

## **CHAPTER TWELVE** **MISSION PROJECTS**

### I. Definition of Mission Projects

- A. The Presbytery authorizes mission projects that are that are established by and accountable to the Evangelism and Missions (E&M) Committee. The Presbytery receives both undesignated funds that are disbursed through the Presbytery Mission budget and designated funds that are passed through to each mission project. Mission projects are under the Presbytery's IRS Code 501(c)3 registration with the Federal and State of California governments.
- B. The Presbytery endorses various mission projects that are established as independent IRS Code 501(c)3 entities. The Presbytery also receives designated funds from member churches and other entities that are passed through to the endorsed organizations.
- C. Each mission project shall have a clear, concise mission statement that is aligned with the theology of the Reformed tradition, and falls within the purpose, mission and ministry of the Presbytery pursuant to Section IV of Chapter 1 of this *Manual*. Such mission statements shall identify the bounds of the mission project, both geographically and functionally.

### II. Mission Project Reviews

- A. The E&M Committee conducts semiannual reviews of each mission project sponsored by the Presbytery.
  - 1. The first review, conducted in April, evaluates the project's activities in meeting the approved mission statement and the project's financial viability.
  - 2. The second review, conducted in September, receives the project's proposed budget for the following year and evaluates for inclusion in the Presbytery Mission budget. This review also evaluates performance to the current year budget.
- B. The Committee reports to the Presbytery at either the May or June stated meeting with a recommendation to either continue (with any recommended changes to the mission statement) or discontinue each project.

### III. Steering Committees

- A. Steering committees serve as "boards of directors" for the mission projects established by the Presbytery. Each mission project has a steering committee that is responsible to the E&M Committee for oversight and management of all aspects of that Project.
- B. Each steering committee:

1. Has five to nine members serving three-year terms, who are eligible for re-election. Steering committee size is based on the number of people that it considers necessary to meet the E&M Committee's responsibilities for that committee as related to that specific mission project.
  2. Includes ruling and teaching elders, deacons and church members, provided they have a passion for the project. The chair and membership of each steering committee is determined as described in Chapter 4 of this *Manual*.
- C. A point of contact is identified for each mission project that is endorsed by the Presbytery. That individual, normally the chair of the steering committee, is responsible for compliance-appropriate provisions related to committee chairs and steering committees for such projects, as identified in this Chapter of the *Manual* and providing any information required by the E&M Committee and the Presbytery.
- D. Each steering committee ensures that all paid and voluntary staff members fully comply with the Standards of Ethical Conduct, including the Child and Youth Protection Policy and Sexual Misconduct Policy on Chapter 16 of this *Manual*.

#### IV. Mission Project Accountability

- A. The chair of each steering committee is directly accountable to, and reports directly to, the E&M Committee for the administration of the mission project and its financial status.
- B. The director of each mission project is directly responsible for the project's activities meeting the approved mission statement for that project, and reports to the steering committee for operational aspects of the mission projects activities.
- C. Each steering committee holds monthly meetings. Other meetings may be held as determined necessary.

#### V. Duties of Steering Committees

- A. The activities of each mission project are carried out under the guidance, and with the support, of a steering committee that is established for that purpose.
- B. Each steering committee:
  1. Determines its administrative structure and processes, which include:
    - a. The frequency and location of its meetings;
    - b. Reports to the E&M Committee on the annual budget, receipt and disbursement of funds, and financial reports as required by this *Manual*;

- c. Written, internal processes for managing, tracking and approving mission project expenses; and
  - d. With concurrence of the E&M and the Budget, Property & Finance (BP&F) Committees, maintain a checking account at a Presbytery-approved financial institution, to facilitate handling the project's funds.
    - i. The steering committee names all individuals that are authorized to sign checks or use debit cards drawn against the mission project's accounts in accordance with Chapter 15 of this *Manual*.
    - ii. The steering committee ensures the project director never writes checks or uses a debit card in a manner that would result in an overdrawn condition in any account maintained by the project.
    - iii. The steering committee ensures that receipts for any funds disbursed through check or debit card are made available to the Presbytery upon request to enable reconciliation of bank accounts.
2. Administers grants from the Synod or General Assembly and other organizations as may be appropriate to that mission project's purpose.
- a. Applications for mission projects under \$25,000 are prepared, approved and monitored through the steering committee for the mission project applying for such grants. Grant applications for other purposes and for mission projects that exceed \$25,000, or require matching funds, guarantee, or other support by the Presbytery, submitted for Presbytery approval through the E&M Committee.
  - b. Annual progress reports for any such grants received by the Presbytery are prepared for submission by the E&M Committee.
  - c. Ensures that any requirements for Presbytery contributions, either cash or in-kind, are met as required as a condition of the grant.
  - d. Ensures that any reporting and/or performance requirements associated with grants from the Synod, General Assembly or other organizations are met.
3. Determines the staffing necessary to carry out the work of the mission project, as identified in the approved mission statement. Such staffing can be paid or voluntary workers. Paid mission project staff positions can be full- or part-time.
- a. Develops a position description for each paid position. Those position descriptions are submitted to the Human Resources (HR) Committee for approval prior to advertising for an open position.

- b. Conducts all actions required by Chapter 3 of this *Manual* for paid mission project staff positions.
  - c. Ensures that all voluntary staff positions are filled by individuals that meet the requirements of the Presbytery pursuant to the Standards of Ethical Conduct in the Standing Rules of this *Manual*.
  - d. Identifies the location at which each mission project staff position will carry out the duties and responsibilities of that position.
  - e. Conducts a review of the position description for each position that becomes open prior to coordinating with the HR Committee to employ another person for that position. A triannual review of each position description is conducted when not accomplished sooner for another reason.
4. Defines the role of the director for each mission project.
5. Works in consultation with E&M Committee to determine the annual budget for the mission project.
  - a. Annual budgets include monthly projections of expenditures and income.
  - b. Budgets are adequate to support the compensation of the paid staff. Budgets also include allowances for compensation of the Presbytery for shared use of administrative staff personnel (*e.g.*, bookkeeper).
  - c. Presents a final proposed budget to the E&M Committee no later than the September stated meeting of that Committee.
6. Develops sources of funding to support the mission project's annual budget. Provides funding proposals for each annual budget.
7. Through the year, adjusts planned spending from budgeted levels to avoid spending that exceeds the projected mission project income, including budgeted amounts in the Presbytery Mission budget. Adjusts the subsequent-year budget to "re-pay" the Presbytery for any deficit that the Presbytery was required to cover during a completed year.
8. Provides adequate financial information on the mission projects income and expenses to support filing tax reports and any other reports required of the Presbytery to maintain its 501(c)3 status.
9. Oversees the facilities necessary to carry out the project's mission statement.
  - a. Determines, together with the E&M Committee, the facilities necessary to carry out the work of the mission project.

- b. Ensures any real and/or personal property is maintained in an adequate condition for safe use.
  - c. Ensures any vehicles owned by the mission project (with title to the Presbytery) and any other vehicles operated on behalf of the mission project fully comply with the “Transportation for Presbytery Purposes” provisions of Chapter 16 of this *Manual*.
10. Provides to the E&M Committee semiannual reports on the mission project to support the reviews described in paragraph II.A, above.
  11. Works in consultation with churches both within and outside the Presbytery that have an interest in a particular mission project.
  12. Works in cooperation with an administrative commission elected by the Presbytery to transition a mission project to a new worshipping community, starting the process to become a chartered church of the Presbytery.