below on a scale of 1(lowest) to 5(highest). Use “N” for no basis for rating.

A .PERSONAL CHARACTERISTICS	Below Average	Average	Above Average	No Basis
Teachability				
Initiative				
Integrity				
Maturity				
Common sense and good judgment				
Perseverance				
Consistency				
Sense of humor				
Adaptability/Flexibility				
Leadership				
Friendliness, openness to others				
Self-control				
B. RELATIONAL ABILITIES				
Sensitive to others’ needs				
Communicate wants or needs				
Express appreciation or praise				
Coordinate plans with others				
Reconcile interpersonal conflict				
Relate to peers				
Relate to authority				
Use tact or diplomacy				
Receive correction or instruction				
Express respect for cultural differences				
Relate to individuals from other cultures.				

Would you recommend the applicant for God's service as a missionary? If yes, why? If no, why not? _____

Would you be willing to answer further questions by phone? YES _____ NO _____

Signature: _____ Date: _____

Questions? Contact Missions Director

**Please return to Missions Committee, c/o River Ridge Neighborhood Church,
 PMB 316, 8359 Elk Grove-Florin Rd. #103, Sacramento, CA 95829**

River Ridge Neighborhood Church
Appendix B: Missions Connector Application
Please Print Legibly.

Date: _____

Missionary: _____

Missionary's Term Length: _____ (One term = the number of years)	Renewal Date:
Missionary's Term: 1 st 2 nd 3 rd 4 th	

Missions Connector:

Name: _____

Address: _____

City/State/Zip Code: _____

Home Telephone: _____ Cell Phone: _____

Email: _____

I have read the Missions Connectors' Policy and am willing to abide by the policy:

Yes No

(Abbreviated portion from Missions Manual attached)

Indicate ways that you have been involved in missions.

Share briefly the reason why you desire to adopt this missionary.

Return to Missions Committee. Thank You!

Appendix C: Missionary Term Renewal (page 1 of 2)

Missionary's Term Length: _____ (One term = the number of years)	Renewal Period (start & end dates):
Term you are applying for: 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/>	

Note: The number of years for a term does not have to be the same as on the original missionary application.

Your Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Ministry position: _____

Name of missionary organization & Address: _____

The Missions Policies and Procedures manual (MP&PM) was revised on 5/8/08. Attached is the portion relating to missionaries. A very important revision is the change in responsibilities. To be specific, it is the missionary, and not the Missions Committee, who is responsible for submitting applications, and providing missions connectors in a timely manner.

Please answer the following statements and questions:

RRNC supports missionaries primarily through building relationships with them; financial support is secondary. On that basis:

1. How would you describe your relationship with RRNC? How are you building that relationship with RRNC? How well are you relating to the missions connectors? How can RRNC improve our relationship with you?
2. How would you describe your spiritual life right now?
3. Briefly describe your ministry.
4. What are some goals you have achieved during this current term? Please elaborate.
5. What are some of your future goals? Please elaborate.

River Ridge Neighborhood Church

Appendix C: Missionary Term Renewal (page 2 of 2)

6. Are there any changes RRNC needs to know that haven't been conveyed through your missions connectors and/or by directly contacting the Missions Committee? For example: Are there any changes in the sending agency, financial support level, your ministry location, or the contact person from your home church? Are you on home assignment, and if so, how long?
7. What was the hardest thing that you had to overcome during your past assignment?
8. What are three skills you wish you could have taken with you out in the mission field?

Along with this Term Renewal application, please include the needed completed forms from three missions connectors.

These forms are due to the Missions Committee four months prior to the end of your current term (as stated in the MP&PM).

Appendix D: Short-Term Missions Application (page 1 of 2)

Short-Term Missions Trip: _____

Date of Missions Trip: _____

First Name	Middle	Last Name
Address	City	State & Zip Code
Home Phone	Cell Phone	Email address

Please select the appropriate boxes:

Marital Status: Single Married (Name of Spouse: _____)

Occupation: Student Employed Full-Time Employed Part-Time (____hours/week)

Employer & Profession: _____

Birthdate: _____

Citizenship: United States Other: _____

Please attach a copy of your passport or birth certificate when submitting your application, if applicable

Emergency Contact: Name: _____ Phone: _____
Indicate relationship: _____

Are you a member of RRNC? Yes No If no, have you been baptized? Yes No

Have participated on other RRNC Short-Term Teams? Yes No

If yes, please list: _____

Please provide a letter of acceptance from the Christian organization with which you will be serving. Contents shall include:

- 1) Date and location of missions work;
- 2) Organization's name, address, email address
- 3) Organization's Statement of Faith
- 4) Organization's Federal ID number;
- 5) Amount and itemization of expenses;
- 6) Where expenses will be incurred,
- 7) Responsibilities to fulfill on the short-term missions project

