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| **MARKHAM CHINESE BAPTIST CHURCH MISSION BOARD**Short-term mission plan proposalMCBC logo |
| **Financial Support Guidelines** |
| **Category** | **Description** | **Funding Guidelines** |
| **Group 1**Home Team | STM plan initiated and directed by MCBC | 1. Up to 50% funded by MCBC

First and 2nd timers attending MCBC-sponsored STM programs1. Up to 75% funded by MCBC

Third time attending MCBC-sponsored STM programs and thereafter1. Up to 100% funded by MCBC

Trip leaders, full-time students and pastoral staff who are first-time or repeat goers1. Team leaders may request for additional funding for the purchase of needed materials, supplies and equipment related to the STM

(Special consideration may be given to those who require funding support above the prescribed levels.) |
| **Group 2**Partnered Team | An MCBC team joining an external mission organization |
| **Group 3**Individual Sponsorship | Individual sent via an external entity | * Up to 50% of the total cost of the trip per year, and not exceeding a maximum of $800 per year.
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| **For STM Plan Proposal** |
| **deadlines** |
| * To allow for sufficient time for administrative, promotional and logistic support, the closing date for any trip proposal to the Mission Board must be at least 6 months prior to the departure date of the trip.
* Team leaders are to begin discussions with STM Committee Chair as early as possible, and to identify the STM opportunity to the Mission Board by October 1 every year for budget consideration for the next fiscal year.
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| **For STM Team Leaders** |
| * Upon approval of the STM plan, the appointed team leader will assume the responsibilities for planning and organizing the mission project, and for equipping the team and ensuring team candidates complete their individual applications for submission to the Mission Board.
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| **process and timeline** |
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| **part I - APPLICANT (the team leader candidate)** |
| Name: Click here to enter text. | Age:  | Under 20 [ ]  | 20-55 [ ]  | Over 55 [ ]  |
| Address: Click here to enter text. |
| Phone (Home): Click here to enter no. | (Cell): Click here to enter no. | E-mail: Click here to enter text. |
| Occupation (if student, year and field of study):  | Click to enter text |
| How long have you been a Christian? Click to enter text | Have you been baptized? Yes [ ]  No [ ]  | When: MM / YYYY |
| How long have you been attending MCBC? | Click to enter text. | Which MCBC congregation do you attend? Choose an item. |
| Member of MCBC? | Yes [ ]  No [ ]  | If yes, how long? Click here to enter text. |
| Experience in leading a short-term mission team? | Yes [ ]  No [ ]  |
| **part II – information about the mission trip** |
| Name of the Short-term Mission (Organizer/Location): Click here to enter text. |
| Primary Contact: Click here to enter text. | Phone: Click here to enter no. | E-mail: Click here to enter text. |
| Tentative Date and Duration of Trip: | Click here to enter text. |
| Mission Location(s) – Country & Cities:  | Click here to enter text. |
| Please check the category of the proposed mission trip you are applying for (see title page): |
|  [ ]  Home Team |
|  [ ]  Partnered Team *(state name of the external organization)* Click here to enter text. |
| What is the optimal and allowable size of team? | Click here to enter text. |
| Identify any specific requirements for the team (age, gender, skills, experience, language and other): |
| Click here to enter text. |
| Identify specific roles required in the team: |
| **Mandatory:** | Team Leader Yes [ ]  No [ ]  | Treasurer Yes [ ]  No [ ]  |
| **Optional:** | Administrator Yes [ ]  No [ ]  | Devotional Leader Yes [ ]  No [ ]  | Accountability Partners Yes [ ]  No [ ]  |
| **Other:** |  Click here to enter text. |
| **part III – the proposed plan** |
| The Mission Board adopts the “Seven Standards of Excellence in Short-term Mission” (SOE) as its code of best practices and measures for reviewing short-term mission projects. For more information about the seven standards of excellence in short term mission, please visit SOE website at: <http://www.soe.org/explore/the-7-standards/> |
| **Seven Standards of Excellence in Short Term Mission (SOE)** |
| 1. God-CenterednessAn excellent short-term mission seeks first God’s glory and his kingdom, and is expressed through our:• Purpose — Centering on God’s glory and his ends throughout our entire STM process• Character — Sound biblical doctrine, persistent prayer, and godliness in our thoughts, words, and deeds• Methods — Wise, biblical, and culturally-appropriate methods which bear spiritual fruit |
| 2. Empowering Partnerships An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:• Primary focus on intended receptors• Plans which benefit all participants• Mutual trust and accountability |
| 3.  Mutual DesignAn excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:* On-field methods and activities aligned to long-term strategies of the partnership
* Goer-guests’ ability to implement their part of the plan
* Host receivers’ ability to implement their part of the plan
 |
| 4.  Comprehensive AdministrationAn excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:* Truthfulness in promotion, finances, and reporting results
* Appropriate risk management
* Quality program delivery and support logistics
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| 5.  Qualified Leadership An excellent short-term mission screens, trains, and develops capable leadership for all participants, and is expressed by:* Character — Spiritually mature servant leadership
* Skills — Prepared, competent, organized, and accountable leadership
* Values — Empowering and equipping leadership
 |
| 6. Appropriate TrainingAn excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:• Biblical, appropriate, and timely training• On-going training and equipping (pre-field, on-field, post-field)• Qualified trainers |
| 7.  Thorough Follow Through An excellent short-term mission assures debriefing and appropriate follow-through for all participants, and is expressed by:* Comprehensive debriefing of all participants (pre-field, on-field, post-field)
* Thoughtful and appropriate follow-through for goer-guests
* On-field and post-field evaluation among sending and receiving partners
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| The Mission Board would like to understand your proposed short term mission. The questions below are related to the above 7 standards of excellence in short term mission (SOE).  |
