Missions Department

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Chinese bible church of maryland
Missions policy

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CHINESE BIBLE CHURCH OF MARYLAND MISSIONS POLICY

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Notes:

1. For Missions Terms and Glossary, refer to “Operation World”
2. This policy update is based on the original Policy (Version 1.0 dated in 2002)

CHINESE BIBLE CHURCH OF MARYLAND MISSIONS POLICY

1. Introduction the title of this document is “Chinese bible church of maryland missions policy” which can be abbreviated as CBCM Missions policy
	1. chinese bible church of maryland

Chinese Bible Church of Maryland (CBCM) is an independent evangelical body of believers established in 1976.

* 1. Mission statement of CBCM

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

* 1. 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).
14. That marriage is a sacred covenant between one man and one woman established by God for a lifetime. Marriage is a gift from God for the purpose of companionship, mutual intimacy, procreation, and representing Christ’s love for his church. (Eph. 5:22-28; 1 Cor. 7:2-4; Gen. 1:27-28, 2:18-25)

2.0 Missions Philosophy, Core Values and Purpose

* 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).

* 1. 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).

* + 1. ***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 13:12, 8:29, 10:19, 16:67, 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 CBCM, 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.

* + 1. ***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 upbuilding are more important than mere financial help.

* + 1. ***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 CBCM to recognize this fact by their attitude and actions exhibiting such understanding.

* + 1. ***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 (Reference Section 5.2).

* + 1. ***Commitment to the local church***

God will expand His kingdom through the local church. The purposes of the local 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 CBCM individuals who understand this principle. Individuals seeking support from CBCM should never envision the church as a locale merely for raising financial support. In addition, we value ministries and missionaries who are committed to build up and strengthen the local believers.

* + 1. ***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 the missionary sending 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 as a Cooperative Partnership. On the home side, besides sending our best, we value the Cooperative Partnership with the missions front line by our action in prayers, financial giving and practical caring. 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.

* + 1. ***Accountability and stewardship***

The financial contribution given by our brothers and sisters are offerings unto God (Phil 4:18). The Missions Department (MD) 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.

* 1. Purpose of missions policy
1. To clarify the principles and delineate the elements of the missions program at CBCM.
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.

* 1. 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 affirmative vote of at least three-fourths of the MD members, and endorsed by BOE and shall be duly recorded in the minutes thereof. Exceptions will be recorded in a separate document for CBCM internal distribution only.
	1. 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 affirmative vote of at least three-fourths of the MD members, 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.
	* 1. Required five year review

Every five years a policy revision subcommittee will be formed (in accordance with Section 2.05.1) 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.

1. Structure and Responsibilities of Missions Department
	1. Organization

The MD is composed of the MD Deacon(s), one supervising member of BOE (Ex-officio), and representatives from the various congregations of CBCM. Efforts shall be made to include members from all adult congregations. Any person (from CBCM or outside CBCM) serving as a consultant/advisor in the MD shall be approved by BOE. (This should apply to all departments). In order to oversee the responsibilities of the MD, the number of voting members shall be no less than the total support units divided by five (5).

Supervising member of BOE is defined as follows:

* He is the official representative of BOE to the department, all official communication from BOE to the department is through this channel only.
* He is the official representative of the department to the BOE, all communication from the department to BOE is through this channel only.
* He provides advice and counseling to the department as appropriate.
* He does not vote in the department’s decision making.

The MD may use subcommittees, as needed, to implement the goals of the MD. The subcommittee chairs are appointed by the MD Deacon(s) preferably 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).

* 1. 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 CBCM.
9. Update – Review and revise missions policy and procedures as needed.
	1. FREQUENCY, CONDUCT, AND DECISION-MAKING OF MEETINGS

The MD will meet at a minimum once every month and as frequently as necessary. Over 50% MD members need to be present in order to conduct a meeting. Decisions will be made based on the vote of at least three-fourths of the MD members. Meeting discussion shall be recorded in minutes - adopted by the MD, and signed by the MD Deacon(s).

* 1. SELECTION AND QUALIFICATIONS OF MISSIONS DEPARTMENT MEMBERS
1. Members are appointed by the MD Deacon(s) with consent from the supervising member of BOE and congregational pastor. Candidates may be recommended by congregation members, MD co-workers, elders, and pastoral staff.
2. Must be a CBCM 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 CBCM’s missions program.
5. Demonstrates spiritual maturity and sound judgment.
6. Be committed to attend the monthly MD meeting, special missions events, and training.
	1. TERM OF OFFICE

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

* 1. EXPECTATIONS FOR MISSIONS DEPARTMENT MEMBERS
1. A new member who has never served in the CBCM Missions Department will serve as an observing member for six months before obtaining voting privilege.
2. Each member must endeavor to attend the regular meeting faithfully and participate in the planning and decision making of the MD. If missing more than 3 regular monthly meetings a year, a member can still serve in the department, but will lose voting rights for the subsequent 12 months. To reinstate the voting rights, the member must demonstrate full commitment and submit a written request to the MD Deacon(s).
3. 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.
4. Each member should be familiar with the missions program at CBCM and serves as a bridge between the MD and different groups (congregation, departments, fellowships, cell groups, etc) within CBCM.
5. Each member should maintain a growing awareness of world missions and be committed to a lifestyle appropriate for a mission-minded Christian.
6. Each member must be familiar with the CBCM Missions Policy and should be able to apply it to different situations and explain it to the congregation.
7. Each member will assume the responsibility of communicating with his or her assigned units supported by the church.
8. Each member should actively participate in Missions trips.
	1. JOB DESCRIPTIONS FOR MISSIONS DEPARTMENT MEMBERS
		1. Deacon
9. 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).
10. Prepare agenda and preside at all regular and special meetings of the department.
11. Appoint members of the MD as well as appoint chairs of subcommittees according to specific needs, and ensure coordination among the subcommittees.
12. Make certain that the proper and prominent role of missions is maintained in the life of the church.
13. Prepare an Annual Ministry Plan for the coming year and present it at the first departmental meeting in the new year for adoption.
14. Be responsible for the operation of the department, specifically the following:
	* Prepare annual MD budget according to guidelines in Section 4.0.
	* Prepare general fund budget for the MD.
	* 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.
	* Outgoing deacon shall provide smooth transition to new deacon(s) to ensure familiarity with policy, interpretation, guidelines, supported units, Missions Conference, etc.
		1. Secretary
15. Keep records of the meeting minutes. Prepare copies and distribute them to members as record of decisions and action items.
16. Prepare general correspondence of the department including the bimonthly letter to the support units.
17. Distribute bi-monthly letters, support checks, postage and other material to MD members for mailing.
18. Maintain file for each missionary unit.
19. Maintain the departmental files and renew subscriptions and membership.
	* 1. Treasurer
	1. Assist in collecting financial and budget information from supported units in preparation of the annual MD budget.
	2. Prepare the monthly MD financial report.
	3. Responsible for all monetary transactions including preparation for the regular support to all units, short-term missions and reimbursements for missions related expenses.
	4. Co-serving in Finance Department is preferred.
		1. Missions Conference Coordinator
20. Serve as chair of the Missions Conference Subcommittee.
21. Responsible for leading the Missions Conference Subcommittee to plan and organize the annual Missions Conference. (Refer to Missions Conference Standard Operating Procedure)
	* 1. Missionary Care Coordinator
22. Collect and distribute missionary update and prayer requests to various CBCM groups (cell groups, Sunday school classes, fellowships, etc), bulletin and the Church prayer meeting.
23. Be responsible for the missions news in church publications, CBCM web site, and missionary wall.
24. Prepare and update summary information on each missionary unit for promotional use within CBCM.
	* 1. Missions Education Coordinator
25. Serve as chair of the Missions Education Subcommittee.
26. Responsible for leading the Missions Education Subcommittee, in collaboration with Christian Education Department and other departments, to develop and coordinate missions education program for all congregations within CBCM.
27. Lead the Next-Step program.
28. Need to have ministry experience and sound spiritual foundation.
	* 1. Short-term Missions (STM) Coordinator
29. Serve as chair of the STM Subcommittee.
30. Responsible for leading the STM Subcommittee to promote, develop, and implement STM ministries that provide cross-cultural ministry exposure and training.
31. Review all STM expense reports and submit to the MD Deacon(s) for approval.
	1. SUBCOMMITTEES

