

WHEN THE KING WILL SAY TO THOSE ON HIS RIGHT, 'COME, YOU THAT ARE BLESSED BY MY FATHER; INHERIT THE KINGDOM PREPARED FOR YOU FROM THE FOUNDATION OF THE WORLD. FOR I WAS HUNGRY AND YOU GAVE ME FOOD, I WAS THIRSTY AND YOU GAVE ME SOMETHING TO DRINK, I WAS A STRANGER AND YOU WELCOMED ME, I WAS NAKED AND YOU GAVE ME CLOTHING, I WAS SICK AND YOU TOOK CARE OF ME, I WAS IN PRISON AND YOU VISITED ME.' THEN THE RIGHTEOUS WILL ANSWER HIM, 'LORD, WHEN WAS IT THAT WE SAW YOU HUNGRY AND GAVE YOU FOOD, OR THIRSTY AND GAVE YOU SOMETHING TO DRINK? AND WHEN WAS IT THAT WE SAW YOU A STRANGER AND WELCOMED YOU, OR NAKED AND GAVE YOUR CLOTHING? AND WHEN WAS IT THAT WE SAW YOU SICK OR IN PRISON AND VISITED YOU?' AND HE WILL ANSWER THEM, 'TRULY I TELL YOU, JUST AS YOU DID IT TO ONE OF THE LEAST OF THESE, YOU DID IT TO ME.' MATTHEW 25:34-40



# Mission Outreach Handbook



*Mississippi Conference of The United Methodist Church*





Mission  
**Outreach**  
Handbook

*Mississippi Conference of The United Methodist Church*



# Preface

## Overflowing Mission

Jesus graciously invites us to share in God's mission. We reach out in the power of the Holy Spirit. Amazingly, God uses us to welcome, heal, and help.

Christ beckons us out of our churches into the community beyond. There God meets us in surprising and amazing ways. This resource will help us plan for effective mission. God is with us as we listen for the nudging of the Holy Spirit, as we sense the movement of our hearts, as we assess resources, as we watch for opportunity to serve, as we move out with boldness.

Isaiah sings, "I give you as light to the nations that my salvation shall reach to the ends of the earth." This is our song, our confidence, our hope. Therefore, plan with creativity. Go forth with energy. You are in my prayers as we extend ourselves in mission. As we go, God is with us. Thanks be to God.



**HOPE MORGAN WARD**  
*Bishop, Mississippi Area*



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“*J*HEN THE KING WILL SAY TO THOSE ON HIS RIGHT, ‘Come, you that are blessed by my Father; inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me.’ Then the righteous will answer him, ‘Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave your clothing? And when was it that we saw you sick or in prison and visited you?’  
“And the king will answer them, ‘Truly I tell you, just as you did it to one of the least of these, you did it to me.’” – MATTHEW 25:34-40

## Introduction

Putting our faith into action is at the very heart of our Christian calling to be in mission, and reaching out in mission locally and globally is one of the five key initiatives for the Mississippi Conference.

Regardless of where we are in our spiritual journey, as Christians, we are privileged and at the same time expected to be active participants in God's mission work in the world. Young or aged, rich or poor, man or woman, lay or clergy, we are called by God to serve.

Mission work is a partnership in which we join God in what God is already doing; God shows us what we need to do at home and all over the earth.

Mission work is about **praying, giving, and doing** to advance the Kingdom of God here on earth. The world in which we live continues to change dramatically. With more people living in a more complex world, human needs seem more complex and pressing than ever. However, people's basic physical and spiritual needs are the same today as they have always been. Our mission has not changed.

This handbook is intended to help all churches discover and fulfill their mission in God's Kingdom. Answer the call today and fulfill Jesus' mandate to be in mission.

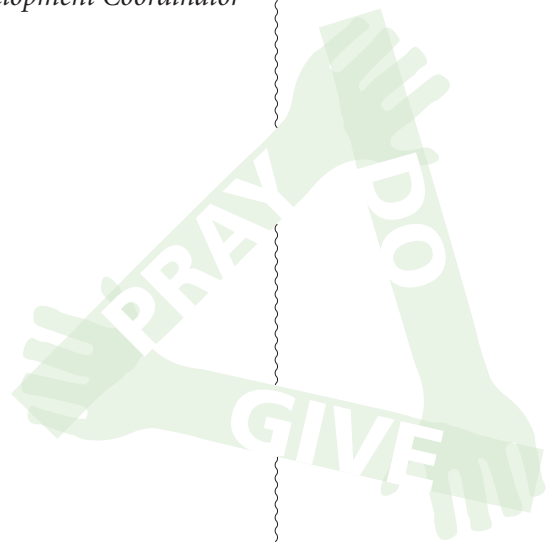


**JORGE NAVARRETE**

*Mississippi Conference Mission Development Coordinator*

For just as the body without the spirit is dead, so faith without works is also dead.

JAMES 2:26



We know love by this, that he laid down his life for us – and we ought to lay down our lives for one another. How does God’s love abide in anyone who has the world’s goods and sees a brother or sister in need and yet refuses help? Little children, let us love, not in word or speech, but in truth and action.

1 JOHN 3:16-18

## Our Identity and Calling

As United Methodists we take seriously Christ’s commandment to love, serve, and bear witness to our neighbors. Our Methodist tradition from John Wesley to the present reminds us that faith in Christ is real when it leads to acts which reflect the love of Christ to society. Jesus Christ was the living example of servanthood. He is our model for mission.

Central to any mission and outreach effort is the fact that we are participants in mission work that begins with God, belongs to God, and is being fulfilled by God daily and unto the end of time. So while we may be God’s hands and feet, it is God alone who empowers and sustains the work and the workers.

Mission and outreach are fundamental to the health of a congregation. They provide the foundation for all the rest of the church’s work in making disciples, building up the church, alleviating suffering, and promoting justice, freedom, and peace.

## Our Purpose

The basic purpose of all mission and outreach is to answer Jesus’ call to share our material and spiritual bounty with our neighbors who are spiritually or materially needy, whether they are next door or across the globe. Our praying, giving, and doing needs to be rooted in love and centered in servanthood and discipleship.

This booklet is designed as a “how to” resource that will help churches:

- Generate ideas for mission and outreach work
- Develop a practical plan of action that will **start, strengthen, or support** the church’s mission and outreach ministry.

## A Word About...

### PRAYER

In the Lord's Prayer, Jesus taught us to say ... "Your kingdom come, Your will be done on earth as it is in heaven." (Matthew 6:10)

God will get it done with us, through us, or even in spite of us if we only ask for his blessings and guidance in earnest prayer.

Pray and ask God through the Holy Spirit to bless the mission and outreach work of your church so that you can be obedient to God's will and be active participants in helping further God's Kingdom here on earth.

### LEADERSHIP

The success of teams or organizations is heavily dependent on the leaders. Scholars writing about leadership have distilled four qualities usually ascribed to good leaders. These are vision, character, empowerment, and passion.

It is not surprising to observe that all four of these characteristics are modeled by Jesus, as recorded in the gospels.

- His **vision** was and is redemption for a lost, needy, and wayward people.
- His **character** was and is mission-driven and people-centered; he was and is a teacher and a friend. He was, is, and always will be God; yet he modeled servanthood. He was and is forgiving. His character was tested, but he was always the same; he acted with integrity.
- Jesus **empowered** his disciples to make more disciples and equipped them with the power of the Holy Spirit.
- Jesus taught, ministered, and served with **passion**.

Jesus' model of leadership is a model for us all to follow. He displayed righteous anger toward the money changers, washed his companions' feet, fed the hungry, healed the sick. He consistently taught his disciples how to model mission and ministry.

While leadership is an essential element in the success of any group, not everyone is gifted to be a leader. However, some of us may be called to select the leader(s), and everyone on the team is charged with supporting the leader(s) and keeping them accountable.

*A*bide in me as I abide in you. Just as the branch cannot bear fruit by itself unless it abides in the vine, neither can you unless you abide in me. I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing.

JOHN 15:4-5

*W*hoever says, "I abide in him," ought to walk just as he walked.

1 JOHN 2:6

*L*ike good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.

1 PETER 4:10

## GIFTS AND TALENTS

We all have been endowed with different innate gifts and graces by the Holy Spirit. In addition, we have learned skills that we can put to good use in service to God. As your church forms a missions team or committee, remind the congregation that all should feel able and called to serve in the mission and outreach ministry area as opposed to being nominated or “drafted” to serve in it.

