

Missions Ministry Handbook

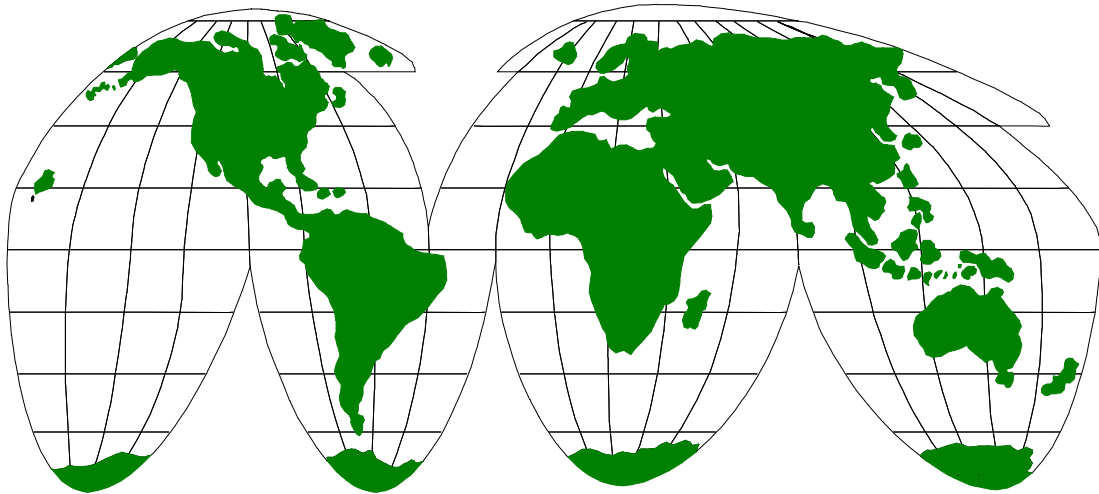


Fairbanks Alaska
March 2011

Missions Ministry Handbook

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Missions Ministry Handbook

Bethel (Baptist) Church
Fairbanks Alaska
April 2006 March 2011

Introduction

The purpose of this document is to give those serving on the Missions Board a timeline and description of tasks normally carried out during the course of a year.

The first section of this document is a list of tasks or projects in chronological order through the church fiscal year (April through March). The second section highlights the few tasks which continue throughout the year. The third section of this document discusses various functions of the Mission Board which occur from time to time. Finally, appendices have examples of notes, ~~and~~ tables commonly used, and forms used for mission candidates

This document will not cover how to carry out special events because the things you need to do to coordinate with others in the church may change from year to year. Also, this document is not meant to replace Missions Policy, only to supplement it. Each Mission Board member should become familiar early in their term with the Mission Policy, which is available from the Mission Board Chair or Church Secretary.

Please approach this document as one to be changed as needed. While many things are done each year in the same way, this document merely is an aid to doing the tasks, *not a decree to be followed*. The Missions Board should freely review these tasks on occasion to determine if they are relevant to the current missions ministry at Bethel Church.

Terms used:

Agency: depending on the context, can mean either:

- A mission organization we support directly on the Missions Budget, where money does not go to a specific missionary, but to the operating costs of the agency (e.g CareNet Pregnancy Resource Center, Camp LiWa, Alaska Bible College, etc). OR
- Any mission organizations, with or without individual missionaries we may/may not support. Thus SEND, International, through whom Bethel supports several missionaries, is an agency in this use of the definition.

Chair: Means Chairman, chair woman, chairperson.

Missionary Friend: A person who is serving as a missionary and has attended, or is attending, Bethel Church for a long enough time to develop relationships with some people, but is not supported on the Missions Budget.

Chronological Tasks

- 1) **At the close of the Annual Meeting:** the Chair from the previous year should arrange for a board meeting within the following month; acceptable dates/times should be discovered from those board members present, and the Chair will check with any other board members soon after. The Chair will then set a Meeting Date/time and communicate that to all board members.
- 2) **Within two weeks after the Annual Meeting:** The Chair or ongoing member will:
 - a) Notify the missionaries on/added to the budget of any changes of support either by email or letter.
 - b) Give to the bookkeeper a list of changes to the Missions budget, or the Missions budget as approved by the church (see Appendix 1) including changes in monthly amounts.
 - c) If the monthly support is usually sent by check, notes to the Mission Agencies of any changes to the Missionary's monthly support should be given to the bookkeeper (See Appendix 2). These notes the bookkeeper includes with the checks to the agencies. Normally, the first payment of the church year includes both April and May amounts, so the notes should indicate that as well. For this task the term "agency" means the agency ANY missionary serves with (like SEND, Wycliffe, CBI, etc) as well as agencies Bethel church supports directly (like Pregnancy Resource Center, Young Life, etc)
 - d) If the monthly support is sent by EFT (Electronic Funds Transfer), the treasurer will take care of setting up/changing the monthly transaction, but the Missions Chair should notify the agency of the new support/change either by letter or email.
- 3) **At the first board meeting of the year:**
 - a) The Chair of the previous year will provide a copy of the Missions Budget, approved by Bethel Church at the Annual Meeting, to the board members
 - b) The Chair will request from the Church secretary enough copies of the Missions Policy for each oncoming board member, and distribute it to them
 - c) The Chair will come with a draft Agenda for the meeting, at least consisting of election of officers (Chair, Secretary) ongoing task assignments, and any items to carry over from the previous meeting. Ongoing task assignments may include ~~Sending Team representatives~~ Support Team Coordinator, coordinators for other missions efforts like prayer, Short Term Missions, etc.
 - d) After election of officers, the new Chair will proceed with the draft agenda.
 - e) ~~Sending Team representatives should be decided upon.~~



- 4) **July Meeting:** If the chair cannot attend the quarterly Business meeting at the end of the month, they should request someone else on the board to do so. The chair should write up a quarterly report and email it 3-5 days in advance of the meeting to the church secretary. If the Missions Board report is brief, you can just give a verbal report at the meeting. This report should include special needs/ prayer requests that have come in from missionaries, projects, and activities conducted by the Board in the last quarter. The chair is responsible for submitting a report for each quarter of the the year he/she is in office.

5) August or September meeting: During this time, it would be good to schedule any reports from students or others who have served in missions over the summer.

- a) This would be for those who have made a presentation to the church in the spring.
- b) If possible, schedule the person to interview with the missions board first, or else soon after their report.
- c) Coordinate with Pastor Keith a Sunday where the person can give a brief report on their missions experience, and express thanks to the congregation for supporting them.

