 First Evangelical Church Association 羅省基督教會聯會 Together We Can Do Something Beautiful	Policy and Procedure Manual	PPM 612Fr1 Pages 1 of 37
Subject: Missions Policy	Approved by GB chairman (See Intranet)	Date: (See Intranet)

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1. Purpose

Describe FECA missions policy.

1.1. FECA Constitution

FECA constitution is per the [FECA Bylaws](#). FECA Bylaws describes the name of the corporation, its member churches, its purpose including its vision statement and its statement of faith.

1.1.1. FECA organizational Structure

FECA organizational structure is published in the FECA Intranet: [Link to org. chart](#).

2. FECA Missions Ministry

This section describes mission statement, core values of FECA Missions Ministry. It also describes the purpose of this mission policy.

2.1. Mission Statement

As a joint effort of FECA member churches, God calls us to glorify Him in all the nations by participating in His mission (missio Dei) through modeling, praying, planning, stewarding resources, educating, mobilizing and caring.

2.2 Core Values

2.2.1. We commit to participate in God's mission.

The intrinsic nature of the Church is missionary. Just as the Son was sent by the Father, so the Church is sent out by God to all the peoples of the earth. Mission is the heartbeat of the Church. God's mission defines the Church's mission, since mission has its source in the Triune God. The Church's mission is to participate in the Missio Dei (Mission of God) which is to save the lost, to feed the hungry, to clothe the naked and to bring liberty to those who are oppressed (Matthew 28:19-20, Luke 4:18-19, Matthew 25:31-46).

"Mission" is the primary focus of the Church. It is broader than "missions", which are the plans and practical implementations of the Church to accomplish the mission of God. Some workers are incorrectly called "missionaries" even when they go to work with Christians from their own culture who have moved to a foreign country. And some confuse the difference between evangelism and missions. According to Ralph Winter (Ref. The Task Remaining: All Humanity in Mission Perspective), evangelism and missions are defined in the following manner:

Evangelism: Ministry to one's own (or very similar) people group which already has a sound indigenous church.

Regular Missions: Cross-cultural evangelism (ideally in association with Christians of the target culture) to a people group which already has a sound indigenous church.

Frontier Missions: Cross-cultural evangelism to a people group who do not have a sound indigenous church.

FECA understands and emphasizes missions as the wholistic endeavors outside of our member churches which cross geographic, cultural, social or linguistic barriers in order to penetrate people groups and to establish viable, indigenous, and evangelizing churches.

Although the discussion above is the basis of our understanding about mission and missions, for practical reason we use this working definition: any ministry involving FEC church members or FECA missionaries either directly or in support of the advancement of God's kingdom taking place outside of USA; OR if it is within USA, such ministry is directed cross culturally.

2.2.2. We commit to biblical, theological and financial integrity.

In order not to be captives of cultural trends and personal biases, our missions endeavor needs to be deeply anchored in the Bible. Continuous theological reflection is a very important spiritual discipline which will help us to be faithful to biblical teachings. As Hudson Taylor says, "God's work done in God's way will never lack God's supplies." Thus we commit to be forthright in all financial matters and view all contributions as gifts to the Lord that have been entrusted in our care. It is our responsibility to spend those gifts wisely in continuing the missions ministry.

2.2.3. We commit to a joint missions endeavor among our member churches.

Cooperation is a very difficult thing to accomplish and a willingness to cooperate is a sign of spiritual maturity. When FECA was being established, its founding leaders reached the consensus that in order to achieve greater things for God, a joint endeavor in missions among its member churches is indispensable. They decided that our missions program would be a joint one under the guidance and stewardship of FECA's Association Missions Committee, which would consist of representatives from all member churches. Starting 2010, member churches are empowered to sponsor and control its own missions endeavors and funding, over and above FECA-sponsored mission efforts. However, this is to be accomplished in partnership with FECA, maintaining communication and coordination between the various activities.

2.2.4. We commit to synergistic partnership.

Global churches as a whole have sufficient resources to reach the whole world for Christ. With full understanding of the synergistic effect of partnership, i.e. the cooperative output and depth of two or more groups are better than the sum of the individual groups, we commit to partner with other organizations to share complementary strengths and resources in order to reach a common goal in missions.

2.2.5. We commit to nurture global Christians.



Though not every Christian is called to be a full-time missionary, every believer is called to be a global Christian. Jesus' Great Commission commands us to go and make disciples of all nations" (Matthew 28:19), not "go and make disciples of all the Chinese or any one particular ethnic group." God's mind, promise and call are global in nature and we are called to have a global vision and to have global involvement in missions. A global Christian is someone who is so gripped by the glory of God and the glory of His global purpose that he chooses to align himself with God's mission to fill the earth with the knowledge of His glory as the waters cover the sea (Hab. 2:14)" (Tom Steller).

2.2.6. We commit to intrinsic integration of spirituality and mission.

Both spirituality and mission converge at the Triune God. Spirituality is our response to His invitation to enjoy communion with Him. Mission is our submission to God's sending us to be His witnesses. Spirituality helps us stay in the bosom of the Father, follow the footsteps of Christ and listen to the gentle whisper of the Spirit, so that we may be in step with the Triune God, reaching all the nations. Spirituality empowers mission and mission adds "flesh and blood" to spirituality.

2.2.7. We commit to be focused.

Since we have limited resources and do not want to spread ourselves too thin, we must be focused and accept that we cannot do everything. FECA has developed its own missions priorities in order to remain focused in our missions involvement. The effort to focus should not be seen as a sign of narrowness. Instead, it is an intentional effort to pursue depth in our global missions involvement. A person without focus for life will end up going nowhere. Similarly, without focus, a church association's missions involvement will end up being very shallow. Thus, FECA chooses to focus on a few things and do them well instead.

2.2.8. We commit to beautifully integrating the charismatic dimension (being open to and obeying the leading of the Holy Spirit) and the managerial dimension (exercising our God-given prudence to plan and manage) of doing God's work.

We are not afraid of Spirit-led changes because we fully understand that "no growth without change, no change without loss, no loss without pain, no pain without conflict" (Rick Warren). Since the Spirit of guidance is also the Spirit of orderly creation, following the Spirit's leading is not contrary to but should go hand in hand with careful planning, efficient management, responsible stewardship, and transparent accountability.

2.2.9 We commit to challenge, nurture, and send out quality workers from among our community.

Although financial giving is an important way FECA contributes to global missions, money is no substitute for missionaries. Thus, we commit to send out the best quality people from among us, those who have received clear calling from above, confirmation from family and the church, and exhibited exemplary character and maturity. To that end, as we send workers out, we will continue to gently but

firmly ask those who are not ready for the field to wait and participate actively in the preparation process.

2.2.10 We commit to distinguishing between the essential and the non-essential.

We pray that the Holy Spirit will teach us how not to major in the minors, and that we would not, by focusing on the trivial and minor things, lose sight of a common vision and common goal.

2.3. Purpose of Missions Policy

1. Provide direction and boundaries for FECA's missions ministries and programs.
2. Define the relationships between First Evangelical Church Association (FECA) missions committees, member churches, missions organizations, and missionaries.
3. Maintain consistency and continuity in the operation of the missions ministries and programs.
4. Encourage sound decisions.
5. Provide accountability and integrity in the missions program.

3. Structure of the Missions Ministry

There exist two distinct missions committee structures synergistically responsible for all FECA missions programs: the Association Missions Committee (hereinafter referred to as "AMC") and the Local Missions Committee (hereinafter referred to as "LMC").

