

Address: _____

Phone: Home: _____ Business: _____ Cell: _____

Email address: _____

****Please turn the completed form in to the Church Office to be submitted to the Mission Committee.**

FOR OFFICE USE ONLY:

_____ Received by Mission Committee

Signature of Mission Committee Chair

Date

Date submitted to Session _____

_____ Approved by Session

_____ Denied by Session

Payee of check: _____

Date treasurer received request: _____

Date paid _____ Check # _____

Amount paid: \$ _____

any reason. I have read, understood and voluntarily agree to all the terms of the Facility Use Policy and this contract, should the Session approve this proposed Mission Project.

Signature of Group Representative:

_____ Date: _____

Request for Church Funds for Requested Mission Activity (if applicable)

If church funds are requested to carry out this proposed mission, please complete the following:

Amount of Funding Requested: \$ _____

Intended Use of Funds: _____

Current / Other Sources of Funding: _____

Other Comments: _____

Mission Request Submitted by:

Name: _____

Date: _____

Approximate number of participants: _____

Is any fee being charged to participants in event? Yes No

If so, how much? \$ _____

Will anything be bought or sold? Yes No

If so, please describe: _____

Rooms of the church to be used (include all that would apply):

Terms of Usage: If approval is granted, requestors must follow all guidelines included in Westminster's **Facility Use Policy**. The Facility Use Policy can be found on in the forms bank on the church website at www.westminsteromaha.org.

As part of this proposal, requestors must also sign the Release of Liability Statement below if they are proposing to use the church facility.

Release of Liability Statement:

I, the undersigned, have authority to contractually represent the Group named above and, if the proposed mission project is approved by Session, do hereby enter into this Hold Harmless and Indemnification Contract with Westminster Presbyterian Church. Our Group and its individual members agree to the terms set forth here and in the attached Facility Use Policy and agree to hold harmless and to not sue Westminster Presbyterian Church for any accidents, theft, injuries, or any other loss or damage whatsoever as a result of our use of the Westminster facility. Continuous and adequate adult supervision will be provided by the Group for all Group events that include minors. Our Group will be responsible for and reimburse Westminster for any damages that occur as a result of our Group's use of the facility. Proof of the Group's liability insurance may be required as part of the acceptance of this mission application. Our Group agrees that, (except for restrooms), all rooms except those listed above, are off-limits. Our Group agrees to honor requests of Westminster employees or named designated representatives without question. Our Group understands that our use of Westminster's facilities may be revoked at any time, for

Description of Specific Mission Activity/Project (attach separate page if necessary): _____

Anticipated Date(s) of Mission (monthly, quarterly, yearly): _____

Current WPC Involvement, if any: _____

Request to Use Church Facility for Mission Activity (if applicable)

If the church facility would be used to carry out this proposed mission, please complete the following:

Description of how church facility will be used for this proposed mission project: _____

Proposed Dates of Use: _____

Times of Use -- From: _____ To: _____

Is extra set up time required? Yes No

If so, make sure the time you request includes set up time.

Westminster Presbyterian Church - Omaha

MISSION REQUEST FORM

The Mission Committee (MC) will consider submissions that meet the following criteria:

1. The MC must receive this completed form detailing the mission activity request and, if applicable, information outlining any proposed use of the church facility and request for funding support (completion of all relevant portions of this form).
2. Two or more members of WPC or a standing church committee must sponsor the mission project.
3. The sponsor(s) must agree to submit a written annual report to the MC concerning the status and outcome of the supported mission activity.
4. The mission project must have the involvement of WPC members and/or Presbyterian denominational support.
5. Any financial commitment shall be for one year only. Exceptions to this condition shall be individually presented to and approved by the church Session.

Description of Requested Mission Activity

Church Members/Committee Sponsor(s):

Name of Organization for proposed mission activity:

Address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

Organization's Mission Statement: _____

5. Before any activity is begun or planning occurs, a completed **Mission Request Form** should be submitted to the Mission Committee Chair. The Mission Request form should outline the proposed project, detail any way in which the church facility might be used, and include a proposed budget if funding is to be part of the request.
6. The Mission Committee will review and process the Mission Request. The Committee will forward all Mission requests to Session for its review and possible approval.
7. If Session approves the request, requestors may proceed with the approved mission activity. Proper processes for purchasing and reimbursement of expenditures should be followed as outlined in the Guidelines and Procedures for Handling Expenditures and Procedures for Purchasing Church Items. All relevant procedures and forms can be found on the Forms Bank at www.westminsteromaha.org.
8. For any approved mission activity, a written annual report must be completed by the requestors and submitted to the Mission Committee.
9. Any financial commitment shall be for one year only. Exceptions to this condition shall be individually presented to and approved by the church Session.

WESTMINSTER PRESBYTERIAN CHURCH – OMAHA

Procedures Memorandum for Requesting Mission Activities

To: All members, the pastor and staff of Westminster Presbyterian Church, Omaha, NE

From: Stewardship Committee

Subject: **Guidelines and Procedures for Requesting Mission Activities and Funds**

Date: October 11, 2010

Purpose: To establish uniform procedures for handling all church mission activities and any related expenditures.

Scope: These procedures apply to the pastor, all church staff, and all church members and friends carrying out church business.

All requests for proposed mission activities and any funds needed to support these activities must be requested using the following guidelines and procedures.

Guidelines and Steps for Requesting a Mission Activity and Supporting Funds

Guidelines and procedures that must be met for the Session to consider a submission include the following criteria:

1. The Mission Committee must receive a written request for approval and support of a mission idea in the form of a completed **Mission Request Form**. The form can be found on the Forms Bank at www.westminsteromaha.com.
2. Two or more members of Westminster Presbyterian Church or a standing church committee must agree to sponsor and oversee the mission project.
3. The sponsor(s) agree to complete and submit a written annual report form to the Mission Committee concerning the status and outcome of the supported mission activity.
4. The mission project must have the involvement of Westminster Church members and/or Presbyterian denominational support.