4) **September or October meeting:** Preparing for Christmas. Currently there are three activities that take place around Christmas: Operation Christmas Child, The International Day of Prayer for the Persecuted Church, and the Christmas Missions offering. In September it is time to begin planning for Operation Christmas Child.

a) **Operation Christmas Child:** This is a project coordinated by the international missions agency Samaritan's Purse, where shoeboxes full of Christmas gifts are collected from participating churches and communities, then distributed to needy children around the world, with Samaritan's Purse adding gospel literature to the boxes. Normally the event is promoted at Bethel Church the last weekend in October or first weekend in November, and the shoe boxes are collected two weeks later. Samaritans Purse supplies info (flyer) on the content of the shoeboxes and prohibits a few types of toys and games. ~~Note: collections made in Alaska always go to Russia, as shipping is much cheaper.~~



- i) ~~Contact: Kathy Congdon (She is also the Community Coordinator for this event)~~ a small group to coordinate this event
- ii) Collection date: a Sunday in Mid-November; called "Collection Sunday".
- iii) ~~After contacting Kathy Congdon,~~ Ask the coordinating small group to contact Pastor Keith to schedule the Sunday to promote this event. ~~Kathy may have A short DVD that can be played during the services.~~
- iv) Ensure the Bulletin has announcement about the Collection Sunday...on that Sunday and the Sunday *previous*.
- v) Typically shoe boxes have been turned into the church office for safekeeping until ~~Congdon~~ the Community Coordinator can remove them – either after the 2nd service on Collection Sunday.
- vi) ~~Important:~~ Even between services the shoeboxes should be placed in the church office as there has been an incident in a past year where the cash in boxes has been stolen between the time they were dropped off at the church and picked up by ~~Congdon~~ Community Coordinator. (Samaritans Purse suggests a \$5 donation with each box to aid shipping; can be cash or check; during the incident boxes only with cash had been tampered.
- vii) ~~Congdon~~ Community Coordinator usually visit the church again during the week following Collection Sunday to pick up any shoeboxes people brought in late.
- viii) A few weeks after the collection you may want to find out from ~~Kathy~~ coordinating small group how many boxes were collected from Bethel and note that in the church bulletin as a thank-you for folks' participation.
- ix) History: We have been doing this since 1998 (approximate).

- b) **International Day of Prayer for the Persecuted Church** – occurs on a particular Sunday in November. Materials for this ~~come from Ralph Pike Jr.~~ need to be ordered by Missions Board in late October from Voice of the Martyrs.
- i) Typically what has been done is to set up a 4-foot table in the entrance foyer of the church, with a Missions board member staffing the table before/after service to hand out literature that comes in VOM packet. Pastor is contacted to arrange playing the DVD during Sunday Service. An announcement can also be placed in the bulletin.
 - ii) History: We have been doing this since 2004.
- c) **Christmas Missions offering**
- i) This has been an offering divided equally between the missionaries Bethel Church supports on the Missions Budget. From time to time we review whether to also include the agencies on the budget as well. ~~but so far we have not.~~
 - ii) Date: normally in mid to late November; coordinate with Pastor ~~Keith~~. BUT it wouldn't hurt to change this to earlier in the autumn (October/early November) so that all missionaries might receive their portion before the holidays. Some agencies take a while to process checks, so getting this done earlier may ensure receipt by Christmas.
 - iii) Before the gift is taken, we chair or secretary should ask the missionaries via email, etc, which of the three types of designation their portion is to be specified: Personal gift, Extra Support, or Special Project. As their responses are received, ~~you may want to begin creating an instruction document a~~ spreadsheet is created for the Bookkeeper (see ~~item vii below~~ Appendix 3).
 - iv) In 2005 we added the designation Personal Gift after asking the Treasurer if this was appropriate to do, with the gift still being tax-deductible, and he said yes. (this is different than when an individual gives a personal gift to a missionary through the missionary's agency – then the gift is NOT tax-deductible).
 - v) A week or two ahead of the collection, and on that Sunday, either an announcement should run in the bulletin about the offering and/or a brief PowerPoint slide show (contact Pastor ~~Keith~~ to coordinate) showing at least the missionaries and their names.
 - vi) Within a week of the offering being collected, find out the total given amount from the Financial Clerk.
 - vii) Divide the amount equally among the number of missionaries supported. If there is a remainder of a few cents, what is typically done recently is to distribute the remaining cents to the married missionaries rather than singles, ~~but you can certainly change that approach.~~
 - viii) Provide to the Bookkeeper and Treasurer instructions on how to distribute the amount to each Missionary. See Appendix 3.
 - ix) For those missionaries who request the gift to go to Extra Support, provide a note for the Bookkeeper to enclose to the Agency. See Appendix 4.
 - x) After you know the amount of the offering:
 - (1) ~~You will need to~~ notify the missionaries of the amount they will receive, so they can be sure it processes correctly. This is a good time to include a Christmas card signed by all the missions board members and a letter of encouragement and prayer support to the missionaries.
 - (2) You can provide a general Thank-you note to the congregation in the bulletin of the total amount and the approximate portion going to each missionary.
 - xi) In January, the church or the board person who contacted missionaries, will have received in the mail ~~or the one on the board who sent the notification emails to the missionaries~~ thank-yous from the missionaries for the gifts. You may wish to include these in the church bulletin, like combining a number of them on an insert, or the like.
 - xii) History: We have done this since November 1995

- 5) **October meeting:**
 - a) Follow-up on any items related to Operation Christmas Child, Day of Prayer for the Persecuted Church, and the Christmas Offering for Missions.
 - b) If the chair cannot attend the quarterly Business meeting at the end of the month, they should request someone else on the board to do so. The chair should write up a quarterly report and email it 3-5 days in advance of the meeting to the church secretary. If the Missions Board report is brief, you can just give a verbal report at the meeting.

- 6) **November Meeting**
 - a) Follow-up on any items related to Operation Christmas Child, Day of Prayer for the Persecuted Church, and the Christmas Offering for Missions.

- 7) **December Meeting:**
 - a) Schedule this meeting early in the month due to increasing activities people find themselves in as the Christmas approaches. In some years, if there's no imminent issues, suspending the meeting may be best!
 - b) Follow-up on any items related to the Christmas Offering for Missions.

- 8) **January Meeting**
 - a) Budget: it's time to start planning for the next (fiscal) year's Missions Budget, and that first involves emailing contacts at mission agencies to find out the needs of the particular missionary we support. *In recent years Trustees have requested budget proposals by the end of February.*
 - i) Request the 1) full support amount (with any anticipated raises for the year) and 2) the average shortfall...or the average incoming support over the last 6-12 months.
 - ii) Appendix 5 lists the current contact info for each missionary's support, and includes an example email
 - iii) After 10-14 days with no response, you will probably want to send an email reminder again, then wait a week or call the agency/Missionary.
 - iv) Eventually you will want to develop a Worksheet with all the budget info on it for the Board to use to determine how to modify the budget for the next fiscal year, and in which areas there should be modifications or additions.
 - (1) Appendix 6 is an example worksheet.
 - (2) The worksheet is meant to be an internal document of the Missions Board, and not meant for general distribution, unlike the Missions Budget proposal. However, it may be good to have a copy of the worksheet at hand at the Annual meeting to answer any questions (most years there haven't been any).
 - v) Any new missionaries to be supported should have already filled out and submitted an application along with the required references and been interviewed by the missions board. (See Mission Policy Manual). A one-page summary introducing the new missionary should be prepared to be submitted with the proposed missions budget at the annual business meeting.
 - b) If the chair cannot attend the Quarterly Business meeting at the end of the month, they should request someone else on the board to do so. The chair should write up a quarterly report and email it 3-5 days in advance of the meeting to the church secretary. If the Missions Board report is brief, you can just give a verbal report at the meeting.
 - c) The chair should, along with the emails asking missionaries for updated support information, also ask the missionaries to send in an annual report, highlighting the missionaries' activities during the year. Copies of these annual reports should be made available to the congregation at the annual meeting in April.

