

Operations

Organization

Membership

The Missions Committee is composed of volunteer advocates for the Missions of the Church plus other members of the congregation and church family who are interested in Christ's Great Commission that we should spread the good news. It is not necessary to be a formal member of the church in order to participate in the committee. The Missions Committee is advised by the Missions Pastor, Ray Sparling, and led by a Chairperson, who is selected by the Missions Pastor. The mission advocates are listed later in this document and you are encouraged to approach them directly to learn more about the missions and the involvement of RBCPC.

Meetings

The Missions Committee generally meets on the first Tuesday of the month at 6:30 p.m. in the church Library. You may email the committee for more information or to confirm the schedule of upcoming meetings.

Contact Information

The Missions Committee may be reached at:

- Missions Committee Chairperson: missioncommittee@rbpc.org
- Missions Committee Treasurer: missions@rbpc.org
- Missions Pastor: rsparling@rbpc.org, 858-487-0811

You may also contact the committee or individual members of the committee by leaving a note in the Missions Committee mail slot in the administration building.

Current Members

- Beth Nidzieko, *Communications*
- Bev Whitman
- Bill Rickles
- Craig Murken
- Cyndi Nolan
- Dawn Neldon
- Dee Crimmel
- Gary Jackson
- Gayle Marrett, *Resale Shops*
- Jill Weller
- Jinny Straeter
- Kay Phillips

- Lois Sheldon
- Mary Senic
- Maureen Schwinn
- Mike Azeka
- Mirna Wasef
- Polly Purcifull
- Ray Sparling, *Missions pastor*
- Ron Phillips, *Treasurer*
- Sharon Ellis, *Recording Secretary*
- Stan Madsen
- Steve Barclay
- Terry Norwood

Work of the Missions Committee

Introduction

In the past, the Missions Committee has “done work” in several different ways: in the full Missions committee, by subcommittee, or through individuals. In addition to doing work, there are decisions to be made. In the future, it is likely there will be more to do, so we have given consideration to the best way to approach each activity.

Definitions:

- Full Committee – All members of the Missions Committee (MC). The full committee does the work and makes the decision. *Examples:* Receiving and voting on a request to become a Mission of the Church. Discussing and voting on a request to disburse funds.
- Empowered Subcommittee (or Individual) – A subset of the Missions Committee, possibly including contributors outside the MC. The committee (or individual) does the work and makes the decisions. They inform the full committee, but don’t request approval. *Examples of Empowered Subcommittees:* The Missions Feature Board sub-committee sets the display schedule, designs the boards and implements them. Ray, Dawn and Beth acted as an empowered sub-committee to plan and execute the retreat. *Examples of Empowered Individuals:* Beth, as chairperson, prepares the monthly meeting agenda. Dee, as leader of the Ireland trip, determines itinerary and activities. The webmaster updates the online version of the Missions calendar.
- Working Subcommittee (or Individual) – A subset of the Missions Committee, possibly including contributors outside the MC. The committee (or individual) does the work and then brings a proposal to the full committee. *Examples of Working Subcommittees:* The Strategy subcommittee and Long Term Missions subcommittee each drafted a document and then brought it to the full committee for discussion, revision and approval. *Examples of Working Individuals:* Ron, as treasurer, prepares the budget and then presents it to the MC for discussion

and approval. Sharon, as recording secretary, takes the minutes of the meeting which are then approved at the subsequent meeting.

Work of the Missions Committee - Table

	<u>Full Committee</u> (do the work and make the decision)	<u>Empowered Sub-committee</u> (do the work and make the decision; inform the full committee)	<u>Working Sub-committee</u> (do the work and make a recommendation; decisions made in full committee)	<u>Empowered Individual</u> (do the work and make the decision; inform the full committee)	<u>Working Individual</u> (do the work and make a recommendation; decisions made in full committee)
Existing Work					
Missions of the Church	Full	Emp Sub	Wrkg Sub	Emp Individ	Wkg Individ
Hear requests to become a Mission of the Church from new missions, evaluate the request against our criteria, and decide whether or not to approve them as a Mission of the Church	XX				
Work with advocates to schedule regular (annual?) reports from [all] the missions in our budget. Advise them on what we want to hear from them.				XX	
Receive annual reports from the missions in our budget	XX		XX (to create a guideline on what we'd like to hear)		
Receive post-trip reports from short term missionaries (all folks, regardless of trip org)	MC + Full Congregation (Mission Night)				
Financial	Full	Emp Sub	Wrkg Sub	Emp Individ	Wkg Individ
Approve disbursements from designated funds. (Needs to go into minutes of full MC. Email approval OK.)		XX			
Receive/approve "one-time" funding requests from advocates	XX				
Receive/approve funding requests from volunteer (short term) missions (\$500)		XX			
Receive/approve requests for support as a long term (one year) missionary	XX				
Review mission trip proposals to determine if criteria for tax-deductible status are met		XX			
Prepare annual Missions budget					XX

