

APPLICATION, FUNDRAISING, & COMMISSIONING PROCEDURES

A. Application Procedures

1. All mission candidates requesting financial support from Petra must submit the appropriate (long-term or short-term) mission application forms.
2. One or several Missions Oversight Team members will meet with the candidate to discuss his or her potential assignment and sense of call, and the Senior Pastor will be informed of the candidate's anticipated assignment.
3. After approval by the Senior Pastor and/or Missions Oversight Team, the candidate may begin raising financial support.

B. Fundraising Procedures

1. All mission candidates must be approved by the Missions Oversight Team before collecting contributions from individuals or doing fundraisers at Petra. They may collect pledges of support before they are approved, but not actual contributions.
2. All financial requests, letters, fundraisers, and targeted appeals to the congregation must be approved by the Missions Pastor.
3. Each Petra-approved missionary, short-term team, or Global Partner may use the church facilities free of charge for one fundraiser per year. Each short-term team may also do one fundraiser per year that does not involve the reservation of the church facilities (such as selling pizza kits, candy sales, etc.) Youth mission teams may take orders one week and deliver the next week.
4. Due to the high demand for fundraisers and use of facilities at Petra, Petra-approved field ministries may use the church facilities free of charge for one introductory, non-Sunday fundraiser as they raise awareness and build support for their ministry. The field ministry is responsible for their own publicity and fund collection (Petra does not offer publicity or receive funds through Petra's accounts/credit card machine for the fundraiser). Exceptions may be made for persons raising personal support with a Petra-approved field ministry who are dependent upon the field ministry for their primary support (50% or more)—such persons are permitted to do one fundraiser per year.
5. We ask that no group or ministry does sales promotions directly to attendees on a Sunday morning. All sales and ordering need to be done at a table in the gym lobby.
6. Fundraising is not to target Sunday morning services except for the following: The Gym, Café, and Kitchen may be scheduled for mission groups to do fundraising meals if the schedule is open on a given Sunday. Also, the following guidelines are to be observed:
 - a. Sunday meals are to raise funds for Petra missionaries going on an assignment of two months or longer; Petra-approved/sponsored short-term mission teams with 4 or more team members; or persons raising personal support with a Petra-approved field ministry who are dependent upon the field ministry for their primary support (50% or more).

- b. Dates are reserved through the Church Office with the approval of the Missions Pastor or the Executive Director. The contact information of the person in charge of the meal needs to be on file with the office.
- c. The earliest the facilities may be reserved for fundraising meals is:
 - 1) 9 months for Petra long-term missionaries.
 - 2) 4 months for Petra mission teams with 4 or more team members. (Petra mission teams with less than 4 team members may only schedule up to two weeks in advance, if the schedule is open.)
 - 3) 90 days for all others who qualify for a fundraiser meal.
- d. Please make sure you have enough helpers. The ideal is to have at least 12 people.
- e. The meal should be made and served with excellence. Please keep in mind that the quality of your meal might affect people's perceptions and the outcome for other fundraiser meals as well.
- f. Sunday lunches are to be simple, easy, and light so as to reduce prep work on Sunday morning. Suggested menus include (other choices must be approved by **Receptionist and Executive Director of Operations**):
 - 1) Chicken BBQ meal reserved for full-time missionaries and mission teams (Needs the Executive Director's approval) – A thermometer must be used for all the chicken. Please make sure the chicken is cooked fully. Chicken needs to be served hot for take-outs as well.
 - 2) Lasagna, salad, bread, and dessert
 - 3) Taco salad, bread, and dessert
 - 4) Wrap sandwiches, chips, macaroni or potato salad, and dessert
 - 5) Meatball sandwiches, chips, applesauce, and dessert
 - 6) Baked potato, with four simple toppings, fruit salad, and dessert
 - 7) Chili, regular or chicken, Frito corn chips for the bottom of the bowl, salad, bread, and dessert
 - 8) Baked chicken sandwich, coleslaw or cucumber salad, chips, and dessert
 - 9) Baked spaghetti, salad, bread, and dessert
 - 10) BBQ, chips, three-bean salad, and dessert
- g. Please contact the church office as soon as you have identified which meal menu you will be serving.
- h. The Kitchen is shared space. The food prep team needs to honor those who are also scheduled to use the kitchen, refrigerators, and freezer.
- i. Ovens will be available for meal prep after 8:00 a.m. on Sunday morning.
- j. The teams planning the meals are responsible for set up and clean up.
- k. Use of gloves are required. Gloves are provided.
- l. Paper supplies are provided. Use regular Styrofoam plates when serving the food in the Café. The take-out containers should only be used for take-outs.
- m. Take-out meals are served from the Gym. Take-out serving line for first service attendees should be ready at 10:00 a.m.

