

Guatemala Mission Partnership Core Values and Operating Guidelines 1-21-18

Core Values

Guatemala Mission Partnership Covenants

Guatemala is one of the most beautiful natural environments in the world.

I. OUR MISSION

Presbyterians do mission in partnership, following the policy established by the General Assembly in 2003: “We believe we are called to mission through the discipline of partnership.” www.presbyterianmission.org/ministries/global/mission-partnership/

The mission of the Guatemala Mission Partnership is to:

1. Be inspired by the faith of our brothers and sisters in Guatemala, sharing in partnership together, to be educated about the complex cultural environment of Guatemalan peoples, to build long-term relationships, and to learn about the work of our mission partners in Guatemala and new areas of mission opportunity.
2. Facilitate and maintain sustainable solutions to problems jointly identified by the Guatemala Mission Partnership and the target communities of Guatemalans in greatest physical, economic and social need. These solutions may include, but are not limited to, projects and programs such as safe drinking water, housing, health care, education, and micro business.
3. Build long-term, authentic, and enduring relationships with the target communities, first by addressing immediate physical needs and then by nurturing emotional and spiritual growth amongst us. This objective is consistent with Jesus’ teaching that we should help the least among us: *“Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.” (Matthew 25:40)*

II. OUR VALUES

Our values spring from four biblically-based relationships:¹

¹ Adapted from “*When Helping Hurts*”, Steve Corbett and Brian Fikkert. 2012

- Relationship with God: We were created to serve and give praise to our Creator through our thoughts, words and actions. As the Westminster Shorter Catechism teaches: our purpose is to glorify God and enjoy him forever.
- Relationship with Self: Every human being is created in the image of God and has

inherent dignity and worth. We all have the high calling of reflecting God's being.

- **Relationship with Others:** God created us to know one another, to love one another, and to encourage one another to use the gifts God has given to each of us to fulfill our callings.

- **Relationship with the Rest of Creation:** God created us to be stewards of the world that God created and interact with it to make possibilities into realities and to be able to sustain ourselves via the fruits of our stewardship.

III. GUIDING PRINCIPLES FOR MISSION

As we engage in mission together with our Guatemalan brothers and sisters in Christ, we seek to be guided by the following principles:

1. **Share Grace and Thanksgiving.** Partnership calls all partners to confess individual and collective failings, to seek forgiveness for complicity with powers of injustice, to repent from histories of shared exploitation, to move toward a common celebration of Christ's sacrifice of reconciliation, and together to give thanks and praise to God for all gifts of grace and renewal.
2. **Mutually and Interdependent.** Partnership calls for interdependence in which mutual aid comes to all, where mutual accountability resides, and no partner dominates another because of affluence or "expertise." The voice and presence of the target community needs to approve all joint activities and projects.
3. **Recognition and Respect.** Partnership calls all partners to respect other partners in Christ, and to recognize one another's equal standing before God.
4. **Open Dialogue and Transparency.** Partnership calls for open dialogue where a common discernment of God's call to mission is sought, where Scripture is the base for prophetic challenge, where local initiative is respected, where differences are meditated in a Christ-like manner, and where all partners are transparent with regard to their activities and support.
5. **Sharing of Resources.** Partnership calls for the sharing of all types of resources: human, cultural, financial and spiritual; especially including friendly conversation and faith-transforming life experiences. We will first look for and mobilize the capabilities, skills, resources and solutions from within the target communities. All solutions must be sustainable by the target communities and/or the Guatemala Mission Partnership.

IV. PARTERSHIP MEMBER COMMITMENTS

As we churches work together in partnership, we make and hold each other accountable to the following commitments:

1. Accepting and supporting the leadership for the partnership.
2. Celebrating God's gift of grace and renewal.

3. Affirming the partnership with mutual giving and receiving.
4. Ensuring and supporting transparency between the Guatemala churches and partnership members.
5. Consulting with the partnership members on decisions which may have a significant impact on the partnership members and Guatemala partners.
6. Transparency with all partners about what is being done in mission, even if there are disagreements.
7. Accountability in the exchange of all resources, including human, mission networks, and mission relationships.
8. Respect the integrity of the partnership, we should ensure that no program or funding outside the partnership should be approved without the consent of the members.

Operating Guidelines

Article I. Membership

1. Membership for the Guatemala Mission Partnership (subsequently referred to as the partnership) is open to any Church affiliated with the Denver Presbytery under the following conditions:
 - a) The inclusion in the partnership must be approved by the church's session. Approval should be in the form of an official correspondence of the desire to join the partnership.
 - b) Such approval initially or annually should list the delegates, not to exceed three, that are designated as eligible to represent the partner church on matters put before the Guatemala Mission Partnership committee.
 - c) A partnership renewal request must be signed and submitted to the Presbytery annually by each participating church.
2. Membership at large will be considered for persons under the following circumstances:
 - a) The person should be a member of the Presbyterian church.
 - b) The candidate for membership at large must have their membership approved by the partnership committee annually.
3. Upon general approval by the partnership committee participation in the partnership meetings and activities is open to any person with a strong interest in, or who has a valuable skill set for the work that the Guatemala Mission Partnership engages in. All participants will be required to abide by the core values and operating guidelines of the Guatemala Mission partnership.

