

Chinese Bible Church of Maryland (CBCM) Short Term Missions (STM) Project Guidelines

January 1, 2009

1. STM Objectives (cf. Missions Policy 6.2.1)

- a. Develop missions skills, mission-mindedness, and cross-cultural experience.
- b. Develop teamwork among teammates and supported sponsors.
- c. Deepen personal faith through the personal sacrifice of finances and time for God's Kingdom.
- d. Prepare for a long-term commitment to missions.

2. STM Applicant Requirements (cf. Missions Policy 6.3)

- a. Applicants are encouraged to be a member of CBCM or its Youth Ministry.
- b. Applicants from other churches may submit their applications, along with two recommendation letters, with at least one from their church pastor, minister, missions deacon, or elder. Financial assistance is not available to such applicants.
- c. Applicants must have a desire to witness Christ and to serve others.
- d. Applicants must be actively involved in church ministries and have joy sharing the Gospel.

3. STM Application Procedures (cf. Missions Policy 6.4)

- a. **Applications:** Applications are available on the church website under missions, or from the missions department deacons.
- b. **Deadlines:** Applicants must submit a completed STM application to the Missions Department (MD) at least two months prior to departure, unless MD has specified a different deadline. For teens applying for an established Youth Ministry STM, the application deadline is one month prior to departure.
- c. **Recommendation letters:** STM applicants who have never been on a CBCM-sponsored STM must submit two recommendation letters - one must be from CBCM church pastor, minister, missions deacon, or elder. Recommendation letter forms are available on the church website under missions, or from the missions department deacons.
- d. **Prayer and financial support solicitation letters:** Applicants are encouraged to seek prayer and, optionally, financial support from the congregations. All solicitation letters must be submitted to the MD for review of content and accuracy. Only after MD approval may applicants solicit support from CBCM members.

4. STM Logistics (cf. Missions Policy 6.5)

- a. **Team Leader:** MD shall appoint a team leader for each MD-endorsed STM project
 - i. Team leader will handle all administrative tasks for the team, such as transportation, lodging, food, training, and teaching material. He/she can delegate these tasks as needed.
 - ii. Team leader will act as a liaison to the MD
 - iii. Team leaders are encouraged to travel with the team at all times. Any "free time" should be spent in team building activities, devotions, etc.

- b. **MD POC and Pre-trip Orientation Meeting:** MD shall designate a representative to each STM project team, i.e., the MD point of contact, or MD POC. The MD POC will meet with the STM team early on to:
 - i. Interview the team members and thereby learn of any prayer or other concerns
 - ii. Discuss financial, logistical, or other issues
 - iii. Help with developing prayer/financial solicitation letters
 - iv. Help bring the resources of the church to support the team
 - v. In general, to be a support and advocate for the team
- c. **Team members:**
 - i. All team members must abide by the rules set by the team leader and MD POC
 - ii. Applicants shall take the STM trip in full length. Early departure from the mission field may be considered under special circumstances.
 - iii. Each STM team shall not be composed of a non-married couple of male and female.
- d. **Finances:**
 - i. As an expression of the church support and partnership with the STM participant, financial assistance is available to approved applicants who are members of CBCM or its Youth Ministry. For STM projects less than 12 weeks, the support will be no more than 25% of total expenses, not to exceed \$1,500 per person per year. Applicants should consult MD regarding financial support of STM projects that are longer than 12 weeks in duration.
 - ii. 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 buying souvenirs or gifts. (cf. Missions Policy 6.5.2.3)
 - iii. In general, airline ticket should not be purchased until the applicant is interviewed and approved. Once an air ticket has been issued, if an applicant needs to cancel his/her participation in a STM, he/she must payback in full the air fare.
 - iv. Prior to departure, MD will authorize and transfer funds to the team leader to pay for transportation, lodging, food, materials, etc.
 - v. The team leader shall submit all expenses within 30 days of the completion of the STM.
 - vi. CBCM does not provide any subsidies or tax deductions for gifts or offerings.
 - vii. Checks to support an STM should be written to Chinese Bible Church of Maryland with the STM trip name in the memo field.
- e. **Post-Trip Sharings:**
 - i. Each team must submit a written post-trip reflection to the MD or the Rock within one month of his/her/their return.
 - ii. MD POC will meet with each team after the STM trip for a debriefing and feedback session.
 - iii. Participants are encouraged to share with their cell groups

CBCM Missions Policy: <http://cbcm.org/ministries/missions/MissionPolicy.pdf>

CBCM STM application: <http://cbcm.org/ministries/missions/STMApplication.pdf>