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KIRBY WOODS BAPTIST CHURCH
POLICIES FOR GRANTING SUPPORT FUNDS
FOR SHORT-TERM MISSION TRIPS

(June 6, 2009)

PURPOSE

The purpose of short-term mission trips sponsored by Kirby Woods Baptist Church is: (1) to proclaim the Gospel, to present the truths of the Inerrant Word of God, and to plant churches among people groups throughout the world, (2) to encourage and facilitate involvement of Kirby Woods members and others in missions projects at home and abroad, and (3) to increase awareness of world missions needs through prayer and personal participation.

RESPONSIBILITY FOR FINANCES

Each participant is responsible for his/her own financing. The plan works best when each person either pays his own way or arranges for his own financing from funds "over and above" the tithe and other regular giving commitments. This principle is applicable both to lay volunteers and to volunteers engaged in full-time Christian vocations. Care should be taken to insure that funds committed to ongoing missions' causes not be diverted to finance short-term volunteers.

POLICIES

1. SOURCES AND AVAILABILITY OF FUNDS FOR MISSION TRIPS

- a. Funds for support of Kirby Woods mission trips are derived from three sources:
 - 1) Regular budgeted fund accounts stipulated for adult mission trips and/or youth mission trips (available for use only during the current annual budget period, January 1-December 31).
 - 2) Designated fund accounts received through the "Kirby Woods Volunteers in Missions" percentage portion of the "Love Offering for Jesus" (received annually from the first Sunday in December through the following Easter Sunday).
 - 3) Designated fund accounts received from special donations and stipulated as being available for support of mission trips.
- b. All grants for support of persons involved in mission trips are subject to the availability of funds on hand within the specified annual church budget period (January 1-December 31).
- c. Any exception to policies regarding source and availability of mission trip support funds must be approved in advance by the Missions Committee.

2. DEFINITION OF AN OFFICIAL "KIRBY WOODS MISSION TRIP"

- a. A proposed mission trip to be sponsored by Kirby Woods Baptist Church may be originated in one of four ways:
 - 1) In response to a written request from an entity related to the Southern Baptist Convention (such as the Shelby Baptist Association, Tennessee Baptist Convention, North American Mission Board, or International Mission Board),
 - 2) In response to a written request from an evangelistic association or other recognized missions organization,
 - 3) In response to a written request by an individual member of Kirby Woods Baptist Church who desires to lead a mission team, or
 - 4) By the Missions Committee in response to a perceived need or opportunity.
- b. Trips to missions conferences or missions events sponsored by Southern Baptist agencies (such as missions conferences held at the Ridgecrest or Glorieta Baptist Conference Centers, etc.) may be regarded as qualified missions trips upon prior approval by the Missions Committee.
- c. Persons or organizations must submit to the Kirby Woods Missions Office a "Request for Mission Trip Sponsorship" (Form MC-2)* at least four months prior to the time of the proposed mission trip in order to allow time for processing by the Missions Committee.
- d. A mission trip is considered to be an official "Kirby Woods Mission Trip" when the Missions Committee approves the proposed trip in advance.
- e. The Minister of Missions will notify the individual or organization in writing of the decision of the Missions Committee concerning the request for sponsorship of a mission trip by Kirby Woods Baptist Church.
- f. Any exception to policies regarding approval of a "Kirby Woods Missions Trip" must be approved in advance by the Missions Committee.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

3. NUMBER OF PERSONS PARTICIPATING IN AN INTERNATIONAL MISSION TRIP

- a. The Missions Committee reserves the right to limit the number of persons on any trip.
 - 1) Kirby Woods mission trips involving a cost of \$1,500 or less per person are limited to a total of twelve team members (see possible exception on team size in Paragraphs 5 & 6).
 - 2) Kirby Woods mission trips involving a cost in excess of \$1,500 per person are limited to a total of eight team members (see possible exception on costs in Paragraph 5 & 6).
- b. Any exception to policies regarding team limitations must be approved in advance by the Missions Committee.