Article II. Officers

1. On an annual basis the Guatemala Mission Partnership will elect the following officers:
 - a) Moderator
 - b) Vice Moderator
 - c) Secretary
 - d) Treasurer
 - e) Communications Coordinator
2. The terms of office shall be as follows:
 - a) The Moderator may hold office for a maximum of two years.
 - b) All officers must be nominated and have their position properly motioned, voted upon and approved annually by at least a majority of the partnership committee. All partnership member churches should have a member present at the election meeting.
 - c) Upon recommendation by a majority vote of the committee an officer may be replaced midterm.

3. The elected officers will have the following responsibilities.

- a) Moderator.

General:

The duties and responsibilities of the moderator can be divided into three categories. The moderator is responsible for overseeing the general activities of the Guatemala Mission Partnership (GMP). The moderator develops the agenda and presides over the official GMP meetings. The moderator ensures the proper conduct of the activities for the designated officers of the GMP and is further tasked with the delegation of responsibilities for GMP subcommittees and teams.

Specific Duties and Responsibilities:

- i) Provides oversight and ensures that good judgment, ethics, and morals are used for all activities the GMP engages in. Makes sure that all GMP activities operate within the boundaries that are defined by the GMP bylaws, the guidelines of the Presbytery, and the values of the Presbyterian Church.

Mediates disputes between partnership members. Gives all parties involved in a dispute a chance to state their disposition in the matter. Makes sure that all interactions between the partnership members or between partnership members and persons outside of the partnership but that are involved with partnership activities are conducted in a respectable manner. Unless immediate action is needed to protect the integrity and reputation of the GMP, the moderator brings all questionable activities of the GMP and GMP representatives to the attention of the partnership committee for review and action.

Provides oversight of the activities of the treasury to ensure that all GMP monies are being handled in a legal and ethical manner and are used according to the bylaws of the GMP.

- ii) Encourages, promotes, and facilitates robust discussion of topics pertinent to the activities of the GMP at the partnership meetings. Develops an agenda that is relevant and representative of the business matters requiring GMP committee discussion.

Maintains order throughout the proceedings of the GMP meeting to ensure that the interactions and discussion remain within the identified theme of the discussion.

Provides answers to questions about proper procedure and protocol during GMP discussions.

Remains impartial when providing input into a discussion when the input is designated as the general consensus of the GMP. Does not lead the group to a particular outcome that is according to the personal opinion of the said moderator. When stating a personal opinion or preference, makes it clear that the statement represents a personal viewpoint and is not a course of action suggested by the GMP in general.

Makes sure that all decisions, conclusions, and courses of action that result from GMP discussions are properly motioned, seconded, and submitted for approval by the quorum at the meeting. Makes sure that the result of the said motion is properly recorded in the meeting minutes.

- iii) Facilitates the timely and proper election of partnership officers such as the moderator, co-moderator, secretary, and treasurer. When necessary, delegates responsibility to and promotes individuals for leadership of partnership subcommittees and activities.

Makes sure that all partnership members are made aware of the responsibilities of the person designated to be in charge of a committee or activity.

Makes sure that all teams and subcommittees are composed of individuals that represent both the general consensus of the GMP as well as any diverse opinions and ideals from partnership members.

Facilitates and promotes a timetable for completion of all subcommittee responsibilities and activities.

b) Vice Moderator

In the temporary absence or resignation of the moderator the vice moderator assumes all responsibilities of the moderator. The vice moderator also advises the moderator as needed for matters put before the partnership committee. The vice moderator assists the moderator as needed in all matters of the partnership activities.

c) Secretary

General:

In general the secretary maintains all official documentation and correspondence of the activities that are conducted by the Guatemala Mission Partnership.

- i) The secretary records the minutes of each official partnership meeting and submits those minutes for approval at the next scheduled meeting. Any amendments to the minutes are recorded by the secretary and entered into the minutes as amended. The minutes serve as an official representation of any discussions and motions that occur at the partnership meetings.
- ii) On an annual basis the secretary provides a report of all motions that were tendered for the previous year. The report should detail the result of any approval/disapproval of the said motion.
- iii) The secretary is responsible for keeping an updated version of the Operating Guidelines for the Guatemala Mission Partnership.
- iv) The secretary keeps track of partnership membership and publishes a contact list for partnership members on a semiannual basis.

d) Treasurer

General:

The treasurer is responsible for the proper dispersal, deposit, and bookkeeping of all GMP money. The treasurer makes a balance report at every official partnership meeting.

