

# **MISSION FUNDING SCREENING GROUP**

## **Funding Applications Guide**

**2023**

Seventh-day Adventist Church

BRITISH UNION CONFERENCE

Last updated: 24 January 2024

## TABLE OF CONTENT

---

INTRODUCTION	3
OVERVIEW	4
TED MISSION BOARD	
Global Mission Church Planting (GMP)	5
Urban Centres of Influence (UCI)	6
TED Mission Board Projects	7
TED Creative and Innovative Outreach Fund	8
GC Mission Impact Fund	9
BUC EVANGELISM	
Reflecting Hope, Local Evangelism, etc.	10
BUC DEPARTMENTS	11

## INTRODUCTION

---

The purpose of this document is to provide guidance on the process or steps which should be followed to apply for funding from the BUC. Specifically for all applications which will be screened by the BUC Mission Funding Screening Group (MFSG) and recommended to the BUC Administrative Committee for approval.

The list of such applications included, but not exhaustive, are:

- *All TED Mission Board Funding applications: Global Mission Projects; Centres of Influence; Mission Board Projects; Creative & Innovative Outreach; GC Mission Impact)*
- *Reflecting Hope*
- *Local Church or Conference/Mission evangelism*
- *BUC Departmental Projects etc.*

The BUC Administrative Committee which will approve applications on behalf of the BUC will not consider any applications without it having been screened by the MFSG. MFSG holds to refer any application back to the applicant until all the relevant steps have been followed, the appropriate support has been confirmed and the relevant information provided.

## OVERVIEW

		FUND	PURPOSE	DURATION	GC & TED FUNDING	BUC FUNDING	FINANCIAL INVOLVEMENT	APPLY
TED BUC	BUC	Global Mission*	Plant churches	3 – 5 years	GC = 20%-70% TED = 10%-25% (annually)	5%-15%	Mandatory all levels	Anytime
		Urban Centre of Influence (UCI)*	Self-sufficient community centre with goal to plant	5 years	GC = \$25k, \$75k, \$150k TED = \$10k (for years 1-3, none for years 4-5)	5%-15%	Mandatory all levels	Anytime
		Mission Board Projects*	Support mission projects that local fields prioritise	1 – 3 years	TED = £500 - £20k (sliding scale for multi-year projects)	5%-15%	Mandatory local church (TED) Mandatory all levels (BUC)	Anytime
		Creative, Innovative Outreach Fund*	Fund creative mission in local church or school	1 year	£32k annually (up to £6k per top applications)	5%-15%	Mandatory all levels	1 Feb (BUC) 1 March (TED)
		Mission Impact Fund*	Demonstrate GC KPI's in a local church or school mission	1 – 2 years	GC = 100% (\$30k-\$100k per project)		Mandatory all levels	1 Feb (BUC) 1 March (TED)
		Reflecting Hope*	Support local evangelism under the Reflecting Hope banner	1 year		Match the Conference / Mission up to 50%	Mandatory at all levels	Anytime
		Local Evangelism*	Support local evangelism efforts	1 year		Match the Conference / Mission up to 50%	Mandatory at all levels (through Departments)	Anytime
		BUC Department*	Support BUC Department projects	1		Up to 100%	BUC	Anytime

\* To access the TED's full document "TED Mission Board Funding Processes Overview 2023-2024": <https://ted.adventist.org/departments/adventist-mission/>

## TED MISSION BOARD

### Global Mission Church Planting (GMCP)

---

#### Guide Notes

1. For a full overview and step by step guide on how to apply for Global Mission Church Planting funds, download the TED's "Overview of 5 Funds" at <https://ted.adventist.org/departments/adventist-mission/>.
2. Our advice is for the Personal Ministries / Church Growth Departments in the Conferences, and the Executive Secretaries of the Missions, to submit the applications online through the GC's Mission Priority System (MPS) for their respective fields.
3. Before the official application is submitted online through the GC's MPS the Executive Committee of each field in which the GMCP will be located should give their permission for an application to be submitted.
4. See Appendix for further guidance from the TED on the GC's MPS.

## TED MISSION BOARD

### Urban Centre of Influence

---

#### Guide Notes

1. For a full overview and step by step guide on how to apply for Urban Centre of Influence funds, download the TED's "Overview of 5 Funds" at <https://urbancenters.org/application>
2. Funds cannot be used to purchase buildings but can be partially used towards rental or remodelling.
3. Regular communication between all levels regarding strategy, long-term viability and funding commitment by local Conferences / Missions and the Union is required before an application can be submitted to the TED Mission Board.
4. Each application must be approved by the Conference / Mission, and BUC before it is submitted to the TED Mission Board.
5. How to get approval from the BUC:
  - a. Read the guidelines and download the Excel application from <https://urbancenters.org/application>.
  - b. Create a business plan as advised.
  - c. Create a map as advised.
  - d. Submit the application form to your Conference / Mission Executive for approval. This vote taken at this level should only take place after full consultation with the Personal Ministries Director at the BUC and Evangelism Director at the TED.
  - e. Submit the application form to the BUC Personal Ministries Department for presentation to the BUC MFSG, who will consider the application for recommendation to the BUC Adcom for a decision.
  - f. Once you've received approval from both the Conference / Mission and the BUC you can proceed to submit the application to the TED.