As prescribed in the organization of the MD (Section 3.01), 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 be added as appropriate. Additional subcommittees may be formed at the discretion of the MD Deacon(s) for specific tasks.

* + 1. Missions Conference Subcommittee
			- Coordinate with the children’s and youth ministry to ensure cohesive missions conference program.
			- Arrange conference logistic.
			- Develop conference promotion strategies.
			- Prepare conference handbook.
			- Conduct post-conference evaluation and make recommendation for improvement.
			- Create/Update Missions Conference Standard Operating Procedure (SOP).

***3.08.2*** Missions Care Subcommittee

* + - * Promote missionary care program in CBCM.
			* Work with cell groups to adopt CBCM supported missionaries and maintain cell group adoption list.
			* Collect and distribute missionary update and prayer requests to various CBCM groups (cell groups, Sunday school classes, fellowships, etc), bulletin, and the Church prayer meeting.
			* Coordinate and make arrangement for missionary visitation and home service.
			* Prepare missionary news in church publications, CBCM web site, and missionary wall.

***3.08.3*** Missions Education Subcommittee

* + - * Organize a missions education program covering all age groups through working with the Christian Education Department and other departments and groups.
			* Evaluate the missions education program.
			* Develop and implement plans to increase awareness for missions in the church.
			* Be responsible for the design and upkeep of all displays.
			* Update missions materials in the library.
			* Next-Step program
			* STM training
		- ***3.08.4*** STM Subcommittee
* Evaluate and decide annual STM trips based on CBCM supported partnership. Participation in non-CBCM supported ministries may be recommended by the MD and shall be approved by BOE.
* Promote STM trips to the congregations.
* Coordinate application, debriefing, and reporting process.
* Recommend exemplary written reports for Church publications.

**4.0 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 ministries which are in line with CBCM missions focus and priorities.

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 promise during the Missions Conference. Faith promise challenges church members to participate personally and sacrificially in missions.
3. The Department Operational Budget will be budgeted under the CBCM General Fund.
4. The MD will not accept designated giving for career missionaries or missions organizations in order to ensure a need-based and balanced financial distribution.
5. Designated giving to individuals in support of short-term missions will not be accepted in accordance with CBCM Finance Policy.
	1. BUDGETS PROCESS
6. The fiscal year begins on January 1 and ends on December 31.
7. 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 CBCM. Upon affirmative vote of at least three-fourths of the MD members, the draft Missionary Support Budget shall be submitted to BOE for approval. The Department Operational Budget under General Fund shall be submitted to BOD for initial approval subject to membership approval.
8. 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 BOE for final approval. This usually occurs in August.
9. 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 promise from the congregation. This budget shall also be printed in the Missions Conference Handbook to facilitate the faith promise offering process.
10. Any subsequent changes to the confirmed budget require approval from BOE.

4.3 BUDGET GUIDELINES AND DISTRIBUTION

The Missions Department Budget will consist of two categories: Missionary Support Budget and Department 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) | Not 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% |
|  4. Field visitation (cost associated with visiting missionary or exploring mission opportunities) |  |
|  5. Startup Fund projects (reference Startup Fund Guidelines – Appendix K) |  |
| B. Department Operational Budget | Not Applicable |
|  6. Missions conference (cost associated with annual missions conference) |  |
|  7. Administrative (postage, promotional, secretarial, communication, supplies, etc) |  |
| 8. Training (conference, seminar, books, travel, honorarium) |  |

\*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. Best effort should be exercised to maintain the CS to be no 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 a 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 regularly at least once at the beginning of the year, in accordance with the following guidelines.
	1. Priority is given to evangelism and disciple making
	2. Priority is given to the developing and strengthening long-term relationship with organizations we already support
	3. Priority is given to the missionaries we already support to strengthen their work
	4. Will not fund
		1. Building projects that are jointly owned by or may be confiscated by national or local government
		2. Building projects of local churches
		3. Missionaries or projects of a denomination
3. If CS level of previous three (3) calendar years remains above the 20% level on the last day of June of the ensuing year, MD will inform BOE of the surplus amount, and work actively with the BOE to allocate funding to missionaries, mission agencies and/or other missions projects with the aim to significantly reduce the CS level by end of the calendar year.
4. The MD may distribute non-recurring support of any kind which equals to or less than $2,000 without BOE approval. Support exceeding $2,000 needs to be submitted to the Budget Committee (BC) first, then to BOE for approval.
5. It is the discretion of the MD to give Christmas gift to the CBCM supported missionaries using the surplus fund. This does not need to be submitted to BC because the amount of each unit is below the $2,000 threshold.**5.0 CAREER MISSIONARIES**

5.1 Guiding principles for selection and financing missionaries

* + - **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.

* + - **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 based on the various process items, including but not limited to integrity check, obedience check, ministry conflict, dealing with authority, faith challenge, and prayer challenge.

* + - **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.

