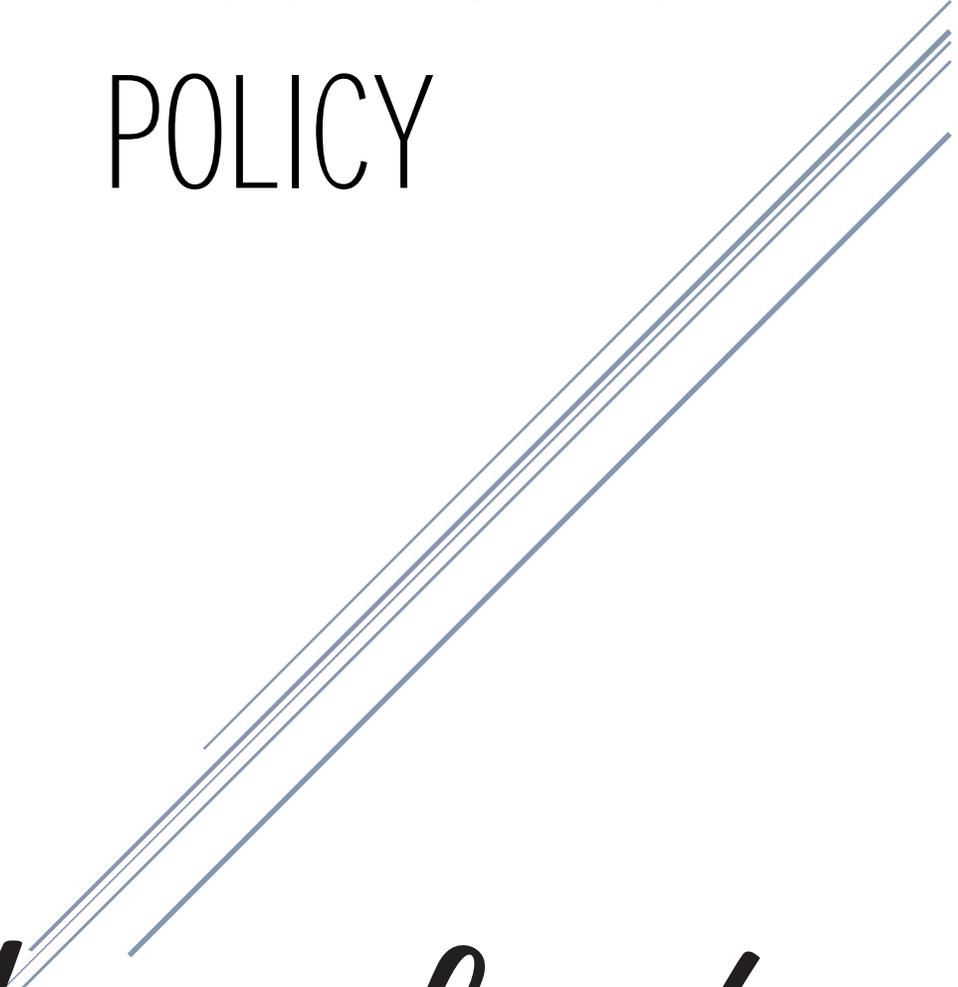


MISSIONS APPLICATION  
AND PROCEDURES  
POLICY



*Weaverland*

ANABAPTIST FAITH COMMUNITY

# **Missions Application and Procedures Policy**

Overseen by the  
Weaverland Mission Discernment Committee (MDC)

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## **Introduction:**

As a family of believers at Weaverland, we are wholly committed to living out the Great Commission as instructed by Jesus Christ in Matthew 28:18-20. Obedience to this call takes on many different forms and shapes. Some are called to serve at home or in their place of employment. Others are called to serve with their gifts in various ways. This may be physically or monetarily. Still others are called to serve in the larger mission field; whether it is in our local community, across the states or overseas, whether short-term or long-term lengths of service.

We recognize that throughout the world there are many opportunities to share our Christian faith through a variety of mission assignments for both young and old. We encourage involvement and support of these efforts believing that as we do so in obedience to Christ, we also receive a blessing and experience personal growth as we share the missionary heart of Jesus. Opportunities and assignments may offer a specific mission witness; others may provide relief and assistance to those experiencing natural disasters, war, and human suffering. We embrace the command of Jesus to “do unto the least of these” and to proclaim His teaching and Word “unto the ends of the earth.”

