

ACEM MISSION FAQ

1. What amount of subsidy is available from ACEM if I go to short term missions trip?

Answer: ACEM Missions classifies short term missions into local and global.

Local Missions is defined as any missions endeavour that is carried out and ministered to people groups in Canada and the continental United States, such as New York state, California state. **Global Missions** is defined as any missions endeavour that is carried out and ministered to people groups in countries other than Canada and the continental United States, such as countries in Asia, Africa, Europe, South America, Central America, Mexico. This also includes Hawaii, Alaska. The location of your short term missions trip determines which category you are classified in. The maximum support for each category is summarized as follows:

Category	ACEM Member	Non-ACEM Member
Short-term Missions – Global		
Maximum % per trip	60%	N/A
Maximum \$ per trip	\$1,800	N/A
Short-term Missions – Local		
Maximum % per trip	60%	N/A
Maximum \$ per trip	\$900	N/A

- N/A – Not applicable
- ACEM member means church members of an ACEM church who regularly attend the weekly worship service of an ACEM church for a minimum of two years.

In addition, the support is also determined by the number of times you have served in the **SAME** missions field as follows:

Number of Missions Trip	Local Missions	Global Missions
First missions experience trip	up to 30% of the costs or \$450	Up to 30% of the costs or \$900
Second trip to the same missions field	up to 50% of the costs or \$750	up to 50% of the costs or \$1,500
Third and subsequent trips to the same missions field	up to 60% of the costs or \$900	up to 60% of the costs or \$1,800

2. What are the qualifications for applying for short term missions subsidy for each category? Can I bring my family, including young children, along?

What is the minimum duration for local and global missions trip?

- A. Firstly, in order to qualify for subsidy, the short-term missions team must be organized and supervised by ACEM Missions Department, ACEM churches, or Christian organizations supported or endorsed by ACEM. The team must be led by a current ACEM pastor, OR a current or former deacon OR ministry leader, WITH previous short-term missions experience.
- B. Secondly, for **local** missions trip, the minimum duration must be at least FIVE consecutive full days in residence at the ministry location, excluding travel time. For **global** missions trip, the minimum duration must be at least NINE consecutive full days at the ministry location, excluding travel time.
- C. Thirdly, the qualification of individual team members, adults and children, for BOTH global and local missions is as follows:
- a. Applicants age **18 and above**:
 - i. Must be members of an ACEM church or baptized Christians regularly attending the weekly worship service of an ACEM church for a minimum of two years;
 - ii. Must have a desire to witness Christ and to serve others; and
 - iii. Must be actively involved in ACEM local church activities or ministries.
 - b. Applicants who meet the qualifications in (a), but currently studying outside of the Greater Toronto Area will be considered on an individual basis.
 - c. Applicants age **14 to 17** must be accompanied by their parent(s) or guardian(s) who meets qualification as stated in (a). (Note: Parent or Guardian can be the trip leader)
 - d. Applicants age **8 to 13** must be accompanied by their parent(s) or guardian(s) who meets qualification as stated in (a). In addition, recommendations must be provided by:
 - Team leader (to specify how the applicant can contribute to the missions works. If the team leader is the parent or guardian, then the leader or an official representative of the local church missions committee will provide the recommendation); AND
 - Children / Youth Pastor or Sunday School Teacher.
 - e. Applicants **under age 8** will not be considered for subsidy.

3. What is the procedure of subsidy application for short term missions trip?

What is the deadline for the application?

The detailed procedure is as follows:

- a. All application forms are available on ACEM website: www.acem.ca
- b. Applicants must submit a completed and signed Short-Term Missions Application Form, which includes a declaration of agreement to arrange sufficient coverage of Travel Medical & Hospital Insurance covering the period of travel, and Waiver of Responsibility together with a blank Short-Term Missions Recommendation Form to the leader or pastor of their church.

- c. If the applicant is a pastor who is the only pastoral staff in his/her church/congregation, he/she and his/her family members must seek prior approval of the Executive Church Board / Ministry Committee.
- d. If the applicant is a Senior Pastor/Leading Pastor, he/she must seek prior approval of the Executive Church Board / Ministry Committee.
- e. For applicants under age 18, the Waiver of Responsibility form must be signed by a parent or a legal guardian.
- f. Applicants must read and agree to the rules and regulations as established in ACEM Missions Policy.
- g. Leader and pastor of the church will evaluate and complete the Short-Term Missions Recommendation Form, and submit the whole application package to ACEM Missions Department at least two months prior to departure, or earlier deadline as specified by ACEM Missions Department.
- h. Upon receipt of the application, ACEM Missions Department will evaluate and interview the applicant, if necessary.
- i. Applicants are encouraged to seek prayer support from the congregation of their church.

