



**GUIDELINES FOR
FUND AN INITIATIVE**

WHY IMPACT Now?

Our Mission

As we stepped into 2020, we were challenged as a church to turn our focus outwards; to reach out and bless the nations represented here in Malaysia and beyond. With the launch of IMPACT 2020 and the tagline, 'You, Me, The Nations,' the call to GO was clear. The road maps were drawn up, opportunities lined up, travel plans underway and many geared up to go. Then, came the unexpected. The pandemic drove us to rethink how we can make an IMPACT in this new landscape.

The lockdown brought about unforeseen hardships to many individuals, families, and communities. The sense of safety from staying indoors were overshadowed by fear and uncertainty of the future, financial difficulties, mental and emotional stress, and for some, unsure about their next meal. Amidst these gloomy times, it was heartwarming to hear of many kind, selfless and courageous individuals reaching out in different ways to support those in dire need. Some delivered food packs to the needy, others bought groceries for their elderly neighbours, while many donated sacrificially to support those struggling financially; testament that everyone of us can make an impact, right where we are.

Motivated by His love for us, we want to continue to be a church who loves God and serves people in every season. We see wide fields of opportunities before us, where we, as a church can make a meaningful and lasting impact here in our beloved nation. IMPACT Now is a timely strategy to grow us as an outward-looking church who loves God, serves people, and makes disciples. The three-pronged strategy is this:

SERVE THE NEEDY | BLESS A COMMUNITY | FUND AN INITIATIVE

These projects are designed to meet the urgent needs of the communities around us in this time of difficulty. You are encouraged to take part together as a Cell Group (CG) in as few or as many projects as you like. A team of Project Leaders will be the key liaison personnel.

The Holy Spirit will empower you to be prayerful, be prophetic in your ministry and be creatively practical as you serve. Depend on Him and look out for how God will work in your own heart and those you reach out to!

The time to make an IMPACT is Now! Let us not lose sight - our mission to bless the nations remains though our methods may change. There is no pause in missions. God's work continues, and people need Jesus more than ever. We, His people are here for such a time as this. Embrace His heart for the broken, the lost and the least. Will you obey His call?

Our Values

In all your interactions, whether virtually or in-person, let us **represent CHRIST well** and **be led by His Spirit** as we **honour one another**.

*And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father. **Colossians 3:17***

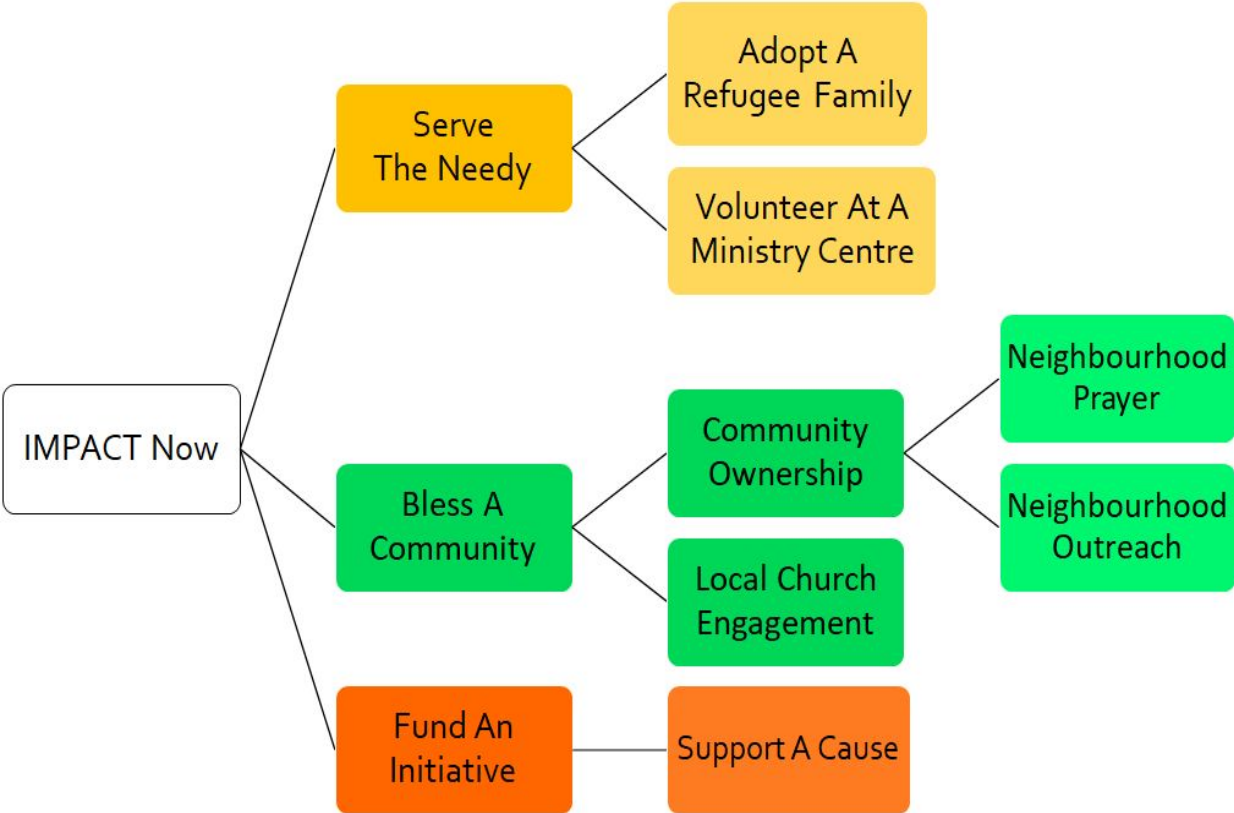
*Teach me to do your will, for you are my God; may your good Spirit lead me on level ground. **Psalm 143:10***

*Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. **Ephesians 4:2-3***

Let us heed the call to go, and be salt and light where He has placed us. Be strong and courageous and may the fruit of the Spirit be seen in and through us as we step out to make an impact for His glory.

Overview

The chart below outlines the three main strategies of IMPACT Now and the sub-categories where CGs can be involved in. The following is a general view of the stages involved in an IMPACT Now project.



Health & Safety

Below are the general Covid-19 guidelines¹ from the Ministry of Health, Malaysia. Please adhere to these preventive measures at all times and abide by current and future guidelines for the interest of public health. Remember to protect yourself and others.

Practise the **3Ws**:

- Wash** - wash your hands regularly with soap or use a hand sanitiser. Be mindful of high-touch surfaces including door knobs, stairs, lift buttons, etc.
- Wear** - wear a mask and change your mask once it is damp.
- Warn** - if you are unwell or show any symptoms of fever, cough, sneezing, sore throat, flu, or difficulty breathing, please stay at home, isolate yourself and seek your doctor's advice.

Cover your mouth and nose with tissue when you cough or sneeze, dispose tissue in a closed bin/tied up bag and wash/sanitise hands.

Social Distancing

- Avoid crowded areas.
- Always keep a distance of at least 1 metre from each other, including meal times at restaurants.
- Greet without physical contact.
- Use contactless delivery for delivery of food or packages.
- Virtual teaching and learning is encouraged.

IMPORTANT: If visitations are allowed, go in pairs and remember to observe Covid-19 preventive measures and social distancing. Be alert, wise and sensible with your personal belongings. We would like to encourage you to take extra precautions if you belong to the high-risk category of individuals.

High-risk category include:

- Senior citizens (those above 65 years old)
- Pregnant mothers
- Those with pre-existing illnesses (diabetes, cancer, high blood pressure, asthma, heart condition)
- Children (below 12 years old)

¹ As of 24th June 2020

Do's & Don'ts

These general guidelines apply when you're interacting with vulnerable peoples whether a refugee, children, or when volunteering at a ministry centre.