At Weaverland, we have a Missions Application and Procedures Policy which is overseen by the Mission Discernment Committee. We affirm this policy which outlines specific guidelines to communicate our commitment to missions and provides an avenue of process, discernment and support to those who are sensing a call to serve. We release those committed to serve on this committee to walk with you and to assist you as you seek the Lord together.

Weaverland Pastoral Team

## **Purpose:**

The purpose of this Mission Application and Procedures Policy is to provide a consistent and intentional process of evaluating, discerning, and releasing persons into missions with a goal of building integrity, accountability and a sense of community for the applicant, the congregation and the mission agency being considered.

## General Overview

All applicants must be active members of Weaverland or active participants in congregational life for at least one year in good standing with the fellowship of the congregation to be eligible for application.

These steps can be used as a checklist as you complete them.

**Step 1:** If you have a sense of call or desire to serve in **ANY** mission term or mission project, read this packet in its entirety **BEFORE** making plans or submitting application for mission service with the sending agency so you know the process. This policy and procedure must be completed by **ALL** persons applying for or soliciting any congregational support. This Weaverland application must be reviewed and approved by the Missions Discernment Committee **BEFORE** any missional application or assignment is considered with the blessing and spiritual headship of Weaverland. Please read the application carefully and contact the MDC chair if there are any questions.

**Step 2:** Determine whether you are a long-term or short-term missionary and follow the appropriate procedure.

**Step 3:** Contact the chair of the Mission Discernment Committee (MDC) to notify him or her of your interest and pending submittal and to schedule an interview

**Step 4:** Complete the required application(s) and submit them to the Missions Discernment Committee Chair prior to a scheduled interview. This step would include at least a preliminary budget if it is not yet finalized.

**Step 5:** Have a preliminary budget before the interview if a finalized budget is not yet available. The budget can be finalized later.

**Step 6:** Interview with the Missions Discernment Committee or a subset depending on the length of term.

**Step 7:** If approved, ask people to be on your Care Team or MST. Note: You may consider and invite potential members before your interview.

**Step 8:** If approved and a long-term missionary, plan to take the Perspectives Course unless you have already done so. The website is [www.perspectives.org](http://www.perspectives.org). Also write your paper.

**Step 9:** If approved, compose your support letter that you intend to distribute to the congregation and get approval from the Administrator of Finance and the MDC chair. There are examples that you can use.

**Step 10:** If approved, notify the organization with which you will serve. If not done already, finalize your budget with them. Get approval of your final budget from the MDC by contacting the chair.

**Step 11:** Meet with your MST and come up with a plan to raise the needed funds and then actually raise the funds.

**Step 12:** Serve the Lord in your assignment and keep open communication with your MST and the MDC.

**Step 13:** Either renew your term or re-enter. You must get approval from the MDC for renewing your term **BEFORE** any solicitation using the church mailboxes for your additional term. Renewal is not automatic. Depending on length of term there are requirements for re-entry.

## **Short Term Missionary**

Length: defined as **less than ONE YEAR**. Typically, a short-term assignment is done once by a person.

- I. For projects 14 days or less.
  - A. No submittal is required
  - B. Financial support is not provided by the Discipleship Ministries Fund and congregational solicitation via the church mailboxes is not permitted.
  - C. Personal support received is NOT tax-deductible through Weaverland nor is eligible to be recorded as a Weaverland offering envelope gift.
  - D. Example: Serving for 1 week with Mennonite Disaster Service (MDS) to help clean up after a natural disaster.
  
- II. For projects 15 to 30 days
  - A. If a person desires congregational support, then the following submittals are required. If the person does not desire congregational support, then no submittals are required. Note: You must submit an application to use the church mailboxes for solicitation.
  - B. Interview Questionnaire Form (Separate Document)
  - C. Mission Budget Worksheet (Separate Document)
  - D. Mission/Purpose statement and reference letter from all sending agencies except EMM and MCC.
  - E. Complete a personal interview with a subset of the Missionary Discernment Committee. A full committee interview is not required.
  - F. A Care Team is not required. You are encouraged to have at least one person be the “contact person” back home.
  - G. Financial and Congregational Solicitation Guidelines apply.
  - H. 20% of travel expenses are covered for a maximum support of \$300. These funds come out of the Discipleship Ministries Fund.
  - I. Example: Serving for 1 month as a nurse to an orphanage.