## WORKING TOGETHER

Often, a person with a “heart for missions” gets charged with doing the church’s mission and outreach work, which really needs to be everyone’s job. If we follow Jesus’ example, mission and outreach is not a one-person job. When he chose his disciples, he selected 12. When he sent out the 70, they went out in pairs. Likewise, we should strive to make this work a team effort.

Your church may have a small mission committee, but strive to work together and involve as many in the church as possible in helping and supporting this ministry.

If your church is small and cannot support large projects in mission and outreach, look to partner with neighboring congregations or a larger church. Likewise larger churches need to be sensitive to smaller churches nearby and invite them to partner.

## Planning for Mission

The planning phase of mission and outreach answers the “who, what, where, and when” questions, such as the people to be served and the time frame to accomplish the goals set.

Regardless of what your ministry goals for mission and outreach are, your work should include at least one of the following outcomes:

- Make disciples of Jesus Christ
- Strengthen, develop, and renew Christian congregations and communities
- Alleviate human suffering
- Work for justice, freedom, and peace for all

Through prayer and discernment, your group will find out **what** mission ministries your church is passionate about and wants to be involved in and **how** the members of the group will direct available resources to accomplish this ministry.

Be sensitive to the leading of the Spirit as you develop your mission plan, keeping in mind that opportunities for mission abound and spiritual discernment will be necessary to find the best fit for your mission team and church.

## Getting Started with Planning

Being effective in mission takes work and planning. Churches can use the basic planning model here as a tool to give structure to what you think God is leading and guiding your church to do. The plan needs to be written down, but it does not need to be formal. It's best if at this point you already have a mission and outreach leader and team or committee approved. Otherwise, the planning group can become the mission and outreach team. (See **Appendices 1A-F**.)

### PRE-PLAN

- Ask for God's continuing guidance and care and for discernment that your group will be sensitive to the leading of the Holy Spirit in this exciting and important work.
- Choose a leader or moderator for the planning session (your missions leader need not be the planning leader/moderator).
- Get other key people to help in this process (previous missions leaders, pastor, etc).
- Commit as a group to finish this planning process and put your plan into action quickly and with the confidence that it will reach and touch peoples' lives because it is guided by God.
- Gather all pertinent information and data that will help in the next steps.
- Develop a vision statement and a mission statement for the missions group.
- Agree up-front that this work is bigger than one person alone can do and agree that all members of your group are expected to contribute.

If any of you is lacking in wisdom, ask God, who gives to all generously and ungrudgingly, and it will be given you. But ask in faith, never doubting, for the one who doubts is like a wave of the sea, driven and tossed by the wind.

JAMES 1:5-7

Expect great things from God.

Attempt great things for God.

WILLIAM CAREY

## ANALYZE THE SITUATION (SWOT)

- What are the **strengths** of your church/missions group? What strengths, including talents and experiences, do the team members possess? What has worked before in mission and outreach? Can these ministries be continued or strengthened? How high is the level of commitment from the church to support the committee's mission plan?
- What are the **weaknesses** in your group or church in terms of resources and/or involvement/support? What has not worked before and why?
- What current **opportunities** in mission work are currently available in your community, in the state, the nation, and outside the USA? Following your research, your group may decide to start a totally home-grown ministry or go with existing mission projects.
- Are there any outside forces that may **threaten** or limit the success of your mission goals and objectives? If so, list them.

## DRAFT A PLAN

- List what you want to accomplish, such as new mission projects you will start, existing ministries you want to expand or improve, etc. Think specifically about the three areas of **praying, giving, and doing**.
- Quantify the items on your list, if at all possible, in terms of lives touched, people served, etc.
- Choose a leader and a team/committee.
- Decide who will do what, when, and how, including your goals and objectives and the steps necessary to achieve them as well as who is responsible for the individual steps and the deadlines to move the plan forward. Determine long-term objectives as well as specific goals for the next 12 months.
- Write it all down.
- Estimate what it will cost to implement the plan.

## ADOPT THE PLAN

- Develop a budget.
- Revise and finalize the plan draft and budget, if necessary.
- Present the plan for approval, if necessary.

## WORK THE PLAN

- Pray for and commit to the plan.
- Put the plan in action.
- Follow up and make sure the plan is implemented and that everyone is doing what is needed to advance the plan in a timely fashion.
- Correct/modify the plan, if necessary.

## Fast Start in Mission Ministry

Use the Mission Checklist (**Appendix 2**) to determine what your church is already doing in mission and outreach and areas you may want to start, strengthen, or support. A basic mission ministry should including the following:

- A mission/outreach committee or group and a chairperson. See **Appendix 9** for a job description for the leader of the church mission team. The leader and members should attend at least one training event a year provided by the district or the conference.
- Information and/or training about mission/outreach available for all church members.
- Opportunities for the church to become involved in hands-on mission. Check with other local churches, your district, and the conference for on-going projects.
- A well-maintained bulletin board or Web site with information about mission/outreach.
- Commitment to pay 100 percent of conference and district apportionments pertaining to mission and outreach.
- Opportunities for the congregation to participate in all 14 Special Sunday offerings. See **Appendix 3** for a list of Special Sundays.
- A benevolence fund for emergency financial help for congregation members, neighbors, transients.
- A budget or fundraiser(s) for mission/outreach.

United Methodists have believed, from the beginning, that each of us is called to participate in the outreaching ministry of Jesus Christ. John Wesley described this work in simple, practical terms: “Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can.”

## Mission Opportunities in the Community

A whole world of missions work may be right outside your church’s doors. Whether you choose to offer a helping hand to the poor, the infirm, the widow, or the young, your community provides a rich mission field close to home. Look around, ask your pastor, search the Yellow Pages or Internet. Use the Brainstorming List for Local Missions (**Appendix 4**). Consider the following groups, organizations, and programs. Identify ones your church is equipped to serve and is interested in pursuing:

- College and seminary students (care packages, prayer, financial support)
- Families (children’s activities, mentoring/tutoring, parenting classes, mom’s morning out, drug abuse prevention, sports)
- Seniors (visitation, transportation, service and care to homebound and those in nursing homes)
- Single again (events, support groups)
- The poor (food pantry, soup kitchen, health clinic)
- Hospitals (visitation, prayer, assistance for out-of-town families)
- Hospices (visitation, prayer, outreach to patients and their family members)
- Community centers (volunteers, transportation)
- Immigrants (English classes, advocacy, mentoring)
- Red Cross (shelters, volunteer teams)
- Schools (supplies, tutoring, support for teachers and parent organizations, advocacy)
- Scouts (meeting space, troop leaders)
- 12-step groups such as Alcoholics Anonymous/Alanon/Alateen (provide meeting space/amenities for groups)
- Prisons (visitation, evangelism, GED tutoring)
- Homeless shelters (visitation, volunteers, food and supplies)
- Food bank or hunger relief agencies (volunteers, donations)

## Mission Opportunities in Mississippi

The United Methodist connection and non-profit organizations around the state provide many opportunities for mission. See **Appendix 8** for contact information.

- Rebuild homes on the coast through **United Methodist Katrina Recovery**.
- Get trained on how to respond to a disaster through **United Methodist Committee on Relief (UMCOR)**.
- Go on a work trip with **United Methodist Volunteers in Mission (UMVIM)**.
- Build affordable housing through one of Mississippi’s 48 **Habitat for Humanity** affiliates.
- Glean produce or hold a potato drop for **Society of St. Andrew Mississippi Gleaning Network** which salvages fresh fruits and vegetables and distributes them to food pantries and soup kitchens.

- Support United Methodist **campus ministries** at 26 public community colleges and universities and Mississippi's two United Methodist-related colleges.
- Assist United Methodist **Hispanic/Latino** mission churches and centers in Biloxi, Forest, Pearl, and Meridian.
- Participate in a **district mission project** or partner with neighboring churches on a mission trip or evangelism project.

The following 11 institutions affiliated with the Mississippi Conference provide a variety of services to their local communities. They are only partially supported by conference apportionments and could benefit from additional “second-mile” giving or on-site volunteer help.

- Bethlehem Center, Jackson
- Choctaw Mission, Choctaw
- Delta Resources Center, Greenville
- Edwards Street Fellowship Center, Hattiesburg
- Good Shepherd Center, Vicksburg
- Holmes County Town and Country Ministries, Goodman
- Mississippi Rural Center, Columbia
- Moore Community House, Biloxi
- St. Andrew's Mission, McComb
- Wesley House Community Center, Meridian
- Wood Institute, Mathiston

Additionally, four camps and assemblies are related to the Mississippi Conference. They are, likewise, partially supported by apportionments and may need additional financial or volunteer support.

