

Administering Church Missions (With Forms)

Global Missions Conference

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Our assignment for this brief session is to discuss how a church should go about the work of world evangelism. God has made it clear that the work of telling lost people about the grace available because of the cross is the work of the church, His people. We won't deal with establishing that imperative in this session. Other sessions will do that. We will assume you understand that fact. The question for the church becomes HOW?

1. How do we do it? Stewarding the Vision
2. How do we tell them? Stewarding the People
3. How do we pay for it? Stewarding the Money

I want to use as a text a series of stories Jesus told about the kingdom of God in the book of Matthew.

- Mt 25:1-13 - Vision
- Mt 24:45-47 - Personnel
- Mt 25:14-30 - Money

In each of these incidents humans are placed in charge of God's resources. Then, there is a period of time. After the period of time, God returns to see how those entrusted with His resources have handled the trust that was placed in them. They were made stewards of God's stuff and God holds them responsible.

How do we do it? Stewarding the Vision

Mt 25:1-13--The virgins were expected to prepare for the party. They knew bridegroom was coming and they knew he would want to celebrate. Yet they lost sight of the goal and drifted off to sleep.

If we are to accomplish our role of being ready for the celebration, we must:

1. Stay awake
2. Consider the best use of what is available
3. Pray for guidance

How do we tell them? Stewarding the People

Mt 24: 45-47--Notice in the question of who is faithful and wise that the master has put one servant in charge of taking care of his other servants. As church leaders God has entrusted to us the job of caring for workers who will be involved in world evangelism. Giving them food at the proper time involves:

1. giving them enough food
 - know the cost of living there
 - visit to see the life style
 - know the cost of working there

2. giving them proper food
 - understand their work
 - understand their family & team dynamics
 - visit

All three of these require knowing what they need and when they need it.

How do we pay for it? The Money

Mt 25:14-30--God does not expect His stewards to sit on His financial resources. Period.

Illust.: A generous Christian approached the elders of the church offering to provide the money to support a missionary. They turned him down because it was too risky and too much work. When God asks for them to account for their stewardship, they will not have wasted His money. But, they will have nothing to show for what God put at their disposal.

Getting a return on one's financial investment requires:

1. investment - a willingness to take the risk
2. knowledge of the market - a willingness to work at learning
3. attentiveness - a willingness to evaluate and change

Brass tacks - Where the rubber meets the road - the nitty-gritty - practical application

How can we steward the vision for world evangelism?

1. Read
2. Attend classes
3. Invite Resource people
4. Pray

How can we steward the human resources for world evangelism?

1. Investigate candidates
2. Test candidates (MRN)
3. Know candidates (time with congregation before departure)
4. Visit missionaries (Form 4)
5. Provide adequately (MRN Research)

How can we steward the financial resources for world evangelism?

1. Keep good accounting
2. Know what you expect to be accomplished (WF line item definitions)
3. Expect reports (Form 11)
4. Evaluate through written reports (Form 5)
5. Evaluate through spoken reports (regular furloughs)
6. Evaluate through visits (Form 4)

I Peter 4:10 - Peter asserts that the end of all things is near. Then, he draws several conclusions about how we should behave ourselves because of that fact. One of those conclusions is in verse 10:

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."

Conclusion:

There are these factors at work in world evangelism:

1. God has handed the job over to His church.
2. God expects the job to be accomplished with the resources He has provided.
3. We must show ourselves to be good stewards of His resources, if we expect to be pleasing to Him.
4. The primary areas of stewardship are:
 - Vision
 - People
 - Money

Form 4 - Field Visit Report for RHCC Mission Effort

Name of evaluator: _____ Date: _____

Name of missionary(s) associated with this effort: _____

Years being evaluated: _____ – _____

Location of effort being evaluated: _____ Date of visit: _____

Please provide brief narrative answers and explanations to the following questions. If more space is needed, please attach additional comments.

Is the mission effort progressing toward self-reliance? What specific signs did you see to confirm your observation? Status of ordination of elders in the local church?

Is the work making progress toward reaching stated goals? List goals and status.

Please provide an estimate, in years, as to when the missionary will be able to move to another effort. Explain.

Form 5 - Quarterly Work Fund Report - Liaison Review

RHCC sponsored missionaries are required to provide, through their liaison, a quarterly report on the use of their work fund on form 10, "Quarterly Work Fund Report," (see Chapter 16, page 93). Each liaison is requested to complete this review of each quarterly report as it is received. The liaison should provide the ministry Administrative Assist and the ministry Administrative Task Group with a copy of each review.

Form completed by _____
(name of liaison or person completing the form)

Quarterly Work Fund Report of _____
(name of missionary providing the quarterly report)

Date the Report was received from the missionary: _____

Quarter being reported 1st 2nd 3rd 4th _____
(year)

1. Were there any work fund line items that were significantly under used? If, in your opinion, there is a need to document the cause of this under use, please provide it here.

