



Our Savior Lutheran Church Mission Support Team (MST)

OSLC Mission Statement for Mission Outreach

We the people of OSLC will go into the mission field to enable others to:

- **Know** the unconditional love of God;
- **Grow** in their relationships with Jesus Christ;
- **Go** and share this good news.

The Our Savior Lutheran Church (OSLC) Mission Support Team (MST) is comprised of OSLC members and the Director of Christian Outreach. The MST's main role is to support OSLC mission work and implement the "OSLC Mission statement for Mission Outreach." The MST will ensure that all mission work has a service and Gospel component, and is structured to build an on-going relationship that provides for the continuity and sustainability of the outreach objectives.

Based upon current mission funding and projected future missions, the MST determined that the overall OSLC mission budget will be roughly divided as follows across mission activities: 30% local, 30% regional/national, and 40% international. This targeted funding will vary in the future as OSLC becomes more involved in mission work and historical mission funding data is acquired.

The MST has created guidelines for requesting mission funding support which are provided in this document. The MST realizes that not all missions will require funds; however, all non-funded missions and their details should be relayed to the Director of Christian Outreach. MST can support these non-funded missions in other ways (i.e., seeking training for mission team members, guiding mission leader to appropriate resources) upon request.

All OSLC missions will have an OSLC liaison between the church and the actual mission. The mission team wants "accountability" to be part of the mission work. The liaison will provide feedback and updates on the mission throughout the year to the congregation and the MST.

The MST encourages anyone who is unsure how to organize or jump start a "mission idea" to contact the Director of Christian Outreach or a member of the MST to help guide them through the process and provide resource ideas.

Guidelines

Mission Funding Proposal Submission Process and Guidelines Our Savior Lutheran Church Mission Support Team (MST)

Created August 2012

Mission Funding Proposal Submission and Approval Timeline

- Mission funding proposals may be submitted by an Our Savior Lutheran Church (OSLC) congregant or existing mission team leader (hereafter referred to as “applicant”).
- Applicant must submit one electronic copy and one hard copy of the mission funding proposal.
- Applicant may submit the mission funding proposal to the OSLC Director of Christian Outreach at any time during the year. The MST will review proposals at least quarterly.
- The MST will provide the applicant with an acknowledgement of receipt within 10 business days. If the MST is unable to fully understand the mission funding proposal, a representative from the MST will contact the applicant to clarify any items on the application.
- All applicants must give a presentation of their mission funding proposal to the MST. The meeting date and time of this presentation will be agreed upon by both applicant and MST.
- The MST will select and rank mission funding proposals based upon the written submissions and presentations. The MST will present a list of ranked mission funding proposals to the OSLC Governance Board and provide a mission update at the May and September Congregational Assembly meetings.
- Once the list is approved, disbursed funds must be expended within one (1) calendar year. The MST may submit a request to the OSLC Governance board for a one (1) year extension in cases of extenuating circumstances.
- Applicant is required to present a mission update to either the MST or OSLC congregation every six months, and upon conclusion of the mission project.
- In the event there are changes to the applicant’s mission plan after it has OSLC congregation approval for funding, the MST is authorized to approve the modified plan and reasonable budget amendments, or reallocate the funds. In the event there are significant changes to the applicant’s plan, accompanied with cost adjustments at or in excess of 10% of the approved mission plan cost, the applicant may be directed to identify other methods (e.g. fundraising) to meet the shortfall or asked to re-submit the mission plan.

Criteria for all Mission Proposals

Mission outreach activities will:

- Emphasize mission and service, extending the Gospel.
- Fit into the mission and vision of OSLC
- Be relevant and ready for implementation.
- Build enduring relationships

NOTE: OSLC does not have to be the sustaining head of the proposed mission.

If these components are not readily relayed in the submission and presentation, the MST will allow the applicant time to clarify and revise the submission.

Mission Funding Proposal Submission

The applicant's mission proposal should be no more than five (5) pages. The information within the document shall include as a minimum:

General Information

- Applicant's name and contact information
- Name of the mission and a brief description
- An explanation of why this mission is being proposed
- Timeline for implementing the mission
- Listing of members of the mission team, if applicable
- The name and contact information of the organization associated with the mission (must be a person or organization that is stateside.)
- Monetary amount of requested funds.
- Pre-trip training (e.g. cultural awareness, safety, etc.)

Detailed Information

- The contact information of the organization (e.g., Bethania Kids, Winterhaven, etc.) and person responsible for implementing the project and administering the funds
- The contact information of the organization or person responsible for continued maintenance and support of the mission (e.g., Bethania Kids, Winterhaven, etc.)
- Descriptive Information on the mission activity and associated organization (include website link or Facebook page, if available)
- Comments or testimonies of persons having special knowledge of the mission activity
- Up to 7 high-resolution photos in JPG format. It is recommended that each photograph be landscape orientation and total photo submission be no larger than 3 MB in size.
- Allocation of Requested funds: Please provide supporting documentation showing how the mission funding request will be used, what additional funding resources will be used, and the overall budget of the mission. ***Note: Mission funding can be used for travel, transportation, lodging, meals and incidental expenses. The MST goal is to have at least 50% of requested funds designated to cover actual mission project expenses. Questions about qualifying expenses should be directed to the OSLC Director of Christian Outreach.***

If there are any questions about this document or completing the mission proposal, please contact Tina McGuffey, Director of Christian Outreach, at tina@oslclaurel.org

Approval of Mission Funding Request

Dear **(Applicant)**,

Our Savior Lutheran Church's Mission Support Team (MST) has presented your mission request to the Our Savior congregation for approval at the **(DATE)** Congregational Assembly meeting. The congregation approved the funding of **(AMOUNT)** to **(MISSION NAME)**.

The approved funds may be disbursed not more than 30 days in advance of the mission trip and the total funds must be put into use within one (1) calendar year. Only in extenuating circumstances may the MST submit a request to the OSLC Governance board for a one (1) year extension.

What happens now that your funding request is approved?

You will be required to provide training for your mission team members before the mission occurs. This training could be one hour or one full day, depending upon the group and the mission. The MST will direct you to the appropriate people for training guidelines. This training shall entail team building, cultural awareness, dress code, code of conduct, etc. Team members are to be reminded that they are representing OSLC, and most importantly, Jesus Christ.

You will be required to provide a mission update to either the MST or OSLC congregation every six months as well as a final presentation upon completion of the mission work. Part of your final presentation should include minutes from a wrap-up session you have with your mission group. The minutes should include, at a minimum, a "lessons learned" list, any testimonies and what steps or ideas will be incorporated for the same mission trip in the upcoming year.

The MST is here to assist you through the planning and implementation of your mission. Please contact **(any one of us)** at **(contact info)** if you have any questions or issues to discuss.

The MST as well as the congregation will be praying for you and your mission team as you prepare and go into the mission field to do God's work.

For it is by grace you have been saved, through faith--and this not from yourselves, it is the gift of God-- not by works, so that no one can boast. For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. (Ephesians 2:8-10)

Go in peace, serve the Lord.

Our Savior Lutheran Church Mission Support Team