- Camp Lake Stephens, Oxford
- Wesley Pines Conference, Retreat, and Camping Center, Gallman
- Gulfside Assembly, Waveland
- Seashore Assembly, Biloxi

Consult the Appendix, Internet, or phone directory for contact information on above ministries and organizations. Call or e-mail and ask to speak with the director or the person in charge of volunteers and ask how your church group can best partner with them in their work.

## Mission Opportunities Abroad

**M**any churches in the Mississippi Conference are already doing mission work outside the U.S. in places such as Russia, Mexico, Zimbabwe, Nicaragua, South Africa, and others (**Appendix 5**).

The General Board of Global Ministries invites churches to participate in one or more of its many overseas programs. GBGM's Mission Volunteers program area helps

Everyone can be great because everyone can serve. You don't have to have a college degree to serve. You don't even have to make your subject and your verb agree... You only need a heart full of grace...a soul generated by love.

MARTIN LUTHER  
KING JR.

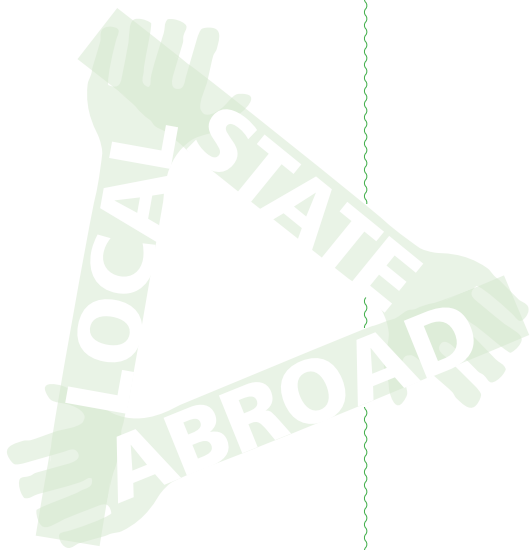
teams and individuals serve in hands-on ways. Go to [hbs.gbgm-umc.org/about/us/mv](http://hbs.gbgm-umc.org/about/us/mv) for information on UMVIM projects and to download forms and resources. For ways to support international missions financially, see “Second-Mile Giving through Global Ministries” in the next section. **Appendix 6** is a list of local, national, and global Advance Special projects and ministries.

## CHABADZA COVENANT

“Chabadza” is a Shona word meaning a partnership in which a passerby stops to help one already at work in the field. In 2006, the Mississippi Conference entered a covenant with United Methodists in Zimbabwe to

- Celebrate our unity in Christ
- Pray for one another
- Learn from one another through open and frequent communication and visits
- Create a conference communications center in Harare, Zimbabwe
- Support Africa University as leaders are trained for Africa and the world
- Engage in mission together in Mississippi and in Zimbabwe

Teams from Mississippi have traveled to Zimbabwe annually since 2004. Conference mission offerings in 2006 and 2007 were designated for ministries in Zimbabwe.



## Mission and Outreach – What’s In It for Me?

This question might appear unseemly in the context of a God-instituted mandate to be in mission, but the truth is that besides the obvious benefits to the recipients, the doers receive physical, social, and psychological benefits from working in God’s mission and outreach fields. These include

- Experiencing the joy of being obedient to God’s command and doing something for someone else
- Learning new things and or meeting new people
- Taking time away from your own problems and putting them in perspective learning that others may have more pressing needs
- Traveling outside of your own small geographic or social circle
- Being involved in doing God’s will with likeminded people
- Using skills, talents, and even muscles you may not normally use
- Finding satisfaction in bringing help and relief to those who most need it

### IN THEIR OWN WORDS

“I have always enjoyed being involved in our mission team’s construction projects. In the aftermath of Katrina, our team felt an immense desire to help, and so the journey began with one family.

“There are varied skill levels on our team, so this has been a learning experience in many ways. I am reminded of the loaves and fishes story, where Jesus took what was available, blessed it and needs were met. This is what has happened in my experience. We have offered our skills, and Jesus has blessed those skills, enabling us to make a difference one family at a time.

“This question is regularly asked at St. Matthew’s: ‘When are we going back to the coast?’ I return because there are needs, because I have useful skills, and because there are folks who continually ask that question.”

JOHNNY MILLER  
ST. MATTHEW’S UMC, MADISON

“In the fall of 2007 Parkway Heights UMC in Hattiesburg entered into a partnership with its neighborhood school, Woodley Elementary. In doing so, we feel we are engaging and investing in our local community.

“We have sought to provide assistance to both the staff and students and have done so through various programs which include hosting a teacher appreciation luncheon, adopting classrooms, helping implement Reading Is Fundamental programming in association with D.R.E.A.M. of Hattiesburg, sponsoring booths for Field Day, and providing backpacks and school supplies for the students.

“Through this opportunity for ‘backyard missions,’ a renewed level of excitement and commitment about working with and in our neighborhood has been experienced throughout our congregation.”

REV. JULIAN DAVIS, MINISTER OF OUTREACH  
PARKWAY HEIGHTS UMC, HATTIESBURG

This is one way of doing God’s work, getting out and picking potatoes. I’d just rather get out and do the physical labor and do God’s work that way.

BARRY RUSHING,  
SOCIETY OF ST.  
ANDREW YAM JAM  
VOLUNTEER

Today's United Methodist missionaries are from many places and backgrounds. They witness and serve in dramatically different locales and cultures and engage in a range of professions and activities. Global Ministries is looking for persons who have skills in the areas of health, teaching, agriculture, and advocacy. Go to [gbgmu.org/missionaries](http://gbgmu.org/missionaries) to learn more.

## A MISSION CAREER

The General Board of Global Ministries offers short-term and long-term mission opportunities for United Methodists interested in full-time mission service. For example, **Church and Community Workers** are commissioned missionaries who, in response to God's call, are devoted to uplifting the poor and disenfranchised in rural and urban areas throughout the United States.

**Diane Wood** is a Church and Community Worker and deaconess serving in Mississippi as director of programs and projects at the Choctaw Mission. She oversees an outreach program that includes a wide range of social services focusing on improving the living conditions in the Native American communities of Pearl River, Red Water, and Bogue Chitto. Networking with surrounding communities and churches, Diane coordinates a variety of needed resources for the mission. The mother and grandmother is a native of Connecticut.

For more information about Church and Community ministry, go to [new.gbgmu.org/about/us/mp/churchcommunity](http://new.gbgmu.org/about/us/mp/churchcommunity).

# Giving to Mission

## OUR CONNECTIONAL HERITAGE

“Connectional” is a word that has special meaning for members of The United Methodist Church. We are connectional because every local United Methodist church is connected to every other United Methodist church in the 11 districts of our conference (1,142 churches), the 62 other U.S. conferences, and the central conferences around the world. Because we are connectional, our church and our giving supports ministry in our community, our conference, our country, and around the globe.

## FIRST-MILE GIVING THROUGH APPORTIONMENTS

Through apportioned giving your local church is already supporting mission and outreach programs and ministries at home and throughout the world. Participation in mission and outreach through the apportionments is the first call of our connection since apportionments provide essential support to connectional institutions and mission work in more than 100 countries. See **Appendix 7** for examples of the mission and outreach projects supported by Mississippi United Methodists through apportioned giving.

■ **WORLD SERVICE.** In our Methodist tradition, missions and outreach are global in scope but supported by local churches. The World Service Fund is the heart of how our denomination underwrites its Christian mission and ministry work around the world. It enables local United Methodist churches to reach out globally through the general church boards and agencies. The World Service Fund apportionment:

- Undergirds a network of missionaries and others who serve in the name of Christ and The United Methodist Church around the world
- Supports specific local church work with children, youth, singles, students, persons who are mentally and physically challenged, adults, and older persons
- Enriches our congregational life with worship, retreat and camping resources, leader training, and stewardship development
- Provides leadership and coordination for denominational ministry with youth
- Continues nearly 200 years of commitment to quality college and graduate education
- Certifies United Methodist professional Christian educators, communicators, and musicians
- Assures United Methodists speak and work to help encourage a more ethical, just, and humane world
- Continues a long tradition of cooperation and dialogue with other faith traditions through interdenominational and ecumenical work
- Gives our denomination a presence in the mass media and makes new communications technologies accessible to the church
- Expresses our commitment to God’s reign through ministries of peace and justice, and efforts to build a church and a society truly inclusive of all persons regardless of race, ethnicity, gender, or handicapping condition.

