

Missions Board Member Responsibilities and Board Policies

The purpose of this document is to give each member of the Missions and Memorials Board (MMB) and the Congregation as a whole a better understanding of the work of the MMB and what is expected from members of this board. It is a general list of responsibilities and is not intended to be all-inclusive.

1. General Member Responsibilities:

- I. The MMB shall seek out worthy missionaries and/or mission organizations (MMO) and facilitate awareness by the Fulton Church Members and Friends to contribute to meet the needs of the MMO. The MMB shall also promote missions opportunities for its members and friends.

2. Specific Member Responsibilities:

- I. Understand the purpose and function of the MMB.
- II. Complies with the Fulton Church Constitution.
- III. Attends all meetings of the MMB.
- IV. Administers all funds given as memorial gifts to the church in accordance with Article IX Section 2 of the constitution.
- V. Accounts for missions and memorials funds separately.
- VI. Prepares a proposed annual budget of donations to MMO and shall recommend this to the Board of Trustees for inclusion in the annual budget of the church.
- VII. Understands that a representative from the Deacons and Deaconesses Board (D&D Board) will attend meetings and bring information to the Board as well as take information back from the meetings to the D&D Board, maintaining a cycle of communication.
- VIII. Attends the church business meetings and annual meeting.
- IX. Approves MMOs to receive funds distributed by the board. (see also cash disbursements policy)

- X. Provide current communication between Congregation and MMO. This includes but is not limited to:
 - a. “Missions Moments” during Services
 - b. Website
 - c. Email
 - d. Postings
- XI. Organize and facilitate Annual Missions Conference.
- XII. Facilitate Love Offerings (see also Love Offerings Policy)

3. Officers:

- I. Board shall annually elect a Chairman, Secretary, Missionary Treasurer and Memorials Treasurer. Positions outside of Chairman may be delegated to Non-Board Member volunteers if agreed by majority vote of MMB. Officers may be changed at request of officer in question or by majority of five remaining board members vote.
 - a. Chairman: The Chairman of the Board shall be responsible to the following:
 - 1. Ensure that the goals, responsibilities and policies of the Board are accomplished effectively.
 - 2. Plan and lead MMB meetings including organizing agenda items.
 - 3. Annually review Board Policies and Responsibilities and recommend updates to the Board for review.
 - 4. Have the tie-breaking vote in case of a 3-3 tie.
 - b. Secretary:
 - 1. Take minutes of each meeting, type up and send to church administrative assistant and all board members for approval.
 - 2. Keep all meetings minutes in missions binder for easy access.
 - c. Missions Treasurer:

1. Carries out the function of the Cash Disbursements Policy (see cash disbursements policy).

d. Memorials Treasurer:

1. Keep accounts record of all inflows and outflows of monies to and from their designated fund.
2. Make deposits and withdrawals for specified memorial requests and record all such transactions.
3. Balance the Memorials Fund bank book.
4. Renew Memorial Fund certificates of deposit, taking into consideration the best return on interest and specific designations for those funds.
5. Present to the MMB quarterly and annual financial reports at the appropriate times.

e. Co-missionary Coordinator:

1. The Co-missionary Coordinator is the communications connection between the Congregation and the Missionaries and or Mission Organization.
2. Facilitates all volunteers to the co-missionary position.
 - a. Duties of Co-missionary:
 - i. Keep in contact with the missionary that they are assigned.
 - ii. This includes at a minimum of twice annually giving and receiving information to/from missionary/mission organization.
 - iii. Make Co-missionary Coordinator aware of needs of the missionary/mission organization.
 - iv. Give a presentation to the Congregation on their missionary at assigned times during the year as to what they are doing, what their goals are and what their needs are.
3. Keep a list of all MMOs organization and the responsible co-missionaries assigned.