### III. For projects 31 to 90 days

- A. Interview Questionnaire Form (Separate Document)
- B. Mission Budget Worksheet (Separate Document)
- C. Mission/Purpose statement and reference letter from all sending agencies except EMM and MCC.
- D. Complete a personal interview with a subset of the Missionary Discernment Committee. A full committee interview is not required.
- E. Financial and Congregational Solicitation Guidelines apply.
- F. Care Team development and oversight is required.
- G. Travel Assistance from the Discipleship Ministries Fund as follows:
  - i. 31 -59 days: 40% for a maximum support of \$500.00
  - ii. 60-90 days: 50% for a maximum of \$600.00
- H. Example: Serving for 2 months to assist at an orphanage

### IV. For projects 91 days or longer but less than 1 year

- A. Interview Questionnaire Form (Separate Document)
- B. Mission Budget Worksheet (Separate Document)
- C. Mission/Purpose statement and reference letter from all sending agencies except EMM and MCC.
- D. Complete a personal interview with the Missionary Discernment Committee. A full committee interview is not required.
- E. Financial and Congregational Solicitation Guidelines apply. See Section III
- F. Care Team development and oversight is required.
- G. Assistance from Discipleship Ministries Fund up to 40% of the budget.
- H. Upon completion of the term, the participant is required to meet with the Lead Pastor. The purpose is to offer opportunity to share their experiences and for the Pastor to provide assistance in the transition into congregational life. Following the interview and discussion with the Pastor, the participant is required to share their experiences with various youth and children ministries. The participant will need to contact the various leaders. I. Example: Serving for 5 months to assist a long-term missionary.

## **Care Team Guidelines**

A Care Team is an organized group of persons selected by the mission applicant following the applicant's approval. The purpose of a Care Team is to administrate, support, pray, and serve as a congregational advocate for the participant before, during, and after their assignment. Suggested roles include a chairperson, treasurer, and a prayer/communication coordinator. Immediate family members are allowed to be on the care team, but shall not be the chair. A Care Team serves in an ad-hoc supportive role and dissolves upon completion of the term.

- **Chairperson:** Must have strong administrative and leadership skills. Must fully embrace the Weaverland Missions Policy and Procedures. Assist the participant in meeting the policy requirements. Assume overall Care Team responsibility and oversight with the applicant concerning budget, fundraising, and communication. Organize and facilitate meetings as needed.
- **Treasurer:** The treasurer is provided by the MDC. The treasurer shall not be a family member of the applicant. Must have basic financial/accounting gifting. Responsible for tracking donor listing, donor total and mailing receipts to all donors outside Weaverland. Submit a Revenue Voucher and forward all receipts to the Administrator of Finance. Initiate payment schedule with a submitted Expense Voucher to the Administrator of Finance.
- **Prayer /Communication Coordinator:** Communicate with the missionary and forward prayer and communication updates to the congregation and supporters via e-mail or newsletter.

## LONG TERM MISSIONARY

Length: defined as **ONE YEAR** or more. Term lengths vary and may be renewed.

### I. Required submittals:

- A. Interview Questionnaire Form. (Separate Document)
- B. Mission Budget Worksheet (Separate Document) completed and submitted prior to interview. The worksheet should be completed in cooperation with the sending agency detailing all stateside and field costs projected over the full term. Please note Section III, Financial and Congregational Solicitation Guidelines; #8 regarding tax allowances to be included in the budget.
- C. Mission/purpose statement and reference letter from all sending agencies.
- D. Complete personal interview with Mission Discernment Committee.
- E. Financial and Congregational Solicitation Guidelines apply. (See Section III)
- F. Missionary Support Team (MST) oversight applies.
- G. Congregational re-entry process required.
- H. Each applicant must successfully complete a semester of the accredited Perspectives on the World Missions Movement class and provide a certificate of completion. (See [www.perspectives.org](http://www.perspectives.org)).
- I. Applicant shall also submit a graded Integrative Project of the people group and global region they will be serving. The Integrative Project must include their personal vision, a study of the people group, field mobilization strategy, vision for a multiplying church planting movement, and projected timeline detailing their field assignment.
- J. NOTE: All mission term renewals shall be fully processed with the Missions Discernment Committee, MST, and the sending agency. They shall submit application as outlined in 1A through 1F prior to the expiration of the current term. No solicitation of funds via the church mailboxes shall be permitted until the term renewal has been approved by the MDC.

