

Missions Committee Guidelines
for the North Carolina Baptist Conference of the Deaf
Amended May 15, 2004

1. General Responsibilities:
 - a. Plan missions emphasis at the annual North Carolina Baptist Conference of the Deaf (NCBCD) through mission education (workshops, brochures, etc.)
 - b. Select mission workshop leaders/speakers.
 - c. Advertise the Potter-Peyton State Deaf Missions Offering (PPSMO) in the January edition of the North Carolina Baptist Deaf News.
 - d. Provide printed offering envelopes for Deaf churches, missions, and ministries to use in promoting the PPSMO
 - e. Keep the North Carolina Deaf Baptists informed about mission event, mission trips and budget expenditures.
 - f. Advertise the missions application form in the North Carolina Baptist Deaf Newsletter.
2. Handle the distribution of funds for the PPSMO in the following way:
 - a. Priority requests:
 - i. North Carolina Deaf ministry work
 - ii. North Carolina partnerships (South Africa, Alaska, and Honduras)
 - iii. Other mission fund requests:
 1. Survey work
 2. Purchases
 - b. Establish spending guidelines
 - i. Up to \$250.00 for individual requests:
 1. The funds may go toward the purchase of the plane ticket or team expenses
 2. Only one request per individual per year (or until the following NCBCD annual meeting)
 - ii. Group and/or person making request for funds must be a North Carolina resident.
 - iii. Group and/or person making request for funds must be a Southern Baptist.
 - iv. Group fund expenditure may go toward the purchase of a plane ticket or team expenses. One request per group per year (or until the following NCBCD annual meeting).
 - v. \$150.00 for mission team leaders appointed by the Missions Committee (Reason: the mission team leader must plan the trip, communicate with people on the field, find volunteers to go on the trip, arrange to purchase tickets, make phone calls, etc.)
 - vi. Criteria for determining spending requests:
 1. Priority of the request (see 2a).
 2. Balance of missions offering.
 3. Number of persons on team.

4. Have funds been requested by other groups? If so, how much?
5. Does the Committee foresee possible expenditures by other mission teams in the coming year?
6. The Committee can make an exception to these rules if the Committee feels an exception is needed.

3. Miscellaneous Guidelines

- a. To avoid a conflict of interest, a Committee member cannot approve his or her own financial request.
- b. Checks cannot be made out to the people requesting the money – only to the institution that holds or collects their funds.
- c. Receipts are requested by purchases.
- d. Any request for checks must be in writing and sent to the NCBCD Treasurer before any checks will be written out.