9) **February Meeting**

- a) **BUDGET:** A significant portion of this meeting is usually devoted to preparing the next fiscal year's budget. Trustees have in recent years called for budget proposals by the end of February. As soon as the majority of missionary support figures are in, the process can begin. The Budget Worksheet (Appendix 6) can be a tool to help you plan the new budget.



10) **March Meeting**

- a) During this month and next, you may find that you are interviewing folks for Summer Mission Trips.
- b) The Chair will likely want to begin preparation of the Annual Report, usually due 10-14 days before the Annual Business Meeting (last Wednesday in April).
- c) A decision should be made by any members who have fulfilled their terms of two years service on the Mission board as to whether they intend to serve another term or not and that decision should be communicated to the nomination committee. Any names of folks the mission board members would like to see nominated to the missions committee should be submitted to the nominating committee at this time as well.
- d) The Missions Board should strive to use the budgeted short term missions funds earlier in the year to encourage church members to serve in short term missions. If, at the March meeting it is found that funds remain in the short term budgeted line, board members should decide where these funds could best be used for special projects of currently supported missionaries or agencies or other mission needs that come to their attention and have been approved in the proper manner.

Ongoing Tasks

1. **Sending Support Teams**

- a) ~~Sending Support Teams have been formed for missionaries commissioned from Bethel Church. Recently we expanded to begin a Sending Team for Dave and Kay Henry; they were commissioned years ago in a church in Florida, which has since folded. For a while now have considered Bethel Church their home church, so we started a Sending Team for them. Ideally, it would be great for each missionary Bethel supports to have a Sending Support Team, even if they are commissioned in another church.~~
- b) A member of the Missions Board serves as a representative to the Sending Team Support Team Coordinator and oversees all the Support Teams, their leaders and development of new Support Teams as needed.
- c) The book *Serving as Senders* (Neal Pirolo) has been used as the operating concept as well as the training material for Sending Support Teams. Each Sending Support Team functions in a unique way, so that one or two of the Sending Support elements may be emphasized over several others. Past training has stressed the responsibility of the Sending Support Team to make their Team work. On occasion, though, we find the Mission Board has to prod the Sending Support Team to resume meeting. It's best if a Team can meet every 2 months, or at least quarterly. (See Missions Policy Manual for Support Team responsibilities.)
- d) ~~One situation that has arisen in three Sending Teams so far since they began at Bethel Church is that of the Sending Team Leader being from another church. In all cases the Sending Teams either folded or stopped meeting for a long time (one year). Basically it's difficult to maintain the momentum of meeting when the Leader doesn't have contact with other Team members often. And that's the rationale behind the statement in the Missions Policy under Sending Teams requiring the Sending Team Leader be a Bethel Church member.~~
- e) ~~April 2006 Sending Team Status:~~
 - i. ~~Mike and Jenny Cogan Family: Leader Dave Person~~
 - ii. ~~Donna Smith: Leader Kerry Pippin~~
 - iii. ~~Steve and Dorris Stevenson: Leader Keith Payne~~
 - iv. ~~Dave and Kay Henry: Leader Gloria Milanowski~~

2. **Missions Bulletin Board/Literature Table** – ~~this is located on the south wall of in the foyer of the church just outside the auditorium/sanctuary. In the past Various missionaries and agencies Bethel Church supports have been are highlighted with pictures and recent updates. There is also a portion of a bulletin board on the east wall closest to the south wall which is also used for missions — mainly Missionary Friends. It is the responsibility of the Missions Board to update the information in these boards, keep this information current and pass on to the church secretary updates that can be placed in the weekly bulletin.~~

3. **Missions Correspondence and Files in Church Office:** The Missions Board Chairperson should check the Missions mail box at the church office regularly and should keep current emails/addresses on file for each missionary. Missionary's email correspondence should ideally come to the church office email address and then be forwarded to the chair and missions board members. This will keep a central location for all correspondence. The missions board secretary should keep paper files of current and previous missionaries' correspondence up to date in the church office filing cabinet. Information and updates should be kept for 5 years and then purged. Meeting minutes should be kept on file indefinitely.

4. **Missions portion of Bethel Church Website:** Bethel Church website has a section highlighting our current missionaries and agencies. This website should be kept up to date at least quarterly with pictures and text that is current. Missionaries and agencies should be contacted as needed to send in updated material, and this should be posted to the website by the webmaster. Care should be taken not to post information that would endanger missionaries that are located in closed nations. If possible, missionaries' and agencies newsletters and other updates should be forwarded to the webmaster to be posted on the website as well.

Tasks Which Occur On Occasion

1) Interviewing Missionaries

- a. ~~Individuals going on Short Term Missions with a Mission Agency~~ — Normally we use ~~The candidate should fill out the form Mission Service Questionnaire STM Application and be interviewed by the Missions Board a one-page form that gives us some basic questions to ask, and STM Policy part B.~~ In this particular case the person has filled out a more extensive application with the Agency, along with supplying a few statements to the agency from references. So the Mission Agency is assuming the Liability of the trip/project. The interviewee should provide the Mission Board in advance with information about the agency. Note the accountability requirements for a mission agency as stated in Mission Policy.
- b. ~~Career Missionaries with Missions Agency~~ — Same as for Short Term Missions: ~~Use the Mission Service Questionnaire, The Long Term Missions Support Application should be filled out by each candidate and get the agency information will be obtained in advance from by the interviewee. Such An~~ interview is normally done to assess whether an interviewee should be added to the Mission Budget.
- c. **Short Term Mission Team organized by Bethel Church** – Because such a trip will be endorsed by Bethel Church, it is important for the application process to be as complete as possible; a mission agency in part a or b above would require no less. The Short Term Missions Policy outlines the overall procedures for getting an STM trip approved. The application process enables Bethel Church to be released from liability regarding incidents which occur on an STM trip, provided the Team Leaders acted prudently. The application also gives the interviewee another venue in which to express, in more detail, information about the interviewee that a verbal process would take much longer to accomplish, and provides a written record of how that person views the trip, his/her faith, talents, abilities. Finally, this process also allows the Mission Board with the Team Leaders, to see how three other people close to the interviewee assess his/her abilities and spiritual fitness for the trip. Use the:
 - i. ~~STM Policy Part A~~ Team Guidelines
 - ii. ~~STM Team Application~~
 - iii. Bethel Baptist Church Doctrinal Statement
 - iv. ~~Bethel Baptist Church Covenant ???~~
 - v. Liability Release Agreement
 - vi. ~~Interview Questions for STM~~ STM Reference Form
 - vii. ~~STM Procedures Policy~~

2) Visits from Supported Missionaries or Missionary Friends

- a. When Scheduling missionary visits, normally these things are done, preferably by some of their Support Team members (depending on the missionary and their existing connections here, they may take care of some of these things on their own):
 - i. Arrange for housing
 - ii. Arrange for transportation
 - iii. Set up a meeting with them and the Missions Board to find out how they are doing; make it a comfortable, informal time if at all possible.