## TED MISSION BOARD

### TED Mission Board Projects

---

#### Guide Notes

1. To apply for TED Mission Board Project funds the application form, "*BUC and TED Funding Application*" must be completed in full. The application form can be downloaded from the BUC website at <https://buc-personalministries.adventist.uk/> or requested from Lois Campbell-Ross at [Lcampbellross@adventist.uk](mailto:Lcampbellross@adventist.uk).
2. The BUC and TED requires the application to be financially support by the Conference / Mission.
3. Before submitting the application to the BUC for approval, approval must be sought from the Conference / Mission.
4. The application form must be submitted to the BUC Personal Ministries Department, who will check the form is completed correctly before it is put on the agenda for the next MFSG meeting. Copy your Conference / Mission Executive Secretary into the email for the purpose of confirming their approval.
5. Request for approval from the BUC must be sent to the BUC Personal Ministries Department, who will present it to BUC MFSG for recommendation to the BUC AdCom for approval.
6. **A basic report must be submitted online by the project director within twelve months of receiving the funds to the BUC Personal Ministries Department and TED Evangelism Department.**

## TED MISSION BOARD

### TED Creative and Innovative Outreach Fund

---

#### Guide Notes

1. To apply for TED Mission Board Project funds the application form, "*BUC and TED Funding Application*" must be completed in full. The application form can be downloaded from the BUC website at <https://buc-personalministries.adventist.uk/> or requested from Lois Campbell-Ross at [Lcampbellross@adventist.uk](mailto:Lcampbellross@adventist.uk).
2. The Creative and Innovative Outreach Fund exists to enable local churches to fund missional projects that have not been tried before (i.e. sports, arts, media, business, education, etc.). The total fund of £32,000 is spread across the top applications from across the TED each year.
3. The BUC and TED requires the application to be financially support by the Conference / Mission.
4. Before submitting the application to the BUC for approval, approval must be sought from the Conference / Mission.
5. The application form must be submitted to the BUC Personal Ministries Department, who will check the form is completed correctly before it is put on the agenda for the next MFSG meeting. Copy your Conference / Mission Executive Secretary into the email for the purpose of confirming their approval.
6. Request for approval from the BUC must be sent to the BUC Personal Ministries Department, who will present it to BUC MFSG to screen for recommendation to the BUC AdCom for approval.
7. **A basic report must be submitted online by the project director within twelve months of receiving the funds to the BUC Personal Ministries Department and TED Evangelism Department.**

## TED MISSION BOARD

### GC Mission Impact Fund

---

#### Guide Notes

1. For a full overview and step by step guide on how to apply for Urban Centre of Influence funds, download the TED's "Overview of 5 Funds" at <https://urbancenters.org/application>. Or access the specific GC Mission Impact Fund page on the TED website at the following link: <https://ted.adventist.org/departments/adventist-mission/gc-mission-impact-fund/>
2. Download and complete the application and project budget forms.
3. The Conference / Mission and BUC must approve the application before it is submitted even though financial participation from them is not mandatory.
4. Before submitting the application and project budget to the BUC for approval, approval must be sought from the Conference / Mission.
5. The application form must be submitted to the BUC Personal Ministries Department, who will check the form is completed correctly before it is put on the agenda for the next MFSG meeting. Copy your Conference / Mission Executive Secretary into the email sent to the BUC to seek approval.
6. Request for approval from the BUC must be sent to the BUC Personal Ministries Department, who will present it to BUC MFSG for recommendation to the BUC AdCom for approval.
7. A basic report must be submitted online by the project director within twelve months of receiving the funds to the BUC Personal Ministries Department and TED Evangelism Department.

## BUC EVANGELISM

### Reflecting Hope, Local Evangelism, etc.

---

#### Guide Notes

1. To apply for financial support for general evangelism (including but not only, Reflecting Hope, Local Evangelism, Departmental specific outreach etc.) the application form, "*BUC and TED Funding Application*" must be completed in full. The application form can be downloaded from the BUC website at <https://buc-personalministries.adventist.uk/> or requested from Lois Campbell-Ross at [Lcampbellross@adventist.uk](mailto:Lcampbellross@adventist.uk).
2. The BUC requires the application to be financially support by a Local Church and the Conference / Mission.
3. The BUC will also consider applications for Conference / Mission level wide projects.
4. All applications must be requested through one of the Departments within each field. Approval from each Departmental level must be confirmed: Local Church, Conference / Mission, and BUC.
5. The relevant BUC Department Director must submit the approved application form to the BUC Personal Ministries Department, who will check the form is completed correctly before it is put on the agenda for the next MFSG meeting for recommendation to the BUC AdCom for approval.
6. If the application is for a Conference / Mission level wide project, the approved application form must be submitted by the Conference / Mission Director or Sponsor to the BUC Personal Ministries Department, who will present it to BUC MFSG for recommendation to the BUC AdCom for approval.
7. A basic report must be submitted online by the project director within twelve months of receiving the funds to the BUC Personal Ministries Department and TED Evangelism Department.

