

CHINESE BIBLE CHURCH OF LANCASTER MISSIONS POLICY

I. INTRODUCTION

1.1 CHINESE BIBLE CHURCH OF LANCASTER

Chinese Bible Church of Lancaster (CBCL) is an independent evangelical body of believers established in 1985.

1.2 MISSION STATEMENT OF CBCL

The mission of CBCL is to bring glory to God through the exaltation of Jesus Christ, the edification of believers, and the evangelization of the world.

1.3 STATEMENT OF FAITH

We believe:

1. The Scriptures, both the Old and New Testaments, to be the inspired Word of God, without error in the original writings; the complete revelation of His will for the salvation of man; and the Divine and final authority for Christian faith and life. (Psalm 119:89; John 12:47-48; II Tim. 3:16-17; II Peter 1:21; Rev. 22:18-19).
2. In one God, who is the Creator of man and all things, absolutely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. (Gen. 1:1; Deut. 6:4; Isa. 44:6; Matt. 28:19; II Cor. 13:14).
3. That Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the Virgin Mary. He was crucified for our iniquities, was buried, on the third day arose bodily from the dead, and ascended into heaven. He is now our High Priest and Advocate at the right hand of the most high God. (Matt. 1:18, 22-23; John 1:1-14; Rom. 1:2-4; I Cor. 15:1-4; Heb. 7:22-25, 8:1; I John 2:1).
4. That the Holy Spirit is equal in substance and glory with God the Father and the Son. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict man, regenerate sinners, indwell, guide, instruct, and empower believers for godly living and service. (John 14:16,26, 16:7-14; Rom. 8:9-16,26,27; I John 2:27).
5. That man was created in the image of God, but fell into sin and is therefore lost and can obtain salvation and spiritual life only through regeneration by the Holy Spirit. (Gen. 1:27; John 3:5,7; Rom. 1:18, 3:23, 5:12, 18-19).
6. That salvation is by grace alone, through faith in the shed blood of Jesus Christ, who died for our sins and was raised according to the Scriptures. Those who thus

receive Jesus Christ by faith have their sins forgiven and their consciences cleansed, are born of the Spirit, become children of God, are made a new creation in Christ, and are reconciled to God. (John 1:12-13, 3:5,6,8; Rom. 3:25; I Cor. 15:3-4; II Cor. 5:17,20; Eph. 1:7, 2:8-9; Heb. 9:14; I John 1:9).

7. That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age as testimonies before God and man. (Matt. 28:18-19; Rom. 6:1-4; I Cor. 11:23-26).
8. That the Universal Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and have been united together in the Body of Christ of which He is the Head; and that a local church is to reflect the truth of the Universal Church, particularly in the areas of unity, service, witnessing, and discipleship. (I Cor. 12:13; Eph. 1:23, 2:11-22, 4:1-6).
9. In the certain return of our Lord Jesus Christ in person, and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer. (I Cor. 15:52-58; Titus 2:11-13; I John 3:2-3).
10. In the bodily resurrection of the dead, of believers to everlasting blessedness and joy with the Lord, of unbelievers to judgment and everlasting conscious punishment. (Matt. 25:31-46; John 5:29; I Cor. 15:35-49; Rev. 20:15).
11. That the government of the local church is under the Headship of Jesus Christ and is to be guided by the Holy Spirit based on the Scriptures for the glory of God. (I Cor. 11:3, 12:4-6; Col. 1:18).
12. That a Christian who is born of the Holy Spirit is to live the new life by the power of the Holy Spirit; and that it is his responsibility to yield himself to God, to trust and to live in Him. (John 10:28-29; Rom. 6:13; Gal. 5:16-25; Col. 2:6).
13. That Christian living includes Christian service; the winning of souls around us; and the preaching of the Gospel unto the uttermost parts of the world. To carry out these ministries, the supernatural power of the Holy Spirit is needed. This power is granted to every believer as he yields to and trusts in God. Prayer is, therefore, most important among all services. (Matt. 28:18-20; John 14:12-14; Acts 1:8, 5:32; I Cor. 12:7; Eph. 3:20, 6:18-19).

II. MISSIONS PHILOSOPHY, CORE VALUES, AND PURPOSE

2.1 DEFINITION OF MISSIONS

"Missions" is any endeavor outside the local church which crosses geographic, cultural, social or linguistic barriers to fulfill the Great Commission by penetrating people groups and establishing viable, indigenous and evangelizing churches within every people group (Matt 28:19-20).

2.2 CORE VALUES

1. Pre-eminence of Christ

We must honor the Lord and seek His will in all things Christ is our Lord, the Head of the Church (II Cor. 4:5, Phil. 2:10, Eph. 1:22, Col. 1:18). The Great Commission is His command. We must therefore seek His will in all things (Eph. 5:15 17, Col. 1:9 10).

2. Leading of the Holy Spirit

The Holy Spirit is the invisible but active supervisor of all the Lord's work (John 14:26), the source of all gifts and power (I Cor. 12:4 11, Acts 1:8), who sends and directs the work of missions (Acts 13:1 2, 8:29, 10:19, 16:6 7, 20:23, John 2:27). He works in people's hearts, bringing them to repentance and giving them new life (John 15:26, 16:7 14, Romans 15:16 18). Therefore, those who devote themselves to the missions task, both missionaries and CBCL, must yield in all things to the leading of the Holy Spirit. We are not afraid of Spirit-led changes and remain open and obedient to the leading of the Holy Spirit to tasks that we might not have envisioned.

3. Prayer in our work

We are in a spiritual battle and must support each other with prayer "We are not fighting against flesh, but against powers, rulers of darkness of this world, spiritual wickedness in the heavenly places (Eph. 6:12)." In the task of missions, intercession and mutual up-building are more important than mere financial help.

4. Financial support through sacrificial giving

Offering for support of missions is not a substitute for an individual's financial obligation to the church. It is offering beyond one's primary financial obligation to the local church. As such, it is giving prompted by the Holy Spirit that involves self-denial and faith in response to God's love for the lost. In turn, we expect missionaries, missions agencies and missions-related organizations (MA/MRO)

supported by CBCL to recognize this fact by committing to personal sacrifice.

5. Global mandate but focused efforts

The Great Commission is a global mandate. However, there will always be more needs for missions support than we can fulfill. Recognizing our limitations, we will concentrate our efforts and resources that are in line with our focus and priorities.

6. Commitment to the local church

God will expand His kingdom through the local church. The purposes of the church are: worship, evangelism, teaching / training, fellowship, and sending out missionaries. As such we value individuals who are committed to their home church and we are committed to developing and sending from CBCL individuals who understand this principle. Individuals seeking support from CBCL should never envision the church as a locale merely for raising financial support. In addition, we value ministries and missionaries who are committed to buildup and strengthen the local believers.

7. Cooperative partnership and investing for eternity

The cooperative output and depth of two or more groups are better than the sum of the individual groups. Therefore we value MA/MRO and ministries that are willing to share complementary strengths and resources in order to reach the common goal in missions. Likewise, the work of missions is not to be delegated to a few front line giants of faith. It should be borne proportionately on both home and front lines. Besides sending our best, we value partnership with the missions field through prayers, financial giving and providing practical care. Cooperative partnership also implies shared goals and burden. As such, financial support of missions ministries is not a subsidy nor entitlement but rather an investment towards common eternal goals.