2. Were there any work fund line items that were significantly over spent? If, in your opinion, there is a need to document the cause of this over spending, please provide it here.

3. Has this report caused you to see a need to discuss the use of the work fund with the missionary? If so, please document any items you deem significant in that discussion.

Form 5, 6/04

Form 8 - Evaluation of Last Year

(due at RHCC by March 1 of the current year)

Name: _____ Year Being Evaluated: _____

Your Unique Goals

	Goal	Actual	Comments Attached
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Congregational Goals if appropriate

Churches/Groups Established:

Village/Home	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schools	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Men's/Women's Groups	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Congregational

Attendance	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Offerings	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Baptisms	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Evangelistic Goals if appropriate

Contacts/Interviews	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bible Studies	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prison	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
WBS Lessons graded/returned	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
WBS Follow-up	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Leadership Goals if appropriate

Training Sessions	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Elders appointed	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deacons Selected	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preachers Sent Out	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide a discussion of your overall prospective of these goals.
Form 8, 6/02

Form 9 - Goals for Next Year

(due at RHCC by June 1 of the current year)

Name: _____ Coming Year: _____

Your Unique Goals

Goal Statement	Goals Measurement	Estimated Cost (if any)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Congregational Goals if appropriate

Churches/Groups Established:

Village/Home	_____	_____
Schools	_____	_____
Men's/Women's Groups	_____	_____

Congregational

Attendance	_____	_____
Offerings	_____	_____

Evangelistic Goals if appropriate

Contacts/Interviews	_____	_____
Bible Studies	_____	_____
Prison	_____	_____
WBS Lessons graded/returned	_____	_____
WBS Follow-up	_____	_____
Other	_____	_____

Leadership Goals if appropriate

Training Sessions	_____	_____
Elders appointed	_____	_____
Deacons Selected	_____	_____
Preachers Sent Out	_____	_____
Other	_____	_____

Please provide a discussion of your overall prospective of these goals. Also, please provide details that will explain your cost estimates shown in this form.

Form 10 - Long-Range Goals

(due at RHCC by June 1 of the current year)

Name: _____

Major Goals for the work in _____ for the end of the next:

Two Years

Goal 1 _____

See attached
Comments _____ Estimated Cost _____

Goal 2 _____

See attached
Comments _____ Estimated Cost _____

Goal 3 _____

See attached
Comments _____ Estimated Cost _____

Five Years

Goal 1 _____

See attached
Comments _____ Estimated Cost _____

Goal 2 _____

See attached
Comments _____ Estimated Cost _____

Goal 3 _____

See attached
Comments _____

Ten Years

Goal 1 _____

See attached
Comments _____ Estimated Cost _____

Goal 2 _____

See attached
Comments _____ Estimated Cost _____

Form 11 - Quarterly Work Fund Report

(to be mailed to RHCC within 10 days after the end of each calendar quarter)

Name: _____ Location of primary work: _____

Period covered in this Report: _____

This form is not to include the reporting of personal expenses.

Shaded lines are for Category Totals

All amounts should be reported in US dollars.

	1st Month	2nd Month	3rd Month	Budget/mo.
1. Transportation				
A. Public				
B. Ministry Vehicle				
2. Facilities				
A. Missionary Office				
B. Meeting Place				
C. Utilities				
3. Communication				
A. Telephone				
B. Mail				
C. Internet				
4. Admin/Documents				
A. Personnel Expenses				
B. Visa/Passport/Work Permits, Fees and Charges, Associated Costs				
C. Local Taxes and Customs charges				
D. Printing				
E. Office Supplies				
5. Equipment Purchases				
A. Furniture				
B. Electronics				

	1st Month	2nd Month	3rd Month	Budget/mo.
6. Outreach				
A. Campaigns/ Seminars: Advertising, Supplies, Equipment rental, Food				
B. Benevolence				
C. Community Development				
7. Education & Renewal				
A. Professional				
B. Language				
C. Retreats/ Workshops				
8. Team Fund				
9. Hospitality				
<i>Work Fund Total</i>				
Current Exchange Rate:				

Form 12 - Annual Self-Evaluation

Name: _____ Year being evaluated: _____

Please indicate the relationship you have with RHCC (**circle one**) Sponsored Supported

Location of Effort Being Evaluated: _____ Date: _____

Please provide brief narrative answers and explanations to the following questions. If more space is needed, please attach additional comments.

Please describe your “typical” week in service to the mission effort in your area. Your response to this question is not intended to encompass all activities in which you are involved. Rather it is to allow you to describe your general responsibilities and activities. Please use any format you feel is appropriate and attach as much information as you wish.

In retrospect, how valid were your goals for last year?

Please discuss what you feel are the most important achievements of your ministry during the past year. Include a discussion of why you feel these achievements were accomplished.

Please discuss what you feel are the greatest strengths or assets that you brought to your ministry in the past year.

How can the Missions Ministry assist you in your ministry?