



Small Church Missionary Matching Guidelines 2020

The designated missionary correspondent from each small church must follow these guidelines:

1. The designated missionary correspondent must receive prior approval from the Pastoral Staff on the proposed missionary before starting any financial support. The designated missionary correspondent should send via email to the mission board, the detail profile of the missionary and mission organization (pastoral staff will review). For the Small Churches, we broadly defined missionaries (also organizations) so that the Small Churches can support anyone who is doing full-time foreign missions ("anyone" meaning we don't limit the type of work they do so for example, even social justice type of work).
2. CBC will match up to **\$300 per quarter**, but each Small Church may contribute more. We encourage the Small Church members to give above and beyond what you normally give to the Big Church. Please do not carve out a percentage from your normal giving to Big Church and designate it to the SC missionary.
3. Please fill out the entire Small Church Missionary Matching Form (available on church website <https://www.seattlecbc.org/sc-resources/>). This includes each contributor's Offering ID. The Offering ID is extremely important in order to correctly record contributions. Any INCOMPLETE forms will be returned to the missionary correspondent to be completed.
4. If a contributor is new and does not have an Offering ID, please include his/her complete mailing address so that a Contribution Receipt can be mailed out to him/her.
5. Submit quarterly the Missionary Matching Form along with all the checks/cash in an envelope and put in the Church Offering Box on Sundays near the entrance of the sanctuary **by the 2nd Sunday of Mar, Jun, Sept, Dec.**
6. Once the matching form is submitted, the checks will be mailed out the last month of each calendar quarter (Mar, Jun, Sep, Dec). Support received after the due date will be saved for the following quarter but will forfeit the matching.

Please remember that how we support our missionaries displays the integrity of CBC and strengthens our relationship with the missionaries for future mission trips to their locations.



Small Church Missionary Matching Form 2020

Instructions

1. Write each contributor's name with the amount given.
2. Write the CBC Offering ID number or contributor's address if the person does not have a CBC Offering ID (address will be used to mail Charitable Contribution Report).
3. Place this form along with all the checks/cash in an envelope and put in the Church Offering Box on Sundays near the entrance of the sanctuary **by the 2nd Sunday of Mar, Jun, Sept, Dec.**

Notes:

- All fields must be completed. Incomplete forms will be returned.
- Make all checks payable to CBC; support checks will be mailed out by the church office admin team.
- Offering IDs are needed to insure that the support amounts are recorded to the correct person.
- Checks will be mailed out the last month of each calendar quarter (Mar, Jun, Sep, Dec).
- Support received after the due date will be saved for the following quarter but will forfeit the matching.

Prepared by: _____	Today's Date ____ / ____ / ____
Email Address: _____	Small Church: _____

Matching for the quarter (circle only one): Jan-Mar Apr-Jun Jul-Sept Oct-Dec

Complete the following two fields as they should appear on the check for CBC:

1. Pay to the Order of: _____
2. Mission Agency Address: _____
3. Support for (name of missionary): _____
4. Missionary Account # (if applicable): _____
5. Missionary Website (if applicable): _____
6. Special Instructions: _____

Contributor's Name	CBC Offering ID # or Address	Amount Given
TOTAL		
AMOUNT TO BE MATCHED BY CBC (\$300 max per quarter)		
TOTAL AMOUNT TO MISSIONARY		

Administrative Use Only

Date Entered:	Date Issued:	Check Number:	Issued By:
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