

Missions Procedural Overview and Checklist for Team Leader & Administrator

Approval for Mission Trip

Provide the NewSong Church Missions team with a written proposal for your trip. The proposal should note the destination, team members, dates, in-country contacts, purpose for the trip, flight and other related costs, and modes of transportation. Note any funds they will give to support the team.

Forms

The Missions Administrative Contact (Marilyn Kalenda, at this time) will provide all necessary administrative documents to the team administrator. Blank envelopes for deposit will be provided by the front office Administrative Coordinator.

Income & Expenses

The team will need to select a team administrator to handle the incoming and outgoing expenses for the team. This is about an hour a week commitment to process the financial support. Contact the Executive Administrator Robin Hardiman at rhardiman@newsongsd.org to receive the income and expense account numbers needed to handle the incoming and outgoing expenses for the team. Please note the following:

- All support dollars given are donated to NewSong Missions as a whole. Excess funds or support dollars raised by a team member no longer going on the trip are not returned to the donor.
- Team deposits should be made on a weekly basis by the team administrator.
- The team administrator must close the books on the trip within 30 days of the conclusion of the trip.
- **Donated funds do not carry over into the next fiscal year.** Funds will be dispersed in accordance with NewSong Missions policy as determined appropriate by the Missions Team. Before funds are distributed, the Missions Director will confirm that there are no further expenses for the trip. All funds not expended by the end of the fiscal year (June 30) will be reabsorbed into the general budget for distribution.

Out-of-pocket expenses may be reimbursed by submitting a check request with receipts to the team leader and/or administrator. When traveling, make sure to keep all receipts, if receipts are not available due, keep detailed accounts of expenditures.

Team leader must request disbursement of funds needed while out of the country from the Executive Administrator at least two weeks prior to the trip or the team may prefer to use personal funds (credit/debit cards) and be reimbursed upon return. To request, please also use a check request form.

Support Letters

Support letters sent out by team members must first be approved by the team leader. The letter may be worded according to the desire of the team member and subject to the approval of the team leader. However, wording must clearly state:

- Donated funds are being given to NewSong Church Missions; not to a specific team
- Donated funds are given for team support; not to a specific individual

Remember that donated funds are given to NewSong Missions as a whole and although allocated to the team that is raising support, should a team member drop out, the donated funds will not be returned. Additionally, NewSong Church may use excess funds for other Mission efforts. Funds will not be used for purposes that do not fall under the NewSong Church giving guidelines. It is also suggested that the quantity needed to be raised be included in the letter and that a reminder is included to note the team name on the return envelope (see Letter Procedures). It is also suggested that thank you notes are sent to all donors as well as follow up letters to those who have returned response cards.

Fundraisers

See Missions Fundraising detail.

Commissioning

Contact Daren Bachman at dmbachman@newsongsd.org to request Sunday date for team commissioning (a time for the church body to come along side you by praying for you during the church service). This needs to be done as far in advanced as possible, as soon as departure dates are set. Requests made less than one month in advanced can not be guaranteed. It is the desire of the Missions Team that all NewSong short-term teams be commissioned.

Homebase Team

The team may find that there are those who would love to travel on their mission trip but for whatever reason, are unable to do so. They may also find persons who do not want to be a part of the team but who have a special concern for those in the country/area they are visiting. The team leader or members may want to recruit these types of people to be a homebase team. The homebase team may be able to handle various administrative responsibilities or be willing to coordinate activities.

Booking an Event & Reserving a Room

You will need to submit requests for using the NewSong facility to the Administrative Coordination staff at frontoffice@newsongsd.org. If you are holding a fundraiser, team meeting, recruiting meeting, or other event, please submit your Master Calendar request well in advance of the event. If your event requires a meeting room, the Master Calendar request form also has a place for that notation. For events taking place in the courtyard, you may note "courtyard" on the request. The front office will advise you of the availability of the room(s) or areas requested.

Returning Debrief in Worship Service

As soon as your trip has been approved by the Mission Board, please contact Stephanie U'ren at steph.uren@gmail.com to schedule time in worship service to share highlights from your trip with the NewSong family. Stephanie is director of the Missions Catalyst Team which is charged with promoting evangelistic and compassion efforts at NewSong. Part of what they are doing is coordinating a new mission's awareness segment that NewSong is plugging into our regular services every other week. In this role, Stephanie will work with the Design Team to schedule your "debrief". The target date will be for the third Sunday following the team's return. There is flexibility in this timing if no one is available or if there is some reason why that Sunday will not work in the flow of services. However, the aim is

to make sure that NewSong (in a timely manner) has an opportunity to hear what the Lord was able to do in and through your team.