- 1) When serving hot sandwiches for take-outs, the meat should be packed in different containers, separated from the rolls. Buns/rolls should be bagged if there is liquid food in the container.
- 2) Salads for take-outs should be in zip-loc bags and should not be put inside container with hot food.
- n. Those planning the meals may choose to offer only take-out meals (after both services) instead of serving both take-out and dine-in meals after the 11 a.m. service. Please note that if you choose to offer only take-out meals after both services:
 - 1) It is unknown how turnout/response to the fundraiser might be impacted by offering only take-out meals after both services since the normal pattern has been to offer both take-out and dine-in meals after the 11 a.m. service.
 - 2) Some people might choose to stay and eat their take-out meals in the café. If that happens, those serving the meal must be prepared to do clean up in the café after the meal.
- o. The food should be served hot for both take-outs and the dine-in meal. Hot meals should be served hot in the roasters placed on the tables. Only dish out the hot food once the person is in line.
- p. To protect people with severe, life-threatening nut allergies, all baked goods with nuts must be labeled.
- q. To facilitate prompt serving of guests, two serving lines are required after the 11 a.m. service when serving dine-in meals.
- r. Along with the meal, the missionaries or teams should have a mission display and/or a written take-home document giving information about their mission assignment.
7. Information about each fundraiser for promotional purposes (bulletin, e-bulletin, webpage, PowerPoint announcement, poster, etc.) should be submitted to the Communications Administrator at least three weeks prior to the event.
8. An evaluation will be done by the church administrative assistants for long-term missionaries' fundraiser meals. This will be helpful for both the missionaries' MST and the church office.

Revised: 2/5/25

C. Commissioning Procedures

1. Mission commissioning will be held the first Sunday morning of each month for all Petra-approved long-term, short-term, and Harvest Field ministry workers who will be departing on a missions trip during that month. The missionaries should confirm their plans for commissioning with the Missions Pastor at least one week prior to the commissioning date, and indicate which service(s) they plan to attend for commissioning.
2. Persons will be commissioned from Petra for long-term assignments only if they have been approved by the Missions Oversight Team and/or the Senior Pastor.

3. Short-term missionaries who have not processed their assignment through the Missions Oversight Team will not be given any financial support from Petra, but may be included in the commissioning prayer if they meet the following criteria:
 - They must be born-again believers with the fruit of the Spirit evident in their life, and they must be regular attenders at Petra.
 - They must agree to abide by Petra's mission guidelines and standards of conduct.
 - Their assignment must be in line with Petra's values and philosophy of missions.
 - They must submit a *Mission Commissioning Request* to the Missions Pastor with information about their mission trip at least one month prior to the commissioning date.
4. Persons who have not notified the Missions Pastor of their desire to be commissioned by the specified deadline may not be called front for commissioning, but may be included (at the pastor's discretion) in the general Sunday morning prayer.

Revised: 8/13/15

SHORT-TERM MISSIONS POLICY

A. Definition:

Short-term missionaries are considered those serving for one year or less. Short-term missionaries returning for additional assignments to the same area/ministry may be considered short-term missionaries for one additional short-term assignment; if they return for any assignments beyond that or for an assignment longer than one year, they will be considered long-term missionaries, and must complete the long-term missionary application process.

B. Short-Term Missions Criteria

1. The short-term mission assignment must be in partnership with a national church, a long-term missionary, or a mission agency with a clear, long-term strategy.
2. There must be a qualified leader for the ministry.
3. We encourage appropriate pre-field training prior to the assignment, and debriefing/follow-up after the assignment.

C. Short-Term Missions Sending Policy

1. All missionaries who desire to be commissioned from Petra, and who hope to receive financial support from the members, are required to fill out the short-term application. If you are going on a non Petra-sponsored mission trip, applications should be submitted no later than 60 days before departure date. If you would like to be commissioned by Petra, notify the Missions Pastor or Church Office at least one month prior to departure date.
2. Each missionary needs to be approved by the Senior Pastor and/or Missions Oversight Team, and must agree to our guidelines.
3. Children under the age of 14 may participate on a Petra mission team if the team has been specifically designated (by the team host and team leader) as appropriate for family involvement and the children are accompanied by a parent/legal guardian. Individuals need to be of youth group age—14 years or older—to be eligible for mission funding (families are responsible to cover all the trip costs of their children under the age of 14).
4. A parent must accompany a child under 18 years of age unless the team leader agrees to be the guardian on the trip. In either case, there must be notarized consent from both parents for the child to leave the country.
5. All individuals age 18 and over serving on a Petra Short-Term Mission Team or on a mission assignment of two months or longer are required to sign a release authorizing a criminal background check to be done. If any minors are part of the Petra Mission Team or if children or youth will be the focus of the Petra Mission Team's ministry, all team members age 18 and over must submit the following clearances:
 - (DHS) PA Department of Human Services Child Abuse Clearance.
 - (PSP) PA State Police Report of Criminal History.