“The church speaks in many ways,” said Sandra Kelley Lackore, former general secretary, General Council on Finance and Administration and lifelong United Methodist. “We can say we believe in this and that, we can say we are for this or we are for that, but World Service is the demonstration through our pocketbook of how this denomination’s mission statement is lived out.”

In the 2008 conference budget, World Service is listed as the first item because full payment of the World Service apportionment is each congregation's "first benevolent responsibility," according to the *2004 Book of Discipline*.

## SECOND-MILE GIVING THROUGH GLOBAL MINISTRIES

Churches can give to mission in several ways through the General Board of Global Ministries. The Advance for Christ and His Church and other GBGM giving opportunities are referred to as voluntary "second-mile" giving since the first priority is for local churches to pay World Service and other apportioned funds and conference benevolence commitments.

■ **THE ADVANCE.** The Advance for Christ and His Church is an official GBGM program for voluntary financial giving. Through the Advance, United Methodist churches or individuals support specific, approved mission programs or personnel with financial gifts. See **Appendix 6** for a sample list of Advance Specials.

### 5 REASONS TO PARTICIPATE IN THE ADVANCE

- You choose what you support, from promoting literacy to building new churches. When you give to an Advance ministry you are expressing your faith in a personal way.
- You do it within The United Methodist Church. All Advance ministries are related to annual conferences, central conferences, partner churches, or interfaith organizations and are screened by GBGM.
- You can be sure your money will get there. The General Council on Finance and Administration assures us of the accounting and transmission of every Advance gift.
- Your gift can make a difference. Your gift will print a Bible, vaccinate a child, buy a bicycle for a pastor, dig a well, or whatever specific ministry you choose to support. Since 1948, millions of lives have been transformed – one at a time –because of an Advance gift from someone like you.
- One hundred percent of every Advance gift goes to the ministry you choose! Advance administrative and promotional costs are borne by other funds.

■ **COVENANT RELATIONSHIPS.** A covenant relationship is a covenantal partnership (through the Advance) between a local congregation and a missionary placed by the General Board of Global Ministries. In this agreement, mission personnel covenant to communicate with supporting congregations by letter at least three times per year about the ongoing ministries, needs, progress, and stories of their places of assignments. Missionaries are eligible for visits to their supportive congregations during their itineration assignments.

Likewise the supportive congregation establishes a covenant whereby it agrees to communicate with the missionary by letters, e-mail, video, personal visits to mission events, and other means during the course of their relationship with one another. Also in this covenant the congregation agrees to contribute annually \$5 per member, or \$2,500 per congregation, to the support of the mission.

## STEPS TOWARD ENTERING INTO A COVENANT RELATIONSHIP WITH A MISSIONARY THROUGH THE ADVANCE

- Seek a challenging but realistic annual financial goal for an Advance pledge.
- Give first consideration to mission personnel supported and promoted by the Mississippi Conference.
- Contact the conference mission development staffperson or the Office of Covenant Support at the General Board of Global Ministries (see **Appendix 8** for contact information). Either will be able to suggest mission personnel who need financial support.
- When you receive the recommendations and make a decision, complete the necessary form (**Appendix 10**) and forward all information to the Office of Covenant Support. Also, please inform your conference secretary of Global Ministries of your selection(s). The Office of Covenant Support will confirm the commitment and inform the person(s) you selected. The Advance pledge takes effect on the date you indicate and continues according to your directions. Any future adjustments in your selection or pledged amount should be reported at once to the Office of Covenant Support so that accurate records can be maintained.
- Funds are to be sent through the conference treasurer, clearly designated for the support of the missionary (or Cutting Edge Deaconess) with the correct Advance number. Funds may be sent quarterly, semi-annually, or annually.

■ **PERSON-IN-MISSION RELATIONSHIPS.** Persons-in-mission are from a country outside the U.S. and serve in their own or another country. PIMs are assigned by the church in their own conference/country.

A U.S. church can enter into relationship with a PIM when it makes a prayerful and financial pledge of \$2 per member or \$1,000 for congregations with membership over 500. There is a mutual pledge from the other country to also contribute to the support of the PIM.

Churches will not hear directly from the PIM because the person's name is not always known; the person may change within the three-year term of assignment; and in many cases, language is a barrier to communication. A PIM relationship is a commitment of faith and support to the ministry and leadership development of a partner church in another country.

■ **GLOBAL MISSION PARTNERS.** A Global Mission Partner congregation is one that supports both a missionary commissioned by GBGM serving inside or outside the U.S. and a person-in-mission (PIM).

## 6 STEPS TO BECOMING A GLOBAL MISSION PARTNER CONGREGATION

- Pay 100 percent of your World Service and conference apportionments.
- Be intentional about mission education in your congregation.
- Be involved in local community outreach ministries.
- Pledge support to a missionary commissioned by the GBGM through a covenant relationship.

- Pledge support to a person-in-mission through a PIM relationship. (PIM list available from Global Partner office.)
- Share your experience with two neighboring congregations.

#### HOW TO GET STARTED

- Select a PIM to support.
- Complete and return the GMP Acceptance Form available from the Global Partner Office.
- Make your check payable to your local church and write the Advance code number, country, and PIM position description on the check. Give the check to your local church treasurer, who will send it to the conference treasurer. It then goes to GBGM where it is designated for PIM support.

### Praying, Giving, Doing

**W**hether we envision mission work as being in Africa, Asia, Alaska, Latin America, or anywhere else in the world, we need to remember that the mission field starts right outside our door. As well as giving our resources to the local church, conference, and general church, we must give our time and talents to this work.



# Appendix 1A

## PRE-PLANNING

### PLANNING SHEET 1

List things needed, people who can be helpful to the planning process besides group members, and resources that are needed or already available, etc.

#### Things

.....

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

#### People

.....

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

#### Resources

.....

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

#### Other

.....

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

# Appendix 1B

## SITUATION ANALYSIS

### PLANNING SHEET 2 Strengths & Weaknesses

#### Strengths in mission and outreach of our church/team:

---

*(List the strongest first)*

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_

#### Weaknesses in mission and outreach of our church/team:

---

*(List from greatest to least important weakness)*

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_

# Appendix 1C

## SITUATION ANALYSIS

### PLANNING SHEET 3 Opportunities & Threats

**Opportunities in mission and outreach available to our church/team:**

*(Begin with the most desirable)*

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_

**Threats in mission and outreach to our church/team:**

*(List from greatest to least important threats)*

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_

# Appendix 1D

## DRAFT A PLAN

### PLANNING SHEET 4 Goals & Objectives

**What is it that we want to do?**

*(List top goals/objectives for mission and outreach for your church)*

**GOAL 1:** \_\_\_\_\_

**GOAL 2:** \_\_\_\_\_

**GOAL 3:** \_\_\_\_\_

**GOAL 4:** \_\_\_\_\_

**GOAL 5:** \_\_\_\_\_

**GOAL 6:** \_\_\_\_\_

**GOAL 7:** \_\_\_\_\_

# Appendix 1E

## DRAFT A PLAN

### PLANNING SHEET 5 Action Steps

**How are we going to get there?**

*(After identifying top goals and dreams, take each goal and write action steps and timelines. Use a separate planning sheet for each goal.)*

**GOAL:** \_\_\_\_\_

**What must be done to achieve this goal?**

**ACTION STEPS**

	<b>What?</b>	<b>By Whom?</b>	<b>By When?</b>	<b>Report To:</b>
1:	_____	_____	_____	_____
2:	_____	_____	_____	_____
3:	_____	_____	_____	_____
4:	_____	_____	_____	_____
5:	_____	_____	_____	_____
6:	_____	_____	_____	_____
7:	_____	_____	_____	_____
8:	_____	_____	_____	_____

# Appendix 1F

## SAMPLE PLAN

### MISSION AND OUTREACH PLAN Sample United Methodist Church Our Town, Mississippi

#### Sample Vision Statement

To help all our church members be obedient to our Lord's command to be in mission and outreach work.