State the overall financial amount needed for this missions trip with percentages for personal support, church support and others' support: _____

If you are a member of RRNC and serving with another church's short-term missions, please identify which church and desired missions project: _____

If you are a member of another church, please state: _____

What language(s) do you speak? _____ proficiency level: _____

_____ proficiency level: _____

River Ridge Neighborhood Church
Appendix D: Short-Term Missions Application (page 2 of 2)

PERSONAL BACKGROUND: FAITH & MINISTRY EXPERIENCE

1. Describe how and when you became a believer of Jesus Christ.
2. What are your reasons to participate?
3. What ministries are you currently involved with or have been involved with? State the nature of your responsibilities. List beginning with the most recent.
4. Have you participated in other short-term missions trips before? If Yes, state when? With which organization? What leadership responsibilities did you have?
5. What are your spiritual gifts and natural talents that you can use for God's glory?
6. What are some your concerns about participating?
7. List any medical and/or dietary restrictions that you have. Include any medication you take.
8. Please list the names, addresses, and phone numbers of three references which we may contact.

MY COMMITMENT:

I will observe all RRNC guidelines regarding culture, behavior, outreach rules, Outreach requirements. I agree that I will endeavor to tell the Good News of Jesus Christ. I will diligently prepare myself spiritually along with any other assignments. I will submit to those in authority and cooperate and do my best to encourage my fellow teammates. I will not emphasize my own denominational differences such as mode of baptism, church ritual, communion, gifts of the Spirit nor promote a superior way of thinking.

Submitting an application does not guarantee acceptance to the team. River Ridge Neighborhood Church reserves the right to review, screen and act upon all applications.

Applicant's Signature: _____

Date: _____

River Ridge Neighborhood Church

Date: _____

Appendix E: Proposed Short-Term Missions Trip Budget

Short-Term Missions Trip: _____

Date of Missions Trip: _____

Number of Team Members: _____

<u>Anticipated Expenditures</u>	<u>Member Amount</u>	<u>Total Amount</u>
Transportation		
Airfare	_____	_____
Ground	_____	_____
Housing	_____	_____
Meals	_____	_____
Ministry Materials	_____	_____
Training Materials	_____	_____
Misc (incl. Visa, insurance, etc.)	_____	_____
Special Projects	_____	_____
Total Expenditures	_____	_____

<u>Income Anticipated</u>		
Personal Support	_____	_____
RRNC Church Support	_____	_____
Other Church Support	_____	_____
Other Support	_____	_____
Total Support Income	_____	_____

Appendix F: Christian Ministry Training Scholarship Application

Please Print Legibly.

Applicant:

Name (First, Middle Initial, Surname)		Age	
Address/City/State/Zip			
E-Mail Address	Home Telephone	Cell Phone	
Present Employment (yourself, Spouse)		Gross Monthly Income: Please give detail to the make-up of this income on the back of this form.	
Seminary Information:			
Name of Seminary		Tuition Cost-Semester or Year	
Degree Program (What Year)	# of Units Completed	# of Units Planned for this term	Book Cost- Semester or Year Other Costs (Please explain on Back of this form)
Receiving other Scholarships or Financial Aid? <input type="checkbox"/> Yes, please list <input type="checkbox"/> No	Amount Requested for Semester or Year		Approved Amount

Please attach biography of yourself
(Testimony, call to occupational ministry, education, ministry, and leadership preparation)

Please give us information about any outstanding student or personal loans

Other pertinent information or comment

Please Return to Missions Committee

River Ridge Neighborhood Church
Appendix G: Student Connector Application
Please Print Legibly.

Date: _____

Ministry Trainee: _____

Seminary: _____

Number of Seminary training years:

Renewal date:
[Missions Committee's Use]

Student Connector:

Name:
Address:
City/State/Zip Code:
Home phone:
Email:

Connector Term:

Renewal Date:
[Missions Committee's Use]

I have read the Student Connectors' Policy and am willing to abide by the policy (Abbreviated portion from Missions Manual attached) Yes No

Share briefly the reason you desire to adopt this student

Please return to Missions Committee

Revisions/Corrections/Changes

Listed with the most current at the beginning

10/26/08
Revisions Approved

10/26/08
Revisions

- P. 12: Reworded the last step in the Missionary Life Cycle to reflect how the process is now done.
- P. 13: Changed "Mission Selection Policy" to "Missionary Selection Policy".
- P. 15, 2nd paragraph: Added "Appendix D" after "they will complete the Short-Term Missions Application".
- P. 16: Changed "Appendix D" to "Appendix E".
- Pp. 20 & 21: Removed references to student connectors where incorrect to mention them. Reworded sentences for more clarity.
- P. 21: Deleted "that requires a majority vote for approval", and added "Approval requires a simple majority vote."
- P. 22: Added "statements and", Deleted "on separate sheets of paper". Numbered the statements and questions.
- P. 23: Deleted Date field.
- P. 24: Deleted Date field.
- P. 25: Added "Cell Phone"
- P. 26: Inserted the approved "Appendix C: Missionary Term Renewal:
- P. 28 and on: Renumbered the rest of the Appendices because of the addition of the Missionary Term Renewal
- P. 29 Got rid of the extraneous boxes and put in underscores throughout that page.