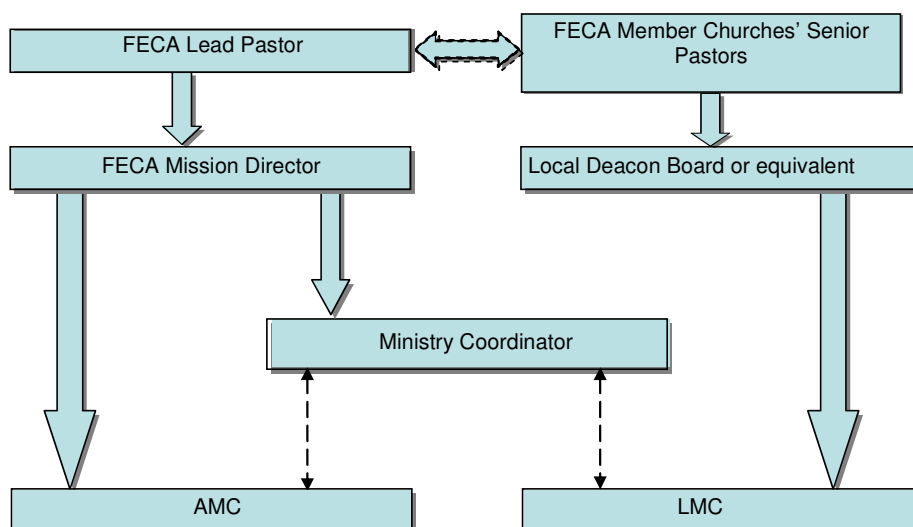


Figure 1 - FECA Missions Ministry Structure

Primary AMC Responsibilities	Primary LMC Responsibilities
Vision Casting	Missions Education
Overall & Long-term Planning	Missionary Caring
Defining Missions Priorities & Focus	Short-term Missions

Setting & Executing Policy	Mobilization
Screening & Approval of Missions	
Fund Application	
Budget & Financial Management	
Missions Education	
Mobilization	
Oversee Missionary Caring	

Table 1 - Comparison of AMC and LMC Responsibilities

3.1. Missions Director

3.1.1 Jurisdiction

The missions director serves under the jurisdiction of the office of the FECA lead pastor and reports directly to the lead pastor.

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3.1.2 Ministry Responsibilities

1. Give leadership to FECA missions program in the casting and development of an overall vision and strategy for missions involvement.
2. Provide supervision to the Association Missions Committee (AMC).
3. Provide guidance to the Local Missions Committee.
4. Serve as liaison between FECA and its member churches, partner organizations/agencies and missionaries.
5. Oversee the FECA Sending Committee and oversee the mobilization, selection, and training of potential missionary candidates for the missions fields.
6. Provide and coordinate pastoral care to FECA-Sent missionaries.
7. Oversee the missions education, training and mobilization of all age levels in FECA member churches.

3.2 Missions Ministry Coordinator

3.2.1 Jurisdiction

The missions ministry coordinator serves under the jurisdiction of the office of the FECA missions director and reports directly to the missions director.

3.2.2 Ministry Responsibilities

Assist the missions director to accomplish his/her ministry responsibilities outlined in Section 3.1.2.

3.3 Association Missions Committee (AMC)

3.3.1 Jurisdiction

The AMC operates under the jurisdiction of the office of the missions director.

3.3.2 Size

The AMC shall consist of representatives from the member churches. The AMC shall have no more than 3 representatives from each member church. The AMC shall have no less than 6 and no more than 15 voting members.

3.3.3 Frequency of meetings

The AMC shall meet as often as deemed necessary to ensure the proper function of all missions programs and no less frequently than once every 2 months. The chairperson may call special meetings as he or she deems necessary. The quorum for conducting business shall be a two-thirds majority of the voting members.

3.3.4 Ministry responsibilities of AMC

3.3.4.1 Modeling

Ministry is not just a task, but essentially an outflow of our inner life. AMC members should set examples by first living out the missions values and disciplines in their own lives, such as having passion for God's glory, nurturing a global heart and a willingness to venture by faith.

3.3.4.2 Praying

The AMC shall encourage all member churches in missions prayers. We believe that prayer is an indispensable component of all missions endeavors. The AMC and LMC shall work together in promoting missions related prayers.

3.3.4.3 Vision and Planning

3.3.4.3.1 The AMC shall serve as a lookout for FECA missions by anticipating world missions directional changes and needs.

3.3.4.3.2 The AMC is to prayerfully formulate the FECA missions vision that will serve as the guide for FECA strategic missions planning.

3.3.4.3.3 The AMC shall develop and execute a strategic missions plan congruent with such a vision.

3.3.4.3.4 The AMC shall share and submit such vision and plan to the FECA lead pastor through missions director and Governing Board for confirmation of vision and plan. Furthermore, the AMC shall actively share such vision and plan with FECA member churches.

3.3.4.3.5 Focus Ministries (Ref. Section 2.2.7 and 5)

3.3.4.3.5.1 The AMC shall initiate and organize task forces for FECA focus ministries as the work matures.

3.3.4.3.5.2 The AMC shall work with FECA focus ministry task forces to ensure proper planning, organization and funding of projects.

3.3.4.3.5.3 The AMC shall develop and execute missions plans congruent with all such foci.

3.3.4.3.5.4 The AMC shall share all such foci and plans with the FECA missions director, lead pastor Governing Board and pastors.

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3.3.4.4 Stewarding Resources

3.3.4.4.1 Budget

The AMC shall prepare an annual missions budget with detailed expense items for submission to the FECA Governing Board and the lead pastor via missions director for approval before every annual Missions Conference in October.

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3.3.4.4.2 Evaluation of support requests

The AMC shall discern, evaluate and make decision on all requests for financial support with the exception of short-term requests, which shall be done by the LMC.

3.3.4.4.3 The AMC shall administer the approved missions budget and maintain financial integrity.

3.3.4.4.4 Policy & procedures

The AMC shall develop written guidelines for its own procedures. This policy shall be reviewed and revised according to the guidelines in Section 10.2.

3.3.4.5 Mobilization

3.3.4.5.1 Encouragement

The AMC shall motivate FECA members to become actively involved in reaching the world and in particular those in the FECA focus ministry fields.

3.3.4.5.2 Coordination

The AMC shall coordinate efforts between the FECA member churches, sending agencies and missionaries in the field to mobilize FECA members.

3.3.4.5.3 Development of Missionaries

The AMC shall be committed to develop and equip those FECA members who have received or are seriously considering a call to missions. One of the primary means of development will be through the FECA Training Institute which is a life-transforming community for the formation of servant-leaders through spiritual disciplines, spiritual direction, mentoring and ministry skills development.

3.3.4.5.4 Short-term missions

The AMC, along with the LMCs, shall promote and develop short-term missions ministries that provide cross-cultural ministry exposure and training. Short-term missions should be consistent with the guidelines in Section 8.

3.3.4.6 Missions Education

3.3.4.6.1 Missions Education Program Development

The AMC shall join efforts with the LMC to develop a comprehensive missions education program for all member churches to nurture global Christians. This includes planning of the Annual Missions Conference, missions-related Sunday School classes, regular and special missions-focused fellowship meetings and maintain missions displays. All sharing of sensitive material must respect the prudence policy of related sending agencies.

3.3.4.6.2 Missions Conference Attendance

It is our desire to send representatives to conferences and meetings that inform and stimulate interest in missions. Such representatives may include the pastoral staff, members of AMC, LMC, or other designates from the member churches.

3.3.4.7 Missionary Care

3.3.4.7.1 The AMC shall encourage and follow up with each of the LMCs to care for all missionaries supported by FECA. These caring functions are described in Sections 3.4.4.2 and 7.7.

3.3.4.7.2 Field visits by AMC representatives shall be made for the purposes of missionary encouragement as well as for missions fact finding. Adequate planning and arrangements shall be made prior to departure. The representative should also spend sufficient time in the field for meaningful interactions, A written report of such a visit should be given to AMC in a timely manner.

3.3.5 Qualification of AMC members

3.3.5.1 Member must have a healthy spiritual life.

3.3.5.2 Member must be a member of a FECA member church for at least three years.

3.3.5.3 Member must commit to missions as his or her primary service in the church.

3.3.5.4 Member must have a global view of God's mission. In particular, the member must seek the greater common good of missions work for all member churches over any particular member church's desire or need.

3.3.5.5 Member must endorse the FECA missions policy.

3.3.5.6 Member must demonstrate dependability and responsibility in his or her assigned tasks.

3.3.5.7 Member must have had short-term missions experience.

3.3.5.8 Member must take or have taken US Center of World Mission's Perspective course or its equivalent during the first year of service.

3.3.6 Manner of Selection of AMC Members

3.3.6.1 The FECA missions director and ministry coordinator shall be permanent members of the AMC.

3.3.6.2 After consultation with the AMC chair and the member church senior pastor, the FECA missions director shall appoint new AMC members to the AMC. All AMC candidates shall fulfill the criteria for AMC members as outlined in Section 3.3.5. New AMC members shall be admitted at the beginning of each calendar year.

3.3.6.3 Each AMC member shall be a member of their respective LMC except for the missions director, ministry coordinator and at large member (see 3.3.7.2). This is to ensure that there will be good communication between the AMC and LMC's.

