

**South Bay SDA Church Policy for Promotion of and Financial Support for South Bay members who plan to travel outside the USA on a mission trip.**

Funds will be received and disbursed through two accounts: Short Term Mission Trip Assist Fund (STM) and Foreign Mission Fund for Projects (FMP). Requests should be submitted in writing to the South Bay SDA Church Foreign Mission Committee (FMC) by email to: [office@southbaysda.org](mailto:office@southbaysda.org). Here is a summary of the seven key elements to include in the request letter.

1. Name and contact information for the people, ministry, or organization leading or sponsoring the trip.
2. Other organizations or people involved.
3. Purpose and goals for the overall project.
4. Dates and funds needed including deadlines for payments.
5. Other potential funding sources that you have in mind including “sweat equity” - what you are doing to raise or earn funds.
6. What happens to funds donated if you aren’t able to go.
7. Willingness to promote your request at the church before you leave as well as to give a report after your return.

**In addition to the above, here are some factors the committee will consider for short term (usually less than a month) foreign mission trips.**

1. Anyone who has never been on a foreign mission trip before will usually be given priority.
2. Funding for each individual will be limited to what is available in the fund called Short Term Mission Trip Assist Fund (STM). The per person maximum is \$500 which is available for those participants 12 years of age or older who are members of the South Bay SDA Church.
3. If the request is approved, then the funds will be disbursed. Of course, as noted in item number 5 above, you may still promote your trip by contacting friends and family to raise additional funds.

To summarize: Members who request funding for their travel and related expenses on foreign mission trips must provide the information described above. The FMC will evaluate the request. If it’s approved, funds from the Short Term Mission Trip Assist Fund (STM) will be disbursed.

**Those requesting funds from the Foreign Mission Fund for Projects (FMP) will also need to be aware of the following guidelines.**

The FMC will request permission from the church board to allow a short presentation by the mission leader(s) during the worship service with an option to also make a full presentation at another time.

Donations may be sent directly to the ministry with which they are working (i.e., It Is Written). That organization would then provide tax deductible receipts.

If the trip does not have an SDA organization to receive the funds, then all funds donated to the Short Term Mission Trip Assist Fund (STM) or the Foreign Mission Fund for Projects (FMP) during a specified time period (usually a month or four Sabbaths) would go to support that request. If more funds are raised than needed, the leaders of the mission trip could submit a revised budget that might be approved. Otherwise, the excess funds would be held in those accounts for future mission trips that would have to be approved by the FMC and voted on by the church board.

Funding for up to four projects per year is the goal. However, the church board may choose to allow additional requests. All proposals need to follow the guidelines as outlined above on page 1.

The preferred times each year for submission of requests for mission trips are November when the newly elected officers are planning for the next year, and during March/April when end of year planning is happening.

Summary: Foreign Mission Projects (FMP) that are approved by the FMC will be submitted to the church board for their consideration. The board may approve, adjust, or reject the FMP. The church board may also submit the request to the church in business session for their approval if that seems essential.

**This document was voted on by the South Bay SDA Church Board on November 13, 2024. There have been some adjustments made since then including names of the funds that are in the treasurer's reports.**