- iv. Arrange for speaking (Supported missionary definitely) during a Sunday Service
- v. Investigate them visiting cell groups/ Bible Studies/ etc.
- vi. Consider arranging a special meeting if there is a topic that will be interesting.
- vii. Meeting with interested Bethel Church pastors.

3) **Consultation with Meet the Needy ministry** - In 2002, the child sponsorship program for Ethiopian children, Meet the Needy, started with several Bethel Church attendees. In 2005 Meet the Needy was formally adopted by Bethel Church as an official ministry, under the oversight of Pastor Eric Johns. Those involved with Meet the Needy have, on occasion approached the Missions Board to share status reports or to propose ministry trips.

Appendix 1

MISSIONS BUDGET

BETHEL BAPTIST CHURCH

Missions Budget								
Bethel Baptist Church								
April 2011 - March 2012								
Mission / Missionary	Bethel Monthly Support April 2010	Full Support level April 2011	Current Support	Shortfall April 2011	% shortfall	Bethel Support Change April 2011	Bethel New Monthly April 2011	Annual 2011-12
Foreign								
Jonie and Jason Mellinger	0	6450	4842	1608	25	300	300	3600
Valery Siderenko Family	0	700	??			300	300	3600
Boys & Girls Christian Home	200					0	200	2400
ELIC Scott & Stephanie	600	3535	3250	285	8%	0	600	7200
WV - Ken & Bola Taylor	575	10500	9000	1500	14%	0	575	6900
WV - Joel & Renata Burnell	200	10312	9967	345	3%	0	200	2400
Frontiers - Tim & Barbie Stephenson	170	5038	4250	788	16%	130	300	3600
OC - Hilde Reimer	300	2862	1600	1262	44%	0	300	3600
SEND - Craig & Becky Nordgren	400	9177	9312	-135	-1%	0	400	4800
Wycliffe - Donna Smith	500	2110	2110	0	0%	0	500	6000
Sub-total Foreign	2945					730	3675	44100
U.S. Non-Local								
SEND - Alaska Bible College	150					0	150	1800
Kingdom Air - Dwayne & Carolyn King	200	3000	3000	0	0%	0	200	2400
Voice for Christ Ministries	0					300	300	3600
CCC - Mike & Jenny Cogan	1100	7500	4961	2539	34%	0	1100	13200
Sub-total U.S.:Non-local	1450					300	1750	21000
U.S. Local								
Interact - Dave & Kay Henry	1465	5235	4131	1104	21%	-465	1000	12000
Victory Ministries - Camp Liwa	150					0	150	1800
Victory Ministries - Ted & Marilyn Franke	710	3831	3540	291	8%	0	710	8520
Victory Ministries - Ted & Lizz Franke	500	3823	2478	1345	35%	0	500	6000
Victory Ministries - Ron & Cheryl Gallegos	400	3823	2803	1020	27%	0	400	4800
CareNet Pregnancy Resource Center/Fbks	150					0	150	1800
CEF Tanana Valley	130					0	130	1560
CEF - Donna Woerter	250					0	250	3000
Cadence - Ken & Julie Converse	500	9230	6792	2438	26%	0	500	6000
Fairbanks Rescue Mission	150					0	150	1800
Servant's Touch Ministries	150					-150	0	0
Young Life - Luke & Mindy Balash	500					0	500	6000
Sub-total U.S.: Local	5055					-615	4440	53280
Sub-Total U.S.	6505					-315	6190	74280
Promotion and Mobilization								
Bethel Church Youth Missions	145					55	200	2400
Short Term Missions	1058					-258	800	9600
Missions Materials	107					-7	100	1200
Total Promotion and Mobilization	1310					-210	1100	13200
Total Missions	10760						10965	131580
Annual Budget	129120							#####
New percentages for 2011								
Foreign= 37 %								
US (non local)= 18%								
US (local) = 45 %								
US total= 63%								

Appendix 2

Example notes to Missions Agencies (due to budget changes)

Bethel Baptist Church
P.O. Box 83889
Fairbanks, AK 99708
May 2, 2010

Dear CBInternational:

It was approved at the Annual Business Meeting of Bethel Baptist Church April 24, to make this change beginning in April:

increase monthly support to:

Dave and Sherie Henderson to \$570 (\$80 increase),
Ken and Bola Taylor to \$525 (\$25 increase).

The normal support amounts were sent by EFT for the month of April, so the increases for the month of April are reflected in the enclosed check. The new monthly EFT amounts starting in May will reflect this increase as well. I will notify Hendersons and Taylors of this change.

Sincerely,

/s/ <name>
Missions Board

Bethel Baptist Church
P.O. Box 83889
Fairbanks, AK 99708
May 2, 2010

Dear Campus Crusade for Christ,

It was approved at the Annual Business Meeting of Bethel Baptist Church April 30, to make this changes beginning in April:

Decrease the **monthly** support to:

Mike and Jenny Cogan to \$500 (\$170 decrease),

The normal EFT amount was sent during April, so the EFT amount for May will reflect the decrease for April and May, put together. The June EFT and those that follow, will reflect the regular monthly gift of \$500. I will notify Cogan's of this change.

Sincerely,

/s/ <name>
Missions Board

Bethel Baptist Church
P.O. Box 83889
Fairbanks, AK 99708
May 2, 2003

Dear SEND International,

It was approved at the Annual Business Meeting of Bethel Baptist Church April 30, to make this change beginning in April:

increase the **monthly** support to:

Vern and Dorris Stevenson to \$920 (\$30 increase),
Dwayne and Carolyn King to \$200 (\$30 increase).

This will be reflected in the enclosed check which covers support for April. I will notify Stevensons and Kings of this change.

