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# MISSIONS TEAM

## AND LOCAL OUTREACH TEAM

### POLICY AND PROCEDURES

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**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Frank Wingfield	10/10/2020
2021	No Review due to COVID	
2022	Gerald German	3/29/2022
2023	Pastor Chris Grella	9/6/2023
2024	Pastor Chris Grella	10/24/2024
2025	Pastor Chris Grella	5/13/2025

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

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## *Newington Baptist Church Mission Policies and Procedures*

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### **Missions Team:**

#### **Missions Team:**

**The responsibilities of the Missions Team** are to coordinate all missionary support and sending teams at Newington. It will keep the church informed of all mission's projects available to the church and encourage participation in these projects. This team will make studies and recommend plans for missions work and administer assignments from the church (through sending volunteers for mission projects.)

**This Missions Team policy and procedure manual outlines the principles by which it operates at Newington Baptist Church.** It is designed to guide the Missions Team in its deliberations but is not intended to dictate decisions. For good enough reasons, the Mission Team may find it advisable to make exceptions.

**Purpose of Missions:** The Scriptural Purpose of direct involvement in missions is to obey the Great Commission of the Lord Jesus Christ. It is the only commandment given in all five books of the New Testament (Matthew 28:18-20; Mark 16:15; Luke 24:47; John 20:21; Acts 1:8.) Though the wording is different, the mandate is clear; the local church is to be directly involved in missions.

**Purpose of this Manual:** The purpose of this manual is:

- To help achieve a clear sense of direction.
- To build confidence and cohesion in the total church ministry.
- To promote consistency, understanding, and encouragement in the administration of missions at NBC.
- To define the relationship of NBC to the Southern Baptist Convention and other missionaries and their agencies.
- To ensure optimal stewardship of human and financial resources.
- To assist new members of the Missions Team with the policies and procedures.

**Policy Revisions:** The Policy and Procedure manual will be reviewed annually, and changes made as necessary.

**Structure of Missions Team:** It is the duty of the Missions Team to coordinate all mission activities of the church. It will keep the church informed of all mission projects available to the church to encourage participation in these projects. This team should consist of at least 4 members.

**Responsibilities of Missions Team Members:** Each member of the Missions Team is expected to:

- Be spiritually mature.
- Actively participate in regular ministry programs of the church such as: worship services, Sunday school, and or Wednesday night programs.
- Dependability and responsibility in discharging the assigned tasks.

- Faithfully attend Missions Team meetings.
- Participate in carrying out responsibilities of the Missions Team.
- Pray regularly for supported missionaries of NBC and other supported ministries.
- Be familiar with the mission policies and procedures of NBC.
- Recommend support or removal of support of missionaries or mission agencies.
- Recommend and administer the Mission's budget.
- Administer and evaluate the Missions Program.
- Serve as a source of mission's information to the congregation.
- Participate in mission trips when possible.

**Term of Service:** The term of service is three years. Persons may serve for more than three years if approved by the congregation.

## **Missions Team Policy**

### **I. Source and Availability of Funds for Mission Trips**

A. Funds for support of NBC mission trips are derived from several sources:

- 1) Regular budgeted fund accounts stipulated for mission trips. (Account # 1050)
- 2) Designated team fund accounts received from special donations and stipulated as being available for support of specific mission trips. (Account# 1007)
- 3) Approved fundraisers with proceeds deposited into the team's designated fund account.

B. All grants for support of persons involved in mission trips are subject to the availability of funds on hand within the specified annual church budget period.

C. Any exception to policies regarding source and availability of mission trip support funds must be approved in advance by the Missions Team.

D. Individuals requesting to participate on a mission trip should fulfill the following qualifications.

- 1) Be an active member.
- 2) Able to express their salvation experience.
- 3) Should be a member of NBC for no less than 6 months. Non Members may participate with prior approval of the Missions Team.

### **II. Definition of an Official "Newington Mission Trip"**

A. A proposed mission trip to be sponsored by NBC may be originated in one of four ways:

- 1) In response to an opportunity from an agency of the Southern Baptist Convention (such as the North American Missions Board, or the International Mission Board,) The Baptist General Association of VA, or the Mid-Tidewater Baptist Association.