8. Accountability and stewardship

The financial contribution given by our brothers and sisters are offerings unto God (Phil 4:18). The Missions Department (MD) merely acts as a steward of God-given resources and distributes the funds to His workers and works according to the Lord's will. As such, we value missionaries and MA/MRO that also display accountability and stewardship in such resources.

2.3 PURPOSE OF MISSIONS POLICY

1. To clarify the principles and delineate the elements of the missions program at CBCL.
2. To guide and provide boundaries to the MD in its decision-making.
3. To provide integrity, accountability, continuity, unity, and consistency in the operation of the missions program.
4. To define the relationship of the MD to missionaries, and MA/MRO.

2.4 INTERPRETATIONS OF THE POLICY

1. This policy is a living document built on principles that provide the structure and guidelines to achieve integrity and continuity in the Missions ministry. The original intent and core values behind the policy shall be the guide when there are any disagreements over the interpretation of the policy.
2. Specific procedures and instructions not outlined in this policy but which are consistent with the original intent and core values behind the policy can be implemented with consensus of the MD.
3. This policy shall be followed at all times except in extenuating circumstances where a compelling and convincing cause is evident. An exception to the policy shall be approved by an unanimous vote of the MD and shall be duly recorded in the minutes thereof.

2.5 PROVISION FOR POLICY REVISION

1. Procedure

The written Missions Policy may be revised at any time under the following procedure:

1. The MD Deacon(s) shall appoint a revision subcommittee to prepare the proposed changes in draft form.
2. The draft will be presented to the full MD for its review.
3. Upon unanimous approval by the full MD, the MD Deacon(s) will present the recommended revisions to the BOE for its final approval. The BOE will approve the policy statements but not the informational appendices or the administrative procedures adopted by the MD to implement the policy.
4. The approved revised policy will be made available to the general membership of the church.

2. Required five year review

Every five years a policy revision subcommittee will be formed (in accordance with

Section 2.5.1) to review this Missions Policy and to consider possible revisions. The subcommittee shall report its findings and recommendations to the full MD for review and approval before forwarding any changes to BOE.

III. STRUCTURE AND RESPONSIBILITIES OF MISSIONS DEPARTMENT

3.1 ORGANIZATION

The MD is composed of the MD Deacon(s), a supervising member of BOE (Ex-officio), and representatives from the various congregations of CBCL and branch churches. In order to oversee the responsibilities of the MD, the number of members shall be no less than the total support units divided by five (5).

The MD may use subcommittees, as needed, to implement the goals of the MD. The subcommittee chairs are appointed by the MD Deacon(s) at the beginning of each calendar year. Members of the MD are expected to serve on subcommittees. However, members of the congregation may be asked to serve on the subcommittees, if appropriate, and with the consent of the MD Deacon(s).

3.2 RESPONSIBILITIES OF THE MISSIONS DEPARTMENT

1. Pray - Encourage intercession from the congregation for world evangelism and for our missionaries.
2. Educate - Assist in providing a comprehensive missions education program for our entire church. This will include information about the world, our missionaries, and planning of the annual missions conference.
3. Recruit/Train - Select and assist in the equipping of our members to become involved in missions either as senders or goers.
4. Send – Selection of new missionaries or MA/MRO for support. Support missionaries spiritually, financially and emotionally during their term of service.
5. Care - Provide practical assistance to missionaries while they are on their field and home assignments.
6. Finance - Prepare a missions budget and oversee the allocation of the funds throughout the year.
7. Represent - Serve as a liaison between the church and missionaries or MA/MRO.
8. Evaluate - Review the missions program of the church and make changes as necessary. This includes evaluation of missionaries and MA/MRO supported by CBCL.
9. Update – Review and revise missions policy and procedures as needed.

3.3 FREQUENCY OF MEETINGS

The MD will meet at a minimum once a month and as frequently as necessary.

3.4 SELECTION AND QUALIFICATIONS OF MISSIONS DEPARTMENT MEMBERS

1. Members are nominated by the MD Deacon(s) with consent from the supervising elder.
2. Must be a CBCL member of good standing.
3. Shows evidence of a current or developing passion for missions and willing to commit the time required to make missions as the primary focus of their service in the church.
4. A willingness to become knowledgeable about missions and CBCL's missions program.
5. Demonstrates spiritual maturity and sound judgment.
6. Be committed to attend the monthly MD meeting, special Missions events, and training.

3.5 TERM OF OFFICE

Other than the MD Deacon(s) and the supervisory elder, each member of MD is urged to serve for a minimum of two years.

3.6 EXPECTATIONS FOR MISSIONS DEPARTMENT MEMBERS

1. Each member must endeavor to attend the monthly meeting faithfully and participate in the planning and decision making of the MD.
2. Each member is required to participate actively in the training on missions related topics (including self study) and is expected to maintain a vital and growing Christian life.
3. Each member should be familiar with the missions program at CBCL and serves as a bridge between the MD and different groups (congregation, departments, fellowships, cell groups, etc) within CBCL.
4. Each member should maintain a growing awareness of world missions and be committed to a lifestyle appropriate for a mission-minded Christian.
5. Each member must be familiar with the missions policies and should be able to apply them to different situations and explain them to the congregation.
6. Each member will assume the responsibility of communicating with his or her assigned units supported by the church.

3.7 JOB DESCRIPTIONS FOR MISSIONS DEPARTMENT MEMBERS

1. Deacon

1. A deacon as appointed by the BOE serves as the lead deacon of the department and represents the department to the membership and the BOE and Board of Deacons (BOD). The deacon shall:
 2. Prepare agenda and preside at all regular and special meetings of the department.
 3. Appoint members of the MD as well as appoint chairs of sub committees according to specific needs, and ensure coordination among the sub committees.
 4. Make certain that the proper and prominent role of missions is maintained in the life of the church.
 5. Prepare an Annual Ministry Plan for the coming (succeeding) year and present it at the first departmental meeting in the new year for adoption.
 6. Be responsible for the operation of the department, specifically the following:
 - Implement the Annual Ministry Plan.
 - Initiate support level review.
 - Prepare report to the BOD.
 - Be responsible for team building.
 - Ensure the transfer of files from retiring members to newly assigned members.

2. Secretary

1. Keeps records of the meeting minutes. Prepares copies and distribute them to members as record of decisions and action items.
2. Prepares general correspondence of the department including the bimonthly letter to the support units.
3. Distributes bi-monthly letters, support checks, postage and other material to MD members for mailing.
4. Maintains file for each missionary unit.
5. Maintains the departmental files and renew subscriptions and membership.

3. Treasurer

1. Prepares annual budget according to guidelines in section 4.

2. Prepares the monthly MD financial report.
3. Responsible for all monetary transactions including preparing the regular support to all units, short-term missions and reimbursements for missions related expenses.
4. Evaluates the financial need and support of each unit and make recommendation for adjustment of support in accordance to sections 4.4 and 4.5.

4. Conference Coordinator

1. Serves as chair of the Missions Conference subcommittee.
2. Responsible for leading the Missions Conference Subcommittee to plan and organize the annual Missions Conference.

5. Missionary Care Coordinator

1. Collects and distribute missionary update and prayer requests to various CBCL groups (cell groups, Sunday school classes, fellowships, etc), bulletin and the Church prayer meeting.
2. Be responsible for the missions news in church publications.
3. Prepares and updates summary information on each missionary unit for promotional use within CBCL.

