

As the leaders of Westlock Gospel Chapel, we are pleased that you intend to lead a Short Term Mission (STM) and that you seek the Assembly's partnership.

As Elders and Deacons, we want to help you complete this Mission in a way that benefits everyone involved. We want to come alongside you and your team. We want to help meet the needs of the people you will be serving. We want to see our entire Assembly grow in its vision for missions. We want to meet the requirements of the Canadian government and the governments of any countries to which you might travel. We want to do our job as leaders in a way that is legally and spiritually responsible. And finally, through all this, we want to see our God glorified.

In order to accomplish all this, we have laid out some guidelines. Before the Mission receives the Assembly's endorsement, we ask that you become familiar with these guidelines and commit to follow them.

Here's What We Mean When We Talk About Short Term Missions:

A STM is any effort that ...

- Involves an individual or a group that is not paid for what they are doing.
- Proclaims the Gospel of Christ and/or brings aid in the name of Christ.
- Reaches a specific group of people beyond the geographical reach of the Chapel's regular programs.
- Has definite starting and completion dates.

Here's What The Assembly Provides When It Endorses A Short Term Mission:

A STM that is endorsed by the Assembly ...

- Will be promoted within the Assembly.
- May call for participants from within the Assembly.
- Will be supported through public prayer before, during and after the Mission.

- May receive monies from the Assembly's mission fund, at the discretion of the Deacons.
- May receive designated funds – Donors may designate funds to the Mission and will receive tax-deductable receipts for their donations. If a member of the team is unable to participate in the Mission, funds raised for that person will stay with the Mission. Any donations in excess of the actual costs of the Mission will become part of the Assembly's mission fund and be directed at the discretion of the Deacons. If the trip is totally cancelled for reasons beyond the control of the team, designated funds will be reimbursed to donors.

Here's What We Ask Before We Endorse A Short Term Mission:

Prior to the trip, we ask that you ...

- Tell one of the Elders about your plans as soon as possible, preferably no less than two months prior to the Mission's start date.
- Present the Mission at a meeting of the Elders and Deacons. Please read the next section for details.*
- Choose a person within the Assembly who will act as a liaison between you and the congregation while you are on the Mission.
- Once it is endorsed by the Elders and Deacons, present the Mission to the congregation.

When you present the Mission to the Elders and Deacons, you will be asked for ... *

- *The Mission's purpose* – What group of people are you reaching? What do you intend to do for those people? It is important that the purpose of the Mission line up with the Assembly's purpose.
- *A full list of partnerships* – Is the Mission linked in any way to another organisation? Are other churches formally involved? It is important that any partnering organisations and churches preach the same Gospel we preach.

- *A full list of participants* – Who's going on the trip? It is important that all participants are accountable to a local church.
- *A full list of required legal documents* – Passports, medical documents, insurances, etc. All participants who are minors must also have written parental consent.
- *A full itinerary of the Mission and the trip, including side trips* – Side trips may not take up more than 25% of the trip's allotted time. Side trips that involve extra expense must be funded separately. If the Mission is combined with a longer trip, the Mission must have definite start and completion dates separate from the longer trip. Funding through the Assembly will only be provided for travel and activities that are related solely to the Mission.
- *Modes of transportation to and from the place of the Mission* – Are they safe, economical and appropriate?
- *A projection of income and expenses* – How do you plan to raise the funds for the Mission and what expenses do you anticipate?
- *Your congregational liaison* – Who will keep the congregation up to date on the progress of the Mission?
- *Any other needs you might have* – It is our desire to set you up for success.

During the trip, we ask that you ...

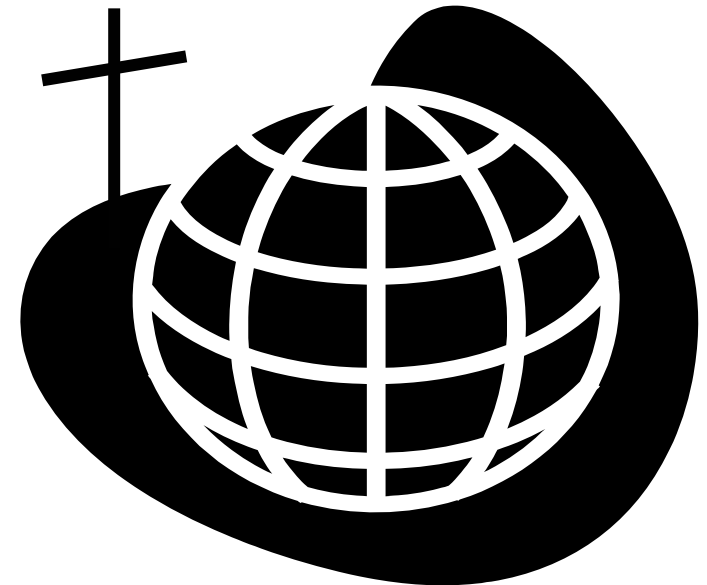
- Stick to the Mission.
- Communicate with your liaison on a regular basis, no less than weekly if possible.
- Report any emergencies immediately.

After the trip, we ask that you ...

- Be prepared to report back to the Elders and Deacons.
- Give the Deacons a complete accounting of all income and expenses within thirty days of the trip's completion date.
- Be prepared to report to the congregation.

Far from hindering you in your Mission, the goal of these guidelines is to help you fulfil this Mission in a way that benefits everyone involved. It is our desire to see you succeed for the glory of God.

Westlock Gospel Chapel



So You Want To Lead A **SHORT TERM MISSION**

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