3.3.7 Term of Service

3.3.7.1 The AMC seeks to nurture and develop long-term co-workers and prefers to set terms of service that are multi-year. -On the other hand, each member church may have its own way of recommending candidates to become AMC members. For example, a member church may assign a deacon to serve on AMC and its deacon term is 2 years. Therefore, each AMC member shall serve one(1), two (2) or three (3) year term depending on the situation of the member church and can be re-appointed at the end of his/her term through the procedure delineated in Section 3.3.6.

3.3.7.2 Subject to the constraint of 3.3.2, at large members who are not members of their respective LMC may be appointed per 3.3.6.2. The term of at large member is 1 year and can be re-appointed at the end of his/her term.

3.3.8 Individual Responsibilities of AMC Members

3.3.8.1 Pursue continuous growth in the Lord and knowledge about missions.

3.3.8.2 Attend AMC meetings, both regular and special sessions.

3.3.8.3 Teamwork with other committee members to fulfill the responsibilities of the AMC (Ref. Section 3.3.4). Since it is impossible for any individuals to cover all the responsibilities, individual member should prayerfully choose to focus on a few responsibilities according to his/her gifts, burdens and the team-mix, to serve in sub-committee or task force when requested by the chairperson, and to pray for, to correspond and communicate with FECA supported missionaries.

3.3.8.4 Being a bridge between AMC and different member churches and in particular with the member church LMCs. Help to communicate, clarify and receive feedback from these groups.

3.3.8.5 Be familiar with the FECA Missions Policy, PPM612, and be able to apply it to different situations and cases.

3.4 Local Missions Committee (LMC)

3.4.1 Jurisdiction

Each LMC operates under the jurisdiction of its respective FECA member church in accordance with the organizational structure of the individual member churches. Each member church may establish its own LMC policy and the policy will take precedence over the LMC policy in this PPM. The LMC policy in this PPM serves as a default when no specific policy is set forth by the member church. Furthermore, the LMC works synergistically with the AMC and is committed to resolve any conflict with the FECA Missions Policy in a timely manner.

3.4.2 Size

The LMC shall have representatives from various congregations of the local member church. The LMC shall strive to have at least one (1) representative from each congregation. There is no maximum number in LMC.

3.4.3 Frequency of Meetings

The LMC shall meet as often as deemed necessary to ensure the proper function of all missions programs and no less frequently than once every 2 months. The chairperson may call special meetings as he or she deems necessary. The quorum for conducting business will be a 2/3 majority of the voting members.

3.4.4 Ministry Responsibilities of LMC.

3.4.4.1 Missions Education

The LMC shall oversee a comprehensive missions education program for the local member church which includes:

3.4.4.1.1 Participation in the annual FECA missions conference.

3.4.4.1.2 Conducting missions Sunday School classes.

3.4.4.1.3 Regular Sunday worship service missions sharing and prayer in each congregation.

3.4.4.1.4 Visits and presentations to raise missions awareness and encourage missionary caring at various fellowships.

3.4.4.1.5 Maintain missions related books, magazines and videos in the library and encourage the use of these resource materials.

3.4.4.1.6 Regularly update missions displays on the church campus with missions news, recent missionary photos and letters.

3.4.4.2 Missions Caring Functions: The LMC shall participate in the following caring functions as outlined in Neal Pirolo's book, *Serving As Senders*, while avoiding the use of sensitive items in all forms of

communication as well as mailing to restricted access countries. The caring of FECA sent and FECA church member missionaries shall take priority.

3.4.4.2.1 Moral Support

Being there to listen, encourage and counsel the missionary or candidate as God's will is revealed for the individual. Fellowships are encouraged to send special birthday, anniversary and holiday gifts to the missionary.

3.4.4.2.2 Logistic Support

The business of attending to personal and ministry details for the missionary before, during and after his ministry assignment.

3.4.4.2.3 Financial Support

Missionary regular support is from the missions fund managed by the AMC.

3.4.4.2.4 Prayer Support

Our prayer for the missionary must be comprehensive and faith challenging. We not only pray for the missionary's tangible needs, but must also pray for personal growth, ministry needs, and for God's glory to manifest in the missionary's life (Colossians 1:9-12).

3.4.4.2.5 Communication Support

Consistent, frequent and well-timed encouragement to the missionary via letters, emails, and phone calls.

3.4.4.2.6 Re-entry Support

Attend to missionary's adjustment upon return to the US from the missions field both during furlough and end-of-term re-entry.

3.4.4.3 Short-term Ministry

3.4.4.3.1 Organize and promote short-term missions trips as missions exposure and training for local church members.

3.4.4.3.2 Screen and evaluate all short-term candidates at the local member church in accordance with short-term ministry policy in Section 8, except when the short-term missions trip is sponsored by FECA. In which case, the respective FECA ministry task force shall screen and evaluate the short-term candidates.



3.4.4.3.3 Administer the local member church short-term missions fund as set by the AMC annually. The LMC shall discern, evaluate and make decision on all short-term missions support requests. All other requests shall be done by the AMC.

3.4.5 Qualification of LMC Members

3.4.5.1 Member must have a healthy spiritual life.

3.4.5.2 Member must be a member of a FECA member church for at least six months.

3.4.5.3 Member must have interest in missions as one of his or her primary services in the church.

3.4.5.4 Member must be familiar with the FECA missions policy.

3.4.5.5 Member must demonstrate dependability and responsibility in his or her assigned tasks.

3.4.5.6 Member must have or will have short-term missions experience during his or her first term of service (2 years).

3.4.5.7 Member is encouraged to take US Center of World Mission's Perspective course or its equivalent.

3.4.6 Manner of Selection for LMC Members

3.4.6.1 The missions deacon shall be a permanent member of the LMC during his or her term of service on the Board of Deacons.

3.4.6.2 After consultation with the LMC chairperson and the member church senior pastor or congregational pastors or elders, the senior pastor shall appoint new LMC member candidates to the current LMC. All LMC candidates shall fulfill the criteria for LMC members as outlined in Section 3.4.5. New LMC members shall be admitted at the beginning of each calendar year.

3.4.7 Term of Service

Each term of service shall be for two years and members can be re-elected at the end of his/her term through the procedure delineated in Section 3.4.6.

3.4.8 Individual Responsibilities of LMC Members

3.4.8.1 Pursue continuous growth in the Lord and knowledge about missions.

3.4.8.2 Attend all LMC meetings, both regular and special.

3.4.8.3 Serve in subcommittees and task forces as requested by the LMC chairperson.

3.4.8.4 Participate in carrying out LMC responsibilities as described in Section 3.4.4.

3.4.8.5 Be a bridge between LMC and groups within the different congregations. Help to communicate, clarify and receive feedback from these groups.

3.4.8.6 Be familiar with the FECA Missions Policy and Procedure Manual and able to apply it to different situations and cases.

3.4.8.7 Serve as a resource and educator of missions information and share resources and information about missions education and opportunities for participation.

3.4.8.8 Work with congregational pastors to identify, encourage and prepare potential missionary candidates in member churches.

4. AMC & LMC Officers, Manner of Selection and Duties

4.1. Association Missions Committee (AMC) Officers & Subcommittees

4.1.1 Chairperson

The Chairperson is appointed by the FECA missions director. First year committee members are not eligible to be chairperson. The chairperson shall carry out the following duties:

4.1.1.1 Coordinate all aspects of AMC ministries as outlined in Section 3.3.4 under the supervision of the FECA missions director.

4.1.1.2 Prepare agenda and preside at AMC meetings.

4.1.1.3 Appoint subcommittee chairs from current AMC members.

4.1.1.4 Serve as a member of the FECA Sending committee.

4.1.1.5 Prepare an annual report to the FECA lead pastor and the Governing Board.

4.1.1.6 Recruit committee members

4.1.2 Vice-Chairperson

The vice-chairperson is nominated by the chairperson of the AMC and confirmed by the AMC. The vice-chair presides at AMC meetings in the absence of the chairperson and assists the chairperson in coordinating AMC ministries as outlined in Section 3.3.4.

4.1.3 Secretary

The secretary is nominated by the chairperson and confirmed by the AMC. The secretary is responsible for records, safe keeps and distribution of meeting minutes.

4.1.4 Treasurer

The treasurer is nominated by the chairperson and confirmed by the AMC. The treasurer shall carry out the following duties:

4.1.4.1 Provide quarterly missions fund financial report to AMC or sooner if necessary.



4.1.4.2 Inform FECA lead pastor and the Governing Board about missions financial obligations or changes.

4.1.4.3 Prepare new annual missions budget no later than two months prior to the Annual Missions Conference (Ref. Section 6.1.2).