6. Education Coordinator

1. Serves as chair of the Missions Education Subcommittee.
2. Responsible for leading the Missions Education Subcommittee, in collaboration with Christian Education Department, to develop and coordinate missions education program within CBCL.

7. Short-term Missions (STM) Coordinator

1. Serves as chair of the STM Subcommittee.
2. Responsible for leading the STM Subcommittee to promote, develop, and implement STM ministries that provide cross-cultural ministry exposure and training.

3.8 SUBCOMMITTEES

As prescribed (described) in the organization of the MD (section 3.1), subcommittees are established to implement the goals of the MD. They are designed to fulfill specific tasks and will not have policy-making authority. Permanent subcommittees and their area of responsibilities are listed below. The list of responsibilities is not to be viewed as exhaustive. Other responsibilities that are necessary to accomplish the goals of the subcommittee can (may) be added as appropriate. Additional subcommittees may be formed at the discretion of the MD Deacon(s) for specific tasks.

1. Missions Conference Subcommittee

- Coordinates with the children's and youth ministry to ensure a cohesive missions conference program.
- Arranges conference logistic.
- Develops conference promotion strategies.
- Prepares conference handbook.
- Conducts post-conference evaluation and make recommendation for improvement.

2. Missions Education Subcommittee

- Organizes a missions education program covering all age groups through working with the Christian Education Department and other Departments and groups.
- Evaluates the missions education program.
- Develops and implement plans to increase awareness for missions in the church.
- Be responsible for the design and upkeep of all displays.
- Updates missions materials in the library.

3. STM Subcommittee

- Evaluates and decides annual STM trips based on our missions focus.
- Promotes STM opportunities to the congregations.
- Coordinates application, debriefing, and reporting process.
- Selects exemplary written reports for Church publications.

IV. FINANCIAL POLICIES

It shall be the aim of the church to be a financial partner with missionaries and MA/MRO. As faithful stewards accountable to God and the Church, the MD shall formulate financial strategies and policies based on principles of faithfulness and economy that maximize the missions ministry.

4.1 MISSIONS DEPARTMENT BUDGET

1. The MD budget consists of Missionary Support Budget and Department Operational Budget (section 4.3).
2. The Missionary Support Budget is to be established by faith promises during the missions conference. Faith promises challenges church members to participate personally and sacrificially in missions.
3. The Missionary Support Budget is a pooled fund with voluntary contribution from branch churches associated with CBCL.
4. The Department Operational Budget will be budgeted from the CBCL General Fund.
5. The MD will not accept designated giving for career missionaries or missions organizations.
6. Designated giving in support of short-term missions will only be accepted for programs approved by the MD.
7. Designated giving in support of emergencies and non-budgeted programs will follow CBCL Special Fund policy.

4.2 BUDGETS PROCESS

1. The fiscal year begins on January 1 and ends on December 31.
2. The annual MD budget for the new fiscal year shall be drafted six (6) months prior to the end of the current fiscal year by the MD Treasurer in consultation with MD deacon(s) for approval by the MD. All budget allocation and increases shall be in compliance with the guidelines set by the MD Policy and the Budget Preparation Policy and Procedures of CBCL.
3. Upon three-quarter consent, the draft Missionary Support Budget shall be submitted to the BOE for approval. The Department Operational Budget shall be submitted to the BOD for approval.
4. Once the Missionary Support Budget is approved by BOE, it shall be presented to the congregations for review and comments. Revisions by the MD, if any, shall be presented to the BOE for final approval.
5. The approved Missionary Support Budget shall be published in the Sunday Bulletin at least four (4) weeks before the annual missions conference to solicit faith promises from the congregation. This budget shall also be printed in the mission

conference handbook to facilitate the faith promise offering process.

6. Any subsequent changes to the confirmed budget require approval from the BOE.

4.3 BUDGET GUIDELINES AND DISTRIBUTION

The Missions Department Budget will consist of two categories: *Missionary Support Budget* and *Departmental Operational Budget*. Items covered by each category and fund allocation reflecting priority established by the MD will be according to the following table:

Categories / Items	Fund Allocation*
A. Missionary Support Budget	
1. Regular support of career missionary and MA/MRO	No less than 90%
a. Overseas missions (missions endeavor outside the United States & Canada)	No less than 70%
b. Home missions (missions endeavor inside the United States & Canada)	No greater than 20%
2. Short term missions (support of STM programs)	Not greater than 6%
3. Contingency fund (unforeseen expenses associated with missionary support)	Not greater than 4%
B. Department Operational Budget	Not Applicable
4. Missions conference (cost associated with annual missions conference)	
5. Field visitation (cost associated with visiting missionary or exploring mission opportunities)	
6. Administrative (postage, promotional, secretarial, communication, etc.)	

*As a percentage of the total Missionary Support Budget

Note: Of the amount allocated to missionary support budget, no greater than 30% can be towards the support of MA/MRO.

4.4 MISSIONARY SUPPORT BUDGET SHORTAGE PROVISION

1. To monitor support shortage, the Cumulative Surplus (CS) shall be compared monthly to the annualized average of the most recent 36 months' offering receipts.
2. Shortage is defined as a decrease of the CS to 10% or less than the annualized average. The MD shall inform the congregation of shortage and encourage members to contribute.
3. With two consecutive months of the shortage, the MD shall review the financial situation and submit a preliminary contingent budget plan to BOE, wherein the order

of curtailment shall start from MA/MRO then missionaries. Subsequent rounds of curtailment, if necessary, shall also be executed in such order.

4. Upon approval by BOE, the contingent budget plan shall be published to the congregation.
5. If the support shortage condition does not improve, the approved contingency plan shall be implemented,

4.5 MISSIONARY SUPPORT BUDGET SURPLUS PROVISION

1. The CS for any given year shall not be more than 20% of the annualized average of the most recent 36-months' offering receipts.
2. When the CS level exceeds the level set above, the excess fund may be allocated as an one-time gift to support units in need of additional support. New missions units may also be considered and evaluated for support. This review process shall be administered at least once at the beginning of the year.

V. CAREER MISSIONARIES

5.1 GUIDING PRINCIPLES FOR SELECTING AND FINANCING MISSIONARIES

1. Principle of Clear Sense of Calling

It is the Lord of the harvest who sends workers into the harvest field. Thus, all missionaries should have a very clear sense of calling. Human effort and endeavor, in and of themselves, are not enough to sustain a person in the mission field. In order to be good stewards of the welfare of God's people and resources, consideration of support will be given only to those candidates who have very clear sense of calling. It is the responsibility of the church leaders and the MD to discern and examine a candidate's sense of calling.

2. Principle of Maturity

Without a level of maturity, one will not be able to withstand the challenges and hardship in the mission field. Thus, consideration of support will only be given to missionaries who show a certain degree of maturity. The degree of maturity can be evaluated basing on the various process items, including but not limited to integrity check, obedience check, ministry conflict, dealing with authority, faith challenge, and prayer challenge.

3. Principle of Spiritual Leadership

As one called to serve and lead, we expect missionaries to fulfill the Biblical standards for leadership of I Timothy 3:1-3 and Titus 1:5-9.