## Missionary Support Team (MST) Guideline

A Missionary Support Team is an organized group of persons selected by the mission applicant in cooperation with the Mission Discernment Committee following the applicant's approval. The purpose of a MST is to administrate, support, pray, and serve as a congregational advocate for the missionary before, during and after their assignment. They also partner with and assist the missionary in developing and achieving budget and support requirements in cooperation with the sending agency. A MST also assists the missionary in developing, expanding and maintaining a support base and network outside the congregation. Required roles include a Chairperson, Treasurer, Prayer Coordinator, Communication Coordinator, Ministry Representative and Mission Agency Representative. Family members may be on the MST but shall not serve as the Chair or Treasurer. A MST functions for the duration of the long-term mission assignment.

- **Chairperson:** Must have strong administrative and leadership skills. Must fully embrace the Weaverland Missions Policy and Procedures. Assist the participant in meeting the policy requirements. Assume overall MST oversight with the applicant concerning budget, fundraising, and communication. Serve as the liaison for the missionary and the sending agency. Directly involved in establishing a budget and contractual terms with the agency. Organize and facilitate meetings as needed.
- **Treasurer:** Must have strong financial/accounting gifting. Responsible for tracking donor listing, donor totals and mailing receipts to all donors outside Weaverland. Oversee the missionary budget and provide financial reports to the MST. Submit a Revenue Voucher and forward all receipts to the Administrator of Finance. Initiate payment schedule with a submitted Expense Voucher to the Administrator of Finance. Maintain a network listing of all participating congregations.
- **Prayer Coordinator:** Communicate with the missionary and forward prayer and communication updates to the congregation and supporters via e-mail or newsletter.
- **Communication Coordinator:** Develop and distribute routine communication (i.e. printed copy, e-mail, web, video) from the missionary to the supporters. Responsible for developing and maintaining a mailing list for support and network base in cooperation with the missionary. Work creatively with the chair, treasurer and missionary in being a communicative voice for the missionary to achieve the expressed goals and needs.
- **Ministry Representative:** Serve as a leadership support to the missionary and MST. Assist the Chairperson in communicating with the congregation and sending agency.
- **Mission Agency Representative:** Support the MST with needed assistance from the sending agency in developing a budget and fundraising strategies. Communicate with the Chairperson and Missionary routinely throughout the mission term, serving as a liaison.

# Financial and Congregational Solicitation Guidelines

## Overview of how support is given

Applies to Long and Short-term Missionaries

For short-term missionaries, the funds are taken out of the Discipleship Ministries fund. An offering to replenish this fund is received as needed. The Care Team is responsible to raise the remaining funds.

For long-term missionaries, the amount of the support provided by Weaverland is divided by 12. The offering of the first Sunday of each month is designated for long-term missionary support. The MST is responsible to raise the remaining funds.

If an applicant interviews and is approved by the MDC, then the church mailboxes may be used for solicitation and also the envelope system can be used by supporters for tax purposes.

1. **Personal Ownership:** Believing that it is beneficial for those who are called to serve to share in the ownership of the mission investment, a 10% minimum personal support level of the total investment is to be provided by the individual entering the mission assignment. This applies to **short-term** missionaries only.
2. **Letter of Acceptance and Payment Schedule:** Shall be provided by the sending agency and forwarded to the Administrator of Finance following approval of the Mission Discernment Committee and acceptance by the sending agency. This should be done in conjunction with the MST or MDC treasurer.
3. **Congregational Letter and Solicitation:** Following Mission Discernment Committee Chair and Administrator of Finance approval, individuals are privileged to solicit the congregation via mailbox through an invitational letter and to family and friends to raise the remaining funds needed. If the solicited gifts received exceed the solicited percentage needed, the difference will be subtracted from the Discipleship Ministries gift when applicable (for short-term missionaries). An invitational letter shall be written by the individual and/or the Care Team or MST leader where applicable. The letter **MUST** be reviewed by the Mission Discernment Committee chair and the Administrator of Finance **BEFORE** distribution.