| 1. God-Centeredness: Describe the purpose and services to be delivered in this STM. In what ways do you model Christ’s mission to the world?
 |
| Click here to enter text. |
| 1. Empowering Partnership: How is this STM good for the intended receptors in the field? Do you anticipate the outreach efforts in the STM also help other parties, such as the local long term missionaries, the STM goers, and others?
 |
| Click here to enter text. |
| 1. Mutual Design: Describe how this STM fits in the longer-term mission work in this mission field. What preparation work do you do to ensure your plan aligns with the plan of the host organization?
 |
| Click here to enter text. |
| 1. Comprehensive Administration: Describe the program set up, trip arrangement and financial accountability. Identify any health and safety concerns, restrictions to sharing the Gospel and any restrictions that could affect the delivery of the planned mission services. How do you plan to mitigate these concerns?
 |
| Click here to enter text. |
| 1. Qualified Leadership: Describe your calling to lead this mission trip. Provide details about your training, experience, skills and gifts that will help you lead this short-term mission.
 |
| Click here to enter text. |
| 1. Appropriate Training: Outline the training you plan to provide your team to foster understanding and growth. Consider training in cross-cultural sensitivity, personal and spiritual preparation, logistics, on-site activities, finances, etc.
 |
| Click here to enter text. |
| 1. Thorough Follow Through:  Describe your debriefing plan, including post-field follow up and evaluation. Share any ideas you may have to help capitalize the experience gained by the team to enhance re-entry to the field in the near future?
 |
| Click here to enter text. |
| **part iv - funding requirement** |
| Explain any specific funding requirements or arrangements required by the partnering organization (eg. shared cost, timing for payments, or any other, if any). |
| Click here to enter text. |
| Estimate the cost of the STM based on travel options which are safe, dependable and economical. Every effort must be made to minimize costs without jeopardizing the quality and effectiveness of the Ministry. |
| **Expense Items** | **Costs ($ Cdn)** | **Remarks** |
| **Trip Costs** |
| Airfare / person | $Click here to enter amount. | Click here to enter text. |
| Other Transportation / person | $Click here to enter amount. | Click here to enter text. |
| Accommodation / person | $Click here to enter amount. | Click here to enter text. |
| Food Cost / person | $Click here to enter amount. | Click here to enter text. |
| Medical and Travel Insurance / person | $Click here to enter amount. | Click here to enter text. |
| Other Travel Expenses / person | $Click here to enter amount. | Click here to enter text. |
| Total Trip Cost / person | $Click here to enter amount. | Click here to enter text. |
| Number of participants in the team | Click here to enter no. | Click here to enter text. |
| Total Trip Cost for the Team **(1)** | $Click here to enter amount. | Click here to enter text. |
| **Materials & Supplies for the Mission** |
| Materials & Supplies | $Click here to enter amount. | Click here to enter text. |
| Equipment | $Click here to enter amount. | Click here to enter text. |
| Other Costs | $Click here to enter amount. | Click here to enter text. |
| Item (i) | $Click here to enter amount. | Click here to enter text. |
| Item (ii) | $Click here to enter amount. | Click here to enter text. |
| Item (iii) | $Click here to enter amount. | Click here to enter text. |
| Total Materials & Supplies **(2)** | $Click here to enter amount. | Click here to enter text. |
| Total STM Cost **(1) + (2)** | $Click here to enter amount. | Click here to enter text. |
| Mission Board provides a substantial portion of the PPC from the Mission Fund. Team members are responsible to provide or raise the remaining cost. STM participants are encouraged to do their best to contribute financially and raise support by sharing their calls, prayer requests and financial needs for the STM team with their network of friends and families.  |
| **part v - referenceS** |
| * Please provide two references from Christian leaders who can recommend you to lead a short-term mission trip. You are responsible to ensure you have the agreement of the individuals to be your reference prior to submitting their names to Mission Board.
* This requirement does not apply to a team leader candidate who is a pastoral staff of MCBC.
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| **Reference #1** (preferably pastor of applicant’s serving division or ministry) |
| Name: | Click to enter text. | Position: | Click here to enter text. |
| Phone:  | Click here to enter no. | E-mail:  | Click here to enter text. |
| **Reference #2**  |
| Name: | Click to enter text. | Position: | Click here to enter text.  |
| Phone:  | Click here to enter no. | E-mail:  | Click here to enter text. |
| **part vi - Signature** |
| I confirm all the information presented in the application is true to the best of my knowledge. |
| Signature: |  | Date: | Click here to enter date. |

Please attach any additional information to help us better understand this short-term mission

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| MCBC logoshort-term mission trip release form |
| **short term mission trip** |
| **Year** | **Organizer** | **Location** |
| Click to enter year. | Click to enter text. | Click to enter text. |
| **Name of Participant** | Click to enter text. |
| Recognizing the privilege afforded me to serve as a member of the subject Short-Term Mission Team, and being fully aware of the risks to person and property that could result from this mission trip, I, the undersigned, do hereby release MCBC, its employees and representatives here and abroad from any and all claims and responsibility to and from me, my heirs, executors and representatives, for personal injury, death or property damage, loss destruction of whatever nature, which may in any way arise out of, or be connected with this activity. I hereby attest by my signature that I fully understand the terms of this release and submit to the above stated voluntarily.I further agree that while as a member of the subject Short Term Mission Team, that I will abide by the rules of MCBC and/or its representatives, and that if for any reason the representatives of the program find cause to terminate my term of service, I will submit to that discipline and will return immediately to my residence, and will reimburse MCBC and/or the programme organizer for any additional cost that results from such return transportation. |
| Signature: | Date:  |
|  | Click here to enter date. |