4. Principle of Long-term Commitment

We live in a time when the duration of service of missionaries is alarmingly low and when many people are confused about their lives and future. In order to be good stewards, we shall focus our support on those who have committed to be career missionaries, and to a minimum of three (3) consecutive years of service in the mission field. The great needs of the mission field do not allow us to support those who just want to try out different vocational options.

5. Principle of Local Church Commitment

We deeply believe that it is God's will to expand His Kingdom through local churches. Thus, consideration of support will primarily be given to people who are committed to and show a deep genuine love for their local church and do not see it as an avenue to meet their own needs. A person who loves God will unselfishly love the church whose head is Jesus Christ. Missionary candidates must be committed to the local church as

demonstrated by active church membership, faithfulness in financial giving, serving, bearing fruit in ministry, and exercising confirmed gifts. For all candidates, pastoral recommendation is required.

6. Principle of Focus

Under the guidance of the Holy Spirit, CBCL has made an intentional effort in choosing its mission focuses and priorities. Consideration of support will be given to those missionaries or ministries that align with these focuses and priorities. The effort to focus should not be seen as a sign of narrowness. Instead, it is an intentional effort to pursue depth in our global mission involvement. Without focus, CBCL's mission involvement will end up being very shallow. Thus, CBCL chooses to focus on a few things and do them well instead. However this does not preclude support for missionaries whose work is not in CBCL's mission focuses and priorities.

5.2 PRIORITY AND SELECTION CRITERIA FOR SUPPORT

1. Un-reached / least reached: Christ has purchased men from every tribe and language and people and nation (Rev. 5:9). Although we will continue to support ministries within people groups where an evangelizing church has already been planted, our priority is nevertheless to support ministries that penetrate the Gospel to people groups that have had no adequate opportunity to hear the Gospel or respond to it. As such, priority will be given to ministries targeting least reached people groups such as those listed by Joshua Project II or World A peoples as defined by World Christian Encyclopedia (Current Edition).
2. Church planting: The Church is not a building but a community of believers characterized by true worship of God, nurturing of believers, evangelizing of unbelievers and training of Christian workers. Priority will be given to ministries that have the goal of establishing or building up new local churches.
3. People oriented: The Gospel needs to be incarnated. How can one hear without someone preaching to them (Romans 10:14-15)? As such, our priority is to support individuals who are called to long-term commitment over projects or organizations.
4. From among our community: The early churches sent out their best to impact the world and in return were blessed. We give priority to support qualified individuals whom God has called from our own congregations, including branch churches.
5. Non-denominational: As an independent church, long term support will be limited to non-denominational missions work.
6. Doctrinal compatibility: We support MA/MRO or missionaries serving under agencies whose statement of faith is doctrinally compatible with CBCL. The

missionaries and MA/MRO must endorse CBCL's Statement of Faith.

7. Integrity and commitment to workers: We support MA/MRO or missionaries serving under agencies that operate under clearly defined and generally accepted practice, demonstrate good management, provide pastoral care, commit towards developing national leadership; and whose missionaries are carefully selected, given thoughtful training, field direction and active supervision.
8. Financial accountability: We support MA/MRO or missionaries serving under agencies that exercise good stewardship, operate under open and sound financial practices. It is required that the MA/MRO submits to CBCL a signed annual financial statement.

5.3 CATEGORIES OF CAREER MISSIONARIES

1. PRIMARY MISSIONARY

1. Like Paul and Barnabas (Acts 13:1-3) missionaries under this category are called from CBCL and sent to serve in full-time ministry that is in accordance with CBCL missions strategy and priority. They are formally sent and commissioned by CBCL.
2. Must be an active member of CBCL for a minimum of three (3) consecutive years immediately preceding their application and fulfill all the requirements stated in Guiding Principles for Selection and Financing Missionaries (Section 5.1). Disruption in the consecutive years requirement due to training, education or internship in preparation for missionary service away from CBCL is allowed if the candidate has maintained close relationship with CBCL during his / her absence.
3. Must have sought and submitted to spiritual guidance from CBCL leadership. This may include but is not limited to discerning and confirmation of missionary calling, training, finance, selection of type of ministry, field of service, and missions agency. The candidate must serve under an agency that is approved by the MD.

2. ASSOCIATE MISSIONARY

1. Missionaries who are supported by but not sent and commissioned by CBCL to fulfill the Great Commission.
2. Associate missionaries may be a CBCL member or non-member. All must fulfill the requirements stated in Guiding Principles for Selection and Financing Missionaries (Section 5.1).
3. Must serve in full-time ministry that is in accordance with CBCL missions strategy and priority.

5.4 APPLICATION PROCEDURE

1. The candidate must submit a formal application (Appendix A) along with three letters of recommendation, which will be evaluated by the MD.
2. The candidate must indicate his / her agreement of CBCL Statement of Faith by signature.
3. Suitable candidates will be invited for an interview with the MD at CBCL expense. For candidates applying as Primary Missionary, the interview will also include BOE and may include inquiry to the Church Finance Deacon to ascertain the candidate's participation in regular financial support of CBCL.
4. The candidates are asked to share his / her ministry with the congregation during the selection process. Invitation to share does not imply that the candidate has been approved for support.
5. Support to missionary candidate or MA/MRO accepted by the MD will require the approval of the BOE.
6. The MD will assist Primary Missionary candidates with mission agency required training and if necessary assist in deputation. In addition, all approved Primary Missionary candidates will be commissioned prior to departure for the field.
7. The MD has the prerogative to solicit from MA/MRO candidate that plans to serve in ministries in accordance with CBCL missions strategy and priority. The review and approval of such candidate will follow procedures outlined above.
8. Upon approval, the newly accepted candidate will be provided an agreement (Appendix B) summarizing our mutual commitments.
9. Selection criteria and application procedures also apply to national workers.

5.5 FINANCIAL SUPPORT OF MISSIONARY

1. EXPENSES INCLUDED IN SUPPORT

The following expenses are considered in our calculation of support:

- Base living and housing allowance
- Medical and dental insurance
- Education for children (not to include college tuition)
- Retirement benefits as determined by agency (e.g., 403(b) or IRA plans)
- Payroll taxes (e.g., FICA and Medicare)
- Home assignment fund
- Agency required conference / training

- Holiday as determined by agency
- Agency administrative overhead.

Outgoing Expenses (for first term or change of ministry locality only)

- Orientation
- Travel to field of service
- Shipping
- Household set-up
- Language training as required by missions agency (not to exceed two years)

2. SUPPORT LEVEL

Missionary category/ ministry location	Maximal allowable level of support (% of support requirement as assessed and approved by MD)	
	Regular Expenses	Outgoing Expenses
1. Primary Missionary		
a. Overseas, unreached	75%	75%
b. Overseas	60%	60%
c. Home	50%	50%
2. Associate Missionary		
a. Overseas, unreached	45%	45%
b. Overseas	30%	30%
c. Home	20%	20%

Note:

The above maximal level is not mandatory. The actual level for each missionary will reflect other considerations, including support needs, types of ministry and the availability of budget funds at the time new candidates are considered. In all cases, maximum dollar amount for a single and married primary missionary may not exceed 9% and 15% respectively of total annual Missions Support Budget. If approved by the MD, missionaries taking time for full time ministry related advanced study and who are committed to return to the missions field upon completion of study will be supported at their approved support level for up to a year.

3. COMMENCEMENT OF SUPPORT

Support begins for an individual when all the following have occurred:

1. The individual is accepted by a missions board and
2. Commissioned by CBCL (applicable to primary missionary only) and
3. As soon as the individual achieves fulltime status with the missions agency.

