

Webster Presbyterian Church
Mission Committee
Vision and Procedures

Vision:

WPC in Mission: Seeing, hearing, going, touching . . . sharing God's heart with the world.

We are a church that strives to encounter the loving God, nurture followers of Jesus Christ, and meet human needs.

In response to Christ's directive to "feed my sheep," the Mission Committee seeks to meet the needs of the less fortunate in our congregation, our community, the nation, and the world.

Procedure:

The Mission Committee is led by the designated elder for Mission in concert with the designated pastor. It is tasked with leading the Mission efforts for Webster Presbyterian Church (WPC).

The Mission Committee meets once a month. The committee consists of a core group of committed members, each of whom may be enthused about one particular aspect of mission but also supports the mission agenda as a whole. Mission is an open committee; any attendee of WPC may attend and participate. Decisions are made by simple majority after discussion facilitated by the leaders. Discussions may also be delegated, deferred for information to be acquired, or tabled as seen fit by the leaders.

The Committee sets basic policy; most of the work is done by subgroups of the larger mission group, in conjunction with other members of the congregation. The Committee entertains and supports ideas that elicit passion from the members. When, over time, there seems to be leadership, commitment, and resources supporting an idea, another supported mission may emerge.

Often, different ministries of WPC can productively work together to coordinate joint efforts. The Mission Committee consults with and advises other ministries within WPC where such endeavors relate to mission. Examples include: Youth and Adult Ministries regarding mission trips and sites; Children's Ministry regarding mission projects and special offerings; Campus Management regarding use of church property for Mission activities. This process works best when committees and ministries engage one another in the early planning stages.

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Scope:

The Mission Committee disperses the money allocated to Mission in the WPC budget, as well as funds from other sources such as designated donations and half of the income from the church's endowment funds. It also coordinates the time and talent of individuals called to Mission.

Specifically,

- The Mission Committee is responsible for the direct donation from WPC to the Presbytery.
- The Mission Committee coordinates PC(USA)'s four Special Offerings each year (One Great Hour of Sharing, Pentecost, Peacemaking, and Christmas Joy). Two of these offerings (Pentecost and Peacemaking) share the money collected with the local church, in which case the Mission Committee decides the disbursement of WPC's portion of collected funds.
- Also, the Mission Committee coordinates special offerings for Presbyterian Disaster Assistance, as appropriate, throughout the year.
- Additional fund-raising appeals to the WPC congregation for mission purposes may be brought to the Mission Committee. If endorsed by the Mission Committee, they must be approved by the Session before being implemented.

The Mission Committee supports a number of charitable efforts through money, effort, or a combination of both. They may also simply endorse or approve suitable projects. A summary of these efforts during 2012 is shown as Appendix A. This appendix will be reviewed and updated annually.

Mission also allocates funds for general use in assisting the community, both inside and outside of the congregation. The procedure and use of these funds is described in Appendix B.

Why We Do Mission:

All the nations will be gathered before him, and he will separate the people one from another as a shepherd separates the sheep from the goats. He will put the sheep on his right and the goats on his left. Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'

Matthew 25: 32-40

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Appendix A: Efforts Sponsored by WPC Mission 2012

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Our Goal: A Congregation United in Mission

Providing Hands-On Service and Support to our Local and World Community through:

- Building Habitat for Humanity houses for families in Dickinson
- Volunteering at ICM, Bay Area Turning Point, Meals-on-Wheels
- Tutoring and meals at McWhirter Elementary School
- Raising funds to end hunger in our community and the world, through youth and adults walking together in the CROP Walk
- Opening our homes to international students via Christmas International House
- Opening our church to families who temporarily are without homes via Family Promise
- Providing Community Assistance and Member Assistance funds distributed by the Associate Pastor

Sharing the Mission Story with the WPC Congregation in:

- Sermons, Minutes for Mission, Sunday Bulletin Announcements, WPC Newsletter, Bulletin Board
- Adult Sunday School classes on Social Justice

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Contributing to Aligned Charitable Organizations, including:

- Presbytery of New Covenant
- Bay Area Turning Point – sheltering victims of domestic abuse
- United Campus Ministry – bringing God’s word to Houston’s college students
- Interfaith Caring Ministry – supporting our neighbors through a food bank, rental assistance, and a variety of other services
- Meals on Wheels – feeding the hungry in our local area
- Habitat for Humanity – ending poverty housing
- Institute for Civility in Government – promoting civil discourse in Washington and beyond
- Samaritan Counseling Center – supporting our neighbors and members with mental health resources
- Presbyterian Service Center – providing accessible housing for the differently-abled
- Camp Cho-Yeh – providing space for spiritual growth and development for all
- Presbyterian Outreach to Patients – providing spiritual nurture to those who are ill
- CEDEPCA – sharing in mission and mutual understanding with our Central American neighbors
- Francisco Coll – supporting a school for children living at the Guatemala City dump
- UBUNTU – providing spiritual and physical resources to AIDS orphans in South Africa
- Vellore Hospital – training doctors and nurses in India

Organizing Special Offerings and Gifts:

- Presbyterian Disaster Assistance – providing support for victims of natural disasters
- Generously giving Christmas gifts for hundreds of children and families in our neighborhood through the Gifts of Joy and the ICM Christmas Store
- Presbyterian special offerings: One Great Hour of Sharing, Pentecost Offering, Peacemaking Offering, Christmas Joy Offering
- Feed My Sheep—providing for food and other essentials to families in need at McWhirter elementary School through Communities-in-Schools
- Backpack and School Supplies Drive—providing for school supplies and other essentials for the children in need at McWhirter Elementary School through Communities-in-Schools

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Appendix B: Procedures for Community Assistance

The Mission Committee of Webster Presbyterian Church allocates funds for community assistance that are used at the discretion of the pastor-liaison for the Mission Committee.