2) In response to a written request from an evangelistic association or other recognized mission's organization.

3) In response to a written request by an individual member of NBC who desires to lead a mission team.

4) By the Missions Team in response to a perceived local need or opportunity.

B. Persons or organizations should submit a request to the church office for mission trip sponsorship at least 2 months prior to the time of the proposed mission trip in order to allow time for processing by the Missions Team.

C. A mission trip is an official "Newington Mission Trip" when the proposed trip is approved in advance by the Missions Team.

D. The Missions Team will notify the individual or organization in writing of the decision of the Mission Action Team concerning the request for sponsorship of a mission trip by NBC.

E. Any exception to policies regarding approval of the "Newington Mission Trip" must be approved in advance by the Missions Team.

F. "Non-Newington Mission Trips" are defined as those that are sponsored by another church or organization and are not under the direction of NBC. Members of NBC are encouraged to participate in such trips and are eligible for financial support in accordance with section V.

### **III. Funding of Newington Mission Trips**

A. The term "Newington Member" refers to persons, who have been members of the church for at least 6 months, including pastors and/or members of local mission's churches sponsored by Newington Baptist Church.

B. Any exception to policies regarding financial support for mission trips must be approved in advance by the Missions Team.

### **IV. Funding of Newington Youth Mission Trips**

A. Youth mission trips are proposed by the Youth Pastor or Youth Director in cooperation with the Pastor and must be approved in advance by the Missions Team.

B. Youth mission teams need a youth to adult ratio in accordance with NBC's Child and Youth Protection Policy.

C. Any exception to policies regarding youth mission trips must be approved in advance by the Mission Team.

### **V. Eligible Expenses for Financial Support of Mission Team Members**

A. Only eligible expense items are used in determining the total trip expenses for team members, and NBC financial support is based upon the total of these expenses.

B. Eligible expenses for individual team members include:

- 1) Travel expenses to and from the mission field, including the cost of airline tickets, airport taxes, meals, layover hotel cost, tips, visas, trip insurance, etc.
- 2) Travel expenses on the mission field.
- 3) Housing accommodations on the mission field.
- 4) Food expenses on the mission field.
- 5) Other essential expenses that are related to the transportation and maintenance of the individual team members while on the mission trip.

C. Funds are not provided by NBC for gifts, souvenirs, personal purchases, or sightseeing unrelated to the purpose of the mission trip, passport, passport or visa photos, required vaccinations, and preventative medications.

D. Any exception to policies regarding financial support of mission team members must be approved in advance by the Missions Team.

## **VI. Eligible Expenses for Support of Newington Missions**

A. Newington support may be provided for part or all essential expenses for general team ministries on the field mission activities.

B. Eligible expenses related to Mission Activities include but are not limited to:

- 1) Materials and supplies for Vacation Bible Schools, backyard Bible studies, etc.
- 2) Bibles and tracts for evangelistic witnessing.
- 3) Supplies, materials, and equipment for evangelistic crusades.
- 4) Supplies, materials, and equipment for leadership training, discipleship training, and other related training activities.
- 5) Supplies and equipment for medical projects.
- 6) Supplies and equipment for disaster relief and/or other humanitarian ministries.
- 7) Supplies, materials, and equipment for building projects.
- 8) Cost of translators necessary for the effectiveness of the mission team.
- 9) Other general expenses that are essential for the specific ministry of the mission team.

C. All expenses related to Mission Activities must be approved in advance by the Missions Team, through use of the Request for Funds form found in the church office.

D. Any exception to the policies regarding financial support for Mission Activities must be approved in advance by the Mission Action Team.