- (FBI) Criminal Background Check. (Exception: Team members who have lived in the State of Pennsylvania for 10 consecutive years may sign a notarized affidavit exempting them from the FBI fingerprinting clearance.)
6. Individuals going on a short term assignment are required to purchase international medical insurance (*contact the Missions Pastor for information about recommended plans*). Petra does not carry insurance coverage for any missionaries except for Petra Short-Term Mission Teams.
 7. We ask that all missionaries represent Petra's beliefs and values on the mission field.
 8. We ask that all mission team members abstain from all use of alcohol and tobacco products on our mission trips.
 9. We ask members of Petra mission teams to refrain from dating relationships with other team members, ministry partners, or nationals. Stay focused on the ministry. Always travel in groups of three or more when with the opposite gender.
 10. We also ask all persons under the age of 21 on Petra mission teams to refrain from exchanging contact information (phone, address, email, Facebook, etc.) with nationals of the opposite gender due to complexities that can arise in cross-cultural romantic relationships.

D. Short-Term Missions Support Policy

1. Each missionary is responsible to raise his/her own finances. The church may add a minimal amount, as it is able. The role of Petra is to help process the call, provide counsel and help in how to raise finances, commission, and provide a spiritual covering.
2. Each missionary is strongly encouraged to contribute a portion of their support from their own funds.
3. A person may apply for support from Petra's mission fund for no more than one short-term mission trip each fiscal year.
4. Proceeds from Petra mission team fundraisers are shared by team members ages 14+ who help with the fundraiser. If a team member is unable to help with the fundraiser, they may share in the proceeds only if they recruit a substitute to help with the fundraiser in their absence and communicate that to the team leader.
5. If a missionary completes an assignment of two months or longer and returns for an additional short-term assignment within a year, Petra's support for the two assignments will be equivalent to the support of one assignment with the combined length of the two assignments. (E.g. If a missionary completes a 5-month assignment and returns for another 5-month assignment within a year, Petra's total support for the two assignments will be equivalent to the support of one 10-month assignment.)
6. Each missionary going on an assignment for longer than two months is encouraged to have a Care Team of 3 – 4 people who will help raise support and serve as a link between the missionary and the congregation. The Care Team:
 - Provides encouragement, counsel, and discernment to the missionary.
 - Prays regularly for, and helps to mobilize others to pray for the missionary.

- Assists in raising financial support.
 - Communicates regularly with the missionary on assignment, and serves as his/her advocate to the congregation and supporters.
 - Helps the missionary in the re-entry process when returning from assignment.
7. Short-term Petra-sponsored teams will have priority over other short-term missions if finances are limited.
 8. If extra money comes in for a short-term missionary, it will go toward Petra's portion of the financial support or be put into the missions fund. If it is time to leave and the money has not been raised, the missionary must pay it before s/he goes. If extra money comes in after the missionary is gone, s/he will be reimbursed upon returning.
 9. If a missionary is not able to go on a short-term trip/assignment as planned, we ask that any Petra-contributed funds be returned/released from the missionary's restricted account at Petra to support other Petra short-term missionaries. Any excess funds in their support account will be held in reserve for up to one year. If, within that year it is discerned that they will be serving on another Petra-approved mission trip/assignment, those funds will be made available for their support in their new trip/assignment. After one year, any remaining balance will be put into Petra's general missions fund to be allocated at the discretion of the Missions Oversight Team.
 10. Leadership persons sent along for the purpose of helping to develop the missions program and vision will have their expenses paid, but not if they want to go along just for the experience. In that case, leadership persons will be considered as any other short-term missionary.
 11. Team members will not be reimbursed for time off from work. They are encouraged to take vacation time if possible.
 12. The team leader is responsible for setting a cut-off date for the trip, after which reservations should not be changed. If an individual decides to cancel his or her reservation after the cut-off date, any penalties imposed by the airlines or travel agency will become the responsibility of that individual. Exceptions will be made for major illnesses or death in the family.
 13. For Petra-sponsored trips, team members must pay a non-refundable deposit when they commit to the trip. The team leader will set the date by which the deposit is due. The trip deposit amount can range from \$100 to \$500, depending on trip destination.
 14. We encourage missionaries to diversify their sources of financial support.

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