4. If approved by the MD, support for fulltime pre-departure preparation will not exceed three (3) months.

4. EVALUATION OF CONTINUED SUPPORT

All missionaries will be evaluated at the end of each term or every five (5) years, whichever occurs first, to determine continuation of support. Other situations in which review of continued support will be conducted include:

1. If there is a change in assignment, location, or ministry.
2. If there is a change in missions agency.
3. If there is a failure to comply with the responsibilities stipulated in section 5.7
4. If furlough period is extended beyond one year.
5. If there is a continued short fall in the CBCL Missionary Support Budget.
6. If applicable, the same criteria are used to evaluate continued support for MA/RMO.

5. TERMINATION OF SUPPORT

Except for cause or unusual circumstances, support will not be terminated during a term. Causes leading to termination of support can be any one of the following:

1. A missionary terminates missionary service either through resignation or retirement.
2. An organization terminates the missionary.
3. The missionary no longer agrees with the doctrinal position of CBCL.
4. The missionary consistently demonstrates inadequate accountability (failure to comply with responsibilities stipulated in section 5.7)
5. Ministry is no longer in line with missions strategy and priority of CBCL
6. Ministry misconduct (abandonment of the mission, infidelity, unethical practices, doctrinal heresy, etc.), the support will be stopped immediately upon investigation and verification of the situation.
7. Reasons as determined by the MD.
8. If applicable, the same causes can be used to terminate support for MA/MRO.

After a decision to terminate support has been made, the Deacon(s) of the MD will inform the missionary and his/her missions agency.

5.6 COMMITMENT OF CBCL TO MISSIONARIES

1. CBCL is committed to participate in corporate prayer.

2. CBCL is committed to provide timely financial support.
3. CBCL is committed to maintain regular communication.
4. CBCL is committed to keep confidential information concerning the work of missionaries engaged in work of a sensitive nature.
5. CBCL is committed to provide practical assistance while missionaries are in our area.
6. CBCL is committed to team relationship and will seek ministry opportunities that partner CBCL members with missionaries.
7. These commitments also apply to MA/MRO.

5.7 RESPONSIBILITIES OF MISSIONARIES

1. Candidates and supported missionaries may not solicit funds directly or indirectly from CBCL individuals, classes, fellowships or cell groups. This does not preclude the mention of needs in general prayer letters or mention of needs to the pastoral staff, or MD members.
2. In order to better pray for our missionaries and their ministries, supported missionaries should communicate with CBCL at least quarterly.
3. All supported missionaries shall provide a written annual report (Appendix C) detailing their prior and coming year's activities by February 15. The purposes of this annual report are:
 - Increase our effectiveness in prayer and financial support.
 - Update the most recent ministry and personal goals of the missionary.
 - Evaluate the previous year's accomplishments and shortcomings.
 - Update financial information so as to help MD make adjustments in support level
 - Inform us of upcoming ministry plans including home service or educational pursuits if anticipated.
4. Inform the MD as soon as possible in case the supported missionary plans to be in the Greater Washington area so that we can plan a meaningful visit to CBCL.
5. Supported missionaries must notify the MD in writing no less than three (3) months in advance of making major changes in assignment, ministry, location and Missions organization.
6. We seek meaningful relationship with supported missionaries. We expect them to spend quality time with us during their home service or at a minimum will make an effort to visit CBCL at least once per term.

7. Primary missionaries are expected to spend significant portion of their home service at CBCL.
8. If applicable, supported MA/MRO are expected to fulfill these responsibilities

5.8 HOME SERVICE POLICY

1. PURPOSE OF HOME SERVICE

Home service, formerly called furlough, is a time for a missionary to return to his/her home country. It is a time to report to churches, renew acquaintances, make new contacts, be with family and friends, rest and to refresh spiritually. It can be a time when a missionary pursues further studies. The responsibilities described below apply only to primary missionary as defined in section 5.3.1.

2. RESPONSIBILITIES OF CBCL

1. Income supplement: The MD will evaluate the missionary's financial needs, such as housing and vehicle, and supplement the income based on the following criteria:
 - If the missionary lives in the Greater Washington area, and the support he/she receives is less than the average income of a missionary living in Greater Washington area, the MD will subsidize the shortage. If the missionary does not live in Greater Washington area, we will use the income of a missionary living in a comparable area as a standard for supplementing the living allowance.
 - The MD will also evaluate other financial needs as situation arises.
2. Vehicle: If needed, CBCL will assist the missionary to locate a vehicle (for example, announcing this need in the church bulletin).
3. Possible ministry at CBCL: The MD will initiate and discuss possible ministry at CBCL, then forward the recommendations to BOE. The MD will also arrange sharing with the MD during home service.
4. Announcement: The MD will announce the return of the missionary in the church bulletin, and encourage cell groups and fellowship groups to invite the missionary to share with them.

3. RESPONSIBILITIES OF PRIMARY MISSIONARY

Primary missionaries who are planning home service need to recognize the following responsibilities to CBCL:

1. Communicate with the church: Soon after the missionary makes plan to return for

home service, he/she is responsible for communicating with CBCL the following:

- a. Expected date of return
 - b. Length of home service.
 - c. Home service plans and objectives
 - d. Financial needs while on service
2. Ministry at CBCL: The missionary needs to spend time at CBCL to renew and build relationship with the church. This will enable the missionary to minister to the congregation, challenge individuals to greater involvement in missions, and establish a strong prayer support base.
 3. Meet with the MD: During home service the missionary needs to set aside time to meet with the MD, in order to report his/her work, attend some monthly meetings, and perhaps offer assistance for projects as needed. This allows the MD to better understand the ministry needs of the missionary on the field, and for the missionary to familiarize with the operational procedures of the MD.
 4. Further education: If the missionary plans to pursue further study while on home service, he/she needs to notify the MD in advance.

VI. SHORT TERM MISSIONS

6.1 DEFINITION

Any endeavor consistent with the definition of missions as defined in section 2.1 and is no more than three (3) years in duration.

6.2 GUIDING PRINCIPLES OF SHORT TERM MISSIONS

1. Principle of Basic Missions Training or Exposure

Short-term missions is valuable in providing an environment for participants to develop their missions skills, mission-mindedness, and cross-cultural experience. God may use these short-term experiences to lead some to long-term commitment to missions. Short-term missions is both a preparation and a challenge for long-term missions. Since it is our desire to utilize short-term missions as basic missions training, we strongly encourage attention directed to proper planning of every short-term missions program. Candidates will not be supported unless the organization that organizes the short-term missions can assure proper training for effective participation. Such training is expected to provide information on the following: project objectives, expectations of the sponsor, candidate's role and duties, cultural sensitivity and appropriate conduct, appropriate clothing and other needs, living conditions, medical facilities, and any needed special skills that the candidate lacks.

2. Principle of Local Church Involvement

We will support and send out short-term participants who have a proven track record of ministry within CBCL. It is important that they have learned how to build up good relationships with local pastors and coworkers in a team setting and have borne fruits in local evangelism. This is because if a person does not bear fruits in a local setting, it is unlikely that he/she will be able to function well in a cross-cultural environment far away from home.