5/13/08
Revision Approved

5/5/08
Proposed Revisions

9/29/07 Revision	5/5/08 Revision
P. 4, Responsibilities, General Areas, 1. The assigned Deacon and the Missions Director will guide ...	P. 3, Responsibilities, General Areas, A. The Missions Director will guide...The Missions Director will get support from the ... Deacon Board liaison. (Instead of co-leading the Missions Committee, it's the responsibility of the Missions Director, with support from the Deacon Board liaison).

9/29/07 Revision	5/5/08 Revision
P. 6, Missionary Selection Policy	P. 6, Missionary Program (It's more than just the selection policy, it's the program).
P. 6 – 8 Policy, 1 – 14.	P. 6 – 8 Missionary Selection Policy, A – O. (This is where the process is revised to reflect: --The missionary is responsible for obtaining, completing, and submitting forms, and getting connectors. It's not the responsibility of the Missions Committee to find the connectors. --D. The pastor does not attend the Missions Connectors information session)
P. 12, Purpose, ...It is difficult, if not impossible...(Romans 10:15)...	P. 9, Purpose, ...It is difficult, if not impossible, for missionaries to go unless the church sends them (Romans 10:15). As senders, the church... (Changed "we" to "the church" in two sentences to make it clearer).
P. 12, 1. Lead Coordinator	P. 9 - 10, Commitment and Responsibilities, 1. Lead Connector (Moved pertinent info from P. 15, Lead Connector for Mission Connector Team to this section)
P. 13, 6. Length and Limit of Support	P. 10 - 11, 6. Length and Limit of Support (The following sentence is broken out from the paragraph so that it would stand out: This evaluation and renewal process will take place four months before the term is completed. To address the possibility that not all three Missions Connectors will re-apply for that role, the following was added: If there are not three missions connectors, it is the responsibility of the missionary and the remaining missions connectors. Please note that support may be suspended. That does not mean it will be suspended. The church should not drop a missionary's support while they are on the field solely on the basis of the number of connectors falling below the requirement.)
P. 14 Missionary Selection and Connector Flow Diagram	P. 12 Financial Commitment and Missionary Life Cycle Diagram (Renamed and edited the Missionary Life Cycle Diagram to reflect the process more accurately.)
P. 17 - 18, Home-Grown Missionaries, Policy	P. 13, IV. Home-Grown Missionaries, Policy (Instead of duplicating the information, we just put "Please see 'Mission Selection Policy'"
P. 20, Short-Term Mission Projects P. 23 – 24, Financial Guidelines and Procedures for Short Term Missions Trips	P. 15 - 17, VI. Short-Term Missions Projects, Finances (We moved the Finances section, so that it followed the Commissioning section. We did this to make it easier to incorporate "Financial Guidelines and Procedures for Short-Term Missions Trips".)

9/29/07 Revision	5/5/08 Revision
P. 26, Christian Ministry Training Scholarship, Policy, 2. Management, ...Traditional, requests for scholarship funds...	P. 18, VII. Christian Ministry Training Scholarship, Policy, B. Management (Clarified the period of time by saying: "Traditionally, requests for scholarship funds are approved for at one-fourth to one-third of the total tuition per quarter/semester per applicant.")
P. 27, Christian Ministry Training Scholarship, Procedures	P. 19, VII. Christian Ministry Training Scholarship, Procedures (This is where the process is revised to reflect: --The student is responsible for obtaining, completing, and submitting forms, and getting connectors. It's not the responsibility of the Missions Committee to find the connectors. We added a deadline: "C. Deadline: ..." so that the Missions Committee—whether it's the current committee, or the new one -- will have reasonable time to process it.)

--Changed all fonts to Arial.

--Renamed manual to Missions Policies and Procedures Manual.

--The term "they" is used instead of using the cumbersome "he/she" or "his/her"

--Moved all forms to back of manual and labeled them as appendices.

--Changed due dates for submission of applications (Missionary, Student, Short-Term)

--Changed the responsibility from Missions Committee to Applicants.

9/29/07
Revision Approved

October 2004
Adopted