4. FUNDING OF KIRBY WOODS ADULT AND COLLEGE/CAREER MISSION TRIPS

- a. The term "Kirby Woods member" refers to persons who have been members of the church for at least three months, including pastors and/or members of local mission churches in Mid-South Baptist Association that are sponsored by and are an extension of Kirby Woods Baptist Church.
- b. First priority for mission trip funding is given to Kirby Woods' members who have not received previous financial assistance for a mission trip during the current budget period (January 1-December 31).
- c. Second priority for mission trip funding is given to Kirby Woods' members who are applying for financial assistance for a subsequent mission trip during the current budget period, provided that the Missions Committee is confident that adequate funds are available to meet the requests of qualified first-time mission trip participants during the current budget period.
- d. Third priority for mission trip funding is given to persons who are members of other Southern Baptist churches (1) who possess special skills needed for a particular Kirby Woods mission trip and (2) who have been invited in advance by the Missions Committee to participate in the trip on a partnership basis.
- e. These mission trips outside of the United States are intended primarily for persons eighteen years and above. An exception to this policy is explained in Paragraph 6 below. The Missions Committee must always approve the constitution and ages of any mission team well in advance of the proposed trip.
- f. The Missions Committee DOES NOT PROVIDE FINANCIAL SUPPORT for persons who are not members of Kirby Woods Baptist Church except by special invitation from the Missions Committee.
- g. The Missions Committee must approve any exception to policies regarding financial support for mission trips in advance.
- h. The team leader must clearly identify dates for leaving and returning per form MC-3.

5. FUNDING OF KIRBY WOODS PUPPET TEAM MISSION TRIPS

Due to the unique nature of the KWBC Puppet Ministry Teams, which necessitates the presence of all members of the puppet team for their performances, the team will be fully funded for one major trip per year. In view of the sizeable costs of these trips, they should be planned at least one year in advance for budget planning purposes. A young person who participates on a KWBC Missions Committee approved puppet ministry trip will be eligible for financial assistance on one other KWBC mission trip per year.

6. FUNDING OF "FAMILY COMBINATION" MISSION TRIPS

- a. Definition/Purpose of Combination Trips - "Family Combination" Mission trips include people of all ages as opposed to adult or youth only trips. These mission trips are intended to encourage and enlist subunits within families such as fathers and daughters, etc. and/or entire family units to become involved in missions.
- b. Benefits of Combination Trips - The benefits of combination trips include:
 - 1) greater ministry effectiveness on projects where the "gifts" of families work especially well in the proposed mission environment,
 - 2) strengthened family relationships among participating team members, and
 - 3) preparation of family units to serve as missionaries at some future date.
- c. Sponsorship and Funding - In cases where financial support from KWBC is requested, the following guidelines apply:
 - 1) Financial assistance funds allocated to any single combination mission trip will not exceed \$10,000.00 of the total trip costs, and
 - 2) Family units (regardless of number of trip participants in that family) may not receive more than \$2,500.00 per family in financial assistance funds.
- d. Number of Combination Team Members - The very nature of these kinds of trips will often lead to a larger number of team members than allowed by previously stated policy. Therefore and primarily because of logistics (housing, transportation, etc.) required at mission destinations - no more than a total of 25 team participants will be allowed.
- e. Age Limitations - While there are no formal age limitations imposed by KWBC; parents must use good judgment with respect to taking very young children on mission trips - especially those with international destinations. The hosting missionary/entity must agree in writing to permit children under the age of twelve to be a part of any proposed combination mission trip.

7. **FUNDING OF KIRBY WOODS JUNIOR HIGH AND HIGH SCHOOL MISSION TRIPS**

- a. Student mission trips are proposed by the respective Student ministers in cooperation with the Minister of Missions and must be approved in advance by the Missions Committee.
- b. The source and extent of support funds for each individual (with reference to Youth Funds and/or Missions Funds) are subject to approval by the Missions Committee.
- c. Student mission trips outside of the continental United States must be approved by the Missions Committee and are **limited to youth who are at least juniors in high school**. Please note the exception in Paragraph six above.
- d. The Missions Committee must approve any exception to policies regarding student ministry mission trips in advance.

8. **ELIGIBLE EXPENSES FOR FINANCIAL SUPPORT OF MISSION TEAM MEMBERS**

- a. Only eligible expense items are used in determining the total trip expenses for team members, and Kirby Woods' financial support is based upon the total of these expenses.
- b. Eligible expenses for individual team members include:
 - 1) General trip expenses such as required vaccines and preventive medications (such as malaria prophylactics), visas, and trip insurance.
 - 2) Travel expenses to and from the mission field, including the cost of airline tickets, airport taxes, meals, layover hotel costs, tips, etc.
 - 3) Travel expenses on the mission field.
 - 4) Housing accommodations on the mission field.
 - 5) Food expenses on the mission field.
 - 6) Other essential expenses that are related to the transportation and maintenance of the individual team members while on the mission trip.
- c. **FUNDS ARE NOT PROVIDED** by Kirby Woods Baptist Church for gifts, souvenirs, personal purchases, or sightseeing unrelated to the purpose of the mission trip.
- d. Any exception to policies regarding financial support of mission team members must be approved in advance by the Missions Committee.