3. Principle of Sacrificial Giving

As a church member, we need to learn not to take for granted that our church will finance our mission involvement and not consider utilizing our own financial resources. Short-term missions are journeys of faith. A basic test of faith is whether one is willing to use his/her own finance in a sacrificial way for God's Kingdom.

4. Principle of Priority and Focus

Since we have limited resources and do not want to dilute our efforts, we must be

focused and accept that we cannot do everything. CBCL has developed its own missions priorities in order to remain focused in our mission involvement (section 5.2). All short-term missions supported by CBCL must be aligned with these priorities and focuses. In particular, short-term missions that are in partnership with CBCL supported missionaries or MA/MRO have the priority for support.

5. Unexpected Intervention from God

Sometimes, God will guide someone sovereignly to a mission field beyond our established priorities and focuses. Such guidance, however, will definitely be revealed and confirmed by God in a communal setting. In other words, the leaders will be clear about God's leading in this respect. In such case, we will prayerfully support the participants involved. Otherwise, we should be faithful to our priorities and the above guiding principles.

6.3 REQUIREMENTS FOR SHORT TERM APPLICANTS

1. It is preferable that the term of service be a minimum of 2-4 weeks. However for special missions assignments, shorter duration will be considered.
2. The MD desires Short-Term Missions programs to be sponsored by missions agencies. However, the MD can approve programs sponsored by CBCL or other ministerial and financially accountable organizations.
3. Applicants must have a desire to share Christ and to serve others.
4. Applicants must be actively involved with church ministries and have experienced the joy of sharing the Gospel.
5. Membership in CBCL and age over 15 years old (or going to be 15 by the time the mission trip starts) is required to be eligible to apply for financial support.
6. Opportunity is open to all individuals who have participated in CBCL church life regularly for at least 6 months.
7. Participants who are less than 18 years old must be accompanied by his or her legal guardian or have a signed permission note from legal guardian.
8. Participants are required to attend training programs deemed necessary by the MD or sponsoring mission agency.
9. Applicants must meet the requirements of the agency sponsoring the short-term program and provide the MD with information from the agency to verify requirements, assignment, and financial needs. If the agency is new to CBCL, then information about the agency shall accompany the application.

10. For service-oriented programs, applicant must have the necessary technical skills demanded by the project.
11. Applicants must abide by all final decisions of the MD. He or she must submit to the supervision of the team leader who is accountable to CBCL and the sponsoring organization.

6.4 SHORT-TERM MISSIONS APPLICATION PROCEDURES

1. At the earliest possible date (preferably 6 months prior to departure), the applicant should make known to the MD his or her intention of participating in short-term missions.
2. The applicant must submit a completed application (Appendix D) and two recommendations (Appendix E) to the MD at least two (2) months prior to departure or a deadline set by the MD. Teens applying to participate in established Youth Ministry organized short-term programs; the application deadline is one (1) month prior to departure.
3. All recommendations must be from CBCL members, of which one must be from a pastor, minister, elder or MD deacon. For applicants who are away due to education, one recommendation must be from CBCL pastor, minister, elder or MD deacon and the second from a pastoral staff or minister from the church he or she attends while away from CBCL.
4. Upon completion of application, the MD will evaluate the application including requests for financial assistance. An interview is a required part of this evaluation. For teen applicants to established Youth Ministry organized short-term programs, evaluation can be conducted by Youth Ministry staff with input from MD.
5. Upon approval by the MD and acceptance by the sponsoring missions agency, the applicant shall work with the MD for vision sharing and soliciting prayer partners.
6. Applicants may solicit funds from CBCL members only after receiving approval from the MD. Support solicitation letters should be submitted prior to interview for screening by the STM subcommittee for content and accuracy. See appendix F for sample solicitation letter format.

6.5 FINANCIAL SUPPORT OF SHORT TERM MISSIONS

1. FUNDING GUIDELINES

The funding guidelines for short-term missions are an expression of the belief that the short-term missions participant should involve the local church community as well as

exercise both faith and sacrifice as part of his or her short-term missions experience. Therefore, it is strongly encouraged that a portion of the expense be supplied by the individual from his or her own personal resources and the remainder raised by the individual or team through support letters and assistance from the Missionary Support Budget.

2. FINANCIAL POLICY FOR SUPPORTING SHORT-TERM MISSIONS

1. Only expenses directly related to the purpose of the short-term missions program will be considered for support. These include, round trip airfare, in country transportation, ground transportation to/from airports, orientation, training, debriefing, room and board (no more than 50% of US Government per diem), ministry expenses and agency overhead.
2. Since the living standard varies from one place to another, there is certain flexibility in arranging accommodations for missions teams. However, identifying with the local living standard should be the guiding principle and the values of simplicity and safety also need to be considered. Expenses for living arrangement that is different from other members of the missions team will not be considered.
3. Short-termers, who want to take additional trips before or after the missions trip, need to be reminded that these additional trips should not interfere with nor have any negative effects on the short-term missions trip. In addition, they are also responsible for any extra cost involved. As a matter of integrity, short-termers cannot use the funds they have raised for any purpose other than the expenses directly related to their short-term missions trip, i.e. they cannot spend their raised funds nor church support on expenses such as personal side trips, sightseeing, or souvenir or gifts.
4. In order to serve as a faithful steward to God's financial provision and to abide by Internal Revenue Service rules and regulation, all designated donations need to be used for the intended purpose. Therefore, all short-termers who raise funds and channel them through CBCL for tax-deductible receipts need to itemize their travel expenses on a requisition form for submission to the MD Treasurer, along with receipts of all items listed, unless it is impossible to get receipts at certain places and circumstances. Any funding surplus from the short-termer's trip will be kept in the Missions Fund.
5. All reimbursements need to be claimed within thirty days of returning from the field.
6. Support of short-term missions will be according to the following levels:
 - Less than 12 weeks: no more than 25% of total expenses.

- 3 months to 1 year: no more than 30% of total expenses.
7. CBCL pastoral staff who leads a STM program consisting of CBCL members, will be supported at 100% of total cost. To be eligible for 100% support, the Senior Pastor must approve the pastoral staff's application. For the Senior Pastor, an approval from BOE is required. A limit of two (2) trips per year per pastoral staff will be supported at the 100% level. After two trips, the support level will revert back to the general support guidelines in section 6.5.2.
 8. We desire to have short-term missions impact as many people as possible. Therefore, unless the short-term applicant is a leader of the short-term team, first time short-term participants will have priority in support over repeaters.
 9. Exceptional situations will be under the discussion of Board of Deacons.

3. RESPONSIBILITIES OF SHORT-TERM MISSIONS PARTICIPANTS

1. Upon approval, participants shall work with MD for vision sharing and solicit prayer partners both within and outside of CBCL. Applicant may not solicit financial support in church meetings or by letters without the written approval of MD.
2. Participants must complete all required training.
3. Prior to departure, the participant is expected to keep the MD informed regarding plans and support status. Changes in plans or assignments must be reviewed and approved by the MD.
4. While on the field, participants must submit to the supervision of the team leader. Whenever possible the participant must keep in contact with his or her prayer partners and MD with update. Regular updates with the MD will be required for participants who serve for more than 3 months.
5. Upon return, the participant must submit financial accounting of his or her trip expense according to policy stated in section 6.5.2.
6. All participants must submit a written post-trip reflection to the MD within one month of return. Sharing with his or her congregation, fellowship or cell group at the earliest possible time is strongly encouraged.