Sincerely,

/s/ <name>
Missions Board

Appendix 3

Example Instructions on Disbursement of Missions Christmas Offering

Missionary Offering 2010

Missionary	Make Check out to:	Designate as:	Send to	Address
World Venture - Ken and Bola Taylor	Ken Taylor	personal gift	Ken Taylor	2-6-21 Nodera, Niiza Shi, Saitama, Japan 352-0034
Young Life- Luke and Mindy Balash	Luke Balash	personal gift	Luke Balash	P.O. Box 80786, Fbks, AK 99708
InterAct - Dave and Kay Henry	Dave Henry	personal gift	Deb Rathbun	P.O. Box 71028, Fairbanks, AK 99707
SEND - Dwayne and Carolyn King	Kingdom Air Corp	personal Christmas gift for Kings	Kingdom Air Corp.	39911 N. Glenn. Hwy. 99674
SEND - Craig and Becky Nordgren	SEND	personal Christmas gift for Nordgrens	SEND International, c/o Liz Webber	PO Box 513, Farmington, MI 48332
Victory Ministries - Ted and Marilyn Franke	Victory Ministries	personal Christmas gift for Frankes	Victory Ministries	
victory Ministries - Teddy and Lizz Franke	Victory Ministries	personal Christmas gift for Frankes	Victory Ministries	
Cadence - Ken and Julie Converse	Ken Converse	personal gift	Ken Converse	851 Senate Dr., Fbks, AK 99712
CCC - Mike and Jenny Cogan	CCC	extra support	CCC	
Wycliffe - Donna Smith	Wycliffe	extra support	Wycliffe	
C.E.F. - Donna Woerter	Donna Woerter	extra support	CEF	P.O. Box 73382 Fairbanks, AK 99707
Frontiers -Tim and Barbie Stevenson	Tim Stevenson	personal Christmas gift for Stevensons	Stevensons	303 NE Scenic Dr. Grants Pass, OR 97526
World Venture- Joel and Renata Burnell	World Venture	Personal gift	World Venture	
OC International- Hilde Reimer	OC	extra support	OC	
Victory Ministries - Ron and Cheryl Gallegos	Victory Ministries	personal gift	victory Ministries	
ELIC- Scott and Stephanie Gross	ELIC	personal gift	ELIC	PO Box 3000 Ft. Collins, CO 80522
BGCH- Brad and Sara Palmer	BGCH	special project-computers for BGCH	BGCH	PO Box 612 Russellville, AR 72811

Appendix 4

Example of Note to Agency for One-time Support Gift to a Missionary

Bethel Baptist Church
P.O. Box 83889
Fairbanks, AK 99708
November 30, 2005

Dear Campus Crusade for Christ,

The amount of \$590.92 included in the enclosed check is a one-time gift to the monthly support of Mike and Jenny Cogan. I will notify Cogan of this amount.

Sincerely,

/s/ John Doe
Missions Board

Appendix 6

Example Missions Budget Worksheet

Mission / Missionary	Monthly April 2004	Full Support level April 2005	Shortfall April 2005	Change April 2005	New Monthly April 2005	ANNUAL 2005-2006
FOREIGN						
Boys & Girls Christian Home	130					
CBI - Dave and Sherie Henderson	570	8283	505			
CBI - Ken and Bola Taylor	525	8098	698			
InterAct - Dave and Kay Henry	1070	5430	1657			
SEND - Vern and Dorris Stevenson	970	4073	164			
Wycliffe - Donna Smith	300	1287	0			
SEND - Craig and Becky Nordgren	150	7500	1500			
<hr/>						
Sub-total Foreign	3715					
U.S.: NON- LOCAL						
SEND - Alaska Bible College	130					
SEND - Dwayne and Carolyn King	200	5486	155			
InterAct - Bruce and Flo Walters	475	5635	1103			
CCC - Mike and Jenny Cogan	865	5209	80			
CBA - Jack and Patty Grimm	100		?			
<hr/>						
Sub-total U.S.: Non-Local	1770					
U.S.: LOCAL						
C.E.F. - Tanana Valley	130					
Fairbanks Rescue Mission	130					
Young Life - Fairbanks	150					
Fairbanks Pregnancy Resource Center	130					
Cadence - Ken and Julie Converse	385	6753	1351			
Victory Ministries - Camp LiWa	130					
Victory Ministries - Ted and Marilyn Franke	410	3938	932			
<hr/>						
Sub-total U.S. Local	1465					
<hr/>						
Sub-total U.S.	3235					
Promotion and Mobilization						
Bethel Church Youth Missions	145					
Short Term Missions	600					
Missions Materials	50					
<hr/>						
Total Promotion and Mobilization	795					
<hr/>						
TOTAL MISSIONS	7745					
<hr/>						
Requested:						
CEF - Donna Woerter (originally -\$628)		2580	255			
Alongside: Cloyds			500			
Servant's Touch Ministries						
2004-05 Church Budget= \$658,482						
2004-05 Actual Missions portion = 14.11%						
15.0% of budget=\$8230/mo or \$485 increase						
16.0% of budget=\$8780/mo or \$1035 increase						

Appendix 7

Missionary email addresses

Balash, Luke and Mindy	lukeandmindy@yahoo.com
Burnell, Joel and Renata	j.burnell@ewst.edu.pl
Cogan, Mike and Jenny:	MCogan@familylife.com
Converse, Ken and Julie	kenc@alaska.net
Franke, Teddy and Lizz	lwranch@campliwa.org
Franke, Ted and Marilyn	mfranke@alaska.com
Gallegos, Ron and Cheryl	rd-cl2@juno.com
Gross, Scott and Stephanie	Scott.Gross@elic.org
Henry, Dave and Kay	henry99707@yahoo.com
King, Dwayne and Carolyn	dking@send.org
Nordgren, Craig and Becky	craigandbecky@nordgrennews.org
Reimer, Hilde	reimerh@gmail.com
Smith, Donna	donna_smith@sil.org
Stevenson, Tim and Barbie	tim.stevenson@myletterbox.net
Taylor, Ken and Bola	taylorjapan@mac.com
Woerter, Donna	dwoerter@earthlink.net

Miscellaneous email addresses

Name	email	Connection
Cloyd, James and Cheryl	Cloydx4@aol.com	Missionary Friends. Cheryl is a former Bethel Church & Mission Board member
Community Baptist Church	cbclife@ptialaska.net	CB sister church - for joint Missions Activities. Pastor Morrie Fisher
Grace Harbor Church	graceharbor@acsalaska.net	CB Church in Sitka – for joint Missions Activities. Pastor Paul McArthur
Grimm, Jack and Patty	grimm2571@msn.com	CB Church in Anchorage – for joint Missions Activities.
Hazen, Doug	doughaze@gmail.com D.Hazen@WorldVenture.com	WorldVenture NW Office; Portland, OR

Appendix 8

SHORT-TERM MISSIONS APPLICATION

BETHEL (BAPTIST) CHURCH

Name of STM Trip or Sending Organization: _____

Return completed application to Bethel Church, P.O. Box 83889, Fairbanks, AK 99708; Attn: Missions Board

Please type or print

Under 18 years old: **Y** **N**

1. Full Name _____ Sex _____
Preferred Name _____ Age _____ Date of Birth _____
2. Home Address _____
Telephone _____ Email _____
3. Marital status: _____ Single _____ Engaged _____ Married _____ Other (Explain)
4. Describe your spouse's (if married) or parents' (if under 18) attitude toward your potential involvement in this short-term ministry. _____
5. How do you rate your present health? _____ Excellent _____ Good _____ Fair _____ Poor
Any known health problems? _____ (If so, explain on separate sheet of paper)
List any medications you now use and dosage: _____

