

MISSIONS PROJECTS FUNDING PROCESS

The Missions Committee has as one of its goals to encourage the development of new missions projects and support for existing efforts through the annual budget process and by encouraging special giving.

Annual Budget Process

Specific mission projects, emergency support programs and funding for denominational support may all be included in the annual budget for Missions. *Specific mission projects* will be included in the budget when the number of regular attenders participating in the project has grown to some critical mass, when ongoing financial support is necessary and predictable, and when we anticipate that the project will continue for multiple years. *Emergency support programs* include, for example, the Pastors Local Fund and the Congregant Emergency Fund. *Denominational support* includes those organizations from whom the church receives valuable core services, including PNMC and MCUSA. In the budget for 2014-2015 these items were moved to the Administrative category at the request of the Missions Committee, but more discussion of this may occur. Each year the Missions Committee reviews the prior year's budget and expenses along with any new programs that have been put in place and, taking into account the financial health of the congregation, proposes a budget for the coming year for congregational review. The review process is led by the Treasurer prior to the beginning of the next fiscal year.

Interaction of Budgeted Funds and Special Giving

In addition to budgeted funds for Missions Projects, HPMF supports special giving for Missions projects that have been approved by the congregation. Each month a program approved by the Missions Committee is highlighted in worship services and written communication. Individuals are encouraged to give to those projects in addition to their donations to the General Fund if they are able and interested.

Other Special Giving

Occasionally other needs may arise or groups may visit the church and make a request for funding. These may be supported through a special offering arranged for in advance and announced in a worship service or services. Groups should notify members of the Missions Committee of this interest in advance to receive approval for their request to individuals. These requests may be funneled through the Pastor or recognized in advance as likely to arise by individual members of the Missions Committee. This process allows the Missions Committee to consider the implications of these special requests to other programs or projects being highlighted at that time. There usually are months open and available on our monthly special giving calendar that could be utilized to respond to specific needs. The status of giving to the General Fund should always be considered when evaluating requests for Special Giving.

New Mission Program Process

In order to support and encourage new projects it is helpful to set forth a process with some criteria for the receipt of funding or other support for new projects by the congregation. This will

help the Missions Committee to have a constructive response when someone inquires as to how their project might be supported by our congregation. We think that this process can be broken down into Procedure and Criteria, which include:

1. Procedure. Proposals would be presented first to the Missions Committee by a letter and probably an interview. If the proposal involves more than \$250 and the Missions Committee is favorable, the Committee would send the proposal on to Leadership with a recommendation based on the Criteria (below), for consideration. If approved, opportunity will be provided to those who made the proposal to share information about the project with the congregation and to promote special giving (above and beyond normal tithing) by the congregation. Various mechanisms may be used to promote special giving over time. In the past special announcements and monthly themes have been used. If the Missions Committee or Leadership concludes that a proposal doesn't meet the Criteria, an effort will be made to suggest ways for the proposal to be altered to fit the Criteria if possible. One exception to this procedure would be for the matching of special donations for mission travel in support of MCC or MMN or other denominational programs. It is expected that primarily special giving will support this travel. Guidelines for mission travel are included in a separate document.

2. Criteria. The activity covered by the proposal must involve, or be supported by, at least three HPMF regular attenders, must have a demonstrable spiritual basis and be consistent with the mission statement of HPMF. In addition, there should have been some form of activity carried on by the group making the proposal (for at least 3 months) prior to submitting the proposal, or the funding or other support would be conditioned on a review after 3 months of implementation of the activity proposed unless it is a one-time (short term) project.

Both the Missions Committee and the Leadership Team have reviewed and approved the above process. If you have any comments or suggestions, please let us know.

Missions Committee (Janet Buschert, Convener)