

Mission Outreach Service Overview and Policy

Mission Outreach Service exists to further the mission of VC by providing relationship and record keeping resources to missionaries.

Guidelines for VC

1. Required approval at both Financial Team and PC/BOT levels.
2. Maintain a reasonable level of accountability with Participant including monthly reports, grace period and dissolution if necessary.
3. Accurate record keeping of Participant finances and issuance of tax documentation.
4. Annually review status of Participants (December).

Guidelines for Participants

1. Participants ministry work must fall in line with VC's overall vision for ministry.
2. Any requests for Mission Outreach Services must first be submitted to the Financial Team at least one month in advance. Upon approval by Financial Team, final approval must be granted by PC/BOT.
3. Participants and donors acknowledge that VC maintains control of all funds. 5% of all monies donated will be maintained by VC to cover administrative and record keeping expenses. Excluding the 5%, all donations are used for the missionary specified.
4. Participants are required to have a US bank account and debit card.
5. Participants are required to submit a monthly income and expense reports to VC.
6. Participants are required to have a VC point person who will both oversee finances and report to VC.
7. Participants receiving excess of \$600 in a calendar year will be issued a 1099 tax form from VC requiring the Participant pay the full income tax burden for that calendar year.
8. Participants' status for this service is reviewed on an annual basis. Reviews of Participant accounts will take place in December.
9. Participants will be allowed a grace period of two months to comply with the Guidelines for Participants. Reasonable circumstances considered, all remaining monies will be

returned to donors and the Mission Outreach Service relationship dissolved.

**All guidelines are subject to any additional record keeping or IRS requirements.*

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