## **VII. Amount of Individual Financial Support for Mission Trips**

A. Individual support funds for Newington Mission trips

Individuals going on mission trips are encouraged to provide as much of their personal expenses as possible. This will allow church funds to be available for assisting persons who feel led by God to go on a mission trip but who need financial assistance in order to participate. For those who need assistance, financial support may be provided for any qualified church member going on a mission trip sponsored by NBC in accordance with the following guidelines:

- 1) Up to 20% of the estimated cost as defined in Section VI, but not to exceed \$300 will be provided for any church member who goes on a mission trip sponsored by NBC. This financial support DOES NOT INCLUDE any provision for the cost of general ministries on the field as defined in Section VI.
- 2) A request for financial support for Newington mission trips should be submitted to the church office on an NBC Missions Application Form at least 2 months prior to the time that the funds are needed.
- 3) The mission trip must be approved by the Missions Team prior to the provision of any financial support.
- 4) Any exception to policies regarding mission trips sponsored by NBC must be approved in advance by the Missions Team.

\*Note: Necessary forms may be obtained from the church office. B. Emergency Funding for Newington Members.

#### B. Support NBC members on Non-Newington mission trips.

- 1) Up to 15% of the estimated individual cost as defined in Section VI, but not to exceed \$200.00 will be provided for any church member who goes on a mission trip not sponsored by NBC.
- 2) A request for financial support for Non-Newington mission trips be submitted to the church office on an NBC Mission Application Form at least 2 months prior to the time that the funds are needed.
- 3) The mission trip must be approved by the Missions Team prior to the provision of any financial support.
- 4) Any exception to policies regarding emergency funds may be approved in advance by the Mission Action Team.

#### C. Emergency Funding for Newington Members

- 1) At the discretion of the Missions Team, emergency funds may be made available to a member of Newington Baptist Church in the event of financial emergency while on a mission trip.
- 2) Any exception to the policies regarding emergency funds for Newington members must be approved in advance by the Missions Team.

## **VIII. Medical Information Form**

A. Any person who goes on a NBC mission trip must submit a Medical Information Form two months prior to the trip, for retention in the church office.

B. No support funds will be provided by the Missions Team prior to receipt of the "Medical Information and Liability Release" form.

C. NBC team leaders must retain copies of the form while on mission in the field.

**\*Note:** *Necessary forms may be obtained at the church office.*

## **IX. Team Training Sessions Prior To a Mission Trip**

A. Each person who goes on a mission trip sponsored by NBC should participate in training sessions that are provided prior to the trip by the team leader in cooperation with the Missions Team. These training sessions are designed to prepare team participants for maximum safety and effectiveness while on the mission trip.

## **X. Mission Team Participant Reports after a Mission Trip**

A. Each person is expected to be available to present a brief oral report to the church congregation and/or special groups or classes.

# **Mission Action Team Procedure**

## **I. Procedure for Approving a Newington Mission Trip**

A. An individual or organization should submit to the church office an NBC Missions Application Form at least 3 months prior to the date of the proposed mission trip. This request should be approved by the Missions Team prior to the commitment of any support funds for the trip.

B. The Missions Team will provide written notification of approval of mission trip sponsorship by NBC.

**\*Note:** Necessary forms may be obtained from the church office.

## **II. Procedure for Requesting Individual Support for a Mission Trip**

A. Each applicant should submit to the church office an NBC Missions Application Form before the mission trip.

B. Each applicant should submit two passport-type photographs and a copy of his or her passport at least 3 months before the mission trip.

C. Each applicant must submit a Medical Information Form two months before the mission trip and must be covered by a short-term health and travel insurance plan.

D. Each applicant is responsible for securing any passports, visa, and/or medical requirements necessary for the mission trip.

E. All application material should be submitted to the church office by the application deadline dates as noted on page 12 prior to the approval of the request for financial support funds.

**\*Note:** *Necessary forms may be obtained from the church office.*

### **III. Procedure for Mission Trip Fundraisers**

- A. All teams/members are encouraged to conduct fundraisers as necessary to generate funds to support their financial needs for the mission trip. It is generally expected that these fundraisers will not be the sole source of funding mission trips
- B. No more than 2 fundraisers per team to be held at NBC during a calendar year.
- C. All fundraisers should be approved in advance by the Missions Team.
- D. Each Mission Team / Member needs to submit their request 3 months in advance with the following dates:
  - 1) Date of the Fundraiser.
  - 2) Date that the team will be departing for their trip.
- E. Fundraisers should not be gambling, lottery or raffle type events. They should have a nature of car washes, bake sales, meals, concerts, etc.
- F. Any exception to the policies regarding fundraisers must be approved in advance by the Missions Team.

