

Developing a New Mission Project
FIRST UNITED METHODIST CHURCH – AUSTIN
1201 Lavaca, Austin, Texas 78701
512/478-5684

Congratulations! The Missions Team of FUMC-Austin welcomes you to the fulfilling task of building a new mission project here at the church. We want your project to succeed. In order to help you in your work, we have assembled these guidelines. If you want further information on any issue related to missions, please contact Rev. Clifton Stringer, Missions Team staff liaison (clifton@fumcaustin.org; 478-5684).

Please use this as a checklist to aid you in your planning.

1. BEFORE YOU BEGIN YOUR PROJECT

- _____ A. Contact Rev. Clifton Stringer, Missions Team staff liaison. Rev. Stringer can give you helpful start-up information, such as whether any other projects in the church may serve in the same or a related area and how your proposed schedule coordinates with other church activities.**
- _____ B. If an organization outside of the church will participate in the project, be sure to tell Rev. Stringer that fact when you talk to him.**
- _____ C. Schedule a meeting with the Missions Team (Rev. Stringer will give you the name of the Missions Team leader and contact information).
THE TEAM WILL NEED TO APPROVE YOUR PROJECT.**

2. AS YOU ARE PLANNING YOUR PROJECT

- _____ A. If money will be needed, prepare a budget and a cost analysis of your mission project to show to the Missions Team when you meet with it. Be prepared to tell the team how you will raise the needed money. This team must approve mission fundraising efforts before they begin.**
It's important to know that the church budget is set early in the year and includes no money for specific mission projects. Similarly, the Missions Team sets the communion rail offering recipients a year in advance.
- _____ B. Figure out how you will recruit for your project and let the Missions Team know this information when you meet with it.**
_____ Devise a process for sending responses directly to you and be prepared to let church staff know how to route inquiries to you
- _____ C. Decide what physical space needs your project will have. Space in the church is limited. Talk to Rev. Stringer, Rev. Mimi Raper (Pastor of Ministry**

Development), and Jim Weaver, Director of Operations about what space is available and be prepared to let the team know what they said.

Note: You may be asked to present your space needs to the Board of Trustees.

3. IF YOUR PROJECT IS APPROVED BY THE MISSIONS TEAM

- _____ A. **Determine what resources you will use to publicize your project.**
Resources include the Beacon, church service bulletins; the website; adult Sunday school class attendance books; and the First Church Weekly (e-mail). **Contact the Missions Team leader to find out the best way to publicize your project.**
- _____ B. **If you are going to fundraise, fill out a Request for Approval of Fundraising Event/Effort (form can be obtained from Jim Weaver, jim@fumcaustin.org; 478-5684) and give the completed form to Rev. Stringer or to the Missions Team leader. You will need to schedule a time to present your plan to the Finance Team at one of their scheduled meetings (usually 3rd Monday of the month at 5:30). Either Rev. Stringer or the Missions Team leader will let you know how to contact the Finance Team leader and if your request has been approved.**
- _____ **If the Finance Team approves your fundraising plans, and you have specific date(s) for the fundraising, you will need to contact Cindy Reidland (cindy@fumcaustin.org) to place your mission event(s) on the church's master calendar and to reserve space, if needed.**
- _____ C. **If you only need space for your project and that space has been approved for your use by Jim Weaver and the Board of Trustees, you will need to contact Cindy to reserve that space. You will need to fill out an Event Planning Form (available from on the church website or from the Missions Team leader) and send it to Cindy well in advance of the event.**

4. ONCE YOU START

- _____ A. **Fill out a Missions Project Reporting Form so that the Missions Team can keep track of how projects are progressing and, we hope, funnel people and resources in your direction. It will also be used to publicize your mission activities once they have taken place. Forms are available from the church office or from the Missions Team leader). Return form to church office, Att: Clifton Stringer.**
- _____ B. **Give Rev. Stringer and the Missions Team leader a list of people (with addresses and phone numbers) who participate, so that the church can thank them.**
- _____ C. **Keep the Missions Team informed about your missions events (dates, locations) so that we can celebrate your accomplishments and better assist you.**