DO's:

- Pray before, during, and after your ministry and remember to be sensitive to His Spirit throughout
- Take care of your health and be considerate to others around you - remember to practise good hygiene and adhere to social distancing measures.
- In the interest of safety, conduct activities during day time rather than at night, whenever possible. Keep doors open and run activities in a visible, safe area.
- Always serve *in pairs* or more and observe the "Two Adults Rule" - which is, to never be on your own when serving for the accountability and safety of everyone.
- Listen more than you speak and communicate with gentleness and respect.
- Seek to get to know and understand the culture of the people you're reaching out to.
- Always maintain a patient, humble and pleasant disposition.
- Remember that your actions, body language, expressions and tone speak louder than words.
- Ask permission before you take photos, videos or information of recipients. Remember to respect their privacy, dignity and wishes - you are the guest, they are your host.
- Exercise good judgment, wisdom and discretion when sharing about yourselves, your faith, your cell group and the church.

DON'Ts:

- Act overly surprised or grossed out if the sights, smells and sounds including living situations, hygiene levels or when practices are not what you're used to.
- Criticise, be impatient, or show arrogance when certain situations may not meet your expectations.. Pray for grace, remain calm and try to express your thoughts in a positive, helpful way.
- Speak or treat any person impolitely, even when provoked. Pray for calmness and wisdom to be a good witness. Think long-term relationships.
- Comment or criticise political, religious or socio-economic situations.
- Make promises to offer help in cash or kind before consulting, discussing, praying, and discerning requests for help with your respective CG leader. Consult and discuss this with your CG leader prior and prayerfully decide. We do advise that the value of gifts are capped at RM200 per month.

- Give out your own phone number or that of your CG member without consent.
- Share or post personal information including names, contact information, addresses and the vulnerable people's background. Observe anonymity and respect the privacy and dignity of others.
- Take, use, circulate or post on social media or on online platforms any visuals (images or videos) of the recipients without their permission. Respect their dignity, confidentiality and be mindful of their safety concerns.

***IMPORTANT:** Many of those in need are from vulnerable, at-risk backgrounds. Please prioritise their safety, honour and protect the identities of the vulnerable individuals as well as the organisations, staff and volunteers serving them.

**FUND
AN
INITIATIVE**

FUND AN INITIATIVE

Scripture provides us with a wise and balanced view of giving:

'In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: 'It is more blessed to give than to receive.'

Acts 20:35

*Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. **2 Corinthians 9:7***

1. OBJECTIVE

To gather, strategise and fund initiatives that require financial assistance. It is up to the CG to decide how the project can be executed; from chipping in from your own pockets, to fundraising initiatives. Be creative. 100% of all funds collected will be channeled directly to the beneficiaries.

2. INITIATIVES TO FUND

Beneficiaries include:

New Mothers' Initiative

Journey with and support pregnant mothers from the Zomi tribe from Myanmar pre-, during, and post-labour.

** New projects will be added from time to time*

3. ACCOUNTABILITY AND INTEGRITY

Accountability, integrity, transparency and respect are key ethical principles of fundraising. CGs are required to appoint two trusted individuals to be treasurers for the entire project. The treasurers are required to be a check-and-balance to each other, and also to the CG leader. It is compulsory for the individuals appointed to be known prior, as integrous and trustworthy people.

4. DO's AND DON'TS of FUNDRAISING

DO's:

- Prayerfully decide on which fundraising initiative to pursue and what the target amount would be.
- Assure every CG member that giving towards this initiative is freewill and no one is to feel pressured in any way to contribute. Be especially mindful and sensitive towards those who may be struggling financially in this economic climate.
- All fundraising solicitations must be truthful in their purpose and intent, and to the best of knowledge, accurately describe the intended recipients, their situations and potential solutions.
- Fundraising can be achieved ethically through, but not limited to donations, gifts, events (e.g. bake sale) or sponsorships.
- CG members may have non-Christian friends or colleagues who may be interested to contribute towards a certain cause. They are welcomed to do so and must be kept informed of how those funds have been used.
- Donors must be informed of all funds received, disbursement and how they will be used. These should be recorded and reported accurately, transparently and in a timely manner.

DON'Ts:

- Coerce, either directly or indirectly, anyone in your CG to give. Respect their decision and/or limitations.
- Transact any cash through your personal bank account. All funds are to be directly deposited into DUMC's designated account provided.
- Drift from the truth resulting exaggeration of facts, misleading visual portrayals or overstating the needs.
- Take, use, circulate or post on social media or on online platforms any visuals (images or videos) of the recipients without their permission. Respect their dignity, confidentiality and be mindful of their safety concerns.
- Over-raise funds; stick to the target amount set as much as possible, and discuss and decide on the course of action should there be excess funds.

