

## **Presentation and Funding Request**

Brothers and Sisters in Christ,

In order to help us prepare for your presentation, please provide the following information two weeks in advance of your visit. You may edit this form and return by email or you may send a printed copy to the Committee Chair.

Abstract: No more than two short sentences which summarize the request. Ex: to update and simplify the request form and to include a clear statement of the motion desired by the Advocate of the mission.

Background: A brief statement of the purpose of the request. Ex: The current form includes incorrect information about the meeting date and time. Also, the Finance Department and Auditors for RBCPC are regularly requesting more detailed information on the specific motions made for expenditures of funds. A clear statement by the Advocate of the motion desired will ensure that the members of the Committee understand what is desired and the Secretary will be able to provide factual and accurate statement in the minutes of the actions taken.

History: A statement of the factual details of the mission to be supported, specifically to provide factual information to the Treasurer and the Finance Department:

Date of request (will be the date of the meeting):

Name of the Mission (no acronyms):

Name of the current Advocate and contact information (phone):

Name of the presenter at the meeting:

Will you need connection for large screen presentation?

Brief description of the mission, including location (no acronyms). The Missions Committee's purpose is to serve Jesus Christ under the guidance and power of the Holy Spirit and to the glory of the Father. We will serve Him in two specific areas:

1. Identifying and providing support to mission projects which result in people being won to Christ.
2. Fostering programs for the RBCPC family which result in their being aware of and serving in mission projects both here and abroad.

When we consider requests from missionaries or ministries, we look for clear evidence of the following:

1. **Accessibility:** need to have "hands on" involvement in the ministry, and they should respond to the Mission Committee communication within a reasonable time frame.
2. **Fiscal Prudence:** meet our mutual financial goals.
3. **Commitment:** agree with planned mission and objective(s) in serving Jesus Christ and His Church.
4. **Competency:** have a track record in the ministry they propose that demonstrates their capability to do the work.
5. **Evangelism:** share or live out the Gospel leading people toward Jesus Christ.
6. **Equipped:** are prepared for this ministry through academic and/or practical experience.
7. **Sensitivity:** recognize cultural differences in the area(s) they serve and handle them well.
8. **Reliability:** meet mutually-understood plan of action.
9. **Accountability:** have a defined plan of responsibility for carrying out each aspect of its ministry.

Rancho Bernardo Community Presbyterian Church, Missions Committee  
 17010 Pomerado Road, San Diego, CA 92128  
**Meets 3<sup>rd</sup> Tuesday of each month, Lower Fireside at 6:30 p.m.**

Examples of Purpose of Presentation: (select those that apply)

- Prayer request
- Request approval from Mission Committee for fund raising activities
- Request support of Mission Committee or approval of mission organization (no funding)
- Request funding from Mission Committee
  - \$\_\_\_\_\_ donation from Committee for personal mission trip
  - \$\_\_\_\_\_ one-time donation from Mission Committee
  - \$\_\_\_\_\_ on-going support from Mission Committee
  - \$\_\_\_\_\_ creation of designated fund for congregational giving
- Update or For Your Information
- Other – please describe:

**M/C Treasurer or mission advocate shall provide the information below:**

<b>Amount: \$</b>	<b>Payee Mission:</b>		<b>501(c) 3?</b> ___ Yes ___ No
<b>Fund:</b>	<b>Department:</b>	<b>Account Number:</b>	<b>Project Code:</b>
Mailing address:			

Recommendation: A statement of the motion. The maker of the motion should be able to say “I move” and then simply read the wording in the recommendation. Example:

Recommendation: That the revised Presentation Request Form, rev. 11/12, be adopted for use effective November 1, 2012.

The maker of the motion would say: “I move that the revised Presentation Request Form, rev. 11/12, be adopted for use effective November 1, 2012.

We know that we will be blessed just by hearing about the work you are doing to advance the Lord’s Kingdom.

Blessings,

***Missions Committee***  
 Rancho Bernardo Community Presbyterian Church