* + - **Principle of Long-term Commitment**

We live in a time when the duration of service of missionaries is alarmingly short 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.

* + - **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.

* + - **Principle of Focus**

Under the guidance of the Holy Spirit, CBCM has made an intentional effort in choosing its mission focus and priorities (as defined in Section 5.2). Consideration of support will be given to those missionaries or ministries that align with these focus 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, CBCM’s mission involvement will end up being very shallow. Thus, CBCM 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 CBCM’s mission focus and priorities. MD will continue to review and evaluate the mission focus and priorities as missions trend and fields change throughout time.

* 1. PRIORITY AND SELECTION CRITERIA FOR SUPPORT
	2. **Unreached / 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).
	3. **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.
	4. **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.
	5. **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.
	6. **Non-denominational**: As an independent church, long term support will be limited to non-denominational missions work because CBCM supports faith mission.
	7. **Doctrinal compatibility**: We support MA/MRO or missionaries serving under agencies whose statement of faith is doctrinally compatible with that of CBCM. The missionaries and MA/MRO must endorse CBCM’s Statement of Faith.
	8. **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 missionary care, commit towards developing national leadership; and whose missionaries are carefully selected, given thoughtful training, field direction and active supervision.
	9. **Financial accountability**: We support MA/MRO or missionaries serving under agencies that exercise good stewardship, operate under open and sound financial practices. If necessary, MD will ask the MA/MRO to submit a signed annual financial statement.
	10. **M-Scale Distribution**: Support of Missionaries and MA/MRO units will be based on the M-Scale distribution established by the MD (Reference Appendix M: M-Scale Distribution).
	11. CATEGORIES OF CAREER MISSIONARIES
		1. PRIMARY MISSIONARY
1. Like Paul and Barnabas (Acts 13:1-3) missionaries under this category are called from CBCM and sent to serve in full-time ministry that is in accordance with CBCM missions strategy and priority. They are formally sent and commissioned by CBCM.
2. Must be an active member of CBCM 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). Must have sought and submitted to spiritual guidance from CBCM leadership. This may include but is not limited to discerning and confirming 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.
3. Must have adequate preparation for their anticipated field assignment. Such preparation may include university, Bible College, or seminary training. Specific educational requirements for each missionary candidate (and a plan for attaining them) shall be identified by CBCM leadership. Candidates shall in consultation with CBCM leadership determine (1) the nature of missionary ministry to which the candidate is best suited, (2) the geographic area or people group in which there is strategic need for such ministry, and (3) the mission agency with whom the candidate shall serve. Since CBCM is extending its ministry through its missionary staff, it is critical that these areas be addressed in close cooperation with church leadership.
4. Must partner with one of the CBCM approved mission sending agencies (Reference CBCM Approved Mission Sending Agencies – Appendix L). If CBCM members do not partner with one of the approved agencies, MD will consider providing some financial support through Startup Fund after careful evaluation of individual cases (Reference Startup Fund Guidelines – Appendix K). The existing Primary and Associate missionaries as of August 2014 are exempt from this requirement.
	* 1. ASSOCIATE MISSIONARY
5. Missionaries who are supported by but not sent and commissioned by CBCM to fulfill the Great Commission.
6. Associate missionaries may be a CBCM member or non-member. All must fulfill the requirements stated in Guiding Principles for Selection and Financing Missionaries (Section 5.1).
7. Must serve in full-time ministry that is in accordance with CBCM missions strategy and priority.
8. Must partner with one of the CBCM approved mission sending agencies (Reference CBCM Approved Mission Sending Agencies – Appendix L).
	1. APPLICATION PROCEDURE
9. The candidate must submit a formal application (Appendix A for missionary, Appendix B for MA/MRO) along with three letters of recommendation, which will be evaluated by the MD.
10. The candidate must indicate his / her agreement of CBCM Statement of Faith by signature.
11. Suitable candidates will be invited for an interview with the MD at CBCM expense.
12. The candidates may be 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.
13. Support to missionary candidate or MA/MRO accepted by the MD will require the approval of the BOE.
14. The MD has the prerogative to solicit from MA/MRO candidate that plans to serve in ministries in accordance with CBCM missions strategy and priority. The review and approval of such candidate will follow procedures outlined above.
15. Upon approval, the newly accepted candidate will be provided an agreement (Appendix D) summarizing our mutual commitments.

Primary Missionary Candidates:

1. 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 CBCM.
2. 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.

For selection criteria and application procedures for national workers, refer to Section 6.

5.5 FINANCIAL SUPPORT OF MISSIONARY

5.5.1 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 and,
* Reasonable ministry expenses up to $500 may be considered.

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)

5.5.2 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 | 70% | 70% |
|  c. Home | 50% | 50% |
| 2. Associate Missionary |  |  |
|  a. Overseas | 40% | 40% |
|  c. Home | 20% | 20% |

\*Note:

In addition, primary missionaries must raise at least 20 percent of their support from sources other than our church members, not including self.  Primary missionaries must raise percentage of their funds based on agency’s requirement. If the agency does not have a requirement, they must raise 90 percent of their funds before they may proceed to the missions field.

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.

Primary missionaries are not permitted to solicit support from individuals/official units such as cell groups, fellowship groups, etc. within the church though it is recognized that family members and friends of the missionaries from within CBCM may voluntarily provide support through the mission agency. Primary missionaries are encouraged to look to God to touch the hearts of others outside of the CBCM family for involvement in the work to which God has called them and the church. In coordination with the sending agency, the MD helps identify opportunities for the primary missionaries to share their vision and ministry outside of CBCM.

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 approximately one year not to exceed 15 months.

5.5.3 COMMENCEMENT OF SUPPORT

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

1. The individual is accepted by a missions agency and
2. Commissioned by CBCM (applicable to primary missionary only) and
3. As soon as the individual is qualified by the missions agency with fulltime status.
4. If approved by the MD, support for fulltime pre-departure preparation will not exceed three (3) months.

5.5.4 EVALUATION OF CONTINUED SUPPORT

All missionaries & MA/MRO 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 (need to submit “Change of Status for Missionary” form – Appendix C).
2. If there is a change in missions agency (need to submit “Change of Status for Missionary” form – Appendix C).
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 CBCM Missionary Support Budget.
6. If applicable, the same criteria are used to evaluate continued support for MA/MRO.

5.5.5 TERMINATION OF SUPPORT

Except for cause of 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 CBCM.
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 focus and priority of CBCM
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 and upon BOE’s approval, the Deacon(s) of the MD will inform the missionary and his/her missions agency.

The MD may continue the financial support up to six months post termination.

