

White Rock Community Church Policy & Procedure Manual

Missions And Outreach Committee Policies & Procedures

Date Written: June 2002

Date Revised: n/a

Approvals:

Chair, Board of Deacons

Pastor

Church Administrator

I. Purpose

To establish guidelines for the Missions and Outreach Committee at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is established and approved by the Board of Deacons. It is the responsibility of this Board to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC.

The following policy statements apply to the Missions and Outreach Committee at WRCC.

- A. Membership in the Missions and Outreach Committee shall be for a term of one (1) year, as provided in the WRCC Constitution (See WRCC Constitution, Article VII – “Elections”) and WRCC By-Laws (See WRCC By-Laws, Article V – “Election of Church Officers”). Said term shall begin on October 1st and shall run until September 30th of the following year. The first order of business for a duly constituted committee shall be to elect a chairperson and a secretary.
- B. The Missions and Outreach Committee shall consist of at least five (5) members, including the Chairperson, with the Pastor or the Pastor’s designee(s) acting as an ex-officio member.
- C. The purpose of the WRCC Missions and Outreach Committee is to provide leadership in the planning and coordination of Missions/Outreach related activities. A Mission or Outreach is defined as any organization, group, task force, or activity considered to be part of WRCC’s advancement of the Gospel through word and deed.

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D. Responsibilities:

The Missions and Outreach Committee or its designee(s) shall:

- 1) Study and evaluate mission opportunities for presentation to the congregation for consideration and approval.
- 2) Submit to the Finance Committee an annual budget request by the budget deadline date each year with detailed, itemized requirements.
- 3) The Chairperson of this Ministry shall hold a seat on the Church Council, and to present current minutes to the Council's monthly meetings.
- 4) ~~Shall submit a quarterly report to the Church Clerk for review by the Board of Deacons. Each report is due on the 15th day of the month following the end of the quarter (i.e., Apr. 15th, Jul. 15th, Oct. 15th & Dec. 15th). This report will include copies of all meeting minutes, financial statements, attendance records and documentation of activities.~~