- i) The treasurer is responsible for ensuring that the dispersal of any partnership funds has the proper approval. The treasurer obtains the proper receipts and records and reports the transaction at the next official partnership meeting.
- ii) The treasurer is responsible for making a proper accounting of all funds that are received by the partnership. The treasurer provides a receipt for the transaction if necessary and records and reports the transaction at the next official partnership meeting.
- iii) The treasurer keeps track of money that is received as pass through, such as money designated for plane fares, and provides a receipt for pass through money. Upon dispersal of the pass through money the treasurer notifies the person that the money has been utilized and provides a receipt for the cost of the service that was secured.
- iv) The treasurer prepares an annual detailed report of all Guatemala Mission Partnership transactions and provides the report to the secretary in November to be used for the partnership application for Presbytery funding. The treasurer makes the bookkeeping available to the moderator upon request at any time.
- v) The treasurer provides timely reimbursement, within 30 days, for money that is spent from personal resources by partnership members for budgets that are properly approved. Otherwise the partnership member must first obtain approval from the partnership committee before reimbursement.

- e) Communications Coordinator
- 4. Resignations from an officer position are effective upon the secretary's receipt of written notification.
- 5. Temporary offices may be appropriated as needed for special activities or task forces upon motion and approval by a quorum at any official committee meeting. The temporary office will be terminated upon completion of the task for which it was created or upon lack of further interest by the partnership committee

Article III. Meetings

1. The Guatemala Mission Partnership will schedule to meet at least once per month if possible.
 - a) Meeting dates, times, and location will be considered which accommodate the schedules of as many of, if not all, committee members. The next meeting date will be decided upon or announced at the end of each monthly meeting.
 - b) Members will be notified via email or phone in the event that a meeting is cancelled because of weather or schedule conflict (usually due to membership participation in an international trip) with as much notice as possible.
2. An annual meeting will be held in February for the purpose of the election of officers and approval of membership at large.
3. Action without a meeting.
 - a) Action may be taken without a meeting to take an urgent action that requires an approval by a quorum of the committee membership provided that all committee members are actively (they acknowledge receipt of notification) contacted by email or phone.
 - b) Failure of a committee member to acknowledge receipt of notification within 24 hours after a reasonable attempt has been made to contact them will nullify their participation in approving the said action.
 - c) All actions taken without a meeting and result of the vote on said action taken without a meeting will be announced at the next monthly meeting.

Article IV. Motions and Actions

1. A motion or cause for action may be submitted by any committee member at an officially scheduled meeting for the following reasons:
 - a) Approval of any budget request.
 - b) Consideration of action for or against any designated partnership officer or officially designated committee member.
 - c) Consideration for any amendments or changes to the principles or operating guidelines of the Guatemala Mission Partnership.
 - d) Consideration for any other activity, task or task force, or issue that may affect the general operation or budget of the partnership.

2. Any motion or action that is submitted must be seconded by another committee member that is present at the meeting.
3. Discussion and consideration of the motion must be opened to any of the participants at the meeting.
4. Approval of the motion must be requested by the acting moderator and submitted to the quorum present at the committee meeting for approval. Approval is determined by a majority vote of the committee members that are present at the meeting.

Article IV. Business and Finances

1. The Guatemala Mission Partnership is considered to be relevant and viable as long as reasonable funds are available to conduct the activities designated as vital to the partnership's mission. Upon depletion of reasonable funding the partnership committee should submit a proposal to the Presbytery of Denver for dissolving the partnership.
2. The treasurer is required to report all financial transactions of the partnership to the committee at the monthly treasurer's report. The report should be detailed enough that any partnership member should be able to track the bank balance of the partnership funds.
 - a) A financial transaction of money that is received by the partnership is any money that is donated to the partnership by any person for specific or general use by the partnership, or any money that is received as a grant to the partnership, such as from the Presbytery of Denver, or any money that is the result of an officially designated fund raising event by the Guatemala mission partnership.
 - b) All funds that are disbursed by the treasurer must be reported to the committee during the next possible treasurer's report with enough detail to determine the proper approval and use of the said funds. Petty cash can be reported as such with a general designation of the use, for example "office supplies".
 - c) Money designated as "pass through" does not need to be reported in the treasurer's report but should be tallied for an annual reporting of the partnership budget. "Pass through" money is defined as money that is given by an individual to be used for the purchase of such things as airline fares, dining expenses, or other expenses designated as a person's personal obligation. It is the responsibility of the person who submits the money to obtain evidence of the transaction and receipt for proper use of the money in case a dispute occurs.
3. The use of any funds that are available to or designated for use by the Guatemala Mission Partnership must be approved by a properly submitted motion at a scheduled committee meeting except for petty cash.
 - a) Petty cash is defined as a transaction for miscellaneous supplies valued at less than \$50. All receipts for the use of petty cash must be kept and accounted for. An annual budget for total petty cash funds should be submitted for approval by the committee and use of petty cash beyond that designated amount is not permitted unless approved by the committee.

