

First Baptist Church, Olds

Society of First Baptist Church, Olds, AB
5005 – 53 Avenue, Olds, AB T4H 1H6 Phone: (403)556-3219
www.firstbaptistolds.ca

Date: _____

Proposal for Mission or Church Agent Project

Identification of Applicant

- Name: _____ Home Phone: (____) _____
- Home Address: _____ Code: _____ Fax: (____) _____

Charity Organization:

- If the proposal is through a registered Canadian Charity, please complete the following:
- Name of Organization: _____
- Address: _____ Phone: (____) _____
_____ Code: _____ Fax: (____) _____
- Is the organization a registered Canadian charity? ____ Yes ____ No
- Canadian Charity Business Number: _____

Proposed Activity or Mission Work

- Term of the project: Dates from _____ to _____
- Location of the project: _____
- Please provide a brief description of the mission project or activity. (Use additional pages if necessary)

Personal Goals & Objectives

- Outline how you have been led to this project. What are your gifts that will serve the project? What do you expect to accomplish?

Funding:

- Please outline funding requirements. Include GST and foreign exchange when applicable.

Description	Budget Amount
• Travel:	_____
• Lodging:	_____
• Meals:	_____
• Fees:	_____
• Supplies:	_____
• Incidentals:	_____
Total:	\$_____

- Explain any other funding requirements for this project:
- What are you contributing to this mission? Please be aware that our Missions policy requires that you contribute at least 10% of the total required or \$300, whichever is the lesser amount.
- List other possible sources of funding:
- If you are working through a mission, what is their policy for funds received in excess of the requirements?

Accountability

- You are asked to provide written reports of mission activities and outcomes to the Board of Deacons. For short term missions, report at the conclusion of the mission; for longer terms, report monthly.
- Open a bank account separate from your personal accounts for missions funds. Whether funding is forwarded to you from the church or from a missions organization, it should be deposited in your mission account before it is spent,
- If you are serving through a Canadian Charity, then provide the financial accounting as required by them.
- If you are serving as an agent of First Baptist Church, Olds, please keep receipts for expenses and submit them with an Expense Report each month to the Board of Deacons.
- If there are significant changes in your mission project after it is approved by the Board of Deacons it is your responsibility to report these changes to the Board of Deacons as soon as possible so that they are able to determine if your mission project continues to receive their approval.

Signed: _____

Board of Deacons Decision

Date: _____

Project: _____ Approved as an agent of First Baptist Church, Olds

Comments: _____

____ Approved as an agent of _____

____ Not approved: Reasons: _____

Funding: _____ Approved as budgeted above. Conditions: _____

____ Not approved: Reasons: _____

Signed for First Baptist Church (Deacons): _____

Copies: _____ Applicant, _____ Board of Deacons, _____ Board of Management, _____ Treasurer, _____ Missions Coordinator