VII. MISCELLANEOUS EXPENSES

7.1 EXPENSES FOR FIELD VISITATION

1. From time to time, MD will appoint representative to conduct field visitation for the purposes of missionary encouragement as well as for missions fact findings. Adequate planning and coordination with the on-site missionary or organization shall be made prior to departure. The representative should also spend sufficient time in the field for meaningful interactions.
2. Expenses directly related to field visitation by MD appointee may be subsidized in part or full. To the extent appropriate, the principles used for support of STM should be applied to field visitation. All such visits must be approved by the MD and in accordance with purpose and requirements stated above.
3. A written report of such a visit must be provided to the MD within one month of return.

7.2 EXPENSES FOR ATTENDING CONFERENCES AND SEMINARS

All members wishing to take missions related conference or seminar should apply to Laymen Ministry Training through Senior Pastor.

Appendix A: Application for career missionary

APPLICATION FOR MISSIONARY SUPPORT
Chinese Bible Church of Lancaster
1051 Landis Valley Road, Lancaster, PA 17601

Date: _____

I. PERSONAL INFORMATION

Full Name: (English) _____ (Chinese) _____

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ Were You Ever Divorced? _____
(Single, Married, Widowed) (Yes/No)

Spouse's Name: (English) _____ (Chinese) _____

Names of Children	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Present Address: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Permanent Address and Telephone (If different from above):

II. CHURCH MEMBERSHIP

Church Name: _____

City: _____ State: _____

Name of Pastor: _____ Phone: (_____) _____

I am not a member of a church

III. CHRISTIAN EXPERIENCE

On a separate sheet of paper, please briefly (no more than 300 words for each) describe the following:

- a. Your conversion experience
- b. Your personal devotion time.
- c. Church ministries (evangelism, missions, children, youth, teaching, discipleship, administrative, etc.) and Christian service experience in the past or currently involved in.
- d. Your call to missionary service / full-time ministry.
- e. Usable spiritual gifts for missionary / full-time ministry and prior cross-cultural experience.
- f. Reasons for choosing the particular ministry and organization.

IV. EDUCATIONAL AND EMPLOYMENT INFORMATION

Educational Background:

SCHOOL (College/Trade)	YEARS ATTENDED	DEGREE (Title)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Educational Background of Spouse:

SCHOOL (College/Trade)	YEARS ATTENDED	DEGREE (Title)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list training in missions, formal or informal, that you and your spouse have taken that enabled you to be better equipped for missionary service

Employment Background: (list the most recent employment first)

EMPLOYER	POSITION HELD	DATE (From/To)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe the field ministry structure (field leadership, ministry direction, team members, involvement of national believers, etc.)

What is your agency's policy on furlough?

Please describe the financial support system of your organization (e.g. pool system, individual account, missionary raising ministry expenses, etc).

Indicate length of service you are considering: _____ years.

Date of going / returning to the field: _____

Please provide an *itemized* description of your agency recommended *monthly* support (in USD).

Allowance	
Salary	
Housing	
Children's education	
Employee payroll tax	
Pension / Retirement	
Conference / seminar	
Holiday	
Others:	
Benefits:	
Medical insurance	
Employer payroll tax	
Furlough / home service	
Other	
Administrative overhead:	
Other expenses (please describe):	

(Please feel free to attach additional detail if you need more space)

What is your current monthly support level (already raised)? \$ _____/month

Do you have any criminal record in the past? (Except Traffic violation) YES NO

VI. REFERENCES:

Please provide three references who can comment on your spiritual maturity and commitment to missions.

- 1. _____
- 2. _____
- 3. _____

Do you have any other comments? _____

SIGNATURE: _____

SPOUSE'S SIGNATURE: _____

NOTE: Please return this application, a family photo, signed CBCL statement of faith, and a copy of your agency's current Doctrinal Statement to:

Chinese Bible Church of Lancaster
Missions Dept
1051 Landis Valley Road,
Lancaster, PA 17601

Documents can also be e-mailed to info@cbclpa.org

Appendix B: Sample Missionary Support Agreement

{Date}

Chinese Bible Church of Lancaster (CBCL)

Missionary Support Agreement with _____

CBCL pledges support to the ministry of _____ in accordance with the following conditions:

1. CBCL pledges financial support of \$_____ monthly for the term of service commencing _____ to _____ for their ministry in (type of ministry) in (location) with (organization).
2. CBCL Missions Department (MD) pledges to pray faithfully for _____ and will encourage the congregation to do so.
3. CBCL pledges that the MD will communicate on a regular basis with _____ (1) to offer support and encouragement in their ministry, and (2) to keep them informed of any changes in CBCL's Missions Policy or other news that may impact their ministry.
4. CBCL pledges to provide opportunities for _____ to share with CBCL congregation when on furlough or visits to CBCL.
5. CBCL pledges that the MD will communicate regularly with (name of organization) and whenever there are events or policy changes that might impact on the church's missionary support.

_____ pledge support of MD of CBCL in its work and of the fellowship of this church in accordance with the following:

1. To notify the MD in writing at least three months prior to any proposed change in the nature of their ministry as stated above. They understand that a change in location, the type of ministry or missions agency will result in reapplication and review by the MD to consider continued support.
2. To communicate with CBCL at least quarterly regarding the progress of their ministry, their personal well being and specific prayer requests. At least annually they will provide their objectives for the coming year and a report of their accomplishments of their objectives for the past year.
3. To notify the MD in writing of any reservations that they may have about their willingness and ability to comply with the CBCL Missions Policy as it is developed and communicated.
4. To share with the congregation of CBCL when on home assignment or visit to CBCL. Whenever possible, they will also become involved with CBCL's missions-related activities. Primary missionaries pledge significant involvement in CBCL ministries.

Missions Department
Deacon

Date

Candidate

Date

Spouse (if applicable)

Date

Appendix C: Missionary, MA/MRO Annual Report

**CHINESE BIBLE CHURCH OF LANCASTER (CBCL)
ANNUAL REPORT FOR MISSIONARIES
FOR JANUARY 1 TO DECEMBER 31, 200_**

Name: _____

I. MINISTRY REVIEW

Note: If your agency requires an annual report that addresses question 1 to 3 below, please feel free to attach the report in lieu of completing the questions

1. Please summarize your ministry involvements for the current year:

2. Please list 3 goals for current year and the degree to which they were reached:

3. Please list your goals and/or priorities for the coming year

II. SUPPORT PROFILE: Record *annual* totals in U.S. dollars only

Current Year:

Your Missions Agency Recommended Support Total amount \$_____

(Please provide itemized description)

Actual Support Received (Include other Income & explain below) \$_____

Appendix D: Application Form for STM

**CHINESE BIBLE CHURCH OF LANCASTER (CBCL)
SHORT-TERM MISSIONS TRIP APPLICATION**

Date: _____ Application #: _____
(to be completed by MD)

1. Name: _____ Date of birth: _____
Address: _____
Phone: _____ Email: _____

2. How long have you been a Christian? _____
Are you a member of CBCL and for how long? _____

3. Place of employment or school: _____
Job Title or grade level if fulltime student: _____
Work Phone: _____

4. Trip Destination: _____ Trip Dates: _____
(Please attach itinerary)

Name of Sponsoring Organization: _____

Trip destination contact information in case of emergencies:

Name: _____ Title: _____

Phone: _____ Email: _____

5. US contact information in case of emergency:
Name: _____ Relationship to you: _____
Address: _____
Daytime phone: _____ Evening phone: _____

6. Languages spoken other than English and describe fluency:

7. List ministries you have been involved in within and outside of CBCL in the last 12 months.

8. Describe your ministry skills and experience (including training) in the following areas:

Sharing the gospel:

Leading Bible study:

Discipleship:

Music:

Teaching:

Children's or youth ministries:

Other:

9. Describe other skills that might be applicable to what you will be doing during the missions trip:

10. Describe short-term or cross-cultural missions trips you have had in the past, if any:

11. If you are applying for financial assistance from CBCL, please itemize by category the cost of your trip and the amount that you are willing to pay from personal resources.