The solicitation letter must include the following:

- A. Provide a one-page description of the call and assignment. Included must be the identification of the sending agency, length of term, assignment specifics and objectives, term costs, and the Care Team persons and roles identified.
- B. Specific direction must be provided for the donors in the letter. All checks must be made out to Weaverland and forwarded to the church address at 210 Weaverland Valley Road, East Earl, PA 17519 and earmarked specifically for the mission assignment.
- C. All donations shall be forwarded to either the MST treasurer (long-term missionaries) or the MDC treasurer (short-term missionaries).
- D. The invitation letter shall include a submittal portion to be removed and sent with the gift. This submittal portion must include the donor's name and full return address, and the amount of the gift. For Weaverland donors, a completed offering envelope **MUST** be included with the gift if the donor desires credit in their annual congregational giving report.

- E. The letter shall also include an invitation to provide an e-mail address, to serve as a prayer partner, and receive updates via e-mail if desired from the participant or Communication Coordinator.
4. **Gifts and Donor Tracking:**
- A. The treasurer from the MDC (short-term missionaries) or MST Treasurer (long-term missionaries) shall maintain records of the receipts and donors. The treasurer shall submit all receipts and a Revenue Voucher detailing the receipts to the Administrator of Finance in which the monies will be credited to the appropriate fund.
  - B. All gifts received from outside Weaverland are required to be given a receipt on Weaverland letterhead by the MDC Treasurer or MST Treasurer.
  - C. The mission participant is strongly encouraged to write thank you notes to all the donors or coordinate this through the MST treasurer. Specific dollar amounts are to remain undisclosed by the MST or MDC treasurer to the missionary when providing a list of donor names and addresses for thank-you purposes.
5. **Distribution of Funds:** The mission participant and the MDC treasurer or MST Treasurer assumes full responsibility for the initiation and distribution of the funds. The treasurer shall contact the Administrator of Finance in a timely manner and submit a completed Expense Voucher. Funds disbursed must be sent through an approved mission agency unless given prior approval.
6. **Surplus Funds:** In the event that monetary support gifts from donors exceed the individuals request the following options shall be observed:
- A. The Discipleship Ministries support percentage shall be decreased (short-term missionaries) to the needed level to fully meet the participant's approved budget and all monies over and above the mission assignment shall be placed in the Discipleship Ministries Fund for future participants. If the participant desires to support the field ministry with surplus gifts, this must be discerned with the MDC and MST. Any gift must be forwarded directly through Weaverland to an approved cooperating mission agency linked to the mission field assignment. For participant safety and accountability, no gifts or offerings shall be sent via the participant.
  - B. For long-term missionaries, funds may be saved for a potential additional term of service. Also as discerned by the MDC and MST, a long-term missionary may use support funds for a time period after the term ends when returning to the United States. How surplus funds are used will be discerned by the MDC and MST.
7. **Funds shortfall:** In the event that additional funds are needed because of unexpected expenses, the following guideline will be observed:
- A. The percentages will always be observed by Weaverland; for example, if the support level is 40%, then only 40% of the additional funds will be covered by Weaverland. The remainder must be raised via the MST. For terms less than 1 year, the participant also needs to cover 10% of the additional funds.
8. **Income Tax Reporting:** Funds for mission service projects will be transferred through a tax-exempt, nonprofit agency whenever possible. In the rare event an individual pays their mission term fees personally and seeks reimbursement through the church's mission account, these funds will be reported to them by Weaverland as income on a Form 1099MISC at the end of the year if the total is \$600 or more.

**Persons would be responsible to claim the received amount as income, regardless of the amount, and are responsible to pay Federal (including self-employment tax), State, and Local taxes on this amount when they file their personal taxes at the end of the year.** You may wish to speak with your tax preparer so you are fully aware of the tax implications ahead of time.