#### Sample Mission Statement

Our church mission and outreach group:

- Will offer training and education on the need for mission and outreach work
- Will offer mission and outreach opportunities to the church
- Will help involve all our church membership in advocating, volunteering and financially supporting local, regional, and world missions
- Will be an advocate for missions and outreach at our church and elsewhere
- Will partner with other congregations in missions and outreach projects

#### Sample Goals and Objectives

- Partner with local Hispanic ministry with funds and volunteers to teach English as a second language (ESL) throughout the year
- Co-sponsor with other local churches a Habitat for Humanity house in the spring
- Organize/coordinate mission and evangelism team to Nicaragua
- Provide all needed funds for Kairos prison ministry and furnish volunteers for two retreats
- Conduct two fundraisers for missions:
  - BBQ Chicken (summer)
  - Silent Auction (fall)
- Furnish volunteers for local Red Cross shelter and certify them by sending them to training
- Fund and designate committee member as community benevolent fund contact for church
- Provide volunteers for county schools' reading program
- Coordinate and fund Christmas party/gifts for needy children
- Provide volunteers for weekly visitation to nursing home and hospital
- Send two mission and outreach team members to conference or district mission training

#### Sample Budget

- Mission Income:
  - + From Church Budget \_\_\_\_\_
  - + From Fundraisers \_\_\_\_\_
  - + From Special Donations \_\_\_\_\_
  - + Other \_\_\_\_\_

TOTAL \$10,000.00

- Mission Expense:
    - Hispanic Ministry \_\_\_\_\_
    - Habitat House \_\_\_\_\_
    - Nicaragua Mission Trip \_\_\_\_\_
    - Kairos Prison Ministry \_\_\_\_\_
    - Benevolence Fund \_\_\_\_\_
    - Christmas Party for Needy Children \_\_\_\_\_
    - Travel \_\_\_\_\_
    - Miscellaneous \_\_\_\_\_
- TOTAL \$10,000.00

**Sample First-Year Timetable**

Week of the month	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1st wk	ESL	ESL	ESL	ESL	ESL	ESL Fundraiser
2nd wk			Nicaragua Trip			Mission Training
3rd wk		School Readers		Habitat Build		
4th wk	District Training		Kairos			
5th wk						

Week of the month	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1st wk	ESL	ESL	ESL	ESL	ESL	ESL Christmas Party
2nd wk				Red Cross Training		
3rd wk			School Readers			
4th wk			Kairos	Fundraiser		
5th wk						

## Appendix 2

### MISSION CHECKLIST

*Using this checklist can help you recognize and celebrate what your church is already doing in mission and will also help in evaluating and deciding whether to expand or enhance mission projects you are already involved in. It may even help you consider some new ones in order to increase participation in God's mission work.*

#### Does our church do the following?

---

- Have an active work area on mission.
- Educate members on the biblical basis for mission.
- Conduct an annual mission fair and/or mission study.
- Periodically invite speakers to interpret the mission activities of the connectional church.
- Emphasize mission in Vacation Bible School.
- Emphasize the importance of mission in new member classes.
- Have a collection of mission books, videos, and materials available.
- Use a bulletin board to celebrate the mission activities of the church in a creative way.
- Celebrate mission projects in church bulletins and newsletters and from the pulpit.
- Offer prayers for persons in mission and mission projects using the Prayer Calendar from the General Board of Global Ministries as a guide to specifically pray for United Methodist missions, missionaries, and deaconesses around the globe.
- Have members subscribe to mission periodicals.
- Have a goal of annually increasing its financial support and hands-on involvement in missions and outreach work.
- Pay in full its conference apportionments.
- Support mission through “second-mile giving” to Advance Specials.
- Participate in special missions offerings.
- Offer opportunities for members to do hands-on mission work.
- Encourage youth to give to the Youth Service Fund.
- Encourage children to give to the United Methodist Children’s Fund for Mission.
- Encourage individuals who respond to a call to ministry in mission.
- Support mission personnel serving both inside and outside the U.S.

## Appendix 3

### SPECIAL SUNDAYS

#### 2008 Special Sundays with Church-wide Offerings set by the General Conference

---

January 20	Human Relation Day
March 2	One Great Hour of Sharing
April 6	Native American Ministries Sunday
May 18	Peace with Justice Sunday
August 24	Council of Bishops Katrina Church Recovery Appeal
October 5	World Communion Sunday
November 30	United Methodist Student Day

#### 2008 Special Sundays with Offerings set by the Mississippi Conference

---

January 27	Golden Cross Sunday
February 17	Millsaps College
March 16	Baddour Center
March 30	Methodist Rehabilitation Center
May 11	Methodist Senior Services
June 17	Methodist Children's Homes
September 14	Camping
September 21	Bethlehem Center
November 9	United Methodist Hour
December 9	Methodist Children's Homes

*To receive proper credit, use forms provided by the Mississippi Conference Treasurer's Office. Local churches are asked to pay apportionments before taking up offerings for any other special requests.*

## Appendix 4

### BRAINSTORMING LIST FOR LOCAL MISSIONS

*Think of your church's unique strengths, gifts, talents that might be a good fit with groups, organizations, or programs in the community, such as...*

- Community or county agencies supporting public health and welfare
- Education organizations including schools, libraries, and General Equivalency Degree (GED) programs
- Emergency preparedness/disaster response
- Environment
- Ethnic ministries
- Health and wellness
- Hunger/poverty
- Seniors and elderly including nursing homes
- Immigrants/refugees
- Peace and justice ministries
- Women and children
- Youth and young adults

## Appendix 5

### PROJECT EXAMPLES OUTSIDE THE USA

#### **Southeastern Jurisdiction United Methodist Volunteers in Mission (SEJ UMVIM)**

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*Mission opportunities in Africa, Caribbean, Central America, South America, Asia/Pacific, Europe, and USA*

315 West Ponce de Leon Ave. #750

Decatur, GA 30030

(404) 377-7424

sejinfo@umvim.org

Mississippi contact: Rev. Robert McCoy

robert@baldwynfumc.org

#### **El Ayudante**

---

*Missions organization active in Nicaragua and Honduras*

Mississippi contact: Wayne Winter

P.O. Box 193, Clarksdale, MS 38614

(662) 627-3714 or (662) 902-9258

gwwinter@cableone.net

nicamissions.com

#### **Russia Initiative**

---

Contact: Rev. Danny Dabbs

1890 Mt. Pleasant Rd., Hernando, MS 38632

(662) 429-7064

dabbsdn@bellsouth.net

#### **Servants in Faith and Technology (SIFAT)**

---

*Mission trips to Ecuador and Bolivia*

Contact: Mary Elarbee

2944 County Rd. 113, Lineville, AL 36266

(256) 396-2015, Fax (256) 396-2501

elarbeem@sifat.org

[sifat.org/contacts.html](http://sifat.org/contacts.html)

#### **Christ UMC Missions**

---

*Christ UMC in Jackson is involved in 40 mission and outreach projects including foreign missions. Call for partnering opportunities.*

Contact: Rev. Vicki Landrum, Associate Pastor

6000 Old Canton Rd., Jackson, MS 39211

(601) 914-7106

vlandrum@christunitedjxn.com

## Appendix 6

### ADVANCE SPECIALS

#### Mississippi Conference

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Burkley House, Jackson	Hispanic Ministries
Chabadza Partnership with Zimbabwe	Holmes County Town and Country Ministries, Goodman
Center for Independent Learning, Inc., Jackson	International Seamen and Truckers Center, Gulfport
Center for Violence Prevention, Pearl	Mississippi United Methodist Pensa, Russia Initiative
Choctaw Mission, Choctaw	Moore Community House, Biloxi
Church and Community Worker Earnestine Varnado, McComb	Seashore Mission, Biloxi
Choctaw Mission	Shalom Communities
Contact the Crisis Line, Jackson	Society of St. Andrew
Coast Prison Ministry, Gulfport	St. Andrew's Mission Community Center, McComb
Delta Resources Center, Greenville	UMVIM Mexico Medical Mission
Gulfside Assembly, Waveland	Wesley House Community Center, Meridian

#### National Advance Special Examples

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*(These examples were selected for their ties to Mississippi)*

Delta Resources Center #762198	Jerry Case, Missionary #931248
Total Person Development/Family Life, Capital, Neshoba County #760412	Gulfside Assembly, Capital, Waveland #760235
Total Person Development/Family Life, Program, Neshoba County #761544	Gulfside Assembly, Waveland #761337
Ernestine Varnado, Missionary #982905	Diane Wood, Church and Community Worker, Choctaw Mission #982013

#### International Advance Special Examples

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Native American Comprehensive Plan #982615	Global Refugee Response #982540
Church and Community Workers in America #982147	Hope for the Children of Africa #101000
UMCOR/Disaster Response America #90170	Mozambique Partners #00391L
UMCOR/Disaster Response International #982450	Africa University Students #14382A
The Medicine Box #982630	Cambodia General #00230A
Sager-Brown Depot #901515	Bolivia General #004305
Heifer Project International #982530	Mexico General #00440A
Heifer Project International, Living Gifts #982532	