List all Allergies to Food: _____
Medication: _____
Describe any special diet you are on: _____
6. **In Case of Emergency - Home contact:**
Name: _____ **Relationship to you:** _____
Home Phone () _____ **Work Phone ()** _____
7. Occupation: _____
8. Where do you work or attend school? _____
Address _____ Telephone _____
9. Level of education completed _____ Major _____
10. What language(s) do you speak other than English? _____
Degree of conversational proficiency: _____ Fluent _____ Moderate _____ Beginner
11. What skills, training, experience, talents or gifts for the work on this trip do you have? _____

12. What previous Christian Service have you done? _____

13. What ministries are you presently involved in? _____

14. Describe your personal relationship with Jesus Christ and when and how that began.

15. Why are you applying for this trip and how do you sense God's leading for this missionary service?

16. What will be your tasks and responsibilities on this trip? _____

17. How do you deal with stress? _____

18. How do you relate to authority and to others in general? _____

19. If this trip includes overseas travel, describe any experience you have in that area. _____

20. What are your financial needs for this trip? _____

21. How would this ministry help accomplish your life goals for God's calling in your life? _____

23. References: Please list three people you have asked, have sent the reference form to, and who will serve as your references by completing the form and sending it to the Missions Board. They need to be non-relatives who know you well; one reference must be a pastor or a ministry supervisor; other references could be a work supervisor, roommate, teacher, co-worker, friend, etc.

Name _____ Home Phone: _____

Name _____ Home Phone: _____

Name _____ Home Phone: _____

24. I affirm that the information provided in this application and in any attachments is accurate and complete to the best of my knowledge. If accepted, I will be available to participate fully in 1) team training, preparation, and fund raising activities and 2) the short-term mission activity indicated at the top of the first page of this application as set forth by the team leadership. I am willing to submit to the authority of the short-term ministry team leadership. I will seek to be spiritually prepared for this short-term missions trip and I have read and agree to the "What We Believe (Bethel Church)" Doctrinal statement.

Signature: _____ **Date:** _____

25. For Parent/Guardian of any Applicant under 18 years old: MEDICAL RELEASE: In addition to the above, I understand that in case of an emergency on this trip, every effort will be made to contact me the parent/guardian, of the applicant. If I cannot be reached, I hereby give permission to the Team Leader, or Co-Leader to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child/dependent as signed above.

Parent/Guardian Signature: _____ **Date:** _____

Appendix 9

Bethel Church STM Guidelines for Teams

Mark 16:15 : And He said to them, “Go into all the world and preach the gospel to all creation.”

This is a guideline for Short Term Mission trips with a duration of 10 days to 30 days with a destination outside of the USA.

Bethel Church STM program goals:

- Promote STM trips that will meet the needs of the target people and effectively utilize the gifts of each team member
- Increase interaction with missionaries
- See individual growth and the church grow in its commitment, understanding, and participation of missions
- STM trips to be strategic, with well-prepared people, who have a commitment to servicing others

Objectives for the Short Term Missionaries on the team:

- Deeper relationship with God, by preparing and serving as a STM
- To experience who God is, and how He works through us to spread the gospel
- Participating in a team training program that unifies the team, and strengthens their walk with the Lord
- Learn to share with others, what God is doing in your life both before, during and after the STM trip
- Offer assistance to full time missionaries, and church workers
- Effectively present the gospel to the target culture
- Observe first hand, missionary life
- Learn some of the target cultures language before you go

Objectives for Mission Board:

- Promote STM opportunities for the people of Bethel Church by providing information, organizing teams
- Provide guidance and encouragement in serving as missionaries
- Aid in financial assistance
- Assist and help to coordinate training
- Prayer support

Criteria for approving STM's:

- All STM must be consistent in spending time with the Lord in prayer and His word

- All STM must agree with the doctrinal statement of Bethel Church as presented in the “What We Believe” (attachment A)
- Show evidence of a relationship with Christ, a Godly lifestyle as determined from the pastoral staff and a heart for missions,
- Must be approved by the Mission Board through an application which includes references, and a personal interview with the Mission Board, and the team leader

Planning:

A trilogy of **Participants**:

2. **Senders** include the church, mission agency (when used), and also individuals who support those who go.
3. **Go-ers** (the Team) view themselves as servants to the host culture and the team’s goals.
4. Normally, a destination has **Host Receivers**, either a missionary or a contact in a church at the destination, who is communicated with and consulted through the entire process for sensitive ministry, timing of the trip, and determining logistics.

A trilogy of **Process: Pre-field, On-field, Post-field**

Preparation and Timeline:

Minimum Time line before leaving

Before starting the application process, **Pray and Pray and Pray**, and seek God’s direction and wisdom for a STM trip.

- | | |
|----------|---|
| 6 months | Preliminary trip plan presented to the Mission Board with the following information in the proposal, followed by an interview with the team leader:
Destination?
Host Receivers and contacts?
Goals, Objectives and Expectations?
Trip length and expected Dates?
Team leaders and those responsible?
Proposed team members if known? |
| 5 months | Approval letter from the Mission Board for the trip plans, with consultation from the pastoral staff |
| 5 months | Applications and three References (of people not on the team), that can be contacted |
| 5 months | Liability Release Agreement signed |
| 5 months | Interviews; Any interview should occur within 2 weeks after the notifying the Missions Board that the applicant’s completed application and reference forms have been turned into the church office. The Team Leader and at least 2 Missions Board Members will conduct the interviews, and they should have time beforehand to review copies of the completed application and reference forms. |
| 5 months | Approval letter from the Mission Board to the applicants after consultation with the pastoral staff and Team Leader. Approval letter will present guidance to applicants for needed work in strengthening areas of weaknesses and showing strengths, in serving in missions. |

Spiritual Growth/ Expectations:

4 to 1 month

- Spending time in God's Word and prayer on a consistent basis
- Each team member shall demonstrate the ability to share the gospel and give a personal testimony
- Share about the STM trip, during a Church service, Sunday school, cell group, or AWANA
- Gather prayer partners
- Identify God's hand in the individuals STM preparation
- Learning some basic language for the target culture
- Gaining financial support

Reading: As required by the team leader

Training required between 5 and 1 month before leaving:

Date _____	Biblical basis for the mission
_____	Project objectives
_____	Biblical servanthood
_____	Spiritual preparation, spiritual gifts
_____	interpersonal team relationships, How do I act/react under stress
_____	Expectations of the sponsor. What do they expect while I'm there?
_____	Identify the STM's Goals and Expectations for the STM trip
_____	Each team members roles and duties
_____	Cultural sensitivity and appropriate conduct
_____	Appropriate clothing
_____	living conditions, and what to expect
_____	medical facilities available – Assessment of what's available in the event its needed
_____	Health insurance medical, evacuation
_____	Other needs
_____	Other training that is specific to the destination i.e.: puppets, song leading, teaching, 5 day club
_____	_____
_____	_____
_____	Any needed special skills that team members needed
_____	_____

