



仕嘉堡國語宣道會短宣條例

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Scarborough Mandarin Alliance Church
Short-Term Missions Policy
Version 1.2

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1. 短宣意義

The Meaning of Short-Term Missions

- 1.1 教會存在的目的之一是為了遵循主耶穌基督的大使命，走出去傳揚福音和神的愛（太 28:19-20，可 16:15，路 24:46-48，約 20:21，徒 1:8）。

One of the purposes of the church is to fulfill the Great Commission of our Lord Jesus Christ — to go out and proclaim the gospel and God's love (Matthew 28:19–20; Mark 16:15; Luke 24:46–48; John 20:21; Acts 1:8).

- 1.2 雖然所有的基督徒都應該為主做見證，但是其中只有部分人被神呼召出來成為布道家、宣教士和傳道人。（徒 8:4，弗 4:7-8，林前 12:8-10，28-30，羅 12:6-8，弗 4:11）

While all Christians are called to be witnesses for the Lord, only some are specifically called by God to become evangelists, missionaries, and preachers (Acts 8:4; Ephesians 4:7-8; 1 Corinthians 12:8-10, 28-30; Romans 12:6-8; Ephesians 4:11).

- 1.3 教會對短宣計畫應該盡力在禱告和財務上支持。

The church should strive to support short-term missions projects through prayer and financial support.

2. 短宣委員會義務與職責

Duties and Responsibilities of the Short-Term Missions Committee

- 2.1 仕嘉堡國語宣道會（以下簡稱：教會）設立短宣事工委員會（以下簡稱：短宣委員會），短宣委員會依此條例負責短宣事工，並受教會長議會管理。

Scarborough Mandarin Alliance Church (hereinafter referred to as “the Church”, “SMAC”) shall establish a Short-Term Missions Committee (hereinafter referred to as “the Committee”), which is responsible for overseeing all short-term missions ministries in accordance with these guidelines and shall operate under the supervision of the Church Board of Elders.

- 2.2 短宣委員會主席由長議會任命，主要職責包括：召集和主持短宣委員會會議、短宣隊相關支出預付款和支出的授權。短宣委員會成員每一屆任期均為兩年，連任不能超過三屆。

The Chairperson of the Committee shall be appointed by the Board of Elders. The main responsibilities include convening and presiding over Committee meetings, and authorizing advance payments and expenditures related to short-term missions teams. Each Committee member shall serve a two-year term, and no member may serve more than three consecutive terms.

- 2.3 所有短宣委員會成員必須是仕嘉堡國語宣道會的活躍會友。

All members of the Committee must be active members of SMAC.

- 2.4 所有短宣委員會成員應在短宣事工上有特別的負擔。

All members of the Committee should have a genuine burden and passion for short-term mission ministry.

- 2.5 短宣委員會負責每年在本教會組織、指定支持的短宣計畫（以下簡稱：SMAC 短宣計畫）。其它教會、機構等組織的短宣項目若沒有被短宣委員會指定或選擇參與，則不屬於本條例管理範圍。

The Committee shall be responsible for organizing and designating the short-term missions projects supported by the Church each year (hereinafter referred to as “SMAC Short-Term Missions Projects”). Short-term missions projects organized by other churches or organizations that are not designated or approved by the Committee shall not fall under the scope of these regulations.

- 2.6 SMAC 短宣計畫的計畫應在年度財務預算制定時完成，最晚不遲於會友大會前一個月。

The planning for SMAC Short-Term Missions Projects shall be completed during the preparation of the annual financial budget, or no later than one month before the SMAC member meeting.

3. 申請者資格

Qualifications of Applicant

- 3.1 申請者必須認可仕嘉堡國語宣道會的信仰宣言。

Applicant must affirm and agree with the Statement of Faith of Scarborough Mandarin Alliance Church.

- 3.2 申請者(18 歲以上)必須是仕嘉堡國語宣道會的會友。

An applicant above the age of 18 years old must be a member of SMAC.

- 3.3 申請者應常規性地參加教會主日禮拜。

Applicant should attend the Sunday worship services regularly at SMAC

- 3.4 申請者應積極參與教會事工。

Applicant should actively participate in the ministries of the church.

- 3.5 申請者應該願意接受相關訓練並且順服於宣教工場的安排和事工需求。

Applicant is willing to receive relevant training and submit to the arrangements and ministry needs of the missions field.

- 3.6 申請者應該對宣教有極大的熱情，並渴望為基督作見證和服事他人。

Applicant possesses a strong passion for missions and a sincere desire to witness for Christ and serve others.

- 3.7 18 歲以下的申請者必須是已經受洗的基督徒，有明確的得救見證，並且在本教會參與敬拜一年以上。並需要由申請者的父母或監護人授權。

An Applicant under the age of 18 must be a baptized Christian with a clear testimony of salvation and must have participated in worship at SMAC for at least one year. Parental or guardian authorization is required.

- 3.8 對於專業服務型宣導項目，申請者需要具備相應的專業技能以滿足短暫計畫需求。

For professional service-oriented short-term missions projects, the applicant must possess the necessary professional skills to meet the needs of the missions project.

- 3.9 來自其它教會的申請者，需要獲得其所在教會的批准，按獨立的個案原則交由短宣委員會討論決定。

Any applicant from other church must obtain approval from their own church, and their applications shall be reviewed and decided by the Committee on a case-by-case basis.

- 3.10 參加非 SMAC 教會短宣項目，無需按此條例進行資格申請，但建議參與者告知教會牧者，併申請推薦信。教會將為其禱告和差遣。

Those participating in short-term missions projects not organized or designated by SMAC are exempted from these regulations; however, it is recommended that they inform the SMAC pastors and request a letter of recommendation. SMAC will pray for and commission them accordingly.