9. ELIGIBLE EXPENSES FOR GENERAL TEAM MINISTRIES ON THE FIELD

- a. Funds may be provided for part or all of essential expenses for general team ministries on the field.
- b. Eligible expenses related to the team ministry on the field include:
 - 1) Materials and supplies for Vacation Bible Schools, backyard Bible studies, etc.
 - 2) Bibles, Gospel portions, and tracts for evangelistic witnessing.
 - 3) Supplies, materials, and equipment for evangelistic crusades.
 - 4) Supplies, materials, and equipment for leadership training, discipleship training, and other related training activities.
 - 5) Supplies and equipment for medical projects.
 - 6) Supplies and equipment for disaster relief and/or other humanitarian ministries.
 - 7) Supplies, materials, and equipment for building projects.
 - 8) Cost of translators necessary for the effectiveness of the mission team.
 - 9) Other general expenses that is essential for the specific ministry of the mission team.
 - 10) Unused funds for team ministry will be returned to LOFJ, not carried over to the next year.
- c. All expenses related to general team ministries on the field must be approved in advance by the Missions Committee.
- d. Any exception to policies regarding financial support for general team ministries on the field must be approved in advance by the Missions Committee.

10. AMOUNT OF INDIVIDUAL FINANCIAL SUPPORT FOR MISSION TRIPS

a. INDIVIDUAL SUPPORT FUNDS FOR KIRBY WOODS MISSION TRIPS

Individuals going on mission trips are required to provide as much of their personal expenses as possible. This will allow church mission funds to be made available for assisting persons who feel led of God to go on a mission trip but who need financial assistance in order to participate.

- 1) This financial support is exclusive of any provision for the cost of general team ministries on the field (as defined in Section #9 above).
- 2) Requests for financial support for KWBC mission trips must be submitted to the Missions Office on a "Request for Financial Support for a Mission Trip" (Form MC-4)* at least two months prior to the time that the funds are needed.
- 3) The mission trip must be approved by the Missions Committee prior to the provision of any financial support.
- 4) Any exception to policies regarding mission trips sponsored by Kirby Woods Baptist Church must be approved in advance by the Missions Committee.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

b. INDIVIDUAL SUPPORT FUNDS FOR OTHER MISSION TRIPS (Not Sponsored by KWBC)

Individuals going on mission trips are required to provide as much of their personal expenses as possible. This will allow church mission funds to be made available for assisting persons who feel led of God to go on a mission trip but who need significant financial assistance in order to participate. Financial support may be provided for any qualified church member going on an individual mission trip or on a mission trip sponsored by another person or organization approved by the Missions Committee.

- 1) Through the Love Offering for Jesus funds may be provided for any church member who goes on a short-term mission trip individually or on a trip sponsored by another person or organization. This financial support is exclusive of any provision for the cost of general team ministries on the field (as defined in Section #9 above).
- 2) NO SUPPORT FUNDS are provided from "budgeted fund accounts" for persons who go on mission trips that are not sponsored by Kirby Woods Baptist Church.
- 3) Requests for financial support for mission trips not sponsored by Kirby Woods Baptist Church must be submitted to the Missions Committee on a "Request for Financial Support for a Mission Trip" (Form MC-4)* at least two months prior to the time that the funds are needed.
- 4) The mission trip must be approved by the Missions Committee prior to the provision of any financial support.

- 5) Any exception to policies regarding mission trips not sponsored by Kirby Woods Baptist Church must be approved in advance by the Missions Committee.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

c. SPECIAL INDIVIDUAL SUPPORT FOR MID-AMERICA SEMINARY STUDENTS

- 1) In addition to mission funds normally provided for any member of Kirby Woods Baptist Church, additional grant funds may be provided on a demonstrated need basis for Kirby Woods mission trips taken by Mid-America students who are members of Kirby Woods Baptist Church.
- 2) These special funds will be taken from Account #70500 ("Mid-America Student Missions"), and the funds are applicable to both the student and spouse. The purpose of this special financial provision is to make it possible for Mid-America students and their spouses to have a shared experience and exposure to missionary work without undue financial burden. Mid-America students are required to contribute toward their individual costs of any mission trip as they are enabled without undue financial hardship.
- 3) Under this special provision (depending upon availability of funds in Account #70500), Mid-America students and their spouses may be able to receive as much as 100 percent of the cost of a Kirby Woods sponsored mission trip.

d. MINISTRY SUPPORT FUNDS FOR KIRBY WOODS MISSIONS TRIPS.