Financing:

Submit plan to mission board 4 months before leaving.
Develop budget and financial plan to fund the project

How much is needed for each person? _____

How will this money be raised? _____

Fund raising? _____

Logistics:

4 months	Have you applied for a passport? Photos and paperwork
4 months	Medical shots. What do you need? Schedule appointments Malaria medication or preventative measures?
3 months	Develop Emergency Medical Plan
3 months	Insurance for travel and medical
3 months	Make plane reservations?
2 months	Develop Evacuation Plan
2 months	Have you applied for a visa? Have passport in hand and fill out visa application

The Trip:

1 month

- Detailed daily schedule
- List of contacts and phone numbers or e-mail address
- Airplane schedules
- Copies of Medical Information
- Copy of Passport to each leader and co-leader

During trip

- Contact with support group at church every couple of days to keep the congregation updated, so they can know what is happening and lift you up in prayer
- Possibly keep diary
- Keep track of the ways you have seen God work.
- Have team time together to pray and discuss.

Re-entry:

2 weeks after returning

Debriefing

within 4 months after returning

Present to Congregation

4 months after returning

Follow-up debriefing

WHAT WE BELIEVE (attachment A)

Bethel Church

1. ABOUT GOD

There is one God who is the Creator and Ruler of all creation who has eternally existed in three co-eternal, co-equal persons: Father, Son, and Holy Spirit. Each is distinct in person and function, but one in essence. Genesis 1:1,26,27; 3:22; Deut.5: 4; Matthew 3:16,17; 28:19; John 1:1,14 1 Thessalonians 1:2-5.

2. ABOUT GOD THE FATHER

God the Father is the first person of the Trinity - creator, planner, and ruler of all, As creator He is the Father of every family in heaven and on earth, as planner He is the Father of all those who have put their trust in Him, as ruler He is the Father that lovingly cares for His children.

Ephesians 3:14-15; Romans 8:15-17; James 1:17

3. ABOUT JESUS CHRIST

Jesus Christ is the both the Son of God, equal with the Father and the virgin-born Son of man. He led a sinless life and offered Himself as the perfect sacrifice for our sins by dying upon a cross. He rose three days later to demonstrate His power over sin and death and as a declaration that Jesus truly was the Son of God. He ascended to heaven's glory and will return again someday to earth to establish His earthly kingdom and reign as King of Kings and Lord of Lords.

Matthew 1:22,23; Isaiah 9:6; John 1:14-18; 1 Corinthians 15:3,4; Romans 1:4; Acts 1:11; Revelation 20: 15.

4. ABOUT THE HOLY SPIRIT

The Holy Spirit is God, equal to the Father and the Son. The Holy Spirit is present in the world to make us aware of our need for Jesus Christ. He comes to live within those who have placed their trust in Jesus the moment they believe and seals their eternal destiny. He provides the Christian with power for daily living, understanding of spiritual truth, and guidance in doing what is right. He also gives every believer a spiritual gift for service within the church. As Christians we seek to live under His control daily.

2 Corinthians 3:17; John 16:2-14; 14:16,17; Acts 1:8; 1 Corinthians 2:12; 3:16; Ephesians 1:13,14; Galatians 5:25.

5. ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors under the supernatural guidance of the Holy Spirit and is therefore inspired. Because it is inspired it is without error in all that it teaches. It is the supreme source of truth for what we believe and how we live.

2 Timothy 3:16; 2 Peter 120,21; 2 Timothy 1:13; Psalm 119:105,160; 12:6; Proverbs 30:59

6. ABOUT HUMAN BEINGS

People are the supreme object of God's creation created in the image of God. We were created to enjoy fellowship with God and fulfill God's will on earth. But by an act of rebellion against the express will of God the original pair became "infected" by sin, which resulted in all mankind inheriting a fallen nature. This inward inclination towards sin, which always leads to acts of rebellion, has alienated us from God resulting in divine condemnation, spiritual death, and physical decay.

Genesis 1:27; Psalm 8:3-6; Isaiah 53 6a; Romans 3:23;

7. ABOUT SALVATION

Salvation is the gift of God given to those who have placed their trust in Christ. Salvation is a gift because there is nothing we can do to earn it, no religious effort or good work ever qualifies to receive salvation. Due to our inward inclination and actual acts of rebellion we are deserving of God's judgments but God the Father, because of his grace and mercy, send God the Son to suffer in our place. Those who trust in Christ are declared not guilty because their penalty for sin has been paid and they have become children of God.

Romans 3:21-26; 2 6 23; Ephesians 2:8,9; John 1:12; 14:6; Titus 3:4,5

8. ABOUT THE CHURCH

Jesus Christ is the head of the church, his body, which is composed of all people who have placed their trust in Christ. The Scriptures tell us to come together for edification, fellowship, worship, and prayer. The purpose of the church is to make disciples of all nations by winning the lost, building believers in the faith, and equipping believers for ministry.

Hebrews 10:24,25; Acts 2:41-47; Matthew 28:18-20; Ephesians 2:19-24.

9. ABOUT THE FUTURE

Jesus will someday return bodily, personally, and visibly to earth to establish his rule and reign, the time known only to the Father. At the end of Christ's 1000-year reign all those who have ever existed will be judged. Those who have placed their trust in Christ will spend eternity in the presence of God; those who have rejected Christ's offer of forgiveness will be eternally separated from God in Hell.

Matthew 24 36; Acts 1:11; John 14:1-3; Revelation 20:1-7

Appendix 10

SHORT-TERM MISSIONS REFERENCE

BETHEL CHURCH

Dear _____, Name of applicant _____ has applied to serve on a Bethel Church short-term missions team. We are requesting your input regarding this applicant's qualifications. Your comments will be kept completely confidential. Please return to: Bethel Church, P.O. Box 83889, Fairbanks, AK 99708; Attn: Missions Board, on or before _____. Thank you for your assistance!

1. How long have you known the applicant, and in what capacity? _____
2. How well do you know the applicant? _____ Very well _____ Well _____ Average _____ Not very well
3. What would you say is the applicant's greatest strength? _____
4. What are possible areas that need growth and special attention? _____
5. Which, if any, of the above would hinder the applicant's ability to serve on a short-term missions team?

6. How does the applicant respond to difficult circumstances? _____
7. How would you describe the applicant's spiritual walk? _____

8. Please rate the applicant to the best of your ability in the following categories, using the scale below:

1=Unknown, 2=Inferior, 3=Below Average, 4=Average, 5=Above Average, 6=Superior

Quality	1	2	3	4	5	6	Quality	1	2	3	4	5	6
Compassion/Empathy							Common Sense						
Dependability							Personal Health						
Initiative							Trustworthiness						
Copes with Stress							Consistency of Testimony						
Team Player							Confidence						
Cooperation							Friendliness						
Attitude to Authority							Self-Image						
Spiritual Maturity							Creativity						
Emotional Stability							Social Poise						
Integrity							Public Speaking						
Self-Discipline							Tactfulness						
Problem Solving							Outgoing Personality						
Decision Making							Desire for Christian Growth						
Organizational Ability							Written Communication						
Teachability							Verbal Communication						
Perseverance/Endurance							Ability to Teach Others						

Signature: _____ Date: _____

Thanks again! If you wish to add to, or make other comments, please use the back of this form.