4. 財務資助

Financial Support for Short-Term Missions

4.1 短宣計畫的參與者，可以向教會申請一定的財務資助。資助的金額採用費用比例和固定上限的方式。費用的最高額度是根據下面所列的方法來計算，超過部分沒有資助。具體情況參考如下：

- 初次短宣: 所有花費的 50%, 最高 CAD \$800。
- 同一短暫宣工場/機構第二次: 所有花費的 60%, 最高 CAD \$900。
- 同一短宣工場/機構第三次及更多: 所有花費的 70%, 最高 CAD \$1,000。

Participants of short-term missions projects may apply for financial support from SMAC. The amount of support shall be determined based on a percentage of total expenses, up to a specified maximum limit. Any amount exceeding the limit will not be subsidized. The details are as follows:

- First-time participation in a short-term missions: 50% of total expenses, up to a maximum of CAD \$800.
- Second-time participation in the same missions field or organization: 60% of total expenses, up to a maximum of CAD \$900.
- Third-time or more participation in the same missions field or organization: 70% of total expenses, up to a maximum of CAD \$1,000.

4.2 符合財務資助的款項包括：交通費，食宿費，簽證申請費，個人緊急醫療和醫療保險費，疫苗接種費（如果需要），疾病預防藥物（如果需要），文件資料，通訊費。

Eligible expenses for financial assistance include transportation, accommodation, visa application fees, personal emergency medical and travel insurance, vaccination fees (if required), preventive medication (if required), documentation materials and communication fee.

- 4.3 在領取財務資助時，申請者必須向短宣委員會提供短宣行程費用的相關收據，由短宣委員會主席審核批准。

When receiving financial assistance, the applicant must submit any relevant receipts for short-term missions expenses to the Committee. The Chairperson of the Committee shall review and approve all reimbursements.

4.4 短宣籌款條例

Short-Term Missions Fundraising Policy

- 短宣募款必須得到短暫委員會和長議會的批准。

All short-term missions fundraising must be approved by both the Committee and the Board of Elders.

- 短宣募款的目的必須在募款前透過教會通訊(例如：教會主日單張，教會 WhatsApp 群)或其他宣傳方式，向會眾公佈。教會不向捐款人提供該奉獻收據。

The purpose of the fundraising must be announced to the congregation in advance through SMAC communications (e.g., Sunday bulletin, church WhatsApp group) or other appropriate channels. SMAC will not issue offering receipts to donors for such contributions.

- 短宣會員（募款人）所進行的所有募款活動必須是基於事實。籌款前必須先設定籌款目標。

All fundraising activities conducted by short-term missions members (fundraisers) must be truthful and transparent. A clear fundraising goal must be established before any fundraising begins.

- 短宣會員（募款人）最多只可籌集短宣所需的全部費用。如果籌款少於其所需總費用，針對差額部分的金額，可以申請獲得 SMAC 財務資

助（見 4.1, 4.2）。若籌款及財務資助的總金額多於其實際費用，建議將多餘部分捐給宣教基金。

Short-term missions members (fundraisers) may raise up to, but not exceeding, the total amount required for their expenses. If the total funds raised are less than the actual expenses, the participant may apply for SMAC financial assistance (see Sections 4.1 and 4.2). If the total funds raised exceed the actual expenses (including church financial support), it is recommended that the surplus be donated to the Missions Fund.

- 4.5 短期財務資助僅適用於本教會成員參與 SMAC 短宣計畫。其它非 SMAC 會員或參與非 SMAC 短宣計畫不享有此財務補助。

Financial assistance for short-term missions is limited to members of SMAC who participating in SMAC Short-Term Missions Projects. Non-SMAC members or those participating in non-SMAC missions projects are not eligible for this financial support.

5. 申請程序

Application Procedure

- 5.1 申請者必須在出發前至少兩個月向短宣會委員主席提交短宣申請表。

The applicant must submit the application forms and any other relevant application materials to the Chairperson of the Short-Term Missions Committee at least two months prior to departure.

- 5.2 短宣委員會主席和教牧將會對申請者的申請做出評估，填寫參考意見，並在出發前兩個月或是短宣委員會指定的期限之前，將申請資料提交給短宣委員會。

The Chairperson of the Short-Term Mission Committee and the pastoral staffs shall review and evaluate the applicant's submission and provide written recommendations.

- 5.3 短宣委員會收到資料後將做出評估，並根據需要對申請者進行面試。短宣委員會最終對短宣申請進行批准。

Upon receiving the application materials, the Committee shall conduct an evaluation and, if necessary, arrange an interview with the applicant. The Committee shall make the final decision regarding the approval of the application.

- 5.4 申請者在 18 歲以下的，其父母或其法定監護人必須簽署免責條款。

For applicants under the age of 18, their parents or legal guardians must sign a liability waiver form.

- 5.5 本教會教牧人員參與 SMAC 短宣項目，其申請需經長議會批准。並且，若牧者是此短宣計畫的帶領者，則短宣時間視為其正常工作時間，短宣所有費用從宣教基金中支出。本教會教牧人員參與 SMAC 計畫但不是帶領者，則依教牧人員請假條例獲準假期，短宣時間需從其休假時間中扣除。財務補助與其他申請者相同。

If the pastor serves as the missions project team leader, the missions period shall be considered part of their normal working hours, and all missions-related expenses shall be covered by the Church Mission Fund. If the pastor participates but is not the team leader, the missions period shall be taken as vacation time according to the pastoral employee manual, and the same financial assistance rules apply as for other applicants.