*Local churches are encouraged to pay apportionments before they participate in second-mile projects or requests. Find more Advance projects or give online at [hbs.gbgm-umc.org/give/advance](https://hbs.gbgm-umc.org/give/advance).*

# Appendix 7

## APPORTIONED GIVING FOR MISSION

### Missions and Outreach Programs Supported by Conference Apportionments

---

*(From the Mississippi Conference 2008 Budget)*

Africa University Fund	\$ 46,065
Black College Fund (11 in U.S.)	\$ 208,597
Camps and Assemblies (4 in the state)	\$ 485,000
Children’s Council	\$ 11,900
Campus Ministries (28 in state)	\$ 672,838
Methodist Children’s Homes	\$ 155,850
Baddour Center	\$ 50,000
Choctaw Mission	\$ 80,000
Conference Community Centers (9 in the state)	\$ 382,500
Hispanic/Latino Ministries	\$ 35,000
Wood Institute	\$ 100,000
World Service	<u>\$1,611,853</u>
	\$ 3,839,603

The \$3.8 million represents 18.6 percent of the total conference budget that is shared by all Mississippi churches. Of this sum, \$1.6 million is for global missions and outreach, \$200,000 for U.S. projects, and the remaining \$2 million is used in missions and outreach projects within the state. (These figures are based on all churches paying 100 percent on apportionments, but the average percentage received is about 87 percent.)

## Appendix 8

### CONTACT INFORMATION

#### Conference Coordinators

##### Conference Mission Development Coordinator and Global Missions Secretary

Jorge Navarrete, P.O. Box 1147, Jackson, MS 39215, (601) 354-0515 or (866) 647-7486, jorge@mississippi-umc.org, Fax (601) 948-5982

##### Conference Mission Personnel Contact

*(To request a missionary application or a Church and Community Worker for a mission site)*

Lou Ann Staggs, P. O. Box 686, New Albany, MS 38652, (662) 534-7733, nadist@bellsouth.net

##### Mission Outreach Committee Chairperson

Rev. Lannis May, 631 Front St., Anguilla, MS 38721, (662) 873-2786, lannismay@aol.com

##### Mississippi United Methodist Katrina Recovery

Robert Sharp, 1400 Leggett Dr., Biloxi, MS 39530, (866) 435-7091, rsharp@hughes.net, Fax (228) 374-2067

##### Native American Ministry Chairperson

Rev. Mary Stewart, P.O. Box 365, Raleigh, MS 39153, (601) 782-4202, rumc39153@bellsouth.net

##### Parish and Community Ministries Chairperson

Lou Ann Staggs, P.O. Box 686, New Albany, MS 38652, (662) 534-7733, nadist@bellsouth.net

##### UMCOR/Disaster Response

Rev. C.J. Caufield, 17033 Williamsville Rd., Kosciusko, MS 39090, (662) 290-0636, disasters@mississippi-umc.org

##### UMVIM

Rev. Robert McCoy, P.O. Box 146, Baldwyn, MS 38824, (662) 365-5818, robert@baldwynfumc.org

##### UMW Coordinator for Education and Interpretation

Bobbie Toney, 1815 Orchard Dr., Columbia, MS 39429, (601) 731-5862, jtoney60@aol.com

#### Miss. United Methodist Agencies

**Baddour Center, Executive Director: Parke Pepper**  
P.O. Box 97, Senatobia, MS 38668, (888) 4BADDOUR  
or (662) 562-0100, volunteerinfo@baddour.org

##### Bethlehem Center

**Executive Director: Rev. Allison Carr Dickerson**  
P.O. Box 3522, Jackson, MS 39207, 601-355-0224,  
bethlehemjackson@bellsouth.net

##### Camp Lake Stephens, Director: Darrell Whitaker

117 Camp Lake Stephens Dr., Oxford, MS 38655,  
(662) 234-3350, cls@camplakestephens.com

##### Choctaw Mission

**Pastor/Executive Director: Rev. Jon Walters**  
10971 Road 2606, Choctaw, MS 39350-4935, (601) 656-4045, jonwalters@nctv.com

##### Delta Resource Center, Director: Thelma Barnes

P.O. Box 584, Greenville, MS 38702, (662) 335-3121,  
Tdpb75@aol.com

##### Disaster Recovery Center

1400 Leggett Dr., Biloxi, MS 39530, toll-free (866)  
435-7091, disastercenter@meridianumc.org, Fax (228)  
374-2067

##### Edwards Street Fellowship Center

###### Director: Iva Brown

P.O. Box 17532, Hattiesburg, MS 39404, (601) 544-6149,  
esfcnr@comcast.net

##### Good Shepherd Center, Director: Rev. Tommy Miller

P.O. Box 8115, Vicksburg, MS 39181, (601) 636-7687,  
gsc@canufly.net

##### Gulfside Assembly, Business Manager: Wilma Dunbar

P.O. Box 27, Waveland, MS 39576, (228) 467-4909,  
gulfsideassembly@earthlink.net

##### Holmes County Town & Country Ministries

###### Community Developer: Mattie Mae Coleman

P.O. Box 559, Goodman, MS 39079, (662) 653-6828,  
Mattiemaecoleman23@yahoo.com

##### Methodist Children's Homes

###### President and CEO: Becky Hudgens

P. O. Box 2589, Madison, MS 39130, (601) 853-5000,  
mchms@mchms.org

**Mississippi Rural Center****Director: Mary Gardner, Vista Worker**P.O. Box 902, Columbia, MS 39429, (601) 736-3961,  
msruralcenterinc@bellsouth.net**Moore Community House****Director: Rev. Carol Burnett**P.O. Box 204, Biloxi, MS 39533, (228) 669-4827,  
cburnett@mschildcare.org**Seashore Assembly, Manager: Art Steinaway**2306 Middlecoff Dr., Biloxi, MS 39530, (228) 436-6767,  
sumasuma@bellsouth.net**St. Andrew's Mission, Director: Ed Coddling**P.O. Box 1407, McComb, MS 39649, (601) 250-6830,  
edcoddling@yahoo.com**Wesley Community House, Director: Ginger Stevens**P.O. Box 1207, Meridian, MS 39302, (601) 485-4736,  
info@wesleyhousemeridian.org or gingerstevens@  
bellsouth.net**Wesley Pines Conference, Retreat & Camping Center****Director: Rev. Ted Giordano**P.O. Box 307, Gallman, MS 39077, (601) 832-2341,  
wpdirector@wildblue.net**Wood Institute, Director: Rev. Ron Barham**P.O. Box 289, Mathiston, MS 39752-0289, (662) 263-  
5352, ext. 125, rbarham@woodinstitute.org**Ecumenical Partners**

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**Habitat for Humanity International**(800) HABITAT  
*habitat.org***Society of St. Andrew (SoSA)****Mississippi Gleaning Network****Director: Robert Fritchey, sosams@endhunger.org****Program Coordinator: Jessica Burks,**  
**gleanms@endhunger.org**P.O. Box 257, Mathiston, MS 39752  
(662) 263-8648, Fax (662) 263-8650  
*endhunger.org***General Church**

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**General Board of Global Ministries**475 Riverside Drive, New York, NY 10115, (800) UMC-  
GBGM or (800) 862-4246, info@gbgm-umc.org  
*gbgm-umc.org*Additional GBGM contacts can be found online at  
*new.gbgm-umc.org/about/contact/***Global Mission Partners and The Advance  
Mission Support Liaison: Rachael Barnett**

(212) 870-3716, rbarnett@gbgm-umc.org

**InfoServ***(For any UMC question)*  
(800) 251-8140

## Appendix 9

### MISSION AND OUTREACH COMMITTEE CHAIRPERSON JOB DESCRIPTION

*While the following job description is a bit lengthy, the key points are to have someone in this role who is passionate about doing the work of missions and outreach, who has good leadership and people skills, and who understands the basics of the church budget and organizational structure.*

#### Job Purpose

---

Mission and Outreach (M&O) chair is responsible for the successful leadership and management of the church's M&O Committee according to the direction set by Jesus, the Church Council and the vision and mission statements of the committee.