### **IV. Procedure for Requesting Funds for Mission Activities**

- A. The approved team leader of a Newington mission trip should submit to the church office a Request for Funds Form at least two months prior to the date of the mission trip.
  - B. Team ministry expenses include items set forth in Policies, Section VI. Such expense requests should be approved in advance by the Mission Action Team prior to the release of funds.
  - C. The Missions Team will notify the team leader in writing of the decision for the request for funds.
- \*Note:** Necessary forms may be obtained from the church office.



## **Local Outreach Teams:**

Women on Mission/WMU (Clothes Closet), Operation Christmas Child Team, Bethel Bear Pack Action Team, USDA Food Packing Team, and Ee-ma's Closet

### **Women on Mission/WMU Team:**

The Director of W.M.U. has general charge of the work of that organization. This organization helps carry out the program of mission study, mission action, and provides information regarding the work of the church and denomination in the area of missions. The WMU promotes support for local, state, national and world missions through prayer, giving, and mission's projects.

The responsibilities of the Women on Mission Team/WMU (Women's Missionary Union) Team are to pray for missions, engage in mission projects and activities, learn about missions locally and worldwide, develop spiritually toward a mission lifestyle, support and engage in the missions work of the church and denomination, plan mission projects for the church, keep the church informed and urged to participate in missions projects, and maintain and open the Newington Clothes Closet.

### **Clothes Closet:**

This Clothes Closet policy and procedure manual outline the principles by which it operates at Newington Baptist Church. It is designed to guide this ministry as it helps meet the clothing needs of the impoverished in our community and shares the gospel through serving. This ministry follows the teachings and challenge of James 2:16, "If one of you says to them, "Go in peace; keep warm and well fed," but does nothing about their physical needs, what good is it?" and Matthew 25:36a: 40, "I was naked and you clothed me... Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me."

The Clothes Closet volunteers operate a Clothes Closet at Newington Baptist Church. The Clothes Closet is regularly open to the public from 10 a.m. to 12 p.m. on the first Wednesday and the third Saturday of each month unless there is a conflict in the schedule. If there is an emergency need such as a home fire, an appointment to access the Clothes Closet can be arranged by phone call or visit to the church office.

### **Procedures and Policies for Patrons:**

- Patrons will enter the Clothes Closet via the Clothes Closet entrance, the exterior door with the wooden ramp located in the hall that connects the main church with the Old Sanctuary.
- Patrons will register at the check-in table in the hall next to the entrance before "shopping" at the Clothes Closet.
- The patron may select and take clothing home for family members and individuals who are not present at the Clothes Closet.
- Upon checking in, the patron will provide their names and the names of individuals they are collecting clothes for. This information will be used to track attendance.
- Patrons pay no fee for the clothing they select.
- Items that patrons receive from the Clothes Closet are not available to be sold. A sign is posted on the wall near the check-in desk stating this fact.

- Usually, there is no limit on the number of articles that a Patron may get from the Clothes Closet. However, certain seasonal items, such as winter coats and shoes, will be limited to one item per person.
- Before leaving the Clothes Closet, patrons will check-out in the check-out room, presently located in the Trinity Classroom. The number of items they have will be counted by the volunteer or patron and bagged. A volunteer will record this number for the day's total.
- When checking out patrons, volunteers may place flyers about Newington's activities and outreach projects and religious tracts in the patron's bags.

### **Procedures and Policies for Volunteers:**

**Opening Prayer:** At the start of each regular session, volunteers and patrons gather at the entrance of the Clothes Closet for an opening prayer.

**Schedule:** Volunteers will record the days and hours that they plan to work in the Clothes Closet on the flip calendar posted on the sorting room door. They will also check the days and hours that they work on this calendar.

**Key to the Clothes Closet:** The church's administrative assistant will keep the key to the Clothes Closet in her desk in the church office.