## II. Congregational financial partnership support:

- A. All Long-Term Missionary applicants receiving congregational mission support are required to have 100% of their funding in cash or pledges for the full term before field training begins or departure to their field assignment. Any exception must be approved by the Mission Discernment Committee and the Missionary Support Team Chair.
- B. Weaverland will support qualified Long-Term missionaries through congregational mission offerings as the determined in Year 1 support level decreasing over a seven-year period to a 15% level (see exhibit A, page 12).
- C. The years of field service to determine the level of congregational support will be accumulative. (i.e. if a EMM missionary completes a three-year term and reapplies for an additional three-year term, they would reapply to the MDC with all submittals detailed in 1A through 1F above. The renewed support level would begin at Year 4 level of 35% support and conclude at Year 6 at 25%). An exception MAY apply if the Missionary changes the location of the service. This would need to be discerned with the Missionary Discernment Committee.
- D. The partnership support level of Year 7 and thereafter will remain fixed at 15%.
- E. If for some reason, the missionary changes sending agencies, the Missionary must notify the MDC and interview again before the term starts.
- F. Upon completion of the term, the participant is required to meet with the Lead Pastor. The purpose is to offer opportunity to share their experiences and for the Pastor to provide assistance in the transition into congregational life. Following the interview and discussion with the Pastor, the participant is required to share their experiences with various youth and children ministries. The participant will need to contact the various leaders. If renewing a term, the Long-Term Missionary is encouraged to meet with the Pastor and set up times to share with various youth ministries.

## III. Congregational financial partnership support: purpose, implementation, variables.

1. The purpose of congregational partnership:
  - A. That God's heart for local and overseas missions can be nurtured and cultivated and so that the vision of the congregation can be achieved locally and globally.
  - B. The financial mission support committed to Weaverland missionaries is both financially achievable and sustainable for the congregation.
  - C. So that additional long-term missionaries can continue to be called, affirmed, and supported for service in this model.
  - D. To purposefully create budget ownership with self-support considerations written into the vision by the missionary and MST.

2. Implementing the partnership support scale:  
As the congregational support level decreases over a six-year period, the MST assumes full responsibility for the mission budget. Therefore:
  - A. Missionaries and the MST cooperatively and intentionally plan beyond the Weaverland congregation for their support and consider:
    - i. Expanding and growing the support base through the local church and community to whom they are sent and serving.
    - ii. Supplemental revenue options through “business as a mission” or local marketplace employment as extension of mission.
    - iii. Grow and expand stateside support network beyond the Weaverland support base.

**Weaverland Financial Partnership Support Scale for Long-Term Missionaries**

Exhibit A

Mission Year Assignment	% of budget supported by congregational mission offering for all missionaries	Example of \$60,000 MST annual budget	Remaining annual funds For which the MST is responsible.
Year 1	40%	\$24,000	\$36,000
Year 2	40%	\$24,000	\$36,000
Year 3	40%	\$24,000	\$36,000
Year 4	35%	\$21,000	\$39,000
Year 5	30%	\$18,000	\$42,000
Year 6	25%	\$15,000	\$45,000
Year 7+	15%	\$9,000	\$51,000

(Please note this chart is for example only. Applicants would need to enter actual annual budget financials per the sending agency to determine congregational support and the MST amounts for the term duration).

3. Field placement variables:
  - A. The Mission Discernment Committee recognizes the broad scope of global variables within any given field assignment. The desire and purpose of the Missionary Discernment Committee is to walk with the missionary and Missionary Support Team in these variables and tensions. Some variables may include:
    - i. The variables of visa designation limiting or expanding field options (tourist, student, business, teacher, etc.).
    - ii. The earning capacity or earning capability due to visa designation.
    - iii. The cost of living in the assigned field in comparison to the Dollar.
    - iv. The assignment objective may impact or limit earning potential or local field support does not exist.
    - v. The sending or sponsoring mission agency oversight shaping the field assignment.
    - vi. The global region, political climate of the assignment.

Even in the midst of these variables, the Mission Discernment Committee desires to oversee these guidelines with consistency, sensitivity, and integrity. The end desire is to incorporate best strategy and planning practices to successfully achieve the objectives, goals, and financial obligations for the missionary term abroad and the congregation at home.

Name(s) of Applicant(s): \_\_\_\_\_

## **Interview Questions for First Time Missionaries**

For

Short- and Long-Term Missionaries

1. Please describe your current relationship with Jesus Christ.
2. Please describe your current relationship with the Weaverland congregation.
3. Describe your sense of call from God asking you to serve in this assignment. How did you receive the call? Was it personal in nature? Were you invited by an individual or organization?
4. What evidence do you have for us that this is clearly a missional call from God and not merely a desire to see the world?
5. How are you preparing spiritually for this assignment?
6. What do you hope to accomplish in this assignment?