#### Primary Duties and Responsibilities

---

- Participate with the M&O Committee (and other church leadership) in developing strategic plan to guide the committee
- Identify, assess, and inform the Church Council of internal and external issues that affect the M&O Committee
- Act as a representative, spokesperson and liaison to the Church Council on all aspects of the M&O Committee activities
- Foster effective team work and communications between M&O Committee and the church
- Help develop an operational or annual plan
- Ensure that the operation of the M&O Committee meets the expectations of the church
- Oversee the implementation of the M&O Committee's plan
- Present the plan to the Church Council for budget approval
- Call meetings as necessary to conduct the business of the M&O Committee
- Recruit, interview, and select committee members according to their gifts and talents to carry on the stated ministry of the M&O committee
- Coach and mentor as appropriate to improve performance
- Work within the M&O Committee and with church staff, Church Council, and Finance Committee to prepare a comprehensive budget
- Work with the Church Council to secure approval of the M&O Committee budget or adequate funding for the operation of the committee
- Plan fund development activities to supplement monies received from church budget
- Approve expenditures and administer the funds of the committee according to the approved budget and monitor regularly
- Provide the Church Council with comprehensive, regular reports on the revenues and expenditure of the committee
- Communicate with church members, leaders, and staff to keep them informed of the work of the organization and to identify changes in the communities served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, civic leaders/politicians, and other organizations to help achieve the goals of the church's missions group

## Qualifications

---

### Knowledge, skills and abilities

- Have a heart and or a passion for missions and outreach work
- Leadership skills as related to church committee work
- Some knowledge of the church's finances and budget approval process
- Some knowledge or interest in leading project management activities
- Proficiency in the use of computers for e-mail and Internet

## Personal Characteristics

---

- **Adaptability:** Be tolerant working in a church committee environment.
- **Build Relationships:** Establish and maintain positive working relationships with others, in the church, and in the committee.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner.
- **Creativity/Innovation:** Lead group in brainstorming to develop new ways to improve the work of the committee and create new opportunities in M&O.
- **Focus on the Needs of People:** Understand, be sensitive to, and responsive to the needs of materially and spiritually needy people.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the work of the M&O Committee.
- **Lead:** Positively influence others to achieve results that are in the best interest of the church, the committee, and others affected by the work of the M&O group.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a system to monitor progress towards goals, and track details, data, information, and activities.
- **Plan:** Help set goals, create and implement plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## Experience

---

No experience necessary except for the desire to serve in this capacity. Leadership in other church work would be a plus, however.

## Working Conditions

---

Flexibility to meet on Saturdays, Sundays, or after regular work hours.

# Appendix 10



## The Advance

### COVENANT RELATIONSHIP PROGRAM Acceptance Agreement/Renewal of Support

Name of Church: \_\_\_\_\_

Church Address: \_\_\_\_\_  
Street City State Postal Code

Church Tel#: \_\_\_\_\_ Church E-Mail: \_\_\_\_\_

Pastor: \_\_\_\_\_

Annual Conference: \_\_\_\_\_ District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel#: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Postal Code

**Please note that while your covenant is with the missionary you list below, your gift will support the entire missionary community.**

MISSIONARY'S NAME	NEW	RENEWAL YEAR	ADVANCE CODE	COUNTRY OF SERVICE	\$2,500 or more, per congregation each year, or... at least \$5 per member/year
<i>Example: John Doe</i>		<i>2007</i>	<i>14020Z</i>	<i>Africa</i>	<i>\$2,500 - Example</i>

Length of Covenant Relationship commitment:  3 years     1 year

Beginning: \_\_\_\_\_ and Ending: \_\_\_\_\_  
Month Year Month Year

If this is a re-designation, please indicate missionary formerly supported: \_\_\_\_\_

**NOTE: It is only necessary to renew your acceptance form at the end of your commitment.**

**Please send your church's gifts to your conference treasurer for Advance credit. Write the missionary's name and Advance number on the memo.**

**Mail or fax original completed form to:**

The Advance  
 General Board of Global Ministries  
 475 Riverside Drive, Room 350  
 New York, NY 10115  
 Tel: 212.870.3716  
 Fax: 212.870.3775  
 covenant@gbgm-umc.org

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## Appendix 11

### GLOSSARY OF UNITED METHODIST TERMS

#### **Advance for Christ and His Church**

An official United Methodist program for voluntary, second-mile giving. The Advance is called second-mile giving because, in The United Methodist Church, the first mile (priority) is for local churches to pay their World Service and other apportioned funds and conference benevolence commitments.

#### **Africa University Fund**

Apportioned fund that supports with operating funds and capital a university in Africa providing post-secondary education for African students. Africa University is partly funded by World Service Special Gifts in addition to the apportionment.

#### **Annual conference**

The basic organizational body in The United Methodist Church. Each annual conference includes all United Methodist churches in a geographic area and consists of an equal number of clergy and lay members.

#### **Annual conference program agencies and institutions**

Agencies with responsibilities parallel to those of the program-related general agencies and institutions whose work is within the field of responsibility of one or more of those agencies. For example, *The Book of Discipline 2000* mandates that “the annual conference shall organize a board of global ministries or other structure to maintain the connectional responsibilities related to the objectives and scope of work of the General Board of Global Ministries as set forth in Paragraphs 1302-1303.” (Par. 630)

#### **Apportionment formula**

A plan, defining how local churches or annual conferences will share the responsibility for an approved budget, usually based on specific factors such as previous financial performance.

#### **Apportioned funds**

The seven apportioned funds of The United Methodist Church in the 2001-04 quadrennium are: Africa University, Black College, Episcopal, General Administration, Interdenominational Cooperation, Ministerial Education and World Service funds.

#### **Apportionment**

The share each annual conference or local church pays to support international, national and regional (annual conference) mission.

#### **Benevolences**

Monetary gifts to causes that carry out United Methodist mission, ministry and program.

#### **Bishop**

A general superintendent of The United Methodist Church. An elder who is elected to the office of bishop is elected by a Jurisdictional or Central conference and is duly consecrated by other bishops.

#### **Bishops' Appeal**

A church-wide emergency appeal for a designated nation, continent or disaster. The United Methodist Committee on Relief (UMCOR) secures the agreement of the General Board of Global Ministries president and general secretary and the General Council on Ministries Advance Committee chairperson and director. Consultation follows with the General Commission on Communication. After consultation with the Council of Bishops secretary and the General Council on Finance and Administration (GCFA) general secretary, UMCOR makes a simultaneous request to the Council of Bishops and the GCFA, according to paragraphs 811.4 and 1365 of *The Book of Discipline 2000*.

#### **Bishops, College of**

All bishops assigned to or elected by a Jurisdictional or Central conference. This group, which annually elects a president and a secretary from among its membership, carries out various responsibilities assigned to it by *The Book of Discipline* or by the Council or Bishops.

#### **Bishops, Council of**

All active and retired bishops of The United Methodist Church. The council meets twice a year. According to *The Book of Discipline 2000*, “The Council of Bishops is...the collegial expression of episcopal leadership in the Church and through the Church into the world. The Church expects the Council of Bishops to speak to the Church and from the Church to the world, and to give leadership in the quest for Christian unity and interreligious relationships.”

#### **Book of Discipline, The**

A fundamental book outlining the law, doctrine, administration, organizational work and procedures of The

United Methodist Church. Each General Conference amends *The Book of Discipline*, and the actions of the General Conference are reflected in the quadrennial revision. Often referred to as The Discipline.

### **Black College Fund**

Apportioned fund that provides operating funds and capital for 11 historically Black colleges and universities including a medical school.

### **Cabinet**

The bishop, district superintendents and, sometimes, other conference staff. The cabinet, under the bishop's leadership, is the expression of superintending leadership in and through the annual conference.

### **Church-wide emergency appeal**

See *bishops' appeal*.

### **Conference, Annual**

A regional, organizational unit of The United Methodist Church and the yearly business meeting of that unit, both presided over by a bishop. The business session is composed of equal numbers of clergy and laity. At least one layperson from each pastoral charge is a member. There are 66 annual conference in the United States. The conference is a time to review ministry, adopt policy and resolutions, and strengthen spiritual life.

### **Conference, Central**

One of six geographic areas outside the territorial United States, each composed of annual conference as determined by the General Conference. Central Conferences have responsibilities similar to those of Jurisdictional Conferences.

### **Conference, General**

The highest legislative body in The United Methodist Church. The voting membership consists of an equal number of clergy and lay delegates elected by the annual conferences. General Conference convenes every quadrennium (four years) to determine the denomination's future direction. It is the only body that can speak officially for the denomination.

### **Conference, Jurisdictional**

The quadrennial meeting of clergy and lay delegates from the annual conferences within the boundaries of one of five U.S. jurisdictions: North Central, Northeastern, South Central, Southeastern and Western. Jurisdictional Conferences convene every four years.

### **Connection**

The principle, basic to The United Methodist Church, that all leaders and congregations are connected in a network of loyalties and commitments that support, yet supersede, local concerns.