#### **Standards for sorting clothing:**

- Volunteers meet regularly to sort the donated clothing by gender, age, and size. It will be hung in the sorting room until hung in the appropriate room, such as the women's room, or the men's room, or children's room.
- Each item must be seen by two pairs of eyes in the culling process.
- Only clothing that we would wear ourselves or would give to someone we care about will be acceptable for the Clothes Closet.
- Clothing that is not clean, stained, tattered, or worn will not be kept. Any clothing with suggestive wording or inappropriate images will not be kept. This clothing will be discarded. It will be placed in large black trash bags and placed in the church's dumpster on a Wednesday.
- **Excess Clothing:**
  - Once a month, each room of the Clothes Closet will be checked for clothing that has been hanging too long. This clothing will be sorted by men's, women's and children's and placed in white 13-gallon plastic bags. These bags will be placed in the excess clothing storage area in the old sanctuary.
  - Clothing that is not to our standard, but still clean and wearable will be placed in white 13-gallon plastic bags, and stored in the old sanctuary. These bags will be donated to the Gloucester DAV for recycling. Volunteers from Newington will deliver the excess clothing bags on a weekly basis.

### **OCC (Operation Christmas Child) Team:**

**The responsibilities of the OCC (Operation Christmas Child) Team** are to host a shoebox packing party in November where the church members and friends in the community come together to share a meal and pack OCC Shoeboxes, collect items to fill the shoeboxes throughout the year, keep the church informed monthly of suggested items to be collected, keep items counted and stored in the OCC room at church, engage a committee in the planning and activities of the project, serve as a drop-off facility for other churches, civic organizations, and individuals in the community to bring their shoeboxes to go to designated Samaritan's Purse distribution point and to encourage church members to participate in the project.

**This OCC (Operation Christmas Child) Team policy and procedure manual outlines the principles by which it operates at Newington Baptist Church.** It is designed to guide this ministry to help share the gospel with children around the world through a project of the Samaritan's Purse organization, and to also to share the gospel with our church and community through serving others.

### **Bethel Bear Pack Action Team:**

**The responsibilities of the Bethel Bear Pack Action Team** are to purchase items for each pack, packing and distributing the packs to the school at the designated time, coordinate with other churches on details for the project and coordinate with the school for delivery and distribution.

**This Bethel Bear Pack Action Team policy and procedure manual outlines the principles by which it operates at Newington Baptist Church.** It is designed to guide this ministry to show love, concern, and compassion for children by providing food during the weekend when they may not have food available at home. The packs are taken to an elementary school available for the students to take home at the end of the school week. This project is shared with other churches in the county.

### **USDA Food Packing Team:**

The USDA Food Packing Team volunteers assemble every month to bag food items for Bread for Life. Bread for Life distributes the bags of food and only individuals who qualify according to a certain income level receive them.

This USDA Food Packing Team policy and procedure manual outline the principles by which it operates at Newington Baptist Church. It is designed to guide this ministry as it helps meet the nutritional needs of the impoverished in our community and shares the gospel through serving. This ministry follows the teachings and challenge of James 2:16, "If one of you says to them, "Go in peace; keep warm and well fed," but does nothing about their physical needs, what good is it?"

### **E-ma's Closet:**

(Consolation and support for pregnant women)

The responsibilities of Ee-ma's Closet primarily are to offer resources for newborn baby care and help for the mother. We plan to offer a safe place where women of any age experience compassion and hope.

Ee-ma's Closet plans to be a support network that is praying and resourcing towards: infant care, adoption, help beyond infancy, church resourcing for the family, and especially salvation.

We believe in God to find professional people who can help bring guidance, support, and care to those who are in need.

Ee-ma's Closet is experiencing how God is faithfully bringing specific people to help with resources and the knowledge needed.

Women in need can call either of our coordinators phone numbers. They would love to talk and share how the ministry of Ee-ma's Closet can help or find help for them.

The Ee-ma's Closet team policy and procedure outlines and adheres to the principles by which Newington Baptist Church operates. It is designed to guide this ministry to help support pregnant mothers of our community and share the Gospel with them and their families.