Financial (cont')	Full	Emp Sub	Wrkg Sub	Emp Indiv	Wkg Indiv
Receive/approve a request for the initiation of ongoing funding for a Mission of the Church (request comes from advocate and typically results in addition of line item to budget)	XX				
Communication	Full	Emp Sub	Wrkg Sub	Emp Indiv	Wkg Indiv
Write content for publicity (Lantern articles, Bulletin inserts, web stories)		XX (2-3 people)			
Publish the Missions booklet				XX	
Maintain Missions calendar				XX	
Update Web site				XX	
Attend New Members First Serve meeting				XX	
Missions Feature Board outside sanctuary		XX			
Manage the Missions mail slot in the workroom				XX	
Events	Full	Emp Sub	Wrkg Sub	Emp Indiv	Wkg Indiv
Special Offerings –Select recipient and create announcements	XX				
Missions Fair – Organize and conduct the spring Missions Fair		XX			
Mission Evenings – Support trip leaders in organizing and conducting post-trip presentations				XX	
Mission Evenings – ongoing missions (e.g. Tom's InterVarsity presentation)				XX (advocate working with the Missions evening Subcommittee)	
Missions Retreat(s)		XX			
All Church Mission Trip (e.g. DOFO this month, Mexico house building)		XX			
Community impact events (e.g. Faith in Action, RB Alive!)	We accept opportunities if the committee agrees we have the time and resources to effectively plan and execute.				
Worship	Full	Emp Sub	Wrkg Sub	Emp Indiv	Wkg Indiv
Commissioning of missionaries				XX	
Missions Fair (1-2x per yr)		XX			

Summary

Full Committee

- Receive annual reports from the missions in our budget
- Receive post-trip reports from short term missionaries (all folks, regardless of trip org)
- Receive/approve “one-time” funding requests from advocates
- Hear requests to become a Mission of the Church from new missions, evaluate the request against our criteria, and decide whether or not to approve them as a Mission of the Church
- Receive/approve a request for the initiation of ongoing funding for a Mission of the Church (request comes from advocate and typically results in addition of line item to budget)
- Special Offerings –Select recipient
- Receive/approve requests for support as a long term (one year) missionary

Empowered Sub-committees

- Budget Subcommittee - Approve disbursements from designated funds. (Needs to go into minutes of full MC. Email approval OK.)
- Budget Subcommittee - Review mission trip proposals to determine if criteria for tax-deductible status are met
- Mission Requests - Receive/approve funding requests from volunteer (short term) missions (\$500)
- Communications - Write content for publicity (Lantern articles, Bulletin inserts, web stories); publish the Missions booklet ; maintain Missions calendar; update Web site
- Feature Board - Missions Feature Board outside sanctuary
- Missions Fair – Organize and conduct the spring Missions Fair
- Missions Retreat(s)
- All Church Mission Trip (e.g. DOFO, Mexico house building)

Working Sub-committees

- Create guidelines on what we would like to hear when we receive annual reports from the missions in our budget

Empowered Individuals

- Work with advocates to schedule regular (annual?) reports from [all] the missions in our budget. Advise them on what we want to hear from them.
- Mission Evenings – Support trip leaders in organizing and conducting post-trip presentations; support presentations from ongoing missions (e.g. InterVarsity)
- Commissioning of missionaries
- Attend New Members First Serve meeting
- Manage the Missions mail slot in the workroom

Working Individuals

- Treasurer: budget preparation

- Recording secretary: meeting minutes