

Mission Corps

CONTRIBUTION GUIDELINES

1. How to submit Contributions

Please make checks or money orders payable to *General Treasurer Church of the Nazarene*, and send them to; 17001 Prairie Star Parkway Lenexa, KS 66220. Each donation must have:

- A. Name of Individual
- B. Location of Assignment and
- C. Mission Corps (classification)

This information should be included with the contribution to ensure that the donation is properly routed.

If the local Nazarene church wants to receive 10% Mission Giving Recognition, you should ask individual donors to give through their local church. Each local Nazarene church has a remittance form that the Global Treasury Services office uses. Please be sure to have the local treasurer include the three items of information listed above for proper routing.

2. Refunds and Reimbursements

- A. Per IRS regulations, refunds of donations are not allowed once a local church or the Global Treasury Services office issues a charitable contribution receipt. Therefore, if the individual returns home early or does not go to the field or has excess funds left over on the field, all donations will be re-directed to another Nazarene ministry by the Field Strategy Coordinator. [See: Mission Corps Finances Guidelines, Item VIII.]
- B. If an individual incurs ministry-related expenses for transportation, food, insurance, housing/utilities or the “Cross Cultural Orientation” seminar, and wants reimbursement from the Mobilization Office or the Field Treasurer out of contributions made in their behalf, the following requirements must be met:
 1. The individual has sufficient donated funds available.
 2. The individual submits a request to the Mobilization Office or the Field Treasurer.
 3. The individual submits a copy of the original invoice that shows the amount of the bill that is being reimbursed.
- C. Reimbursements will only be made for total amounts in excess of \$100.

3. How Money is Handled

- A. Contributions will be sent directly to the field once an assignment or contract has been approved, or the individual is on the field.
- B. You may call the Mobilization Office at (913) 577-0500 ext 2962 with any questions.

4. Reporting Expenditures for a Local Nazarene Church to Receive 10% Giving Recognition

If you or your local Nazarene church incurs expenses for transportation, housing/utilities, insurance or food, your local Nazarene church can receive 10% Mission Giving Recognition without actually sending in funds. These expenditures can be reported on their local Remittance Form as ministry expenses.