### **Connectional giving**

A method of giving that involves an amount assigned to a local church, annual conference or other United Methodist body by a proper church authority to be raised as its share of church funds. The General Conference establishes budgets for various general funds of the denomination. These are divided on the basis of a specific formula to each annual conference. Each annual conference, using its own approved formula, divides these fund requests, along with conference administrative and benevolence fund requests, to local churches.

### **Constitution**

The fundamental constituting and legal document of The United Methodist Church. The Constitution was approved as part of the Plan of Union for the merger of The Evangelical United Brethren Church and the Methodist Church in 1968. It establishes the basic outline for the organization of the denomination as well as establishing the office and role of the bishop. The Constitution establishes the Judicial Council as the body to rule on matters of church law as passed by the General Conference. A two-thirds majority of the General Conference and a two-thirds affirmative vote of the aggregate number of members of all annual conferences may only amend the Constitution. The Constitution is printed in *The Book of Discipline*.

### **Deacon**

An ordained clergyperson who is called to serve all people, particularly the poor, the sick, and the oppressed, and to equip and lead the laity in ministries of compassion, justice and service in the world. In this capacity, he or she leads the church in relating the gathered community to their ministries in the world, thus connecting the church's worship with its service in the world. A deacon has the authority to teach and proclaim God's Word, to lead in worship, to assist elders in the administration of the sacraments of Holy Baptism and Holy Communion, to perform the marriage ceremony where the laws of the state permit, and to bury the dead.

### **Designated gift**

A contribution for a specific purpose or project selected by the giver. The Advance for Christ and His Church and

World Service Special Gifts are two avenues of designated giving in The United Methodist Church.

### **District**

A regional group of churches or charges, supervised by a district superintendent.

### **District superintendent**

An ordained elder appointed by the bishop to administer the work of the church within a particular geographic area.

### **Elder**

A person ordained to a lifetime ministry of service, word, sacrament and order. He or she is authorized to preach and teach God's word, to administer the sacraments of baptism and Holy Communion, and to order the life of the church for mission and ministry.

### **Episcopacy**

An office within United Methodist organization whereby bishops serve as general superintendents and exercise certain authority within the denomination. In The United Methodist Church, this authority is constitutional, but subject to definition by the General Conference.

### **Episcopal area**

The annual conference or conferences to which a bishop is assigned by the Jurisdictional or Central conference. The bishop lives within the bounds of the episcopal area and presides over the work of one or more annual conferences.

### **Episcopal Fund**

Apportioned fund used for salaries, pensions, office operations, official travel and other expenses of the bishops.

### **General Administration Fund**

Apportioned fund that supports general agencies whose work is administrative in nature, the cost of General Conference and other items essential to the operation of The United Methodist Church.

### **General agency**

A term used generically to refer to any council, board, commission, committee or other unit established to carry out denominational work. General agencies are accountable to the General Conference.

### **General benevolence funds**

Funds approved by the General Conference for mission around the world through persons, agencies and institutions; e.g. World Service Fund.

### **General board**

At the general level of the denomination, a continuing body created by the General Conference to carry out certain functions of program, administration and service. Four general boards are related to program: Church and Society, Discipleship, Global Ministries, and Higher Education and Ministry. Two general boards perform service functions: Pension and Health Benefits, and Communications. The chief staff officer of a general board is a general secretary.

### **General commission**

At the general level of the denomination, a continuing body created by the General Conference to accomplish a specific task. Occasionally, the General Conference will establish study commissions for a limited period of time to prepare reports and recommendations for consideration by the General Conference. It also established six permanent general commissions: Archives and History, Christian Unity and Interreligious Concerns, Communication, Religion and Race, Status and Role of Women, and United Methodist Men. The chief staff officer of a permanent commission is a general secretary.

### **General council**

A continuing body created by the General Conference or established by the Constitution charged with review or responsibility over an aspect of the life and work of The United Methodist Church. The two councils established by the Constitution are the Council of Bishops and the Judicial Council. The two established by the General Conference are the General Council on Finance and Administration and the General Council on Ministries.

### **General funds**

Funds approved by the General Conference to support various aspects of denominational work. Some funds are apportioned while others, such as churchwide Special Sundays with offerings, the Advance for Christ and His Church and World Service Special Gifts, are not.

### **Interdenominational**

Between, among, shared by, or involving different religious denominations.

**Interdenominational Cooperation Fund**

Apportioned fund that supports United Methodist participation in the World and National councils of churches, Churches Uniting in Christ (CUIC) and the World Methodist Council. It also pays the travel expenses of United Methodist delegates to those bodies.

**Interpreter**

The official program magazine of The United Methodist Church.

**Judicial Council**

Nine persons elected by General Conference who rule on questions of constitutionality in church law and practice.

**Jurisdiction**

The five geographic areas in the United States, each composed of several annual conferences as determined by the General Conference: North Central, Northeastern, South Central, Southeastern and Western.

**Laity**

From laos, meaning “people of God,” and used to describe members of a congregation or parish.

**Local church**

A congregation of persons who have joined together as Christians and as United Methodists to carry forward the message of Christ and to witness to and serve the world. It is the fellowship of persons who have professed their belief in Christ, have been baptized and have taken the vows of membership of The United Methodist Church. Congregations are organized and chartered by annual conferences.

**Local pastor**

A licensed pastor, annually approved by the district committee on ordained ministry, who is authorized to perform all duties of an ordained minister, including the sacraments, while assigned to a particular charge under the supervision of a district superintendent. A clergy mentor oversees the local pastor’s work in the course of study for ordained ministry and advises on matters of pastoral responsibility.

**Ministerial Education Fund**

Apportioned fund that provides educational support for ordained elders, ordained deacons and diaconal ministers of the church through funding for theological schools, recruitment, professional development and continuing education.

**Missionary**

(a) A layperson or representative minister who, upon offer of service in response to a commitment to mission and on recommendation, is commissioned by the General Board of Global Ministries and assigned to fulfill a task with colleagues in the church or related institutions in the United States or in other parts of the world.

(b) An ordained or consecrated minister or layperson from the Christian community outside the United States, resident and participating in the mission of an annual conference by invitation of that conference in consultation with the General Board of Global Ministries.

**Missionary conference**

A conference that has particular missionary opportunities, limited membership and resources, unique leadership requirements, strategic regional or language considerations, and ministerial needs. The United States includes three missionary conferences: Alaska Missionary, Oklahoma Indian Missionary and Red Bird Missionary conferences.

**Quadrennium**

The official four-year period beginning January 1 following each General Conference, during which The United Methodist Church implements General Conference legislation.

**Regional Emergency Appeal**

A United Methodist Committee on Relief (UMCOR) Regional Emergency Appeal is generally understood to be for a regionalized (including USA domestic) need. UMCOR initiates a Regional Emergency Appeal after securing the agreement of the General Board of Global Ministries president and general secretary, the General Council on Ministries Advance Committee chairperson and director, and the General Council on Finance and Administration general treasurer.

**Sharing God’s Gifts**

The title given to all United Methodist connectional giving – General Conference and Annual Conference Apportioned Funds and Designated Giving.

**Special appeal**

A request or solicitation for money to respond to an unanticipated need.

**Special Sundays**

Those Sundays authorized by General Conference to be set aside for a denomination-wide emphasis. The Special

Sundays approved by General Conference are to be the only Sundays of church-wide emphasis.

#### **Special Sundays with church-wide offerings**

Special Sundays for which the General Conference has authorized the receiving of an offering; receipts are used for specific, approved programs or benevolent causes.

#### **Special Sundays without church-wide offerings**

Special Sundays designated by the General Conference to focus attention on a specific aspect of the church's ministry; no special offering is taken.

#### **Stewardship**

The devout investment or use of money, time and ability. In biblical times, a steward supervised a household or an estate. Today, as God's children, we deem God the source of all we have, seek to hold it in trust for God and desire to be "good stewards of the manifold grace of God." (1 Peter 4:10a)

#### **Tithe**

A biblical standard, usually one-tenth of one's annual income, paid as a contribution to support a church and its clergy.

#### **World Service Fund**

The primary source of support for ministry through the general agencies. The World Service apportionment allows United Methodists to participate in God's global mission. Basic to the financial program of The United Methodist Church, it represents the minimum needs of the church's general agencies.

#### **World Service and conference benevolences**

An annual conference's share of the total World Service Fund and its approved annual conference benevolences.

#### **World Service Special Gifts**

A giving channel that permits churches and individuals to contribute to approved projects of World Service-supported agencies. Every dollar goes to the ministry designated by the donor.