4. Tabulates communications and reports to Missions Board regularly. Co-missionaries:

4. Policies:

I. Cash Disbursements Policy:

- a. The Fulton Church Missions Board is charged with identifying missionaries and mission organizations that are to be financially supported by Fulton Church and its members and friends.
- b. Contributions to the MMB Missions Account:
 1. All contributions made to MMB Missions Account or to Fulton Church and transferred to the MMB Missions Account for distribution to approved MMO and for other expenses are made with the understanding that the MMB has complete administrative control over the use of the donated funds.
- c. Timing:
 1. A donations report and deposits to the MMB Account are provided monthly to the MMB Missions Treasurer by the Fulton Church Treasurer or designee.
 2. The MMB Missions Treasurer shall pay determined missionaries and or mission organizations within 14 days of receipt of information.
 3. Invoices submitted for payment will be paid within 30 days of receipt by the MMB Missions Treasurer.
- d. Controls:
 1. The appropriate supporting documentation is required before making a payment:

- a. Board approved missionary or missions organization identified in board minutes.
- b. Invoices for less than \$1000 shall be validated by the Missions Board Chairman.
- c. Invoices for over \$1000 shall be approved by vote of the Missions Board.
- d. Payments made to a board member or family member of a board member shall have two levels of approval; MMB Missions Treasurer and Chairman.

2. Balances:

- a. Monthly donations are to be balanced to monthly deposits.
- b. Monthly expenditures are to be balanced to check book.
- c. Check book balanced to bank statement.

3. Reports:

- a. Provide MMB Monthly Report on Contributions.
- b. Provide Quarterly Report for Fulton Church Quarterly Meeting.
- c. Provide Annual Report for Fulton Church Annual Meeting.

4. Confidential:

- a. All information is to be kept confidential and only information specifically approved for distribution to one or more parties by the MMB or Chairman is to be released.
- b. Board allows release of supporter's names only to missionary.

II. Love Offerings Policy:

- a. MMB shall organize and facilitate Love Offerings with D&D providing oversight and input to modify schedule as needs are made aware.
- b. Love offerings may only be taken 12 times per year, generally once per month with an effort to evenly space them in time.
- c. The following offerings are predetermined.
 1. June or July (depending on Vacation Bible School schedule): Saltillo, Mexico VBS program.
 2. October: Missions Conference (General Missions Fund).
 3. December: White Gifts for the King
- d. Effort shall be given to facilitate Love Offering for visiting missionaries at or around their time of visit if applicable.

5. Board Information

- a. The Board of Missions and Memorials shall consist of 1 non-voting appointee from the Board of Deacons and Deaconesses and 6 elected members. 3, of whom, shall be elected annually.
- b. The Board generally meets monthly or as determined by the board.

Mission Board adopted changes to the Policies and Procedures for Mission Board Co-missionary Program

Mission Board Adopted May 9, 2012

Missions Board Policies and Procedures:

Purpose of Co-missionary Program:

To develop a closer relationship between Fulton Church and each of the missionaries supported. This relationship will be cultivated by assisting the missionary with his/her needs and by developing a liaison relationship with Mission Board and Congregation.

- a. Co-missionary Coordinator:
 1. The Co-missionary Coordinator is responsible to the Fulton church Missions board
 2. The Co-missionary Coordinator oversees the co-missionaries as they strive to meet the needs of missionaries and perform the duties of liaison to congregation. Is responsible for achieving the objectives of the Co-missionary program
 3. Facilitates, directs, and mentors the co-missionaries
 - a. Duties of Co-missionary:
 - i. Serve the servant.
 - ii. Keep in contact with the missionary that they are assigned.
 - iii. Convey a message of partnership
 - iv. Make Co-missionary Coordinator aware of goals, needs and results of the missionary/mission organization.
 - v. Take responsibility assisting missionary with needs.
 - vi. Develop a communication plan to keep Congregation updated on missionary. The plan should include goals, needs, and results,
 - vii. Develop a trusting relationship with missionary.
 - viii. Pray for missionary daily and encourage others to do so.
 4. Keep an up-to-date database
 - a. On missionaries
 - b. On donors.
 - c. On Co-missionaries
 5. Provide frequent updates to Missions Board.