5.6 COMMITMENT OF CBCM TO MISSIONARIES

1. CBCM is committed to participate in corporate prayer.
2. CBCM is committed to provide timely financial support.
3. CBCM is committed to maintain regular communication.
4. CBCM is committed to keep confidential information concerning the work of missionaries engaged in work of a sensitive nature.
5. CBCM is committed to provide practical assistance while missionaries are in our area.
6. CBCM is committed to team relationship and will seek ministry opportunities that partner CBCM 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 CBCM 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 CBCM at least quarterly.
3. All supported missionaries shall provide a written annual report (Appendix E) 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.
1. 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 for them a meaningful visit to CBCM.
2. 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.
3. 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 CBCM at least once per term or communicate via other means such as Skype or conference call.
4. Primary missionaries are expected to spend significant portion of their home service at CBCM.
5. If applicable, supported MA/MRO are also expected to fulfill these responsibilities.

5.8 HOME SERVICE POLICY (For Primary Missionaries Only)

5.8.1 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.

5.8.2 RESPONSIBILITES OF CBCM

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 Greater Washington area, the MD will subsidize the difference. If the missionary does not live in Greater Washington area, we will use the average income of 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, CBCM will assist the missionary to locate a vehicle (for example, announcing this need in the church bulletin).

3. Possible ministry at CBCM: The MD will initiate and discuss possible ministry at CBCM, 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.

5.8.3 RESPONSIBILITIES OF PRIMARY MISSIONARY

Primary missionaries who are planning home service need to comply with the following responsibilities to CBCM:

1. Communicate with the church: Soon after the missionary makes plan to return for home service, he/she is responsible for communicating with CBCM the following:
	1. Expected date of return.
	2. Length of home service.
	3. Home service plans and objectives.
	4. Financial needs while on home service.
2. Ministry at CBCM: The missionary needs to spend time at CBCM 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 at least one month in advance (special financial needs may be considered pursuant to 5.8.3.1d).

6.0 NATIONAL WORKERS

CBCM recognizes the value of partnering with churches and believers from other nations to fulfill the Great Commission. The support of national workers will be based on priority and criteria outlined in 5.2.

However, our partnership through the sharing of resources must be achieved so as to not violate certain principles we believe to be critical to the effective and healthy development of churches through missionary endeavor. Those principles are:

-Meaningful accountability – Reasonable reporting and oversight must take place that ensures the resources are being used in appropriate manners toward the intended objectives.

-Avoidance of dependency – Inappropriate reliance upon outside interests that inhibits growth and maturity must be avoided. Support must occur without taking away the national church’s responsibility to support and develop their own workers and ministries.

-Strategic focus- The church seeks to partner with national workers and ministries primarily in areas of leadership development and missionary development and deployment, especially among the least reached peoples of the world.

Typically, such support is for a defined period of time for the purpose of stimulating growth and development, not for the purpose of indefinite dependency. As such, support of specific national worker must be reviewed for renewal by the MD every 2 years. Unless there are extenuating circumstances, total support for a specific national worker should not exceed 4 years.

In order to ensure proper oversight and fiscal accountability, CBCM will forward financial support only through recognized missions / ministry organizations or entities approved by the BOE.

7.0 SHORT TERM MISSIONS (Reference CBCM STM Guidelines – Appendix I)

7.1 DEFINITION

Any endeavor consistent with the definition of missions as defined in section 2.01 and is no more than one year in duration.

7.2 GUIDING PRINCIPLES OF SHORT TERM MISSIONS

7.2.1 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 experiences. 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 orientation 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.

7.2.2 Principle of Local Church Involvement

We will support and send out short-term participants who have a proven track record of ministry within CBCM. 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.

7.2.3 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 is a journey of faith. A basic test of faith is whether one is willing to use his/her own financial resources in a sacrificial way for God’s Kingdom.

7.2.4 Principle of Priority and Focus

Since we have limited resources and do not want to dilute our efforts, we must be focused and -understand that we cannot do everything. CBCM has developed its own missions priorities in order to remain focused in our mission involvement (section 5.2). All short-term missions supported by CBCM must be aligned with these priorities and focus. In particular, short-term missions that is in partnership with CBCM supported missionaries or MA/MRO will receive higher priority for support.

7.2.5 Unexpected Intervention from God

Sometimes, God will guide someone sovereignly to a mission field beyond our established priorities and focus. Such guidance, however, will definitely be revealed and confirmed by God in a communal setting. In such case, MD can make recommendation and upon approval from BOE, MD will support the participants involved. Otherwise, MD should be faithful to CBCM priorities and the above guiding principles.

7.3 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 of less than 2 weeks will be considered.
2. The MD desires Short-Term Missions programs to be sponsored by MA/MRO. However, the MD can approve programs sponsored by CBCM 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. Active membership in CBCM or Youth Ministry is required to be eligible to apply for financial support. Ex CBCM members who are invited to participate in a STM trip with special qualifications needed for the ministry and are approved by the MD are also eligible to apply for financial support.
6. Opportunity is open to all individuals who have participated in CBCM 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. For trips outside the United States, legal guardian must accompany the participant.
8. Participants are required to attend training programs deemed necessary by the MD or sponsoring MA/MRO.
9. Applicants must meet the requirements of the MA/MRO sponsoring the short-term program and provide the MD with information from the MA/MRO to verify requirements, assignment, and financial needs. If the MA/MRO is new to CBCM, then information about the MA/MRO 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 CBCM and the sponsoring organization.
	* 7.4 SHORT TERM MISSIONS APPLICATION PROCEDURES
12. At the earliest possible date (preferably 3 months prior to departure), the applicant should make known to the MD his or her intention of participating in short-term missions.
13. The applicant shall submit a completed application (Appendix F) and two recommendations (recommendations are required only for first timer; for repeaters, the MD should consult with the congregation pastors) (Appendix G) to the MD at least two (2) months prior to departure or a deadline set by the MD. For teens applying to participate in established Youth Ministry organized short-term programs, the application deadline is one (1) month prior to departure.
14. All recommendations must be from CBCM 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 CBCM 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 CBCM.
15. Upon completion of application, the MD will evaluate the application including requests for financial assistance. An interview is required for first timer and may be required for the repeater as part of this evaluation. For teen applicants going to established Youth Ministry organized short-term programs, evaluation can be conducted by Youth Ministry staff with input from MD.
16. Upon approval by the MD and acceptance by the sponsoring missions MA/MRO, the applicant shall work with the MD for vision sharing and soliciting prayer partners.
17. Applicants may solicit funds from CBCM 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 H for sample solicitation letter format.

7.5 FINANCIAL SUPPORT OF SHORT TERM MISSIONS

7.5.1 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.