4.1.5 Designated Leadership and Subcommittees

In order to implement the goals of the AMC, committee members may be required to take up leadership in specific areas of ministry as outlined in Section 3.3.4. The designated leaders are appointed by the AMC chairperson at the beginning of each calendar year. Whenever feasible, the ministry leader shall form a subcommittee. The subcommittee members shall be informed of their expected responsibilities when asked to serve. They shall attend the subcommittee meetings as called by the ministry leads to fulfill the objectives. The following are permanent AMC ministry lead areas:

4.1.5.1 Missionary Support

The ministry leader shall carry out the following duties:

4.1.5.1.1 Review and screen all long-term missionary support requests in accordance with established FECA ministry priorities and criteria.

4.1.5.1.2 Present pre-screened applicants to AMC and arrange for an interview with the AMC when appropriate.

4.1.5.2 Seminary Student Support

The designated leader shall co-work with the representatives from the Spiritual & Ministry Formation Committee to carry out the following duties:

4.1.5.2.1 Review and screen all seminarian support requests in accordance with established FECA seminarian support criteria.

4.1.5.3 Education

The leader shall develop missions education programs by working with the LMC chairs. The leader shall carry out the following duties:

4.1.5.3.1 Plan and oversee the annual missions conference.

4.1.5.3.2 Assist LMC to develop effective local missions education programs.

4.1.5.3.3 Assist AMC members to broaden missions awareness by attending missions-related conferences and reading missions-related books, articles, videos and tapes.

4.1.5.4 Missionary Caring



The designated leader shall work with the missions director and the missions sending agency, the home church and the LMC to fulfill the caring obligations as detailed in Section 3.4.4.2.

4.1.5.5 Focus Ministry Task Force Liaison

When a FECA focus ministry is mature enough, the AMC shall initiate the formation of a task force specifically for that focus ministry. Each task force shall consist of members who demonstrate special interest and burden for that focus ministry. Each task force is empowered by the AMC to organize, plan and execute all projects related to FECA focus ministry. Each task force shall operate under self-established guidelines that must be consistent with the Missions Policy, PPM612. A member of the AMC shall serve as a liaison to each focus ministry and will regularly update the AMC on the current developments of the task force.

4.1.6 Term of Service

The term of service for the Chairperson, Vice-Chairperson, Secretary, Treasurer, and all designated leaders shall be for one year.

4.2 Local Missions Committee (LMC) Officers & Subcommittees

4.2.1 Chairperson

The chairperson is elected by the LMC committee. First year committee members are not eligible for chairpersonship. The chairperson shall carry out the following duties:

4.2.1.1 Oversee all aspects of LMC activities by coordinating with the member church deacon board, senior and congregational pastors at his or her church and AMC.

4.2.1.2 Prepare agenda and preside at LMC meetings.

4.2.1.3 Appoint subcommittee chairs from current LMC members.

4.2.1.4 Recruit committee members.

4.2.2 Subcommittees

Subcommittees are established to implement the goals of the LMC. The subcommittees are designed to fulfill specific functions of the LMC ministry areas as outlined in section 3.4.4. The subcommittee chairs are appointed by the LMC chairperson at the beginning of each calendar year. The subcommittee members shall be informed of their expected responsibilities when asked to serve. They shall attend the subcommittee meetings as called by the subcommittee chairs to fulfill the objectives. There is no designated permanent LMC subcommittee. The subcommittees are formed at the discretion of the LMC chairperson.

5. Focus Ministries

5.1. Background

In line with our core value to be focused (Ref. Section 2.2.7), different representatives from FECA member churches gathered together in July 1998 to evaluate the FECA Missions Ministry. After careful prayer and discussions, Missions Ministry priorities were defined (Ref. Appendix A).

5.2 Criteria

5.2.1 Our priority is to reach the unreached people groups and in particular those in the 10/40 window.

5.2.2 We seek a strategic long-term partnership with some of the missions agencies and the missions field, so we can be more effective.

5.2.3 We seek to match our gifts and resources where it can be most useful in the missions field.

5.2.4 We seek cooperation and joint effort amongst the member churches toward a particular missions field.

5.3 Focus Ministry Plan

The focus ministry plan is to devote precious human and financial resources to the missions focuses for at least three to five years. Each focus area is encouraged to form its own task force consisting of local FECA church members who have a particular interest in its ministry. Each task force is charged by the AMC with designing, coordinating, monitoring, and reporting its ministry activities. AMC is responsible for overseeing the task forces and funding focus ministries. In some cases, AMC may transfer its oversight to another FECA committee as the ministry matures. For all focus ministries under AMC oversight, the AMC is to review the ministry's effectiveness, recommend ministry direction, and make adjustments on human and financial resources. The AMC may explore a new focus ministry based on similar criteria as above. Periodically, the AMC may adopt a new focus ministry upon approval by the FECA Governing Board.

5.4 Focus Ministry Evaluation

Each focus ministry is evaluated annually. New ministries shall have a summary evaluation at the end of the third year at which time it may be renewed. All focus ministries, must satisfy the above criteria and be accepted by at least a 3/4 vote of all AMC voting members. Form 612-5-A are sent to each and every ministries supported by either the missions fund or sending fund for this purpose.

5.4.1 House Church and 3-self Church

FECA policy is to work mainly with house churches. Specific ministry which wants to deviate must provide justification for exception (security, doctrinal, potential for Government control, better choice for His kingdom) and get approval from missions director or higher authority before proceeding.

6. Funding and Disbursement Policy

6.1. Budget and disbursement

6.1.1 The missions fund shall be established by faith-promise pledges.

6.1.2 The annual missions budget for the next fiscal year shall be drafted and recommended by the AMC and approved by the FECA governing board and publicly presented at the annual joint missions conference in early October.

6.1.3 The fiscal year begins in January 1 and ends in December 31.

6.1.4 Disbursements of funds shall be in accordance with the approved budget and disbursement procedure in Section 6.6.

6.1.5 Allocation of the missions fund shall be made at the beginning of each fiscal year.

6.2 Nature of the FECA Missions Fund

6.2.1 It is a faith-based fund used solely for the purpose of missions work as defined above. As a designated fund, it cannot be used for non-missions related purposes.

6.2.2 It is a pooled fund with voluntary contribution from church members at various FECA member churches.

6.2.3 In addition to FECA Missions Fund which is now called GMF, Each FECA member church may raise its own mission fund called LMF, Local mission fund.

6.3 Relationship to Missions Priorities

The missions budget shall reflect FECA's commitment to missions ministry priorities as listed in Appendix A.

6.4 Fund Surplus

When the missions fund received in a fiscal year exceeds the actual annual expenses, a portion of the surplus shall be added to the reserve fund. If the reserve exceeds 50% of the annual FECA missions expense then any additional surplus fund shall be used for special FECA missions projects. The special missions projects must be approved by the FECA Governing Board upon recommendation of the AMC.

6.5 Fund Shortage

When the missions fund received in a fiscal year falls short of actual expenses, the member churches shall be challenged with prayer to meet the deficit. If the fund still remains insufficient to meet the monthly expenses, the following actions shall take place as necessary in the order listed:

6.5.1 Inform the member churches about the needs and challenge them to pray.

6.5.2 Approval of any new projects shall be postponed.



6.5.3 Use the missions reserve fund. While utilizing the reserve fund, the AMC will exercise discretion and cut back on items considered least urgent or non-essential.

6.5.4 Reduce the support to missionaries and agencies proportionately, or

6.5.5 Strategically re-align mission support priorities and focus based on ministry rating (Appendix B) and other factors to be determined by AMC and FECA leadership.

6.6 Disbursement Procedures

6.6.1 Approved Budget Item

With the exception of short-term missions funds, all requests for the disbursement of missions funds shall be submitted to the FECA office for approval by the FECA missions director. Disbursement requests should use the FECA requisition form.

6.6.2 New Budget Items

Requests for disbursement of missions funds which are not in the approved missions budget must first be submitted to the AMC for approval. If the request is approved by the AMC, then it will be submitted to the FECA Governing Board for final approval.

6.6.3 Short-term Missions and Training

Requests for short-term missions and training shall be submitted to the LMC of the member church.

7. Selecting and Financing Missionaries

7.1 Guiding Principles

7.1.1 Principle of Clear Sense of Calling

“Jesus went through all the towns and villages, teaching in their synagogues, preaching the good news of the kingdom and healing every disease and sickness. When he saw the crowds, he had compassion on them, because they were harassed and helpless, like sheep without a shepherd. Then he said to his disciples, ‘The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.’” (Matthew 9:35-38).