- 1) Financial support may be provided for mission trips sponsored by Kirby Woods Baptist Church to cover part or all of the total cost of necessary expenses for general team ministries on the field (as set forth in Section #9 above).
- 2) The mission trip must be approved by the Missions Committee prior to the provision of any financial support for team ministries on the field.
- 3) Requests for financial support of general team ministries on Kirby Woods' mission trips must be submitted to the Missions Office on a "Request for Mission Team Ministry Expenses" (Form MC-6)* at least one month prior to the time that the funds are needed.
- 4) NO FINANCIAL SUPPORT is provided for general team ministry expenses for mission trips not sponsored by KWBC.
- 5) Any exception to policies regarding financial support of general team ministries must be approved in advance by the Missions Committee.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

11. MEDICAL INFORMATION AND LIABILITY RELEASE FORMS

- a. Any person who goes on a mission trip sponsored by Kirby Woods Baptist Church or who receives financial support from Kirby Woods Baptist Church for any mission trip (regardless of sponsorship) must submit a "Medical Information and Liability Release" (Form MC-5)* at least one month prior to the trip.
- b. No support funds will be provided by the Missions Committee prior to receipt of the "Medical Information and Liability Release" form.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

12. TEAM TRAINING SESSIONS PRIOR TO A MISSION TRIP

- a. Each person who goes on a mission trip sponsored by Kirby Woods Baptist Church must participate in all training sessions that are provided prior to the trip by the Missions Committee or the designated team leader.
- b. These training sessions are designed to prepare team participants for maximum safety and effectiveness while on the mission trip.

13. MISSION TEAM PARTICIPANT REPORTS AFTER A MISSION TRIP

- a. Each person who receives financial support for a mission trip (whether sponsored by Kirby Woods Baptist Church or by another person or organization) is expected to provide to the Kirby Woods Missions' Office a "Mission Trip Participant Report" (Form MC-7)* within two weeks following completion of the trip.
- b. In addition, each person is expected to be available upon request to present a brief oral report to the church congregation and/or special groups or classes.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

14. MISSION TRIP LEADER'S REPORTS AFTER A MISSION TRIP

- a. The team leader of a mission trip sponsored by Kirby Woods Baptist Church must submit to the Kirby Woods Missions Office a "Mission Trip General Summary Report" (Form MC-8)* within one month following completion of the trip.
- b. In addition, the team leader is expected to assist the Minister of Missions in securing the "Mission Team Participant Report" (Form MC-7)* from each person on the mission team.
- c. The Minister of Missions will, in conjunction with the team leader, schedule a public report to the church. The team should have only one person (preferably the team leader) to give the report, although all the team should be on the platform. The total report should not exceed eight minutes.

- d. All audio-visuals must be submitted to either the Minister of Music or the Director of Media at least one week in advance. Slide shows should be shown during the presentation, not as a separate program set to music in addition to the report. The team leader (or his designee) should consult with the Minister of Music or Director of Media regarding compatibility of format on all media.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

PROCESSING PROCEDURES

1. PROCEDURE FOR APPROVING KWBC SPONSORSHIP OF A MISSION TRIP

- a. An individual or organization must submit to the Kirby Woods Missions' Office a "Request for Mission Trip Sponsorship" (Form MC-2)* **at least four months prior to the date of the proposed mission trip**. This request must be approved by the Missions Committee prior to the commitment of any support funds for the trip.
- b. The Minister of Missions will provide written notification of the Missions Committee's approval of mission trip sponsorship by Kirby Woods Baptist Church.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

2. PROCEDURE FOR APPROVING THE TEAM LEADER FOR A KIRBY WOODS MISSION TRIP

- a. The prospective leader of a short-term mission team must submit to the Kirby Woods Missions' Office an "Application for Mission Team Leadership" (Form MC-3)* at least four months prior to the date of the proposed mission trip.
- b. This request must be approved by the Missions Committee prior to authorization being given to issue confirmations, make reservations for travel or accommodations, or commit mission funds.
- c. The Minister of Missions will provide written notification of the Missions Committee's approval of a designated team leader for a mission trip to be sponsored by Kirby Woods Baptist Church.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