7.5.2 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 for both domestic and international rate), 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. If the length of personal side trip exceeds the length of the STM trip, no subsidy will be given for airfare.
4. College students who were CBCM active members before going to college may apply for subsidy for non-CBCM sponsored STM trips. Upon MD’s approval, the applicant may receive up to 20% subsidy of the trip cost with maximum of $500 per student per year. The fund allocation for all students may not exceed $5,000 per year. Applicants must follow MD’s STM application process and guidelines.
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 40% of total expenses and not to exceed $3,000 per person per year.

•       Any trip exceeding 3 months but less than a year will be evaluated by MD.

1. CBCM pastoral staff or retired pastors who leads a STM program consisting of CBCM members, will be supported at 80% of total cost. To be eligible for 80% support, the Senior Pastor must approve their application. For the Senior Pastor, an approval from BOE is required. Total support shall not exceed $6,000 per person per year.
2. 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 so that more people are exposed to missions.

7.5.3 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 CBCM. Applicant may not solicit financial support in church meetings or by letters without the written approval of MD.
	2. Participants must pay 20% of the total expenses out of own pocket based on the principle of sacrificial giving (Section 7.2.3). Financial support breakdown is as follows:
1. Participant – 20% (2) CBCM subsidy – up to 40% (3) fund raising (the total of fund raising and CBCM subsidy shall not exceed 80%)
	1. Participants must complete all required training.
	2. 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.
	3. 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.
	4. Upon return, the participant must submit financial accounting of his or her trip expense according to policy stated in Section 7.5.2.
	5. All participants must submit a written or oral 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.

MISCELLANEOUS EXPENSES

8.1 EXPENSES FOR FIELD VISITATION

1. From time to time, MD will appoint a team of two church leaders (pastors, elders, and MD deacons – exception representative may be considered upon MD’s approval) as representatives 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 representatives should also spend sufficient time in the field for meaningful interactions. Team size of more than one person is required to provide objective views.
2. Expenses directly related to field visitation by MD appointee may be subsidized up to 80% while the remaining 20% is the responsibility of the appointee. Fund raising is not necessary. Personal side trips are not allowed except for special cases approved by MD. 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.
4. Spouses may be considered as part of the team and may receive a subsidy of up to 40%, if approved by MD; however, if not approved by MD, spouse will receive no subsidy.
5. Appointees shall be limited to a maximum of one trip per person per year for field visitation.
6. Ideally, the field visitation should lead to increased church mobilization and not stay with individual participation only.
7. Field visitation for the purpose of evaluating new opportunities/ministry should be endorsed by the BOE prior to the visit.
	* 8.2 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 (Reference “Missions-Related Training & Conferences Guidelines – Appendix J).

Appendix A: Application for career missionary

CHINESE BIBLE CHURCH OF MARYLAND

4414 MUNCASTER MILL ROAD

ROCKVILLE, MD 20853

(301) 924-4855

APPLICATION FOR MISSIONARY SUPPORT

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Personal information

FULL NAME (ENGLISH): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CHINESE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLACE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MARITAL STATUS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Were you ever divorced?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Single, Married, Widowed)

SPOUSE’S NAME:(ENGLISH)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CHINESE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAMES OF CHILDREN DATE OF BIRTH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, WORK PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FAX:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERMANENT ADDRESS AND TELEPHONE (If different from above):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHURCH MEMBERSHIP

CHURCH NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PASTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I am not a member of a church

II. Christian experience

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

* 1. Your conversion experience
	2. Your personal devotion time.
	3. Church ministries (evangelism, missions, children, youth, teaching, discipleship, administrative, etc.) and Christian service experience in the past or currently involved in.
	4. Your call to missionary service / full-time ministry.
	5. Usable spiritual gifts for missionary / full-time ministry and prior cross-cultural experience.
	6. Reasons for choosing the particular ministry and organization.

III. Educational information

EDUCATIONAL BACKGROUND

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EDUCATIONAL BACKGROUND OF SPOUSE

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMPLOYMENT BACKGROUND: (list last employment first)

EMPLOYER POSITION HELD DATE (From/To)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMPLOYMENT BACKGROUND OF SPOUSE

EMPLOYER POSITION HELD DATE (From/To)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IV. Missions agency information

Have you or your spouse ever been a member of another mission organization?

 NO  YES If yes, which one? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you or your spouse ever been refused admission by a mission organization?

 NO  YES If yes, which one and reason for refusal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF MISSION AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact persons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email of contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your agency’s key missions goals?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What specific ministry are you or will you be involved in?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate focus of ministry:

 Geographic location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Target population \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ethnocultural / ethnolinguistic people group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Is this people group considered unreached? \_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe pre-field and continued in-service training programs that are provided by your agency in preparation for missionary service and personal growth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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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).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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): |  |
|  |  |
|  |  |
|  |  |
|  Monthly Total: |  |

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

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

V. REFERENCES: (require one reference from home church pastor)

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

1.

2.

3.

Do you have any other comments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPOUSE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Chinese Bible Church of Maryland

Missions Dept

4414 Muncaster Mill Rd.

Rockville, MD 20853

Documents can also be e-mailed to missions.dept@cbcm.org or faxed to (301) 924-4864

Appendix B: Application for missions organization

**Missions Organization Application Form**

CHINESE BIBLE CHURCH OF MARYLAND

4414 MUNCASTER MILL ROAD

ROCKVILLE, MD 20853

(301) 924-4855

**Date Applied:**

**I. Organization Information**

Organization Name (English): (Chinese):

Address:

Phone:

Fax:

Website URL:

TIN (Taxpayer ID Number):

Point of Contact (English): (Chinese):

Contact E-mail Address:

**II. Ministry**

1. What is your organization’s main focus of ministry?
* Geographic location
* Target population
* Ethnocultural/ethnolinguistic people group
* Is the people group considered unreached?

 2. What are your organization’s current goals/objectives?

1. What are your organization’s long-term goals/objectives?
2. How many years has your organization been doing mission work?

**III. Finance**

1. Where does your organization get its support?
2. How large is your annual budget? Who has responsibilities for overseeing the financial management?
3. Does your organization have audited annual financial report? If so, please provide a copy of the most recent financial report.
4. Does your organization belong to Evangelical Council for Financial Accountability (ECFA), Interdenominational Foreign Missions Association (IFMA) or Evangelical Foreign Missions Association (EFMA)?
5. What are your organization’s fund raising practices?

**IV. Organization**

1. Is your organization registered in the U.S. or foreign country?
2. How is your organization governed? Does your organization have board of directors?
3. How many staff do you have in your organization?
4. How many missionaries do you have in your organization?
5. Does your organization collaborate with other organizations?