Appendix 11

LIABILITY RELEASE AGREEMENT

for members of a Short Term Missions Team solely organized by
Bethel Baptist Church, Fairbanks, AK

The undersigned wishes to participate in a short-term mission trip (herein the "Activity") with *Bethel Church, Fairbanks, Alaska* who is providing assistance in arranging this trip.

Bethel Baptist Church, Fairbanks, Alaska and the undersigned agree that the Activity poses risks including the following specific risks: sickness, crime, political instability, governmental opposition to missions activities, as well as similar and dissimilar risks (herein the "Risks").

For and in consideration of *Bethel Baptist Church, Fairbanks, Alaska* assisting the participant in the Activity, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the undersigned for himself/herself and his/her personal representatives, assigns, heirs, distributees, guardians and next of kin (herein the "Releasors"), hereby irrevocably and unconditionally releases, waives, discharges and covenants not to sue *Bethel Baptist Church, Fairbanks, Alaska* and its affiliates, subsidiaries, divisions, members, directors, officers, employees and agents (herein the "Releasees"), for and from all claims of any nature now or hereafter existing whether known or unknown, including but not limited to, all liability to the Releasors, on account of injury to the undersigned or death to the undersigned or injury to the property of the undersigned, whether caused by the negligence of Releasees or otherwise, while the undersigned is participating in the Activity.

The undersigned is fully aware of the Risks and other hazards inherent in the Activity, and voluntarily assumes the Risks and all other risks of loss, damage, or injury that may be sustained by the undersigned while participating in the Activity.

The undersigned also agrees that he/she bears the sole responsibility for any and all medical expenses which he/she incurs while participating in the Activity, whether for injury or illness, and whether required as a result of the undersigned's participation in the Activity or not. The undersigned acknowledges Releasees are under no obligation to, and do not, provide medical insurance for the undersigned.

The undersigned further agrees that he/she bears the sole responsibility for any and all travel expense which he/she incurs in the event his/her team leader or other project leadership finds it necessary to send the participant home prior to the scheduled departure date, whether for health or physical limitations or inappropriate or immoral behavior, and whether required during the undersigned's participation in the Activity or not. The undersigned acknowledges Releasees are under no obligation to, and do not cover travel expenses for the undersigned.

Lastly, the undersigned agrees that he/she assumes responsibility for all loss and damage of his/her personal items during the Activity, and holds Bethel Baptist Church harmless for his/her injury or death, or for any hostage situation he/she is subject to, during the Activity.

The undersigned warrants that he or she has fully read and understands this Liability Release Agreement and voluntarily signs the same, and that no oral representations, statements or inducements apart from the foregoing written agreement have been made to the undersigned.

CAUTION: READ BEFORE SIGNING

(Date) (Please Print Name of Participant) (Signature of Participant)

(Date) (Please Print Name of Witness) (Signature of Witness)

Appendix 12

APPLICATION FOR LONG TERM MISSIONS SUPPORT BETHEL CHURCH

Return completed application to Bethel Church, P.O. Box 83889, Fairbanks, AK 99708; Attn: Missions Board

Please type or print

Under 18 years old: **Y N**

1. Full Name _____ Sex _____
Preferred Name _____ Age _____ Date of Birth _____
2. Home Address _____
Telephone _____ Email _____
3. Marital status: _____ Single _____ Engaged _____ Married _____ Other (Explain) _____
4. Describe your spouse's (if married) or parents' (if under 18) attitude toward your potential involvement in full-time missions. _____
5. How do you rate your present health? _____ Excellent _____ Good _____ Fair _____ Poor _____
Any known health problems? _____ (If so, explain on separate sheet of paper)
List any medications you now use and dosage: _____

List all Allergies to:
Food: _____
Medication: _____
Describe any special diet you are on: _____
6. **In Case of Emergency - Contact:**
Name: _____ **Relationship to you:** _____
Home Phone () _____ **Work Phone ()** _____
7. Occupation Currently: _____
8. Where do you work or attend school? _____
Address _____ Telephone _____
9. Level of education completed _____ Major _____
10. What language(s) do you speak other than English? _____
Degree of conversational proficiency: _____ Fluent _____ Moderate _____ Beginner _____
11. Describe your personal relationship with Jesus Christ and when and how that began. Please use a separate sheet of paper if necessary

12. How did you become interested in Full- Time Mission work?

13. What areas of ministry do you have a passion or special skills for? _____

14. Briefly describe any ministry you are currently involved in and how that involvement began: _____

15. How do you deal with stress? _____
16. How do you relate to authority? _____
17. How do you relate to others as a team player? _____

18. What special skills do you want to use in missions service? _____

19. Name three goals you have for the next 12 months _____

20. Please attach a separate piece of paper, and state in just a few sentences for each, your beliefs on:
The Bible; Prayer; Holy Spirit; Speaking in Tongues; Salvation; Jesus Christ

21. References: Please list three people who will serve as your references. They need to be non-relatives who know you well; one reference must be a pastor or a ministry supervisor; other references could be a work supervisor, roommate, teacher, co-worker, friend, etc.

Name _____ Home Phone: _____
Address: _____ Email: _____

Name _____ Home Phone: _____
Address: _____ Email: _____

Name _____ Home Phone: _____
Address: _____ Email: _____

I affirm that the information provided in this application and in any attachments is accurate and complete to the best of my knowledge. I also affirm that I agree with the Bethel Church "What We Believe" document.

Signature: _____ **Date:** _____

Appendix 13

Support Teams for Missionaries

What it is: a group of people committed to encouraging a certain missionary or missionary family supported by Bethel Church in various practical ways during their preparation to go, service in missions, and then re-entry or visitation back home.

Why it is needed: It is important to have a mutual active point of contact between the church body and the missionary and give ongoing practical support of the missionary(s). It is a vital way of knowing how to pray for the missionary(s). It's a great way for a group of Bethel people to serve their brothers and sisters in missions

How it works: Each support team commits to the following:

1. Designating a leader from the group that is the contact person for the missions committee.
2. Contacting their selected missionary(s) quarterly by mail, phone, or email
3. Keeping up with prayer needs and praying for the missionary(s) as a group
4. Sending birthday gifts or cards
5. Sending Christmas care package(s)
6. Exploring the possibility of sending a short term missions team to their location
7. Presenting a report to the missions committee once a year about your activities
8. Sending quarterly email updates to the missions Support Team Coordinator

If you or your small group would like to be a support team for one of our Bethel church missionaries, please contact our:

Support Team Coordinator: _____