Mission Team’s Policies and Procedures as of 11-8-2016

The mission statement of the Mission Team is found in Acts 1:8, "But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.”¹

The Mission Team:

♦ Conveys/shares the love of Christ to those in need
♦ Holds monthly meetings to discuss and vote on mission business
♦ Approves payments greater than $500.00 by majority vote
♦ Chairperson is the emergency contact person and reviews all Mission Trip Applications and Travel Liability Release Forms for all participants of overnight mission trips, informs team that applications are complete, and secures a copy of all supporting documentation while the mission trip is in progress for emergency purposes and at the conclusion of the trip destroys all documents.
♦ All mission fundraising opportunities must be approved by majority vote of the Mission Team. Once approved by the Mission Team, the request is submitted to the Elder Team for final approval.
♦ Approves all communications for the weekly messenger and newsletter.

Mission Trips hold/sponsor international and domestic

♦ See mission trip guidelines (separate documents)

Rental Vehicles

♦ All available insurance options from the rental agency must be purchased. Drivers of rental vehicles must conform to driving policy, and rental company policies. The Mission Team, or Mission Trip Oversight committee may restrict a person from driving if either determines that it is in the best interest of Hope Lutheran Church and the safety of the Mission Trip Members.

♦ A number of these policies are in accordance with our Youth Ministry Handbook, if the handbook is updated at any time, the most current policy is what would be in place. See driving policy (separate document)

MCREST

Use two colors of nametags, one for guest and one for volunteers
♦ Guests are never to be invited into volunteer’s homes.
♦ Review MCREST rules and church rules with guests.
♦ Review emergency procedures safety precautions on first night of guest stay.
♦ Guests may leave the building for smoking
♦ Must have a secure place for guest’s valuable personal items (cash, cell phones, video games, personal radios, etc); must be signed receipts for these items.
♦ If advised by MCREST screener that guest has left program during host week, and guest has left their belongings behind, have two church volunteers gather the belongings, personal items and medications, have them clearly marked with first and last names and exit date. Hold for guest pick for 48 hours. Notify MCREST screener if not picked up after 48 hours that the belongings need to be disposed of.
♦ If a guest is a “no show” on a Friday or Saturday night and leaves belongings behind, have two church volunteers gather the belongings, and keep them in a secured area marked with the guest’s full name and exit date. Send the belongings to the next church on Sunday morning.
♦ Each guest is allowed to bring only two bags per person and they are transported from church to church. It is the guest responsibility to arrange for any belongings that do not fit into two bags. All bags are to be searched by church volunteers prior to guest entrance.
♦ No one younger than 18 years of age can volunteer during MCREST week unless accompanied by an adult or assigned guardian with signed written permission. The exception is” those packing lunches for the guests.
LWML

♦ Advent Tea: LWML team meets separate from Mission Team and makes all decisions as to charity supported as well as function itself.
♦ Funding approval of Mission Team chairperson required for expenses.
♦ Newsletter and worship folder communications require approval of Mission Team chairperson.
♦ Autonomy for all activities of LWML is with the LWML team.
♦ LWML representative coordinates a 5th Sunday of mite box offerings.
♦ Mite collections are collected, counted, and deposited by financial secretary of Hope.
♦ Hope Treasurer forwards mites to Michigan District LWML in a timely manner.
♦ LWML chairperson/representative coordinates LWML Sunday with Pastor.
♦ LWML rep attends the Michigan District Convention. Expenses for registration, hotel, and food are paid from LWML budget.

Habitat for Humanity

♦ Hope follows Habitat’s age requirements per build.
♦ Hope leader coordinates with Habitat.
♦ Participants must complete Habitat release form on site.