**Do you have any other comments?**

**SIGNATUR**E: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this application, signed CBCM statement of faith, and a copy of your agency’s current Doctrinal Statement to:

 Chinese Bible Church of Maryland

 Missions Department

 4414 Muncaster Mill Rd.

 Rockville, MD 20853

Documents can also be e-mailed to missions.dept@cbcm.org or faxed to (301) 924-4864

Appendix C: Change of status for missionary

Chinese Bible Church of Maryland (CBCM)

Change of status for missionary

Date: \_\_\_/\_\_\_/\_\_\_

**I. Background information**

Name of missionary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check changes that apply to your situation:

\_\_\_Mission organization \_\_\_\_ministry emphasis \_\_\_\_\_field location

1. Please explain the reason for the change

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What specific ministry will you be involved with?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Will you be focused on a specific people group? If so, please provide more details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Will the change result in changes in your field expenses and support? If yes, please provide itemized description of your agency recommended monthly support in US dollars:

|  |  |
| --- | --- |
| Allowance: | US Dollars |
| 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): |  |
|  |  |
|  |  |
|  |  |
|  Monthly Total: |  |

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

What is your current monthly support level (already raised)? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month

**Please complete section II if this is a change in mission organization, otherwise complete section III:**

**II. MISSION AGENCY INFORMATION**:

1. Name of mission agency:

Address:

Phone number: Fax number:

Name of contact persons: Email of contact person:

2. What are your agency’s key missions goals and focus of ministry?

3. Please describe pre-field and continued in-service training programs that are provided by your agency in preparation for missionary service and personal growth.

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

5. What is your agency’s policy on furlough?

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

7. Indicate length of service you are considering with the new organization: \_\_\_\_\_\_\_\_\_\_years.

**III.**

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPOUSE’S SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Please return this form and a copy of your agency’s Doctrinal Statement (if there is change in organization) to:

Chinese Bible Church of Maryland

Missions Dept

4414 Muncaster Mill Rd.

Rockville, MD 20853

Documents can also be e-mailed to missions.dept@cbcm.org or faxed to (301) 924-4864

Appendix D: Sample Missionary Support Agreement (need to be signed at the beginning of each term by the missionary and MA/MRO)

 **COVENANT BETWEEN**

**CHINESE BIBLE CHURCH OF MARYLAND (CBCM)**

**AND**

**(Missionary Name)**

BELIEVING that...

* God has called His church to world-wide evangelism,
* God has called the Chinese Bible Church of Maryland to involve in making disciples of all nations,
* God has led the Chinese Bible Church of Maryland to involve in the ministries of *(missionary name)* with *(name of the missions organization)*

The above parties do hereby agree to abide by the following principles and respective responsibilities:

**SECTION I: Responsibilities of Chinese Bible Church of Maryland**

A. PRAYER SUPPORT

1. CBCM is committed to praying for our missionaries. The church will provide **information** to our congregation regarding your prayer needs and will encourage them to pray regularly and specifically for you.

2. CBCM will assign you to specific cell group for prayer support and will encourage the cell group to “adopt” you as their missionary for prayer support and correspondence.

B. FINANCIAL SUPPORT

1. As the Lord provides, CBCM is committed to support *(missionary name)* financially **each month** of the *x-year* term.

2. CBCM will **review** *(missionary name)’s* financial support annually to determine the needs. We will attempt to help make up the shortfalls partially.

3. Financial support will be reviewed annually and continued of support will be evaluated at the end of the *x-year* term for **subsequent terms of service**.

C. COMMUNICATION

1. CBCM will regularly communicate with *(missionary name)* on the field through **church publications** such as church bulletins inserts.

2. Assigned Point of Contact on the CBCM missions leadership team will communicate regularly with *(missionary name)* via personal correspondence.

D. CARE AND COUNSEL

1. CBCM is concerned for *(missionary name)’s* physical, emotional, and spiritual needs. CBCM will attempt to do what we can to remind you of our concern and to be an encouragement.

2. When *(missionary name)* is on home service in the States, CBCM will attempt to invite you to Maryland to meet with the Missions Department and to report your ministries. CBCM will also provide **housing and transportation needs** if you are a primary missionary commissioned by CBCM.

**SECTION II: Responsibilities of (missionary name)**

A. COMMUNICATION

1. *(missionary name)* will communicate at least quarterly with CBCM in the form of a **prayer letter**. Between prayer letters, you will provide email prayer updates.

2. *(missionary name)* has an important role to help CBCM understand your life and ministry on the field. Therefore, we request that you provide us with videos, pictures, and/or other material which will enhance **missions awareness** of your field and ministry within CBCM.

3. If a significant **change in ministry assignment or location** is being considered, *(missionary name)* (as well as the mission agency) must notify CBCM in writing no less than three months in advance of making the decision. *Failure to do so may result in the termination of CBCM support.*

4. *(missionary name)* will report to CBCM **in person** at least once during each term, usually during home service. Attendance at CBCM missions conference is requested whenever possible. If *(missionary name)* is available at other times during the year, we will do all we can to arrange speaking engagements and group meetings within the church.

5. *(missionary name)* will provide an **annual written report** (copy of annual report to mission agency is acceptable) to the church missions team, outlining ministry activities and results of the previous year as well as intended ministry objectives for the coming year.

B. FINANCIAL SUPPORT

1. Our bi-monthly support level is considered to be the total church’s support. Therefore, *(missionary name)* **will not directly solicit funds** for any purpose among our membership.

2. CBCM will attempt to help meet other financial needs. *(missionary name)* **should contact us with full information** about such needs with an understanding that CBCM might have other priorities with higher ministry impact.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CBCM Missions Deacon Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Missionary’s signature* *Date*

Date of Next Review:

NOTE: Accompanying this covenant should be a signed copy of *(missionary name)’s* reaffirmation of agreement with the doctrinal statement of the Chinese Bible Church of Maryland.

**CHINESE BIBLE CHURCH OF MARYLAND**

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).