It is the Lord of the harvest who sends workers into the harvest field. Thus, all missionaries should have a very clear sense of calling. Human effort and endeavor, in and of themselves, are not enough to sustain a person in the missions field. Without a clear sense of calling, one should “run away from full-time ministry like running away from the fire of hell.” (Charles Spurgeon) In order to be good stewards of the welfare of God’s people and resources, consideration of support will be given only to those candidates who have very clear sense of calling. It is the responsibility of the church leaders and leaders of Association Missions Committee to discern and examine a candidate’s sense of calling. (For a detailed discussion on the theology of calling, please refer to Thomas Oden’s book, *Pastoral Theology*, p.18-25, New York: Harper Collins, 1983.)

7.1.2 Principle of Maturity

Without a certain level of maturity, one will not be able to withstand the challenges and hardship in the missions field. Thus, consideration of support will only be given to missionaries who show a certain degree of maturity. The degree of maturity can be evaluated based on the various process items suggested in Bobby Clinton's book, *The Making of A Leader* (Colorado Springs: Navpress, 1988). These process items include but are not limited to integrity check, obedience check, word check, ministry conflict, authority insight, faith challenge, and prayer challenge.

7.1.3 Principle of Long-term Commitment

We live in an age and time when the duration of service of missionaries is alarmingly low and where many people are confused about their lives and future. In order to be good stewards, we should focus our support on those who have committed to be career missionaries, and to a minimum of 3 consecutive years of service in the missions field. The great needs of the missions field do not allow us to support those who just want to try out different vocational options.

7.1.4 Principle of Local Church Commitment

First Evangelical Church Association (FECA) is an association of local churches. We deeply believe that it is God's will to expand God's Kingdom through local churches (please read the Epistle to the Ephesians). Thus, consideration of support will primarily be given to people who are committed to and show a deep genuine love for their local FECA member church and do not see it as an avenue to meet their own needs. A person who loves God will unselfishly love the church whose head is Jesus Christ. Local church involvement means that the candidate undertakes church membership seriously and there is evidence of a mutual relationship between the candidate and his/her local church. The candidate should also demonstrate faithfulness in tithing and serving, fruit bearing in ministry, and gifts exercised and confirmed. Also, pastoral recommendation is indispensable. A person who does not show the above qualities and commitments, or have a good pastoral recommendation is unlikely to function well in a cross-cultural environment far away from home.

7.1.5 Principle of Focus

FECA, under the guidance of the Holy Spirit, has made an intentional effort in choosing its missions foci and priorities. Consideration of support will be given to those missionaries or missions projects which are aligned with these foci and priorities. The effort to focus should not be seen as a sign of narrowness, instead, it is an intentional effort to pursue depth in our global missions involvement. A person without a focus for life will end up going nowhere. Similarly, without focus, a church association's missions involvement will end up being very shallow. Thus, FECA chooses to focus on a few things and do them well instead. FECA is also actively building overseas missions community to provide support and care to the missionaries it sends. Therefore, priority of support will be given to missionaries whose work aligns with FECA's missions foci and priorities. However, there is still room for consideration of support for FECA homegrown missionaries whose ministries are not in FECA's missions focus and priority list.

7.2 Categories

7.2.1 FECA Sent Missionary

PPM615 describes the qualification for FECA sent missionaries (officially referred to as field workers.) It also describes all the processes of becoming one of the field workers as well as the policies governing them.

7.2.2 FECA Supported Missionary

7.2.2.1 Under this category, the missionary will serve under an established missions sending agency, whose doctrinal statements are consistent with FECA's statement of faith. The agency should be sound and open in their financial policies and in their selection and training of candidates. In addition, they should demonstrate effective management of their missions field, and genuine care of their missionaries.

7.2.2.2 The missionary must commit to a specific missions field or project for at least 3 consecutive years.

7.2.2.3 Support Level

7.2.2.3.1 FECA church member – The missionary must be an active member of a FECA member church for a minimum of 5 consecutive years immediately preceding their application and fulfill the requirement stated in Section 7.1, Guiding Principles for Selecting and Financing Missionaries. Candidates who have been active church members for less than 5 consecutive years, but a minimum of 3 consecutive years immediately preceding their application and have shown significant service to their local church will also be given consideration of support. Support for missionaries under this category should not exceed 50% of their budget, assessed and approved by the AMC.

7.2.2.3.2 Non-FECA church member - Support for missionaries under this category should not exceed 25% of their budget, assessed and approved by the AMC.

7.2.3 FECA Missionary Apprentice

7.2.3.1 The purpose for the missionary apprenticeship is to develop those FECA church members who have received a strong indication that there is a call from God by faith to serve as a long-term cross-cultural Christian worker and wish to confirm and clarify this call. The period of apprenticeship shall be a minimum of 12 months and a maximum of 2 years in duration.

7.2.3.2 The apprentice must be an active member of a FECA member church for a minimum of 3 consecutive years immediately preceding their application and fulfill the requirement stated in 7.1, Guiding Principles for Selecting and Financing Missionaries.

7.2.3.3 The apprentice will serve under an established missions sending agency, whose doctrinal statements are consistent with FECA's statement of faith. The agency should be sound and open in their financial policies and in their selections and training of candidates. In addition, they should demonstrate effective management of their missions field, and genuine care of their missionaries. While on the field, the missions organization must provide a clear supervisory structure that has regular and close



supervision and mentoring. The supervisor/mentor will be required to submit a status report every 6 months.

7.2.3.4 The apprentice shall participate in a specific program or project that will help to clarify and confirm the apprentice's long-term calling. In comparison to most other missionaries, FECA will maintain a closer supervisory and mentoring relationship with the apprentice in order to ensure the development of the apprentice.

7.2.3.5 A recipient who prematurely ends his/her apprenticeship due to non-extenuating circumstances is obliged to repay his/her financial aid according to a schedule determined by the AMC.

7.2.3.6 Repayment of financial aid shall be waived if the recipient, upon completion of apprenticeship, enters into full-time ministry or seminary education for a minimum of four consecutive years. All other recipients will work out a repayment plan with the AMC.

7.2.3.7 Support for missionaries under this category should not exceed 75% of their budget, assessed and approved by the AMC.

7.3 Procedure for Application of Missions Funding

7.3.1 FECA-sent Missionary

As mentioned in 7.2.1, PPM615 describes the procedure involved in FECA sent works. A candidate not knowing which category he/she is best suited shall contact the FECA missions director for initial consultation.

7.3.2 FECA-Supported Missionary and Missionary Apprentice

7.3.2.1 The prospective missionary must submit a completed "Application for Missions Funding" (Form 612-7-B) with two letters of recommendation (Form 612-7-C) to the Association Missions Committee. If a FECA missions task force exists for the applicant's missions field or project, that task force shall first assess the application and then make a recommendation to the Association Missions Committee.

7.3.2.2 The Association Missions Committee shall arrange an interview with the prospective missionary, unless it is impossible due to geographical distance or other inconvenient circumstances.

7.3.2.3 The Association Missions Committee shall approve or disapprove the application and decide the amount of financial support. Once approved, use Form 612-7-D to authorize funding.

7.4 Deadline for Application of Missions Funding

7.4.1 Since the missions budget for each financial year needs to be approved by the FECA Governing Board and presented publicly at the Annual Joint Missions Conference in early October, the deadline for application will be June 1 of each year. The deadline for a supplementary application will be December 1 of each year.

7.5 Financial Policy for Missions Funding

7.5.1 Financial Change

In a financial shortfall all commitments will be decreased proportionally and the missionaries involved will be so notified. Other changes originated from the supported missionary or organization such as increase in support need shall be handled via Form 612-7-E or Form 612-7-F as applicable.

7.5.2 Termination of Support

7.5.2.1 Support may be terminated for cause because of reasons such as change of assignment or agency affiliation, deviation from FECA article of faith, specific ministry incompetence, personal or moral problems, or failure to fulfill responsibility to FECA. In such cases, termination may be effective immediately with no prior notification necessary.

7.5.2.2 Support may be terminated without cause because of reasons such as shortage of missions fund, change in FECA priorities, completion of assignment. In such cases, termination notice must be given at least 90 days before effective date.

