



Short Term Mission Activity Application Form Columbia Presbyterian Church

1) Applicant's Name _____ Phone _____

Address _____ Email _____

City/State/Zip _____ Today's date _____

2) Mission agency with whom you propose to serve.

- Mission Agency Name _____
- Contact Person's Name _____
- Phone _____ Email _____
- Location of activity (including country) _____

3) Departure date: _____ Return date: _____

4) Budget (In the space below, provide a total budget for the mission activity for which you are requesting support – including portions which you plan to contribute yourself. Show separate lines for your travel, local living expenses and the costs associated with doing your mission program).

5) Narrative: (Attach a separate page describing in more detail the mission organization you will work with and what your service will be when you are with them. Include a description of the way you plan to travel and how you will or have made these travel arrangements. Also, describe how your work will be supervised and how your personal safety will be assured. Will others from CPC or another church be joining you in the short term mission activity?)

6) Narrative: Describe what called you to serve with this mission. _____

Application Guidelines

- 1) Short term mission activities are encouraged by the Missions Ministry Team (MMT) and by Columbia Presbyterian Church (the church). An amount of money has been budgeted specifically to encourage and assist any member interested in a personal or group outreach mission with a Christian mission organization, or with a missionary who is supported by such an organization.
- 2) Many persons within the church venture out to work with mission organizations and it may be the preference of many to not request assistance from MMT. It would, however, be an honor for MMT to know of that trip so that members, the prayer team and the church may have the honor of praying for God's blessing and protection.
- 3) If short term missionaries are seeking MMT assistance, the proposed activity must be presented at a regular meeting of the committee at the outset for purposes of screening and budgeting of the short term funds. The activities must be approved by the MMT in order to be eligible for any short term funds. An application form is available from the MMT. (See attached)
- 4) All contributions raised by an appeal or appeal letter are to be sent directly to the church and should be identified for the mission activity and/or the person to be supported, but the name of the person being supported should NOT appear on the check itself. If more funds are raised for the activity than are needed, the excess funds will be held in the short term missions budget for two years, to be used for future short term mission activities by the same person or with the same mission group or in the same country or area. If some funds are still unexpended after two years, these funds will then be made available to support other short term mission activities.
- 5) Names of donors of funds for the mission outreach shall be provided to the travelers for purposes of thanks, but the amount of the gifts will remain anonymous.
- 6) If unusual mission-related needs come up during the short term mission experience that were not anticipated in the approved budget, the participant may address these needs from other resources and request reimbursement from mission funds later. Such requests must be made to the MMT and must be supported by receipts or other appropriate documentation. The participant shall not *obligate* the church or MMT beyond \$200, however, without prior approval of MMT. A special meeting of the MMT may be called if necessary.
- 7) Although MMT is the final arbiter, the following apportionment of resources is strongly suggested for each outbound person:
 - a. The cost of the mission activity is normally to be born by the appeal letter.
 - b. No more than 1/3 of the total cost should be from personal resources.

- c. The balance of the costs not met by the two sources listed above, with a maximum of \$1,500, shall be from the short term missions budget. By special request, the traveler may request a larger amount from the short term missions budget for circumstances due to hardship or length of the effort.
- 8) All short term missionaries should be willing to share their mission experiences with members of the church after they complete their service, probably in a small group setting.
- 9) Requests for payment toward short term mission activities should be presented to a MMT elder at least two weeks before the check is needed to allow time for processing the request.

Application Materials Checklist

A complete application includes the following materials:

- 1) Completed CPC Short Term Missions Application Form, with Narrative Section
- 2) Copy of the Mission Statement, if available, of the mission agency with which you will serve.
- 3) Copy of the mission agency's most recent Annual Report, if available.