

# Missions Team Structure and Operations

---

1. Chairperson
  - a. Must be a member of KSBC
  - b. Shall be a deacon appointed by the elders
  - c. Serves under the guidelines established for deacons by church by-laws
  - d. May resign as Chair or as Chair/Deacon with 30 days' notice
    - i. Elders decide if resignation removes them from team and/or deacon role
  - e. Determines agenda and presides over meetings
  - f. May establish supporting officer roles (e.g., secretary, candidate mentor, etc.) and appoint current Missions Team members to fill those roles
2. Additional Missions Deacons
  - a. Must be a member of KSBC
  - b. Appointed by the elders in consultation with the Chair
  - c. Serve under the guidelines established for deacons by church by-laws. In addition:
    - i. Shall have authority for specified areas of ministry within the Missions Team's efforts, as identified by the elders in consultation with the Chair.
    - ii. Shall serve under the guidance and authority of the Chair
  - d. May resign with 30 days' notice
    - i. Elders decide if resignation removes them from team or keeps them on team in non-deacon role
3. Members
  - a. Changes in Missions Team membership (additions, removals) shall be communicated in writing to the elders
  - b. Members other than the Chair and other Missions Deacons:
    - i. Appointment: Join the team by invitation of the Chair, but elders have the option of review and approval/veto
    - ii. Length of term: Serve at the pleasure of the Chair
    - iii. May resign with 30 days' notice
  - c. Team size to be not less than five and not more than eight
  - d. The elder responsible to oversee the Missions Team is welcome to attend meetings as an ex-officio non-voting member
4. Procedures
  - a. Decisions made by vote patterned after Roberts Rules of Order
    - i. Motion
    - ii. Second
    - iii. Discussion
    - iv. [Amendment]
    - v. Vote
  - b. Quorum to hold a vote on motions is a simple majority of team
  - c. A vote shall pass by a simple majority of those present at the meeting

- d. At the discretion of the Chair, decisions on minor matters may be reached by other means, such as email discussion
  - e. Dates of future meetings to be tracked by church office; this information available on request to any KSBC member
  - f. Non-Missions Team members may attend only by prior arrangement, except any elder
  - g. Elders not on the team may not vote
  - h. Minutes to be kept and to be made available to elders at their request
  - i. Subcommittees may be established for specifically delimited one-time tasks as well as for standing/routine tasks
    - i. Each subcommittee must either be chaired by a Missions Team member, or include a representative from the Missions Team.
5. Authority of the Missions Team
- a. Spend money within limits of missions budget and church constitution
  - b. Oversee missionary development, partnership, and funding within the limits of missionary policy approved by the elders
  - c. Develop and carry out training, education, and related initiatives under the authority and approval of elders, in keeping with the mission strategy
6. Duties of the Missions Team

The duties of the Missions Team include, but are not limited to:

- a. Education
    - i. Encourage and support missions education within the various ministries of the church
    - ii. Plan and implement the annual KSBC missions conference
  - b. Mobilization
    - i. Evaluate potential missionary partners from outside KSBC
    - ii. Identify, evaluate, and prepare missionary candidates from within KSBC
    - iii. Oversee short term trip planning, preparation, and execution
  - c. Oversight
    - i. Prepare the annual missions budget
    - ii. Meet with current missionary partners on furlough
    - iii. Promote missionary care either directly or through dedicated teams of non-Missions Team members
  - d. Strategy
    - i. Collaborate with the elders to further develop, and implement, the mission strategy
7. How to revise this document
- a. According to normal procedures including vote on a final draft
  - b. Must be approved by elders