14. That marriage is a sacred covenant between one man and one woman established by God for a lifetime. Marriage is a gift from God for the purpose of companionship, mutual intimacy, procreation, and representing Christ’s love for his church. (Eph. 5:22-28; 1 Cor. 7:2-4; Gen. 1:27-28, 2:18-25).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Missionary’s signature*  *Date*

Appendix E: Missionary, MA/MRO annual report

Chinese Bible Church of Maryland (CBCM)

Annual Report for Missionaries

For January 1 to December 31, YYYY

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) $\_\_\_\_\_\_\_\_\_\_\_\_

Coming Year:

Your Missions Agency Recommended Support Total amount $\_\_\_\_\_\_\_\_\_\_\_\_

Amount pledged (include other income & explain below) $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If necessary, please provide more information on your financial resources, condition or any special need(s) for the next year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. ADDITIONAL QUESTIONS:

Do you anticipate any changes in your ministry (home service, re-assignment, retirement, location, agency affiliation, etc) in the coming year? If yes, please describe and provide estimated effective date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you anticipate to be in the Washington DC area in the upcoming year? If yes, please give approximate time and availability to visit CBCM. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional issue you would like to discuss with us.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important Instructions

Please return the completed report to Chinese Bible Church of Maryland no later than February 15, YYYY. Any information received after March 1, YYYY cannot be considered for a support increase. It is still necessary for us to receive this to continue your support. You may use fax or e-mail to return the information.

Fax: (301)924-4864, attention Missions department or e-mail: missions.dept@cbcm.org

Chinese Bible Church of Maryland (CBCM)

Annual Report for Missions Agency / Missions-related Organization

For January 1 to December 31, YYYY

Name of Agency / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. MINISTRY REVIEW

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

1. Please summarize your organization’s major ministry involvements for the current year:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. ADDITIONAL QUESTIONS:

1. Does your organization anticipate any changes in ministry focus or organizational structure, including changes in leadership, in the coming year? If yes, please describe and provide estimated effective date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you anticipate a representative from your organization will be in the Washington DC area in the coming year? If yes, please give approximate time and availability to visit CBCM. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Additional issue you would like to discuss with us.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important Instructions

Please return the completed report to Chinese Bible Church of Maryland no later than February 15, YYYY. Any information received after March 1, YYYY cannot be considered for a support increase. It is still necessary for us to receive this to continue your support. You may use fax or e-mail to return the information.

Fax: (301)924-4864, attention Missions department or e-mail: missions.dept@cbcm.org

Appendix F: Application form for STM

**CHINESE BIBLE CHURCH OF MARYLAND (CBCM)**

**SHORT-TERM MISSIONS TRIP APPLICATION**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Application No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (To be completed by MD)

**SECTION I: (Use a separate sheet of paper to answer Questions 5-8 if needed)**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Place of employment or school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Job Title or grade level if fulltime student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Trip Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Trip Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Trip destination contact information in case of emergencies:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. US contact information in case of emergency:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Daytime phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

6. Describe the goals, ministries of this missions trip and your role on the missions team.

7. State the reason why you want to be on this short term missions trip.

8. State the concerns you may have and prayer requests about going on this trip.

9. Are you applying for financial support from CBCM?

10. Are you planning to raise fund for this trip?

**SECTION II: (For repeat applicants, skip this section)**

1. How long have you been a Christian? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Describe your relationship with Jesus Christ:

3. Are you a member of CBCM? \_\_\_\_\_\_\_\_\_ When did you become a member? \_\_\_\_\_\_\_\_

4. Languages spoken other than English and describe fluency:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. 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:

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

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

**SECTION III:**

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

a. To attending team preparation meetings (Group leaders must submit a schedule of training sessions.)

b. To submit myself to CBCM as the sending authority and abide by the Short Term Missions policy and procedures.

c. To present a report of the trip, oral or written, within 30 days of returning from the trip.

d. To settle all financial accounts with CBCM within 30 days of returning from the trip.

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

 (Signature)

***Please leave blank. Section to be completed by STM subcommittee***

* New applicant
* Repeat applicant
* Application form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recommendation 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recommendation 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sample support letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Interview date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 Maryland, 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 G: STM Recommendation form

Short-Term Missions Recommendation Form

Instructions: TWO (2) recommendations are required. All recommendations must be from Chinese Bible Church of Maryland (CBCM) 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 CBCM 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 CBCM.

Please provide this recommendation form to the person making the recommendation. The completed form is to be returned directly to the CBCM 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 CBCM and I am a  Pastor or minister

  Elder or Missions Department Deacon

  Member

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I can be contacted at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name of church – city, state) (Telephone or email)

1. 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 |  |  |  |  |  |  |

1. Please describe the applicant’s strength and weakness, including any information that will help CBCM 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 CBCM 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 attached file directly to: <missions.dept@cbcm.org> or drop off hard copy at CBCM church office or mail to CBCM at address below. Thank you for your time and cooperation.

Chinese Bible Church of Maryland

Missions Dept – Short-Term Missions Subcommittee

4414 Muncaster Mill Rd.

Rockville, MD 20853

Appendix H: 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?
1. Prayer request
* Provide specific prayer needs
1. 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 CBCM Missions Department. I intend to commit XX% of the total cost from my personal resources.”
1. Special instructions
* Not distribute or post letter if it contains sensitive information
* Others as appropriate
1. 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.)
1. 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.

Appendix I: STM Guidelines (To be included in STM Application Form)

1. Follow application process (Ref. Missions Policy Section 7.4)
2. Training requirement (need to repeat class every three years; exempt after taking two classes)
3. Need to submit itinerary with airline ticket receipt when ticket is purchased
4. No per diem claim
5. No mileage reimbursement (only gas & toll)
6. No phone purchase (MD will provide phone if needed)
7. Material (book, DVD, etc.) purchases: need to be pre-approved by MD
8. Fund raising is allowed, but CBCM will not accept checks that are designated to individuals (to be consistent with church policy)
9. Non-reimbursed STM expenses are tax deductible
10. No claim for medicine/medical expenses except for required vaccination
11. Travel insurance – highly recommended for overseas trips. Insurance cost is eligible for CBCM subsidy.
12. Waiver form (age 18 or younger – need to be accompanied by adults for trips outside United States)
13. Receipts – ***receipts are required for expenses over $50***
14. No 100% ministry expenses
15. Meal treats to locals – ***shared by team members and eligible for subsidy within reasonable amount***
16. No claim for gifts & donations
17. No claim for personal side trip (any destination which is not part of the MD approved trip route)
18. No claim for sightseeing
19. No “part-time” participation unless approved by the MD and team lead
20. No community service credits for students
21. Need to pay off all debts – no bills to CBCM from anyone other than team members
22. No subsidy for children of STM participants rising K-G5
23. Clarify up to 40% subsidy – based on “actual” cost; issued to individuals and NOT to missions organizations
24. No subsidy for personal luggage fee
25. To serve in Children’s ministry, background check may be required for age 18 and up. The applicant needs to submit the application form through Children’s Director. The MD will pay the background check fee. See below for background application form.