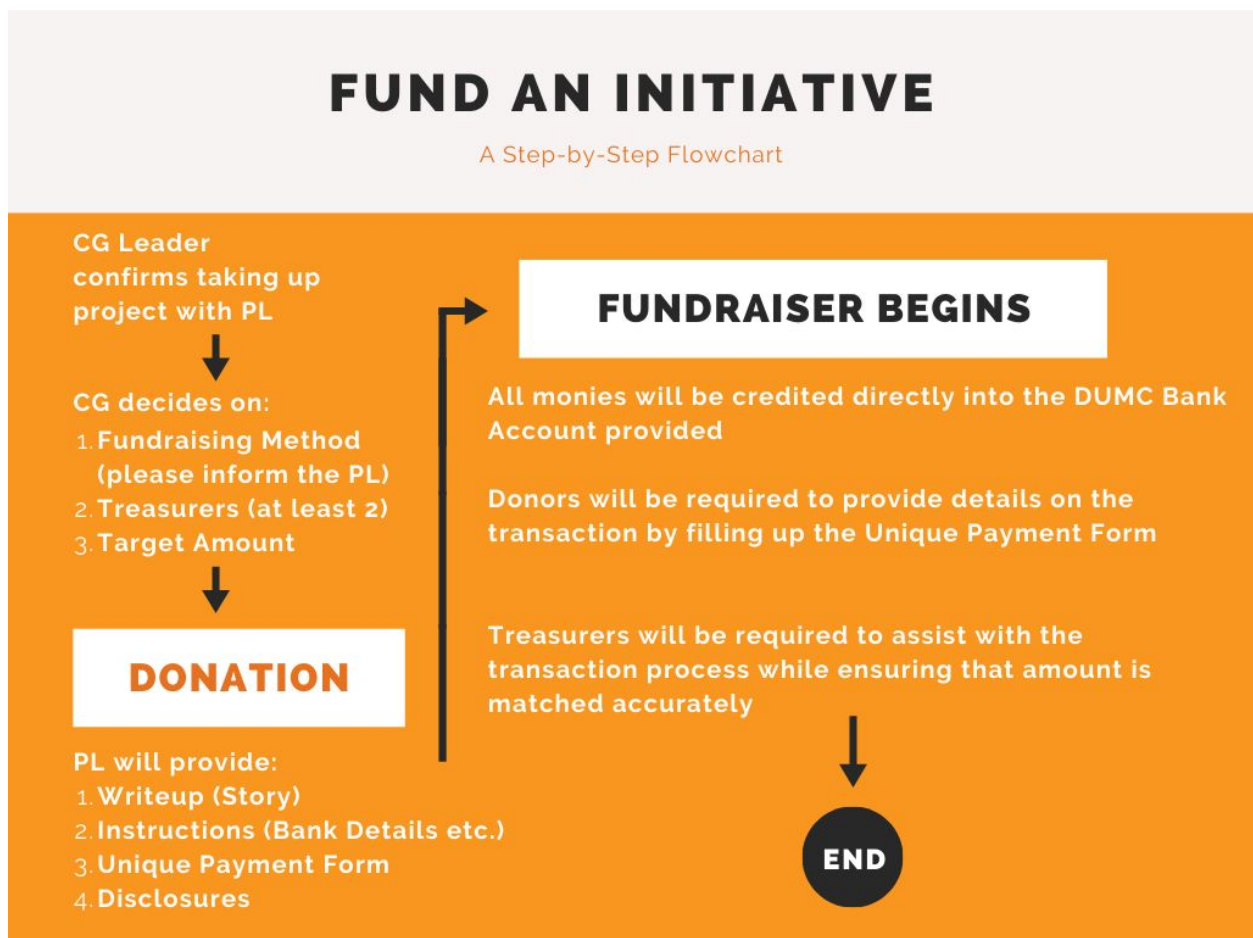
- Disclose names or details of donors and their donation amount without consent. We would recommend that the contribution be made collectively as a CG.
- Use DUMC, IMPACT Now or the non-profit organisation's logo for any fundraising solicitation material without written permission from Ps Kelvin Yong, the Project Lead, Joseph Lim and if applies, the non-profit organisation's leader. Any such use must be approved before publication or distribution. DUMC reserves the right to decline such requests.