12. On another sheet of paper, write a paragraph on each of the following:
- Describe the goals, ministries of this missions trip and your role on the missions team.
 - Reason why you want to be on this short term missions trip.
 - Description of your relationship with Jesus Christ.
 - Description of how you have shared the gospel in the past 12 months
 - Concerns you may have and prayer requests about going on this trip.

I understand that I am required to abide by all rules and regulations set forth by the Chinese Bible Church of Lancaster, and specifically to the following:

- To attending team preparation meetings (Group leaders must submit a schedule of training sessions)
- To submit myself to CBCL as the sending authority and abide by the Short Term Missions policy and procedures
- To present a report of the trip, oral or written, within 30 days of returning from the trip.
- To settle all financial accounts with CBCL within 30 days of returning from the trip.

_____ Date: _____
 (Signature)

Please leave blank. Section to be completed by STM subcommittee

- Application form _____
- Question 12 _____
- Recommendation 1 _____
- Recommendation 2 _____
- Sample support letter _____
- Interview _____, by _____
 Notes / recommendations:

- MD review _____
 Notes / decision:

CLAIM RELEASE AND MEDICAL RELEASE FORM

This release form is pertinent to the Short-term missions trip to _____,
dates of the trip _____.

I do hereby for and on the behalf of myself and my heirs and legal representatives release and forever discharge the Chinese Bible Church of Lancaster, its leaders, committees, and representatives and their successors and assignees, of and from any and all claims and demands of every kind, nature, and character which I may have or hereafter acquire for any and all losses, damages, or injuries which may be suffered or sustained by me in connection with my activities during the period for which such permission is granted and any period traveling to or from the event described, and all such claims are hereby waived and released, and I covenant not to sue therefore.

I give my permission to those in charge to take any steps necessary to stop bleeding and to administer first aid. In the event of a medical emergency where I am incapacitated, I give my permission to those in charge to authorize the following treatment(s) on my behalf:
an x-ray examination, anesthetic, medical, dental or surgical diagnosis, treatment, hospital care, the administration of drugs or specialized supervision upon advice of a duly licensed physician and/or surgeon.

Name of Applicant (please print) _____

Signature _____

Date _____

For applicants under the age of 18:

Name of Applicant's Parent / Legal Guardian _____

Relationship to Applicant _____

Contact Telephone _____

Signature of Applicant's Parent/Legal Guardian _____

Date _____

Appendix E: STM Recommendation Form

SHORT-TERM MISSIONS RECOMMENDATION FORM

Instructions: TWO (2) recommendations are required. All recommendations must be from Chinese Bible Church of Lancaster (CBCL) member, of which one must be from a pastor, minister, missions deacon or elder. For applicants who are away due to education, one recommendation must be from CBCL pastor, minister, missions deacon or elder and the second from a pastoral staff or minister from the church he or she attends while away from CBCL.

Please provide this recommendation form to the person making the recommendation. The completed form is to be returned directly to the CBCL Short-Term Missions Subcommittee.

To be completed by applicant

Applicant's name: _____

Name of person providing recommendation: _____

To be completed by person making the recommendation (all information will be kept confidential)

1. How long have you known the applicant and under what circumstances.

2. Please the box that best describes your position:

- I am affiliated with CBCL and I am a
 - Pastor or minister
 - Elder or Missions Department Deacon
 - Member

I am not affiliated with CBCL and I am a pastor or minister of:

_____ I can be contacted at _____
 (name of church – city, state) (phone or email)

3. Please evaluate the applicant in the following areas (1 = low, 5 = high)

	1	2	3	4	5	Don't know
Spiritual maturity						
Sharing Christ with others						
Dealing with authority						
Faithfulness						
Emotional maturity						
Involvement in church life						
Adaptability						
Interpersonal skills						
Accountability/Dependability						

4. Please describe the applicant's strength and weakness, including any information that will help CBCL assess the applicant's suitability in participating in this short-term missions.

I have discussed with (name of applicant) _____ about his/her participation in Short-term Missions and based on the information I have been provided and my knowledge of the applicant, I

- enthusiastically recommend without reservation
- recommend
- recommend on the condition of _____
- do not recommend
- other _____

Signature _____ Date _____

If you do not recommend, please provide some suggestions as to other ministries / short-term activities that might be more suitable and how CBCL can best prepare the applicant for future short-term missions.

Please do not return the completed recommendation form to the applicant. Send the completed form either as an attached file directly to info@cbclpa.org or mail it to CBCL at address below. Thank you for your time and cooperation.

Chinese Bible Church of Lancaster
Missions Dept – Short-Term Missions Subcommittee
1051 Landis Valley Road,
Lancaster, PA 17601

Appendix F: Suggested Format for STM Prayer and Support Letter

1. Personal introduction: who you are and why are you interested in going on STM
2. Introduction of the program you will be joining
 - Organization you will be joining
 - Time and place of program
 - Objectives of the program
 - What will be your role and expectations?
3. Prayer request
 - Provide specific prayer needs
4. Solicit prayer and financial support
 - Total cost that is directly related to the program
 - Add the following sentence: "My participation in this program has been approved by the CBCL Missions Department. I intend to commit XX% of the total cost from my personal resources."
 - Add instruction on where the support should be sent: "Please make your support payable directly to CBCL and comment that it is designated for the short term missions support of <your name>."
5. Special instructions
 - Not distribute or post letter if it contains sensitive information
 - Others as appropriate
6. Response by reader, give choices as what types of support the individual is ready to make: (As a way to track your support status and know who is supporting you so that you can provide thank you and follow-up information at end of trip)
 - Will pray
 - Will pray & support at \$XX (another option is to give choices such as \$50, \$75, \$100, etc.)
7. Closing remarks
 - How you can be contacted if additional information is needed.
 - Thank you, misc

Suggestions on how to distribute prayer & support letter

1. Avoid mass mailing. Start with close friends and family members.
2. Best to contact the person then follow with the letter. Don't have friends or family pass it out on your behalf. Personal touch is important.
3. Avoid distributing to non-believing friends or colleagues. However don't shy away from informing them on what you plan to do and why you are doing it. Use this as an opportunity to witness on why your faith is so important. Only offer the letter if the individual initiates the issue.
4. Acknowledge their support, even if it is prayer only, with a simple thank you note.
5. Provide your supporters with a final thank you and short report after your return. Work with the church finance department to make sure that you have the complete list of your donors.
6. If you are out for a long time (for example several months), send a progress note to your supporters from the field. If you are in a restricted area, have this distributed through a friend in the States with instruction that it not be distributed beyond the original recipient list. Do not mention locals or on site missionaries by name.