NOTE:

- If approval is granted, ACEM Missions Department will issue cheques for the subsidized amount to the organizing agency or the ACEM local church. If the subsidy cheque needs to be issued to the individual, original receipts are required for reimbursement. Otherwise, a T4A will be issued to the individual for the subsidized amount. However, financial subsidy is not guaranteed.

The regular deadline for application is at least two months prior to departure. In some cases, such as summer short term missions, another deadline may be specified by ACEM Missions Department.

4. Do I need to arrange coverage of Travel Medical & Hospital Insurance?

All short term missions participants are required to arrange sufficient coverage of Travel Medical and Hospital Insurance covering the period of travel and to sign the “Waiver of Responsibility”. Short Term Missions ministry expenses include personal emergency medical and hospital insurance (except within the province of Ontario), as well as Inoculations and Disease prevention medications (if applicable). This means the team leader, the organizing missions agency or you must ensure you purchase travel medical and hospital insurance (except if you are staying within Ontario, where Ontario Health Insurance will cover). If your workplace or school insurance has similar coverage, you must ask for exemption from trip leader and the short term missions sending agency.

5. What other expenses of short term missions trip would ACEM cover?

The eligible expenses are:

- Transportation cost (if travel by automobile such as car, van or bus, rental, gasoline, and insurance are included)
- Room and board
- Visa applications (for global missions, if applicable)
- Personal emergency medical and hospital insurance (except within the province of Ontario)

- Inoculations and Disease prevention medications (if applicable)
- Short term missions registration cost and/or missions agency administration fee
- Other ministry expenses (as determined by the team leader and not exceeding 10% of the total ACEM subsidy for the team.)

6. Will I receive compensation from ACEM if my trip is cancelled?

In case the trip is cancelled, the financial compensation will be applicable, if:

- The missions trip is cancelled by the organizer, or,
- The situation is not safe for the missions team as determined by ACEM Missions Department, or,
- It is not recommended by The World Health Organization or the Government of Canada to enter the destination.

The following eligible expenses incurred will be reimbursed up to the amount of the subsidy:

- 50% of the cost of penalty on flight cancellation, or cost of flight changes if these changes are made for another ACEM missions trip on a later date;
- 50% of the cost of the airfare if the flight ticket has a non cancellation condition and members had to forfeit the flight due to missions trip cancellation;
- 50% of the cost of vaccination, visa and medical travel insurance incurred;
- 100% of ministry expense up to the maximum percentage of the allowance indicated in ACEM Missions Policy. ACEM Missions Department might request the team lead to collect the ministry items purchased by the team members to be used for future missions trip.

ACEM Missions Department will not reimburse any costs incurred should the members choose not to proceed with the trips for personal reasons.

7. What is missions related conference? How much is the subsidy and what is the qualification for subsidy?

- Missions-related conferences qualified for ACEM subsidies are conferences organized by missions agencies or para-church organizations that are supported or endorsed by ACEM, or conferences that are approved by ACEM Missions Department as Missions-related conferences. Examples of Missions conferences are Urbana, CCCOWE conferences.

- The subsidy level is as follows:

Members of ACEM churches	Up to 50% of the cost or maximum of \$1,500
Pastoral Staff of ACEM churches	Up to 100% of the cost or maximum of \$3,000

- For qualification, the applicants must be members of an ACEM church and have been regularly attending weekly Sunday services in an ACEM church for a minimum of two years. Special considerations will be given for certain conferences as determined by ACEM Missions Department.

8. What are eligible missions/theological courses? How much is the subsidy and what is the qualification for subsidy? What continual condition do I need to meet in order to receive subsidy?

- A. Eligible missions / theological courses for ACEM subsidy must meet the following qualifications:
 - a. The part-time Missions, theology, Bible, or ministry related courses must be offered by a recognized theological institution.
 - b. The Statement of Faith of the theological institution and the nature of the program is not in conflict with the Tenets of Faith of ACEM.
 - c. Audit courses do not qualify.
- B. In order for the applicant to receive the subsidy, he or she must:
 - a. Be members of an ACEM church and have been regularly attending weekly Sunday services in an ACEM church for a minimum of two years.
 - b. Fulfill all the requirements of the course and obtain at least a passing grade in the course.
- C. Subsidy amount:

ACEM Missions Department will subsidize 50% of the cost of tuition, up to a maximum of \$300 per course. The applicant is required to submit proof of satisfactory completion of the course to the ACEM office for reimbursement. A T4A for income tax purpose will be issued to the recipient at the end of the year.