

**BFBC Missions Team Guidelines**  
**Providing Financial Assistance for Missions Endeavors**

Purpose: To establish processes to assist the Missions Team (“Team”) in granting financial assistance to church members seeking mission activity funding (“requestors”).

Background & Intent: The Team has been delegated responsibility for stewardship over funds collected for missions purposes through the BFBC Ready campaign. These funds are held in a separate account and are intended to cover costs associated with a broad range of Christian mission activities. Funds collected through the Ready campaign may be supplemented by congregational offerings or from designated gifting by individuals.

The Team’s responsibility and authority over the aforementioned funds may be modified at any time by congregational vote.

I. Eligibility: Member of BFBC, actively involved in the life of the Church, who has felt God’s leading to mission service.

II. Amounts, Frequency & Conditions – Financial Assistance:

A requestor may apply for and receive financial assistance for no more than two Christian centered mission trips or activities in a single calendar year.

For the first request made in a calendar year, the Team may provide up to \$500 to the requestor. .

A requestor who receives such funding may, in that same calendar year, apply for and receive additional funding for one other trip or activity. The team may provide up to \$250 for a second trip or activity.

Funding will be provided no more than two times to any single requestor in a calendar year.

By majority vote, after prayerful consideration, the Team reserves the authority to refuse funding to any requestor based on their lack of eligibility, or due to the nature of the request, the amount, the organization, lack of adequate funds or other pertinent factors. Funding may be refused to any requestor, irrespective of funds the requestor may have previously received from the Missions account.

Financial assistance will be provided on an advance basis. Financial assistance on a reimbursement basis may be considered only in limited cases that justify reimbursement, and only when authorized by a majority vote of the Team

III. Required Request Format: Submission of a completed application along with any other materials that would be helpful to the Team. It is preferred that requests be submitted to a Mission Team member at least 60 days prior to the trip or activity by

email, regular mail or hand delivery. However, by majority vote of the Team, requests received less than 60 days prior to the trip of activity may be considered for funding. Verbal requests will not be accepted.

IV. Team Meeting: The Chairperson will place application on the agenda for the next Team meeting and the Secretary will notify the applicant of the date. The Chairperson will also assign a team member to the applicant for verification, contact and follow-up purposes. That team member will clarify any questions the applicant might have about the process.

V. Award of Assistance: At the scheduled meeting, the Team member assigned to the applicant will report their findings and the Team will discuss and vote on the amount to be provided. The applicant will be notified by the Team Chairperson within 5 days. The Team Chairperson will notify the Financial Secretary to prepare a check. It is preferred that the check be mailed directly to the organization or the applicant, or picked up by the applicant in the Church office.