- b) Funds used by the Guatemala Mission Partnership must be for purposes designated as consistent with the activities that are described in the partnerships mission statement and core values and that are legally defensible for use by a non-profit organization's designation.
- c) The Guatemala Mission Partnership funds shall be used for trip expenses not to exceed 50% of trip costs. The budget for trip costs must be submitted for approval by the Guatemala Mission Partnership prior to disbursement of any such funds for the intended purpose. The approval for the funding must include a maximum amount. Expenses that exceed the maximum amount approved will not be covered by the Partnership and will require additional consideration and approval from the Partnership committee prior to being allocated.
Due to the limited availability of Partnership funds it is requested that all trip participants make every effort to cover the entire cost of their trip and to waive the use of partnership funding to the extent possible.

Definition:

Trip costs: trip costs should be limited to expenses directly related to the purpose of the goals for the trip. These may include but are not limited to airfare, ground transportation, food, and lodging. The purchase of things like souvenirs, gifts, clothing, and sightseeing will not be included in trip expenses. All meals and accommodations should be modest in expense but kept to level of quality that does not cause undue discomfort to the trip participants.

Trip participant: A trip participant can be considered as any person with a purpose or assignment that is directly related to the goals and associated work for the trip. The planning committee for the trip should make recommendations about the number of individuals and specialized training needed for a particular project. Priority should be given to partnership members as designated trip participants, however, specialized training may be called for in some situations and priority would need to be extended to these individuals for inclusion as a trip participant. Friends or relatives of partnership members or other individuals taking part in a Guatemala Partnership event that do not have specific responsibilities related to the trip event goals or work should not receive the designated funding outlined by this policy.

- 4. No funds may be received by the Guatemala Mission Partnership that are determined to be illegally obtained as designated by federal, state, or municipal laws.
- 5. All fund raising activities must be approved by the partnership committee to be considered an official partnership fund raising event.
 - a) Fund raising activities must be considered to be appropriate in consideration of the values of the Presbyterian Church, the Denver Presbytery, and the core values of the Guatemala Mission Partnership.
 - b) All fund raising activities must be supervised by at least one committee member and at least one unrelated adult individual preferably from a representative member church.
 - c) All money received at an official partnership fund raising event must be witnessed by and accounted for by the individuals designated in IV. 5 b). The accounting receipt should be signed by at least two of these designated individuals.

Article V. Organization of Activities and Conduct

- 1) A leader for any official partnership activity may be appointed by the moderator upon general approval from the committee.
 - a) The designated leader will be responsible for submitting a budget for the said activity. Funds requested for any mission trips or activities must include a copy of the entire budget for the trip and reasons for the expenses. The designated leader may consider the use of the budgeted funds for “incidental” expenses other than those outlined in the original proposal if the expense does not exceed \$200 and does not exceed the total appropriated and approved budget. The leader must notify the treasurer and moderator of the use of the funding prior to using the funds and should have general approval for the expense from any committee members that are participating in the activity.
 - b) The designated leader will be responsible for submitting a schedule of events or activities to the committee for consideration.
 - c) The designated leader will be responsible for assigning tasks to the participants in the activity. Disputes for assigned tasks may be brought to the attention of the Moderator for consideration by the committee.
 - d) The designated leader will have oversight of the conduct of all participants in the activity and may make a request to the moderator or partnership committee for the revocation of participation for any individual involved in the activity that is deemed to be in violation of proper conduct or otherwise unfit for participation in the activity.

- 2) All participants in an officially designated Guatemala Mission Partnership activity must conduct themselves in a manner that is consistent with the core values of the Presbyterian Church, the Denver Presbytery, and the partnership guidelines.
 - a) Participants in an activity must refrain from actions that may be considered as offensive. This includes the use of foul language and gestures that may be considered obscene. Participants must make a reasonable attempt to understand the cultural sensitivities for the community where they work. Participants should deal with anger and frustration in an appropriate manner. Fighting and verbal abuse will not be tolerated.
 - b) Participants need to understand that they represent the Guatemala Mission Partnership and the Presbyterian Church and need to wear attire that is appropriate for such representation. Participants, both male and female, should be completely clothed (ie tops, bottoms, and shoes), and clothed appropriately for the activity being done. Painting and construction activities may be done with older and worn clothing and durable footwear (for safety).
 - c) Participants should consult and consider the advice from the trip leader regarding behavior and appropriate dress.

- 3) All activities that involve youth participants must be supervised by at least two unrelated adult individuals including one partnership committee member present at all times.