**CHINESE BIBLE CHURCH OF MARYLAND**

**4414 Muncaster Mill Road**

**Rockville, Maryland 20853**

**301-924-4855**

**Volunteer Authorization to Release of Background Information**

In connection with my application for volunteer service with CHINESE BIBLE CHURCH OF MARYLAND, I authorize CHINESE BIBLE CHURCH OF MARYLAND and, or, **IntelliCorp** **Records, Inc**., their agent, to solicit background information relative to my criminal record history. I understand that CHINESE BIBLE CHURCH OF MARYLAND may conduct inquiries into my background that may include criminal records and other public record reports pertaining to me.

|  |
| --- |
| **I authorize without any reservation, any person, agency, or other entity contacted by CHINESE BIBLE CHURCH OF MARYLAND or IntelliCorp Records, Inc., their agent for purposes of obtaining background report information, to furnish the above-mentioned information.** |

I release CHINESE BIBLE CHURCH OF MARYLAND, their respective employees or **IntelliCorp Records, Inc**, their agent and employees and all persons, agencies and entities providing information or reports about me from and all liability arising out of furnishing any such information or reports. All information provided by you will be treated highly confidential.

**Requested by: Children’s/Youth Department at CBCM**

**PLEASE PRINT INFORMATION BELOW**

FULL LEGAL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

 (month)(day) (year)

OTHER NAMES USED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SSN:\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_

(Including maiden name)

Current

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_

How long at this address? (Months/Years)\_\_\_\_\_\_\_\_\_\_\_

Previous

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_

How long at this address? (Months/Years)\_\_\_\_\_\_\_\_\_\_\_ (in the US only)

Most checked e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for applying to serve in the ministry at CHINESE BIBLE CHURCH OF MARYLAND!

Appendix J: Missions-Related Training & Conferences Guidelines

* Missions-related training and conferences include ACMC (Advancing Churches in Missions Commitment) Conference, AFC CMC (Ambassador for Christ - Chinese Mission Convention), Perspectives Class, and Urbana Missions Conference.
* All participants need to be pre-approved by CBCM Senior Pastor.
* Each participant will receive up to 75% subsidy for conferences including ACMC Conference, AFC CMC, and Urbana Missions Conference. No subsidy will be provided for transportation and room and board expenses.
* Perspectives class – no subsidy for key readers. Up to 75% subsidy (100% subsidy for pastoral staff) for certificate and credit registration upon successful completion of the course. Participants need to submit registration receipt and completion certificate to the Missions Department who will submit to CBCM Senior Pastor for reimbursement.
* Extension of Perspectives class – Global Gates local outreach training: Up to 75% subsidy. Participants must fulfill 75% attendance.
* Reimbursement will be given only after the conference/class. If the participant did not attend the conference or complete the class, no subsidy will be given.
* CBCM membership is required for subsidy.
* The Missions Department’s training budget is transferred to CBCM Senior Pastor in the beginning of each budget year.

Appendix K: Startup Fund Guidelines

The Startup Fund was established in 2012. The purpose of this fund is to provide support for special projects or individuals on an exploratory term.

* Fund will be allocated based on MD budget. It may support special projects, CBCM members or members of CBCM Sister Churches\* who do not partner with one of the CBCM approved mission agencies.
* 2-year term renewable with one more term after evaluation (maximum of 4 years).
* MD will review annually to evaluate project/ministry outcome and support level.
* For CBCM members or members of CBCM Sister Churches\* who still do not partner with one of the approved mission agencies at the end of the second term (i.e. after 4 years), MD will determine to either discontinue support or accept as an exception to become a CBCM Primary or Associate missionary. These CBCM members or members of CBCM Sister Churches\* are considered “CBCM affiliated missionaries” during the startup fund support period.
* For each project, MD will designate a field supervisor and a CBCM program lead (There should be no conflict of interest).
* Field supervisor needs to submit a semi-annual activity and expense report (January & July).
* Roles and responsibilities of the field supervisor & CBCM program lead:
Field Supervisor (approved by the MD and BOE):
* Supervises the project and human resources
* Coordinates with CBCM Program Lead to prioritize ministry needs
* Submits semi-annual activity and expense reports
* Held accountable for the fund expenditure

CBCM Program Lead (approved by the MD and BOE):

* Field visits
* Coordinates with Field Supervisor to prioritize ministry needs
* Keeps close contact with the Field Supervisor
* Reports progress/issues/concerns to MD and BOE

The MD will maintain a list of projects and CBCM affiliated missionaries supported through this fund.

\*Members of CBCM Sister Churches must receive financial support from the attending Sister Church. The maximal allowable support level for the Sister Church members shall follow the policy of CBCM Associate Missionary category (Reference Section 5.5.2), but not to exceed 90% of the support amount from the Sister Church.

Appendix L: CBCM Approved Mission Sending Agencies

As of August 2014, the CBCM approved mission sending agencies include:

1. Africa Inland Mission (AIM)
2. Christar
3. OMF International
4. Pioneers
5. SEND International
6. Wycliffe Bible Translators

The MD will evaluate the approved list during policy review or when needed. Changes may be made after careful evaluation. All changes must be approved by the BOE.

Appendix M: M-Scale Distribution

|  |  |
| --- | --- |
| **Missionary Units – 31, MA/MRO Units – 9 (total 40 target supported units):** |  |
| (March 31, 2014) |  |  |  |  |
|  |  |  |  |  |
|   | Missionary | Missionary | MA/MRO | MA/MRO |
| (Overseas) | (Domestic) | (Overseas) | (Domestic) |
| M1 (4 units) |   | \*3 (2) |   | \*1 (2) |
| M2 (6 units) | \*4 (7) |   | \*2 (6) |   |
| M3 (8 units) |   | \*6 (0) |   | \*2 (0) |
| M4 (10 units) | \*8 (8) |   | \*2 (2) |   |
| M5 (12 units) | \*10 (2) |   | \*2 (0) |   |
| Total: | \*22 (17) | \*9 (2) | \*6 (8) | \*3 (2) |
|  |  |  |  |  |
|  |  |  |  |  |
| M1 – 10% [4 units] | Domestic Reached |  |  |  |
| M2 – 15% [6 units]  | Overseas Reached |  |  |  |
| M3 – 20% [8 units] | Domestic Unreached |  |  |  |
| M4 – 25% [10 units] | Overseas Unreached |  |  |  |
| M5 – 30% [12 units] | Overseas Least Reached |  |  |  |
|  |  |  |  |  |
| Domestic Ratio: | 12/40 = 30% |  |  |  |
| MA/MRO Ratio: | 9/40 = 22.5% |  |  |  |
|  |  |  |  |  |
| Numbers with asterisk represent target units |  |  |  |
| Number in parentheses represent supported units after 2013 evaluation |  |  |