7.5.3 Support from Outside FECA Churches

For the good of the missionary, so he or she may enjoy a wider base of prayer and financial interest, it will be necessary for each candidate to obtain the balance of their needed support from sources outside FECA churches. Therefore, the missionary supported by FECA shall not solicit financial support from any individual or groups, in whatever way, in the member churches unless there is prior approval from the Association Missions Committee.

7.6 Responsibility of Missionaries to FECA

7.6.1 FECA-sent and FECA-supported missionary

7.6.1.1 The missionary must maintain written correspondence with the Association Missions Committee at least quarterly. Exceptions must be approved by the Association Missions Committee. Annual evaluation of each and every individual FECA supported missionary shall be conducted using Form 612-7-A.

7.6.1.2 The missionary is expected to visit and spend meaningful time with the Association Missions Committee, the Local Missions Committee, and member churches during their furlough. As much as possible, the missionary is encouraged to meet with the Association Missions Committee and the Local Missions Committee when he or she passes through the Los Angeles area.

7.6.1.3 The missionary shall inform the Association Missions Committee of plans for furlough and visits at the earliest time in order for arrangement of sharing at member churches.

7.6.2 Missionary Apprentice

7.6.2.1 The missionary apprentice must maintain written correspondence with the AMC at least quarterly. Exceptions must be approved by the AMC.



7.6.2.2 Within three months of the completion of the term of service, the apprentice shall present a report to the AMC, which reflects his/her ministry as well as personal experience on the field.

7.6.2.3 The apprentice shall adhere to a written ministry agreement between the apprentice and FECA.

7.7 Responsibility of FECA Churches to our Missionaries

7.7.1 The primary responsibility for caring for missionaries belongs to the missionary's sending agency as well as his or her home church.

7.7.2 If FECA is the sending agency and one of the FECA member churches is the home church, then we will care for the missionary as described in section 3.4.4.2. The Sending Committee will coordinate the caring with the pastor of the missionary's home congregation and/or the related task force.

7.7.3 If FECA is not the sending agency, and one of the FECA member churches is the home church, then the LMC will coordinate the caring with the pastor of the missionary's home congregation, and related fellowships or groups.

8. Short-term Missions

8.1. Definition

Any endeavor consistent with the definition of missions as in Section 2.2.1 (with an exception as defined below) and is shorter than 12 months duration.

Exception to the definition is that short term endeavor to reach students and scholars from China sponsored by the Campus and Returnee Ministry of FECA is also under the policies of this section. (The cross cultural aspect of this activity depends on the cultural background of the participants. For the sake of simplicity since this activity was started as a missions effort it will remain as such.) In addition, LMC may designate specific activities as STM. Examples are inner city service trips by the youth group. Another example is short term team to go out of state in support of a new church planting effort. The reason for such STM exceptions is that operationally the STM process is directly applicable and ultimately missions is broader than the definition in Section 2.2.1.

8.2 Guiding Principles for Short-term Missions

8.2.1 Priorities

Since we have limited resources and do not want to spread ourselves too thin, we must be focused and accept that we cannot do everything. FECA has developed its own missions priorities in order to remain focused in our missions involvement. All short-term missions of both FECA and its member churches must be aligned with these priorities and foci. Other missions agencies and parachurch organizations should respect and be sensitive to our priorities.

8.2.2 Cooperation

As stated in 2.2.3, member churches are empowered to sponsor and control its own local missions endeavors and funding, over and above FECA-sponsored mission efforts. However, this is to be accomplished in partnership with FECA and consequently with other member churches, maintaining communication and coordination between the various activities.

8.2.3 Basic Missions Training or Exposure

Realistically speaking, the contribution short-term missions can make in the field is very minimal. Major contribution comes from the local long-term missionaries. Short-term missions are valuable in providing an environment for their participants to develop their missions skills, mission-mindedness, and cross-cultural experience. Furthermore, God may also use short-term missions to prepare and challenge some of us to a long-term commitment to missions.

We encourage our member churches to adopt Mexico or the Native Indians as a field for basic missions training or exposure. Different member churches can jointly adopt the same missions field(s) for this purpose. For exceptional reasons, a member church can adopt a different missions field for the above purpose with the approval of the AMC. Even for individual independent trips, we must aim at developing long-term relationships and not just short-term or haphazard endeavors. Besides the above basic training or exposure to short-term missions, LMCs should encourage brothers and sisters to join short-term missions organized by FECA.

Since it is our desire to utilize short-term missions as basic missions training, we strongly encourage attention to proper planning of every short-term missions trip. Such planning includes pre-field orientation, on the field session and post-field debriefing. During these group sessions, a leader-guide is to assist the group to address the spiritual, personal, logistic, interpersonal, cultural, endurance/enjoyment component of the trip. Details of such components are well written in the Servant Prep "Training for Missions Leaders" seminar workbook on short-term missions conducted on March 1, 2001.

8.2.4 Long-term Commitment

We live in an age where many people are confused about their lives and future. Hence spiritual direction is much needed. In order to be good stewards of our limited resources, we want to focus our priorities and support those short-termers to pursue long-term missions commitment and seek clarity about their participation in global missions. Our resources do not allow us to support those who just want to try out different vocational options.

8.2.5 Local Church Involvement

We will support and send out short-term participants who have a proven track record of ministry in their local church. It is important that they have learned how to build up good relationships with local pastors and coworkers in a teamwork setting and have borne fruit in local evangelism. If a person does not bear fruit in a local setting, it is unlikely that he/she will be able to function well in a cross-cultural environment far away from home.



8.2.6 Sacrificial Giving

As church members, we need to utilize our own finances first and not to assume that our church will finance our missions involvement. Short-term missions are journeys of faith. A basic test of faith is whether one is willing to use his/her own finances in a sacrificial manner for God's Kingdom. The financial support of AMC and LMCs is meant to subsidize whatever amount a short-term missionary cannot afford and not serve as the primary source of financial support.

8.2.7 Unexpected Intervention from God

God will always surprise us. Sometimes, He will sovereignly guide somebody to a missions field beyond our established priorities and foci. Such guidance, however, will definitely be revealed and confirmed by God in a communal setting. In other words, the leaders will be clear about God's leading in this respect. In such a case, we will prayerfully support the participants involved. Otherwise, we should be faithful to our priorities and the above guiding principles.

8.3 Type of Short-term Projects

8.3.1 FECA Ministry Project

FECA ministry short-term missions are trips sponsored and coordinated by one of the FECA ministry area such as Campus and Returnee Ministry.

8.3.2 FECA-Endorsed Short-term Project

FECA-Endorsed Short-term missions are trips sponsored and coordinated by a member church LMC. Such endorsement by FECA must have a clearly stated purpose (one of which must be that the endorsed project will serve as a basic training ground for missions involvement), demonstrate consistent participation by at least 2/3 of member churches and committed leadership by a member church group. In addition, an endorsed short-term missions must submit a yearly ministry plan to the AMC and abide by the ministry agreement between such ministry and AMC. FECA may assist such endorsed short-term missions through financial assistance, strategic planning, and ministry planning.

8.3.3 LMC-Sponsored Short-term Project

LMC-Sponsored Short-term missions are sponsored or endorsed by member church LMCs and they are led according to the member church's interest and burden. LMCs are responsible for all such short-term missions

8.3.4 Individual Independent Trip

These trips consist of individual members going on a short-term missions trip which is sponsored by an organization other than FECA or one of its member churches. Evaluation and approval of these trips are the responsibility of the LMC.

8.4 Funding Policy Guidelines

8.4.1 Three Part Funding Guideline

The funding guidelines for short-term missions are an expression of the belief that as part of the short-term missions experience, the short-term missions participant should involve the local church community as well as exercise both faith and personal sacrifice. Therefore, it is strongly encouraged that funding be raised from the following three areas:

8.4.1.1 Personal Resources

Candidates should first sacrificially use their own resources according to the guiding principle in Section 8.2.6.

8.4.1.2 Corporate Church Support

The FECA short-term missions fund which is disbursed by the LMC as described in Section 8.7.

8.4.1.3 Support from individual church members, family and friends by faith, ask for prayer and financial support from family and friends.

8.4.2 Priorities

8.4.2.1 Because of limited resources, preference of financial support will be given to AMC and LMC sponsored short-term missions.

8.4.2.2 Support for short-term missions applicants will be prioritized in the following order:

- a) individuals seriously exploring becoming a long-term missionary
- b) individuals who are open to long-term missions
- c) individuals who desire more exposure to short-term missions, but are not likely to become a long-term missionary.

