



FIRST CONGREGATIONAL CHURCH UNITED CHURCH OF CHRIST

1 CHURCH STREET ▪ PO BOX 246 ▪ DEEP RIVER, CT 06417
860-526-5045 ▪ WWW.DEEPRIVERCHURCH.ORG

DRCC SPONSORED MISSION PLANNING PROCEDURE

Mission Program/Trip

1. Set-up a meeting with Senior Minister and/or Director of Youth and Family Ministry to discuss Mission Program/Trip. Provide a preliminary budget.
2. Obtain necessary paperwork from Office Manager.
3. If program will be held at the Church, check with Office Manager on date availability and obtain a Building Use Permit (if applicable).
4. Attend Church Council Meeting for approval.* Church Council Representative will bring back information to their Board/Committee about your program/trip for informational purposes only. If a Board/Committee requests additional information, you could be asked to attend their meeting.
5. If Church Council approves your program, submit a Building Use Permit to Trustees for approval (if applicable).
6. Contact Office Manager regarding the status of your permit (if applicable).
7. Inform the Director of Christian Education (DCE) if program/trip will involve Sunday School age youth (up to 12th grade). You must also inform the DCE if any notices or permission slips will be handed out and/or if you need to make announcements during class time. If program/trip preparation is being conducted during Sunday School time, the DCE needs to be notified, who will then make arrangements with the teachers.
8. A DRCC permission slip is required for any church sponsored program/trip/work.
9. Safe Church Procedures need to be followed.
10. Chaperones must complete an "Application for Volunteer Service for Youth Activities".
11. Provide trip participants trip expectations and obligations (fundraising, payments, meetings, etc.) and budget with monetary commitment.
12. Include the Senior Minister, the Director of Christian Education, and the Director of Youth and Family Ministry in all correspondence, including e-mail.
13. Provide Office Manager with trip itinerary once plans are finalized.

Mission Fundraiser

1. Obtain necessary paperwork from Office Manager.
2. If mission fundraiser will be held at the Church, check with Office Manager on date availability and obtain a Building Use Permit.
3. Attend Church Council Meeting for approval.* Church Council Representative will bring back information to their Board/Committee about your fundraiser for informational purposes only.
4. If Church Council approves your fundraiser, submit a Building Use Permit to Trustees for approval (if applicable).
5. Contact Office Manager regarding the status of your permit (if applicable).
6. Inform the Director of Christian Education (DCE) if fundraiser involves Sunday School age youth (up to 12th grade). You must also inform the DCE if any notices or permission slips will be handed out and/or if you need to make announcements during class time. If fundraiser preparation is being conducted during Sunday School time, the DCE needs to be notified, who will then make arrangements with the teachers.
7. Include the Senior Minister, the Director of Christian Education and the Director of Youth and Family Ministry in all correspondence, including e-mail.

* Forms available in church office, on-line or from the Director of Christian Education.

**If Church Council is not holding a Regular Meeting or there is an immediate need for approval, the Senior Minister may approve your request. The Senior Minister will report his approval to Church Council at their next Regular Meeting. The Church Secretary will keep a list on file in the office.

*Approved by Council: 3/1/2010
Revised: 11/1/2010*