The purpose of the funds is to provide temporary assistance to members of WPC and people in the community who have a short-term need.

General Procedures:

Only the pastor-liaison to the Mission Committee may distribute Community Assistance funds. The pastor-liaison must speak with any individual requesting assistance or with a referring agency. The pastor-liaison may, at the pastor-liaison's discretion, temporarily delegate this responsibility to another individual, when and if needed.

Assistance may be provided to the individual through a check made payable to a vendor, by gift card, or by telephone or electronic payment of a bill.

The pastor-liaison will keep records of all purchases and distribution of Community Assistance funds, as well as a copy of all documents (requests for reimbursement, checks, and so forth). These records will be for internal use only. Records must include a general list of purchases/distributions, as well as documentation for each person requesting assistance, whether member or non-member. Other records or cross-references (for example, listings of gift cards by vendor and amount) may be kept as is useful.

All names will be kept in strict confidence by the pastor-liaison, and no identifying information will be used in requesting checks, etc. (except as is necessary to correctly direct payment). If an audit of the distribution of funds is requested, the pastor-liaison will provide it, with names removed from the record to protect the confidentiality of the recipients.

Procedure for Members:

- The member shall approach the pastor-liaison to the Mission Committee and describe the need.
- The pastor-liaison will make a determination whether to fully or partially fund the particular need based on the need, the amount of the need, and funds available.
- If a determination is made to fund rent or a utility bill, the pastor-liaison then
 - Initiates a Request for Reimbursement (green) form that includes the name of the entity to receive the funds (i.e., an apartment complex, a utility company, etc.) and submits to the bookkeeper.
 - If the bookkeeper is in, a check will be immediately prepared and provided to the pastor-liaison. The pastor-liaison then either gives the check to the member, or mails it to the

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appropriate vendor.

- As an alternative, the pastor-liaison may choose to pay the vendor using a telephone or email system provided by the entity involved. In this case, the charge is made to the pastor-liaison's WPC-issued credit card, and the pastor-liaison provides a copy of the charge and necessary details to the bookkeeper for reconciliation with the monthly bank card statement.
The name of the individual receiving the funds is never revealed to anyone in the church except the pastor-liaison.

- If a determination is made to fund groceries or gas, the pastor-liaison may distribute a gift card that the pastor has purchased for such situations.

Procedure for Non-Members:

Walk-ins:

Walk-in requests for assistance must first be screened by the Secretary, who will inquire as to whether the individual has been to Interfaith Caring Ministries.

- If not, and the request is for rent or utility assistance or for food, the secretary will provide information for ICM and on other area food banks, and ask the individual to schedule an appointment with ICM.
- If the individual has already been to ICM or other area churches and has pledges toward rent or utility assistance, the secretary will make a copy of the individual's identification and other documentation, then present these to the pastor-liaison to the Mission Committee.
 - If determination is made to fund, the pastor-liaison will check with the referring organization and offer to add to that organization's pledge.
 - If agreeable, the steps from "Referrals from ICM, agencies, and churches" (below) will be followed.
- If the request is for gas, groceries, or other such items, the secretary will make a copy of the individual's identification, provide that to the pastor-liaison, and, if possible, the pastor-liaison will speak with the individual.
- If the pastor-liaison is not in the office, the secretary will advise the individual that there is no one available to provide assistance.
- If the pastor-liaison has advised the secretary that there are no funds available, the secretary will so inform the individual requesting assistance.

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Telephone Requests from Individuals

Telephone requests from individuals are handled similar to walk-in requests:

- Such requests must first be screened either by ICM or a referring agency or church.
- If determination is made to fund, the pastor-liaison will check with the referring organization and offer to add to that organization's pledge. If agreeable, the steps from "Referrals from ICM, agencies, and churches" (below) will be followed.
- If individual has NOT been through ICM or another referring agency or church, the pastor-liaison will make a determination of whether or not to assist. If a decision to assist is made, steps found under Non-Member, "Walk-Ins" will be followed.

Referrals from ICM, agencies, and churches

- These may occur by phone, email, or in person.
- If the pastor-liaison determines the need as presented by the referring agency is one that can be addressed by WPC at the time, the pastor-liaison will make a pledge, asking the referring organization to pay WPC's pledge, then sending a check to the referring organization to cover the WPC pledge.
- The pastor-liaison will initiate a Request for Reimbursement (green) form for the amount of the pledge and submit it to the bookkeeper, to be included in regular business for that week.
- The bookkeeper will return the check to the pastor-liaison, who will mail the check to the referring organization.

Delegation of this authority

The pastor-liaison may, on occasion, delegate to the secretary permission to distribute gift cards. This will be determined on a case-by-case basis and will require communication between the secretary and the pastor-liaison when the pastor-liaison is away from the office.