

Coquitlam Christ Church of China - Missions Department

Short Term Mission subsidy guidelines

(A) Missions Trips - purpose

- To encourage CCCC members to actively involve in mission trips yet prudent in their selection of the mission fields
- To ensure that the participants can carry out effective ministries and help the church(es) in the mission field to develop certain ministries
- The participants are blessed through the missions involvement
- Local churches are motivated through the sharing of participants
- Short term mission experience leads CCCC church members to become long term missionaries

(B) Qualifications of applicants

1. Must be a baptized member of CCCC
2. Active in a ministry in CCCC
3. Active in sharing and witnessing the Gospel
4. A faithful giver
5. Actively involved in personal sharing of the Gospel in the mission trip through:
 - Direct personal evangelizing
 - Mercy ministry
 - Medical ministry
 - Missionary support
6. Have some training on personal evangelism.
7. Have pastoral reference
8. Non-baptized believer and **non-baptized minor (age 18 and under)** is not qualified for financial subsidy, however he will be evaluated on an individual case, to determine if he may participate in a mission trip organized in the name of CCCC.

(C) Procedure to apply for short term mission subsidy

- Applicants wanting to join short-term mission trips are required to submit an application form to the Missions Department well in advance of the trip; regardless if church subsidy is required or not. **Deadline to submit application for subsidy is 2 months prior to departure.** Pastor and mission coordinator will conduct interview with applicants. Interview is mandatory regardless if subsidy is required:
 - If the trip is organized in the name of CCCC or
 - If the participant represents CCCC or
 - If participant requires reference from CCCC pastor and/or member.
- Parents must sign the Waiver Form for applicants under 19 years of age.
- The applications are evaluated and approved by the Missions Department – no subsidy will be granted and no fundraising in the name of CCCC is permitted unless an interview is conducted prior to departure

- Pastoral reference must accompany application
- Upon return from the trip, participants are required to make a post trip sharing
- Official receipts and/or breakdown of organization charge is required as proof of expenses

(D) Financial Support

1. CCCC will only fund approved mission trips, not individual side trips. Every approved short-termer will receive from the church financial support in the amount of:

A. - **Up to 1/3** of the approved total amount from the general fund.

The following items can be reimbursed by showing the official receipts:

- Air Ticket Cost
- Car Rental & Gasoline Cost
- Hotel / Inn Cost
- Medical / Travel Insurance
 1. Vaccination/drugs required by sending organization are reimbursable.
 2. If the individual needs to take other or extra needles/drugs due to personal need, the extras are not reimbursable.
- Registration Fee required by going mission organization

B. - **Up to 1/3** of the approved total amount will be raised from the congregation.

- **Fundraising will be conducted through sharing of vision, needs, and personal testimonies by the STM team member**
- **Fund raised from congregation will be put in a pool to be shared among all the eligible participants at year end**
- **Total of surplus fund raised by year end will be carried forward as STM fund raised from congregation**
- **If there's a shortfall of support raised from congregation, missions committee will request Deacon Board to fund the shortfall**

C. – **Additional subsidy**

- Participant may apply for additional subsidy. Each application is evaluated by missions committee on an individual basis.

✓ **PLEASE NOTE THAT THE ACTUAL AMOUNT OF SUPPORT GRANTED IN 'A' and 'B' DEPEND ON THE TOTAL AMOUNT BUDGETED FOR IN GENERAL FUND, THE AMOUNT RAISED FROM THE CONGREGATION, AND THE TOTAL AMOUNT OF SUPPORT REQUESTED BY ALL THE APPROVED APPLICANTS. WE STRONGLY ENCOURAGE APPLICANTS TO TRY AND RAISE AS MUCH SUPPORT THEMSELVES AS POSSIBLE THROUGH NON-CHURCH RELATED ACTIVITIES.**

2. CCCC will only provide funding for a maximum of 4 weeks on a church approved mission trip. Any mission trip over 4 weeks in duration will be reviewed on an individual basis.
3. No subsidy will be granted for “Vision Trip” or “Discovery Trip”.
4. Financial subsidy for Pastoral Staff
 - For **pastors** leading a short term mission trip with participants from the congregation, if approved by Deacon Board that it is considered working remotely; all travel and related expenses will be paid for by another budget in the general fund, not the STM subsidy budget mentioned in (D)1. above
 - For **pastors** going on a short term mission trip without participants from the congregation, it will be considered as a general member going on a STM trip.

(E) Commissioning and Evaluation

- Before departure, there will be commissioning and prayer for the short-termers, to which parents are invited.
- Upon return from the trip, participants are required to make a post trip sharing.