7. How do you anticipate God may both use you and transform you as a result of this experience?
  
8. What steps are in place for re-entry and processing your experience when you return?
  
9. If applicable, have your parents or spouse given their full blessing and fully released you to participate in this assignment?
  
10. If the invitation is outside of EMM or MCC, describe the preparation services and spiritual oversight provided by the sending mission agency?
  
11. Can you describe what your reaction may be should the Lord lead the Mission Discernment Committee to not affirm your request and application at this time?
  
12. Is there anything else you would like to share that is not covered by the questions above?



7. What changes (if any) have you had to make from your initial expectations of this assignment?
  
8. What steps are in place for re-entry and processing your experience when you return?
  
9. Can you describe what your reaction may be should the Lord lead the Mission Discernment Committee to not affirm your request to renew your term at this time?
  
10. If applicable, are there any steps being taken to have the people you are reaching become selfsupporting?
  
11. What have you and your MST done to broaden your network of support?
  
12. Is there anything else you would like to share that is not covered by the questions above?

## **Budget Spreadsheet Guidelines**

1. The Budget Spreadsheet categorizes expenses. Weaverland will assist in meeting normal living expenses per the Weaverland Financial Partnership Support Scale for Long-Term Missionaries (see page 12). Budget proposal is submitted annually to the MDC for review and continued financial support. Tithes and special projects fall outside normal living expenses and should not be included in your budget proposal total. The section on the budget spreadsheet for special project expense is for informational purposes. Your MST may decide to assist by having a special fundraiser to raise the additional funds for your special projects.
2. Loan Assistance applies to school loans only. Long-Term Missionaries may budget up to \$4,000 a year. This applies only to Long-Term Missionaries.
3. The Liabilities and Debts spreadsheet lists your debts. Please complete both the Budget Spreadsheet and the Liabilities and Debts listed below.

### **LIABILITIES and DEBTS**

School Loans/Tuition  
Car  
House  
Personal Debt  
Credit Card Other (List)  
Other (List)  
Other (List)  
TOTAL

## BUDGET SPREADSHEET

<b>Housing</b>					<b>Ministry Related</b>	
Rent or Mortgage					Field Training Costs	
Repairs					Host Expenses	
Phone/Internet					Language Study	
Electricity					Equipment	
Heating					Conferences/Retreats	
Water					Outreach	
Cable					Publicity	
Trash Removal					Other (List)	
Furniture					Other (List)	
Supplies					Other (List)	
Other (List)					Other (List)	
Other (List)					Other (List)	
Other (List)					<b>Subtotal Ministry Related</b>	
<b>Subtotal Housing</b>						
<b>Transportation/Travel</b>					<b>Taxes</b>	
Vehicle Payment or Rental					Social Security Tax	
Bus/Taxi Fares					Income Tax	
Licenses, Registrations, Tags					Other (List)	
Fuel					Other (List)	
Maintenance/Repairs					Other (List)	
Insurance					<b>Subtotal Taxes</b>	
Airfare						
Travel While on Home Leave					<b>School Loan Assistance</b>	
Passport					School Loan Assistance	
Visa					<b>Subtotal School Loan Assistance</b>	
Other (List)						
Other (List)						
<b>Subtotal Transportation/Travel</b>					<b>GRAND TOTAL</b>	
<b>Insurance</b>						
Health					<b>Other Items</b>	
Life					Not Living Expenses, Information only, not part of budget to the MDC	
Disability						
Identity Theft Protection					Tithes	
Co-pays					Special Project (List)	
Other (List)					Special Project (List)	
Other (List)					Special Project (List)	
<b>Subtotal Insurance</b>					Special Project (List)	
					Other (List)	
<b>Personal/Family Care</b>					Other (List)	
Food					Other (List)	
Medical/Dental					Other (List)	
Medicines					Other (List)	
Immunizations					<b>Total Other Items</b>	
Self Care						
Fitness						
Clothing						
School Supplies (Children)						
Other School Items (Children)						
Organization Dues						
Child Care						
Toys/Games						
Entertainment						
Savings Funding						
Retirement Funding						
Other (List)						
Other (List)						
Other (List)						
Other (List)						
Other (List)						
<b>Subtotal Personal/Family Care</b>						