3. PROCEDURE FOR REQUESTING INDIVIDUAL SUPPORT FOR A MISSION TRIP

- a. Each applicant must submit to the Kirby Woods Missions' Office a "Personal Testimony of an Individual Requesting Mission Funds" (Form MC-1)* and a "Request for Financial Support for a Mission Trip" (Form MC-4)* at least two months before the mission trip.
- b. Each applicant must submit two passport-type photographs and a copy of his or her passport at least one month before the mission trip.
- c. Each applicant must submit a "Medical Information and Liability Release" (Form MC-5)* at least one month before the mission trip and must be covered by a short-term health and travel insurance plan stipulated by the Missions Committee.*
- d. Each applicant is responsible for securing any passport, visa (additional passport photos for visa), and/or medical requirements necessary for the mission trip.
- e. All application materials must be submitted to the Kirby Woods Missions' Office at least one month prior to approval of the request for financial support. This allows time for gathering any data needed by the Missions Committee and for prayerful consideration of each request.
- f. The Minister of Missions will notify the applicant in writing concerning the decision of the Missions Committee with regard to the request for support funds.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

4. PROCEDURE FOR REQUESTING FUNDS FOR MISSION TEAM MINISTRY EXPENSES

- a. The approved team leader of a Kirby Woods mission trip must submit to the Kirby Woods Missions' Office a "Request for Mission Team Ministry Expenses" (Form MC-6)* at least one month prior to the date of the mission trip.
- b. Team ministry expenses include items set forth in POLICIES, Section #9. The Missions Committee must approve such expense requests in advance prior to commitment or release of funds.
- c. The Minister of Missions will notify the team leader in writing of the decision of the Missions Committee with regard to the request for general team ministry expenses on the field.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

5. PROCEDURE FOR WRITTEN REPORTS CONCERNING MISSION TRIPS

- a. Each team member must submit to the Kirby Woods Missions' Office a "Mission Trip Participant Report" (Form MC-7)* within two weeks after returning from a mission trip.
- b. The team leader of a mission trip must submit to the Kirby Woods Missions Office a "Mission Trip General Summary Report" (Form MC-8)* within one month after returning from a mission trip sponsored by Kirby Woods Baptist Church.

NOTE: Necessary forms may be secured online or from the Kirby Woods Missions' Secretary.

KIRBY WOODS BAPTIST CHURCH
SCHEDULE OF DEADLINE DATES
FOR A MISSION TRIP

"Request for Mission Trip Sponsorship" (Form MC-2)	4 months before the trip
"Application for Mission Team Leadership" (Form MC-3)	4 months before the trip
"KWBC Team Leader's Checklist" (Form MC-9)	Initiate 4 months before
***Initial "earnest money" deposit of \$100.00	3 months before the trip
"Personal Testimony of a Person Requesting Mission Funds" (Form MC-1)	2 months before the trip
"Request for Financial Support for a Mission Trip" (Form MC-4)	2 months before the trip
"Initiate Prayer Walking or Prayer Study as appropriate"	2 months before the trip
***One-half of remaining individual expenses for the trip	6 weeks before the trip
"Medical Information and Liability Release" (Form MC-5)	1 month before the trip
Two passport photos and a copy of a valid United States passport	1 month before the trip
Two passport photos (for visa) and visa application if required	1 month before the trip
"Request for Mission Team Ministry Expenses"(Form MC-6)	1 month before the trip
***Final balance of remaining individual expenses for the trip	1 month before the trip
"Mission Team Participant Report" (Form MC-7)	2 weeks after the trip
"Mission Trip Leader General Summary and Trip Report" (Form MC-8)	1 month after trip

KIRBY WOODS BAPTIST CHURCH
LIST OF PRINTED FORMS PROVIDED BY
THE KWBC MISSIONS COMMITTEE

FORM MC-1	"Personal Testimony of an Individual Requesting Mission Funds"
FORM MC-2	"Request for Mission Trip Sponsorship"
FORM MC-3	"Application for Mission Team Leadership"
FORM MC-4	"Request for Financial Support for a Mission Trip"
FORM MC-5	"Medical Information and Liability Release"
FORM MC-6	"Request for Mission Team Ministry Expenses"
FORM MC-7	"Mission Trip Participant Report"
FORM MC-8	"Mission Trip Leader General Summary and Trip Report"
FORM MC-9	"KWBC Mission Team Leader Checklist"
FORM MC-20	"Request for Funds for Missionary Support"
FORM MC-30	"Request for Funds for Starting a Mission or a New Church"