8.4.3 Fund-raising for Approved Candidates

8.4.3.1 Church Support

No corporate or group fund-raising is allowed because the LMC short-term missions fund support already represents the church or corporate support. Applicants will not be allowed to raise funds in any church group or corporate setting (e.g. fellowship meetings, worship services). Applicants are encouraged to share about their trip and ask for prayer support, but they should not use the sharing time to solicit additional funds.

8.4.3.2 Support from Individual Church Members, Family and Friends

Only approved applicants can solicit funds individually from their friends, family and close associates in their member church through direct personal interaction such as e-mail, letters and personal

conversation. It is also encouraged that applicants broaden their support by requesting prayer and financial support from people outside the FECA church community.

8.4.3.3 Local Church Regulations

All fund raising is subject to additional member church regulations. All approved candidates should check with their LMC for any additional restrictions imposed by their local church.

8.4.3.4 Exceptions

If there are special circumstances, the applicant can request an exception to these fund raising guidelines, however, both the local church leadership as well as the AMC must approve the exception.

8.4.4 Maximum Funding

8.4.4.1 Full-time staff workers may receive up to 100% financial support.

8.4.4.2 Part-time staff workers and lay people may receive up to 50% financial support.

8.4.4.3 Students may receive up to 75% financial support.

8.5 Requirements for Short-term Applicants

8.5.1 It is preferable that the term of service be a minimum of 3-4 weeks. However, a shorter duration is allowable for special missions projects.

8.5.2 Opportunity is open to all members or regular Sunday attendees at FECA member churches.

8.5.3 Participants must have a desire to share Christ with others and to serve others.

8.5.4 Participants must be an active member of a church fellowship and have experienced the joy of sharing the Gospel with others.

8.5.5 Participants must be at least 18 years old or be accompanied by his or her legal guardian or have a signed permission note from a legal guardian.

8.5.6 For service-oriented projects, participants must have the necessary technical skills required by the project.

8.5.7 Participants are required to attend training programs deemed necessary by the LMC, focus ministry task force or sponsoring missions agency.

8.5.8 Participant must abide by all decisions of the LMC and focus ministry task force. He or she must submit to the supervision of the team leader who is accountable to FECA and the sponsoring agency.

8.6 Procedures for Short-term Applicant

8.6.1 Applicant first must make known his/her intention to the LMC and congregational pastor preferably 3 months before planned trip.



8.6.2 Applicant must submit a completed application for short-term missions (Form 612-8-A) and two letters of recommendation (Form 612-8-B) to the sponsoring ministry area or committee. Also fill out liability release (Form 612-8-C), medical and dental history liability release (Form 612-8-D, Optional), Short-term commitment (Form 612-8-E).

8.6.3 Upon acceptance by the sponsoring ministry and/or committee, the applicant's request for financial assistance will be evaluated by LMC preferably 6 weeks before the planned trip. An interview with the LMC may be required as determined by the LMC chair.

8.6.4 Funding of short-term ministry shall follow the outlined principles in Sections 8.4.

8.6.5 Upon acceptance, applicant shall work with LMC for vision sharing and solicit prayer partners both within FECA member churches and without.

8.6.6 While on the field, applicant must submit to the supervision of the team leader. He or she must keep in contact with his or her prayer partners and LMC by regular updates whenever possible.

8.6.7 Upon returning from the trip, applicant must submit financial accounting of his or her trip expense upon return from the trip no later than 2 weeks after the trip.

8.6.8 Applicant must submit a post-trip reflection form (Form 612-8-G) to LMC and focus task force within 2 weeks upon returning. A debriefing with LMC, task force and sharing with his or her congregation are strongly encouraged at the earliest possible time.

8.7 Short-term Missions Fund

8.7.1 Short-term missions funds are designated for short-term missions trips and missions-related conferences and seminars.

8.7.2 All short-term missions endeavors as defined in Section 8.1 and 8.3, that are not funded by special focus ministry funds shall be funded by the short-term missions fund.

8.7.3 The short-term missions fund is a block grant disbursed from the annual FECA missions budget to each member church LMC at the beginning of each year without specified allocation by AMC. It is entirely up to the LMC to allocate this block fund.

8.8 Financial Policy for Short Term Missions Travel Expenses

8.8.1 Travel expenses pertinent to the purpose of a missions trip shall be handled by its sponsoring ministry.

8.8.2 All requests for reimbursement shall be documented on a requisition form and be submitted to the sponsoring ministry's accounting office, along with receipts of all items listed, unless it is impossible to get receipts at certain places and circumstances.



8.8.3 Since the living standard varies from one place to another, there is certain flexibility in arranging accommodations for missions teams. However, identifying with the local living standard should be the guiding principle and the values of simplicity and safety also need to be considered. All requests for reimbursement will be approved according to the above principles.

8.8.4 In order to serve as a faithful steward to God's financial provision and to abide by Internal Revenue Service policy, all designated donations need to be used for the designated purpose. Therefore, all short-term missionaries who raise funds and channel them through the sponsoring ministry for tax-deductible receipts need to itemize their travel expenses on a requisition form (as mentioned in 8.8.2) and submit to the sponsoring ministry's accounting office, along with receipts of all items listed, unless it is impossible to get receipts at certain places and circumstances. Any funding surplus from the short-term missions trip will be deposited back to the short-term missions fund of the sponsoring ministry to which the short-terminer belongs and from which he/she has received financial support.

8.8.5 Short-term missionaries, who want to take additional trips before or after the missions trip, need to be reminded that these additional trips should not interfere with and have any negative effects on the short-term missions trip. In addition, they are also responsible for any extra cost involved. As a matter of integrity, short-term missionaries cannot use the funds they have raised for any purpose other than the expenses directly related to their short-term missions trip, i.e. they cannot spend their raised funds on things like personal side trips, sightseeing, or buying souvenir or gifts.

8.8.6 All reimbursements need to be claimed within thirty days upon returning from the field.

8.8.7 Tax deduction of self funded portion of the STM expenses shall be claimed by the participants directly on his/her itemized deduction form. The sponsoring ministry shall issue a letter (or e-mail) confirming the participant's involvement with the STM activity. Specific guideline can be found in Example 612-8-A.

9. Seminarian Scholarship

9.1. Purpose

This program was established to provide financial assistance to members of FECA member churches, as they receive basic theological training to become Christian ministers or missionaries. Our focus on Christian ministers and missionaries is due to the desperate need for committed ministers for pastoral ministry in the Chinese churches today and for missionaries who are willing to go where other people are not willing to go.

Besides theological education and character formation, it is also important and indispensable for applicants to learn the lesson of faith in financial matters during the formation process of becoming a servant of God.



9.1.1. Sacrificial Giving

As church members, we need to utilize our own finances first and not to assume that our church will finance our advanced studies. Full-time ministry is a journey of faith. A basic test of faith is whether one is willing to use his/her own finances in a sacrificial manner for God's Kingdom. The financial support of AMC is meant to assist with tuition costs and not serve as the primary source of financial support.

9.1.2. Unexpected Intervention from God

God will always surprise us. Sometimes, He will sovereignly guide somebody to a ministry beyond our established priorities and foci. Such guidance, however, will definitely be revealed and confirmed by God in a communal setting. In other words, the leaders will be clear about God's leading in this respect. In such a case, we will prayerfully support the applicant accordingly.

9.2 Eligibility

9.2.1. The applicant must have received a clear call to full-time ministry and have corporate confirmation of it by the local FEC member church congregation pastor and Senior Pastor.

9.2.2. The applicant should be an active member of a FECA member church for three consecutive years immediately prior to the time of application. However, the committee in its discretion may consider an applicant who has been a member of a FECA member church for a shorter time.

9.2.3. In line with the above-stated purpose, financial aid is provided to a qualified applicant studying toward a first theological degree (MDiv, MA). FECA recommends full-time study for the applicant.

9.2.4. The applicant must attend an Association of Theological Schools (ATS) accredited seminary.

9.3 Application and Disbursement Procedures

9.3.1 FECA will accept applications once a year, commencing Feb. 15 of each year for disbursements for the Fall quarter or semester. The applicant must complete and submit the following no later than June 15 prior to the Fall quarter or semester in which the applicant will begin his or her studies:

9.3.1.1 The financial aid application (Form 612-9-A for new applicant or Form 612-9-B & C for returning seminarian) along with a recent photo;

9.3.1.2 Two references - one must be from his/her congregation/ senior pastor, and the other from his/her supervisor/ mentor (Form 612-9-D); and

9.3.1.3 Receipt from a LiveScan (fingerprinting) service confirming that the applicant's fingerprints have been submitted to the FBI and Department of Justice (DOJ) for review. If the applicant's fingerprints have been submitted to the FBI and DOJ within the past two years on behalf of a FECA-member church, and the applicant's record shows no criminal conviction, then a letter regarding such report from the FECA-member church will be accepted.

