# Missions Interlink [State]

**MIST**

TERMS OF REFERENCE

# Mission Statement

The MIST [State] aims to provide short-term mission training to MI members and others.

**Relationship to Missions Interlink**

MIST [State] is a ministry of MI [STATE], offering Short-term Mission Training in [
State]. It may receive support, financial and/or advisory resources, from MI [State].

**Curriculum**

The MIST program will at all times follow the curriculum outlined in the MIST Manual, and include all compulsory units.

**Composition of the Team**

The MIST [State] Team shall consist of at least three members who affirm the AEA Statement of Faith, and live by the principles implicit in the AEA Personnel Policy.

At least three facilitators must be able to commit to being fully present at each MIST program[[1]](#footnote-1).

Other facilitators, support team members and guest presenters will also be valuable contributors to each MIST program on a part-time basis.

All facilitators must be selected according to the following criteria:

* Drawn from cross-cultural mission agencies or churches involved in cross-cultural mission
* People with a passion for training those embarking on short-term mission
* People with adult educational gifts/skills and pastoral care gifts/skills and demonstrates a desire to grow in these skills.
* People who have returned from either long term mission placements or short term placements or have been participants on short term teams (at least one person who has returned from long term mission placement and at least one person who has returned from short-term missions placement).

Other facilitators, support team members and guest presenters will also be valuable contributors to each MIST program on a part-time basis.

Responsibilities to be covered for each MIST include:

* Accommodation and registration
* Timetable, feedback and audit
* Costumes and cultural displays
* Food & catering
* Promotions
* Risk and Safety
* Setting and adhering to budget

The MIST Team shall appoint from amongst its number the following officers:

* Director
* Treasurer

The Director (or his/her delegate) will represent the MIST [State] Team in MI National MIST meetings.

One of the Team members shall also serve as MI Liaison. They will be a member of the MI [STATE] SLT as the MIST representative and be responsible for providing MIST reports.

The membership of the MIST [State] Team shall be ratified annually by the MI [STATE] SLT at the first meeting after the MI [STATE] Annual Meeting.

**Accountability**

The MIST [State] Team Coordinator/Director shall be accountable to the Missions Interlink [STATE] State Director [or Chair of the State Leadership Team (SLT)] and to the MI National MIST Co-ordinator, for the strategic direction and delivery of the MIST program, aligned with the MIST vision and purpose.

The MIST [State] Team shall at all times operate in conformity with AEA policies and relevant procedures, Missions Interlink Regulations and Standards, and MI [STATE] Guidelines.

# Reports:

The MIST [State] Team shall provide a concise written report on its activities including any changes to the team, and a financial statement, to MI [STATE] SLT meetings and to the MI National MIST Co-ordinator. They will also provide an annual report to the MI [STATE] annual meeting and to the MI National MIST Co-ordinator.

# Finances

MIST [State] will aim to be self-funding and will prepare an annual budget to guide its activities.

The MIST [State] Team shall pay on top of your expenses per person a 20% single levy ($40 per person is a cap, but there is no minimum)*.* This levy will be split as follows: 5% (maximum $10) to MI state branch; 5% (maximum $10) to MI National; 10% (maximum $20) to MIST training/development fund. The MIST training/development fund can be used at National Coordinator discretion for travel and fees associated with MIST development.

The MIST [State] team shall finance their activities from fees charged for MIST.

Any public reference to fees e.g. flyer or registration form, must quote the relevant ABN and indicated whether or not GST is being charged.

MIST [State] may operate its own bank account, as a subsidiary account of Evangelical Alliance Inc. and to ensure transparency, will require any two signatories to validate any withdrawal of funds. The signatories will be comprised of up to four of the members of the team. The MI [STATE] Treasurer and MI National Treasurer and Director will also be signatories for these accounts.

All funds received by the MIST [State] Team shall be deposited into the MIST [State] bank account, except those from an approved petty cash system.

MIST [State] annual financial statements will be included in the annual review/audit of MI [STATE] accounts.

# Insurance

MIST courses shall be covered by any insurance policy established by the Australian Evangelical Alliance Inc. for the benefit of Missions Interlink and its state bodies and networks.

# Winding Up

The Team may be wound up at any time by the MI [STATE] SLT at the request of the Team, or by the MI [STATE] SLT, if at its absolute discretion the SLT believes that the Team is no longer fulfilling the purpose for which it was established, or is not acting in conformity with the documents under which it is required to operate. All assets controlled by MIST [State] will be used by MI [STATE] for training.

1. Unless prior agreement from MI National MIST National Co-ordinator for fewer full time facilitators has been provided. [↑](#footnote-ref-1)