

The Chapel Ministries Missions System



Mission Partner Application and Review Process:

1. Complete application by August of the year before you seek funding.
2. Missions Team reviews applicants in September and approves partners for the following year.
3. After you have become an approved Chapel partner, you will receive monthly or quarterly checks. In addition, you will be asked to keep in touch with a Mission Team Liaison to keep us informed of volunteer/service opportunities.
4. Each fall, partners will be asked to submit a report from the following year and reapply for partnership for the following year.

Multi-Campus Alignment- Missions

Missions Spotlight:

- Campus Staff
 - o Campus Pastor- Will provide space for a mission spotlight at each campus
 - o Teams Director- Will make sure mission spotlight is well-stocked and maintained
 - o Teams Director- Will stock station with additional printed material from other local partner organizations
- Chapel Ministries Staff
 - o Communications- Will produce missions booklet that includes philosophy of missions, TCM sponsored missions and summary about each organization, along with campus-specific mission initiatives specific to each campus/location.

Missional Small Groups/Volunteer Opportunities/Mission Moments:

- Campus Staff
 - o Campus Staff- Will communicate to TCM Communications Team when local campus as a missional outreach/opportunity coming up (6 weeks prior)
 - o Teams Director - Will communicate service opportunities with TCM Groups Director 6 weeks prior to seasonal launches
- Chapel Ministries Staff:
 - o Communications- Will communicate opportunities through regular communications channels: One Thing, social media, posters, website, app, slideshow before service, bulletin
 - o Groups Director- Will advertise and promote service opportunities through seasonal small group launches

2nd Story Goods Marketplace (for campuses with dedicated space):

- Campus Staff
 - o Teams Director - Will develop a 2nd Story Leadership & Volunteer Team that will staff the 2nd Story Goods Marketplace
 - o Teams Director - 2nd Story Leader will correspond with TCM staff for reorders and restocking
 - o Teams Director - Work crew will build store
- Chapel Ministries Staff:
 - o D-Team Admin- Will reorder as necessary based on desires from local campus leadership
 - o Creative Team- Will help design and equip store
 - o Missions Director- Will keep track of store profits and disperse \$ to MUCH Ministries when profits in account exceed \$2,000
 - o Communications- Will produce printed materials to be distributed with each purchase through the store
 - o Financial Coordinator- Will pay sales tax as required by law

Home Church/Small Groups Missional Emphasis:

- Campus Staff
 - o Teams Director- Will communicate possible missional opportunities to Groups Director at TCM
- Chapel Ministries Staff:
 - o Missions Director- Will communicate missional opportunities to local home church/small group leaders
 - o Missions Director- Will track and monitor the missional engagement of home churches through communication with leaders to ensure they are prioritizing outreach

Missions Teams:

- Campus Staff
 - o Teams Director- Will recruit mission team leader and ministry area liasons for local campus mission partners
 - o Teams Director- Will schedule quarterly meetings for local mission team and TCM Missions Director (can be in person or remote)
- Chapel Ministries Staff:
 - o Missions Director- Will meet monthly with TCM mission team (representatives and liasons for TCM mission partners)
 - o Missions Director- On a quarterly basis, Missions Director will attend or Facetime/Skype in for quarterly campus local missions meetings to give big-picture update to local teams and answer questions.

Mission Trips:

- Campus Staff
 - o Teams Director- Communicates about possible mission trips with TCM Mission Director
- Chapel Ministries Staff:
 - o Missions Director- Will communicate mission trips (for adults and youth) to all TCM campuses through regular communications channels: social media, posters, website, app, slideshow before service, bulletin, One Thing
 - o Missions Director- Will provide campus-wide opportunities to come together and engage in mission trips together

Mission Partnership Approval Process:

- Campus Staff
 - o Teams Director- In August, receives applications and proposals from local organizations seeking to partner with local congregation
 - o Campus Mission Team and staff select up to 6 organizations for the upcoming year (starting in January) and send these recommendations to TCM Mission Team for approval

- Teams Director will be given a specific \$ amount to invest in local missions and will make recommendations to TCM Mission Team as to how much each organization will receive and to arrange payment
- Chapel Ministries Staff:
 - In August, TCM mission team will receive applications and proposals from organizations seeking to partner with TCM. They will ask for reports from existing mission partners.
 - TCM Mission Team will select 6 partners for the upcoming year (international, national, state)
 - TCM Mission Team will take proposed TCM mission partners and local campus mission partners to TCM board for final approval in August.
 - Financial Coordinator- All missions money will be dispersed through TCM office on a monthly basis.
 - Finance Team/Missions Director- Any additional income over and above budgeted needs that has been authorized by the board to be used for outside the walls spending will be funneled to the TCM missions team for dispersal and approved by the TCM board.