9.3.2 Upon receiving the completed application, AMC sub-committee will schedule an interview with the applicant within 45 days.



9.3.3 After the interview is completed, as part of the application process, the applicant must complete psychological testing with a psychologist or psychological service chosen by AMC. AMC will bear the costs of such testing. The testing shall include MMPI, 16PF and 2 interview sessions related to the applicant's suitability for full-time ministry.

Within 30 days of the completion of the psychological evaluation, a report prepared by the psychologist or psychological service mentioned previously, shall be sent to FECA office (Attn: Missions Director of FECA). The report and the information from the testing will be held in strict confidence. Applicants will be asked to sign a release form, allowing the Financial Aid Sub-committee to review the report for the purpose of qualifying for financial aid only. Each subcommittee member shall also sign a confidentiality agreement and will not disclose or discuss the contents of the report outside of the sub-committee meetings.

9.3.4 Within 30 days of the report's delivery, AMC will notify the applicant of its decision on the application.

9.3.5 [Tuition Fee](#): Once an application is approved, AMC will determine the financial aid based on the applicant's need. AMC will approve sums up to \$10,000 (for full-time study or prorated for part-time study) per year to cover tuition and books with a maximum lifetime award of \$30,000 for completion of the MDiv or MA degree. Funding is limited to the regular school year (three quarters or two semesters) and will not be allocated for Summer or abbreviated intersessions. However, the committee has the discretion to consider an applicant's circumstances and the need to take a course during Summer School or an abbreviated intersession.

9.3.6 [Living Expenses](#): In addition to Tuition Fee awarded under 9.3.5 above, applicants may apply up to \$500 per month per academic year for living expenses only, i.e.: rent, utilities, etc. "Academic year" is defined based on the enrolled college system, up to 9 months period. Funds are available pending missions fund income and total seminarian disbursement.

9.3.7 Tuition fee disbursements will be made in installments prior to the beginning of each quarter or semester and shall be paid directly to the seminary, while living expenses disbursement will be paid monthly to the applicant. The recipient must submit to AMC a copy of his/her registration at the beginning of each quarter or semester.

9.3.8 All financial aid awards are renewable on an annual basis for a period of up to four years for MDiv recipients or three years for MA recipients, unless special circumstances preclude the possibility of finishing in this timeframe. Decisions on any exceptions to the time frames set forth in 9.3.7 shall be made by the AMC. Applications for renewal (Form 612-9-B & C) must be submitted by June 30, prior to the beginning of the academic year.

9.3.9 Applicants will be considered on a first come first served basis with priority given to seminarians previously approved to receive FECA financial aid. The total amount available for disbursement to seminarian applicants is also dependent on the approved mission budget and missions fund income.



Lifetime award for seminary tuition and living expenses under this policy will be adjusted based on inflation every three years by AMC.

9.3.10. It is recommended that the recipient obtain a paid internship at church or other work to make up for any shortfall of funds.

9.4 Compliance Guidelines

9.4.1 A financial aid recipient shall be supervised and guided by a member of the pastoral staff of a FECA member church. All recipients are strongly recommended to participate in the Ministry Development Fellowship or equivalent community that will provide one-on-one mentorship.

9.4.2 The recipient is responsible for preparing an annual report summarizing the progress of his/her studies and ministry. The pastoral adviser will review this report and offer his/her comments. In addition, the pastoral adviser, the recipient, and a Ministry Development Fellowship staff will work together on a specific plan of growth for the recipient. The annual progress report and a copy of the growth plan should be forwarded to the AMC. They will be taken into consideration in approving the renewal of the applicant's aid or his/her future applications.

9.4.3 The recipient is expected to serve in a full-time ministry capacity for at least one year upon the completion of their degree as governed by 9.3.7.

9.5 Repayment

9.5.1 Repayment of financial aid shall be waived if the recipient, upon graduation, immediately engages in full-time ministry for a minimum of one year. If the recipient fails to engage in full-time ministry within three years of completing the degree, the recipient shall repay the financial aid received to AMC. A Repayment Plan can be arranged with the AMC.

9.5.2 A recipient who discontinues his/her studies due to non-extenuating circumstances is obliged to repay his/her financial aid according to a schedule determined by the AMC.

10. Interpretation and Amendment of Policy

10.1. Enforcement and Interpretation of the Policies

10.1.1 These policies shall be duly followed at all times except in extenuating circumstances where a compelling and convincing cause is evident. An exception to the policies shall be approved by a 3/4 majority vote of the members of the AMC and shall be duly recorded in the minutes thereof.

10.1.2 The original intent and values behind the policies shall be the guide when there are any disagreements over the interpretation of the policies.

10.1.3 These policies shall take precedence in the event of a conflict between this policy and any other FECA or FECA member church mission-related policy.

10.2 Amendment of Policies

10.2.1 Amendment of PPM612 shall comply with PPM102. In addition, it shall be reviewed at a minimum of once every three years by the AMC.

10.2.2 In situations which are not covered by the existing policies and where God's guidance is evident, the existing policies may be duly amended to address such a situation. An amendment proposed by AMC must be approved by a 3/4 majority vote of the members of the AMC and then be submitted to the FECA Governing Board for final approval.

Appendix A: FECA Missions Priorities

A.1 Ministry Development

- Ministry development for pastors, mission committee members and potential full-time workers and missionaries.

A.2 Mobilization

- Prayer, information and action.

A.3 China Ministry

- Minorities
- Training for house churches

A.4 Diaspora Chinese Ministry

- New immigrants from China
- Chinese scholars in USA
- Chinese in St. Petersburg, Russia

A.5 Himalayan Ministry

- Church planting in Sikkim

A.6 Prison Ministry (Vision Choir)

A.7 Muslim Ministry

Appendix A captures the priority prior to approval of Appendix B in 2013. With Appendix B in effect priority may be modified from year to year after 2013.

An additional consideration in regard to setting missions funding priority: individuals and teams associated with FECA and its member churches shall be given higher priority. However, this desire to take care of our own needs to be balanced from time to time with the desire to explore strategically important new initiatives not currently pursued by FECA members.

Appendix B: Rating of FECA Missions Ministries

The purpose of appendix B is to document the criteria for rating all FECA missions ministries. This include ministries of FECA supported missionary, ministry of FECA sent workers, old ministries and potential new ministries. The rating does not affect day to day operations. However, it can guide selection and funding of new ministries and phasing out of old ministries. This rating is not the sole determining factor for funding decisions. While it is true that rating will play a key role on the funding of new ministries, it does not mean that a ministry with low rating will face funding cut. Other factors such as overall health of missions funding, size of funding, and funding transferrability may be considered (i.e. the fund being cut is not likely to be made available to the higher priority ministry due to donor loyalty.)



Rating of FECA ministries shall be keep updated at least once a year prior to the beginning of the budgeting process in June. It shall be made available to all ministries area upon request unless there is a security concern. In that case a sanitized version shall be provided.

Criteria/Factor ^{1/}	Weight	Comment
Alignment with Vision Statement	20%	Relevance to church planting & church growth (Directly relevant 10 points: Indirectly relevant, 5 points, not relevant, 0 point) Ministry meeting the sustainability and reproducibility qualifiers in the vision statement (5 points for an rating of yes for each. 3 points for potentially yes and 0 point for a rating of no.) Bonus 5 point for frontier missions, total not to exceed 20 points in this category.
Synergy with other FECA focus areas and ministries, including member church ministries	20%	Manpower sharing, material sharing, lessons learned sharing, sharing of training with other FECA focus area and ministries (5 points each for high potential, 3 points each for medium potential, 1 point each for low potential, 0 point if no potential .)
Impact of FECA support to the overall ministry	10%	10 points if it is significant. 5 points if somewhat significant, 0 points if not significant
Ministry effectiveness and impact	50%	Sub-factors include clarity of yearly plan and objective (20 points); internal & financial control and accountability structure (10 Points), Meeting yearly operational objectives (20 points). Point for each sub-factor is reduced correspondingly for lower assessment ratings

1/ There is also an over-riding criteria: Integrity. This is a pass-fail criteria, When a failed grade is accessed the total score will be divided by 2.