5. FUNDRAISING PROCESS

There are two options that your CG can choose from in raising funds for the project. The options would be: (1) By Donation, or (2) By Fundraising Campaign. The graphic below charts out the process for each of the options.

Note: It is vital that these processes are followed to ensure that all funds collected are accounted for, and that due diligence and accountability is kept on all levels.

(1) BY DONATION



1. Once the CG decides on taking up the project, the CG leader would be required to confirm the project with the Project Lead (PL).

2. CG then decides on:
 - (a) Fundraising method,
 - (b) Treasurers, and
 - (c) Target amount
3. If the CG decides on the Donation option, the PL will provide:
 - (a) Writeup for the campaign, including who the funds are for and how will they be used,
 - (b) Instructions for payment,
 - (c) A Unique Payment Form for all donors to fill up, for reference purposes, and
 - (d) Any disclosures on the whole project
4. All funds are to be credited directly into DUMC's Bank Account. No individuals are allowed to hold or transact funds on behalf of the donors. We are only taking fund transfers, and no e-wallet funding will be accepted e.g. Grab, Touch n' Go etc.
5. If help is needed, the treasurers can assist donors in the transaction process or in filling up the forms.
6. Treasurers and the CG leader will be required to tally the total amount collected with the Unique Payment Form.

Disclosures:

- The Unique Payment Form will be filled out using Google Forms. Every project will be given a unique form.
- Bank-in details are as follows:
 - Bank Name: Maybank
 - Account Name: DUMC
 - Account Number: 5122 3157 8305
 - Recipient Reference: IMPACTCG001 (sample)
- Remind the donors to save the transaction receipt, as they will be required to upload them into the Unique Payment Form.

(2) BY FUNDRAISING CAMPAIGN (Cash and e-payment)



1. Once the CG decides on the Fundraising Campaign option, they will need to strategise on:
 - (a) Campaign method e.g. bake sale, garage sale, car wash
 - (b) Assign roles to members
 - (c) Campaign details e.g. duration, execution, etc.

Note: CG Leaders are required to ensure that all campaigns organised adhere to the latest health rulings on public safety, and appropriate measures are taken according to social distancing guidelines.

2. PL will provide an authorised receipt (unique) for the CG. The receipt will have to be issued for every sale that is made, whether by cash, or by e-payment.

3. All cash collected will have to be counted and tallied against receipts issued by the end of every transactional day.
4. Counting processes are only to be done in the presence of both treasurers.
5. Money must be transferred into the DUMC account provided at the end of the campaign.

Note: Treasurers are required to transfer the money into the DUMC account provided anytime that the collection pool exceeds RM2,000.

Disclosures:

- We would highly encourage that all monies are to be handled by individuals who are integrous in money matters.
- All fundraising activities are not to be held within DUMC premises unless authorised.
- Both cash and e-payment can be accepted as payment during the fundraiser.
- Bank-in details are as follows:
 - Bank Name: Maybank
 - Account Name: DUMC
 - Account Number: 5122 3157 8305
 - Recipient Reference: IMPACTCG001 (sample)

6. VISITING BENEFICIARIES

There is a possibility for visitation to beneficiaries. However, we would advise that it is done only if there is an intention to grow the relationship long-term. CG leaders will be advised on the process of visitation. Screening and interviews will be done for CG members who wish to do so. All these are done in the best interest of the beneficiaries.

7. REGROUP & REPORT

Regroup and share observations, encouragements, challenges, concerns and discuss on how to improve funding projects. End in prayer.

8. SHARE YOUR STORIES

We believe as your CG embarks on funding an initiative and prayerfully choose to give generously, sacrificially and cheerfully, you will experience the joy and blessing of giving. Kindly prepare and share your:

- **Project Report** with your Zone Leader and Zone Pastor
- **Stories** at bit.ly/IMPACTNowStories