## BUC DEPARTMENTS

---

### Guide Notes

1. To apply for financial support for department projects, each department must complete a "*Project initiation Document*" (PID). A PID can be obtained from the BUC Project Manager.
2. PID's must be submitted to the BUC Project Manager for review.
3. After the BUC Project Manager is satisfied that the PID satisfies all the required criteria in line with the BUC Strategic Objectives, the PID can be submitted.
4. The BUC Project Manager will submit the PID to the BUC MFSG for screening and recommendation to the BUC AdCom for approval.

## Application process

- ⇒ Log in with your username and password on <https://mps.adventist.org> and click on **New Project** to start a new project
- ⇒ Describe the project
- ⇒ Choose the physical location of the project
- ⇒ Choose the people group the project will focus on - the priority score (green—low, yellow—medium, high—red) refers to the Global Mission priority of reaching a particular people group; the higher the Global Mission priority, the higher the amount of funding Global Mission is able to give to the project
- ⇒ Enter all of the relevant details and plans for the project
- ⇒ Enter the budget for the project - majority of the expenses should be relating to people, rather than buildings/equipment
- ⇒ Identify other funding sources
- ⇒ Submit the project for review
- ⇒ Each entity that will be involved with the project will review the project
- ⇒ Global Mission at the General Conference will enter the amount of their funding contribution, followed by the division and union; finally, the conference/mission will provide the remaining funding amount. In the case of wrong funding commitment, re-evaluation by all entities is required and the fund commitment process starts again.
- ⇒ Each level of the organisation participating in the project will take the project to the appropriate committee for voting; they will then record the minute number, committee name and date of vote into the system
- ⇒ The GC, division and union will each send the funding (as per that month's exchange rates which will stay locked for the fiscal cycle for that project) and each entity will confirm when the funding has been received on the MPS system by noting the Journal Voucher number on the system (available from your treasurer)
- ⇒ The project is marked with status "In Progress"
- ⇒ Projects have a 12 months cycle (fiscal year) that can begin at any point during the year and this starts whenever a project is approved and voted by the General Conference; 10-12 months later, an alert will flag the project to notify you that reports are due; another alert will show when reports are so far overdue that this has initiated a recall of funding warning

## Reporting process

- ⇒ When you start the year-end process, MPS system will prompt you to complete a report form (similar to the application form you completed)
- ⇒ You will then enter the next year's budget
- ⇒ You will identify other funding sources

**HELP** If you have any questions about a specific project, send a message through the messages button after opening the project. If you have a question about the system in general unrelated to a specific project, use the Request Help option at the top of the screen.

For any additional help, please contact Zina Tsvetanova ([ztsvetanova@ted.adventist.org](mailto:ztsvetanova@ted.adventist.org))

## Tips on navigating the MPS system:

- ⇒ Every time you log in and click on a project, you are taken to the only Action page where you can initiate action needed for the project (if there is any); all the other pages are for viewing only and cannot be changed after the initial stage; click on the "Return to action" button to return to the action page if you have viewed any of other information (Overview/Location/Plans and reports/Remuneration/Annual budgets etc.)
- ⇒ PIONEERS - Global Mission pioneers are the people who are actively charged with planting a new church or group (elders or active volunteers). Pioneer church planters work in teams of at least two people, and ideally are paid a stipend to enable them to work full-time on the project.
- ⇒ MESSAGING - the system includes a module for messaging within each project - click on the Messages button on the left to send a message which will be recorded in the Messages log and emailed to the appropriate level
- ⇒ TAGS/NOTES - you can add personal tags and notes to your projects for your own convenience which only you will be able to see
- ⇒ FLAGS show which entity needs to work on the project - G is for GC, D is for division, U is for union and C is for conference or mission
- ⇒ STATUS - statuses are the stage at which your project is at the moment and are easily identifiable by their wording
- ⇒ ACTIVITY LOG - within each project you can find a button called Activity Log on the left hand side of your screen - this is the way for you to track who has made any changes on the project and any other activity
- ⇒ PROJECT DURATION - Typically, projects among people groups with a Christian worldview begin with a three-year duration, while projects among groups with another worldview begin with a five-year duration
- ⇒ SYSTEM DIGESTS - you will receive periodic emails from the system alerting you to projects needing your attention
- ⇒ When each organisation reviews the project plan or report, if necessary you can send it back for changes by using the "Return for changes" button; after approving a plan/report, it is not possible to return the project for changes
- ⇒ USERS - to add a user, click on Manage Users at the bottom of the any page, click on Add User on the left and enter the user's details. System managers at each level of the organisation can set up and manage users at their own organisation and the organisation below them.
- ⇒ There is no way for you to log out from the MPS system at the moment - please use a different internet browser in case you would like to log in with a second account on the same device

