Application process

⇒ Log in with your username and password on https://mps.adventist.org and click on **New Project** to start a new project

⇒ Describe the project

⇒ Choose the physical location of the project

⇒ Choose the people group the project will focus on – the priority score (green—low, yellow—medium, high—red) refers to the Global Mission priority of reaching a particular people group; the higher the Global Mission priority, the higher the amount of funding Global Mission is able to give to the project

⇒ Enter all of the relevant details and plans for the project

⇒ Enter the budget for the project – majority of the expenses should be relating to people, rather than buildings/equipment

⇒ Identify other funding sources

⇒ Submit the project for review

⇒ Each entity that will be involved with the project will review the project

⇒ Global Mission at the General Conference will enter the amount of their funding contribution, followed by the division and union; finally, the conference/mission will provide the remaining funding amount. In the case of wrong funding commitment, re-evaluation by all entities is required and the fund commitment process starts again.

⇒ Each level of the organisation participating in the project will take the project to the appropriate committee for voting; they will then record the minute number, committee name and date of vote into the system

⇒ The GC, division and union will each send the funding (as per that month's exchange rates which will stay locked for the fiscal cycle for that project) and each entity will confirm when the funding has been received on the MPS system by noting the Journal Voucher number on the system (available from your treasurer)

⇒ The project is marked with status "In Progress"

⇒ Projects have a 12 months cycle (fiscal year) that can begin at any point during the year and this starts whenever a project is approved and voted by the General Conference; 10-12 months later, an alert will flag the project to notify you that reports are due; another alert will show when reports are so far overdue that this has initiated a recall of funding warning

Reporting process

⇒ When you start the year-end process, MPS system will prompt you to complete a report form (similar to the application form you completed)

⇒ You will then enter the next year's budget

⇒ You will identify other funding sources

HELP If you have any questions about a specific project, send a message through the messages button after opening the project. If you have a question about the system in general unrelated to a specific project, use the Request Help option at the top of the screen.

For any additional help, please contact Zina Tsvetanova (ztsvetanova@ted.adventist.org)

Tips on navigating the MPS system:

GLOBAL MISSION

⇒ Every time you log in and click on a project, you are taken to the only Action page where you can initiate action needed for the project (if there is any); all the other pages are for viewing only and cannot be changed after the initial stage; click on the "Return to action" button to return to thoe action page if you have viewed any of other information (Overview/Location/Plans and reports/Remuneration/Annual budgets etc.)

⇒ PIONEERS – Global Mission pioneers are the people who are actively charged with planting a new church or group (elders or active volunteers). Pioneer church planters work in teams of at least two people, and ideally are paid a stipend to enable them to work full-time on the project.

⇒ MESSAGING – the system includes a module for messaging within each project – click on the Messages button on the left to send a message which will be recorded in the Messages log and emailed to the appropriate level

⇒ TAGS/NOTES – you can add personal tags and notes to your projects for your own convenience which only you will be able to see

⇒ FLAGS show which entity needs to work on the project – G is for GC, D is for division, U is for union and C is for conference or mission

⇒ STATUS – statuses are the stage at which your project is at the moment and are easily identifiable by their wording

⇒ ACTIVITY LOG – within each project you can find a button called Activity Log on the left hand side of your screen – this is the way for you to track who has made any changes on the project and any other activity

⇒ PROJECT DURATION – Typically, projects among people groups with a Christian worldview begin with a three-year duration, while projects among groups with another worldview begin with a five-year duration

⇒ SYSTEM DIGESTS – you will receive periodic emails from the system alerting you to projects needing your attention

⇒ When each organisation reviews the project plan or report, if necessary you can send it back for changes by using the "Return for changes" button; after approving a plan/report, it is not possible to return the project for changes

⇒ USERS – to add a user, click on Manage Users at the bottom of the any page, click on Add User on the left and enter the user's details. System managers at each level of the organisation can set up and manage users at their own organisation and the organisation below them.

⇒ There is no way for you to log out from the MPS system at the moment – please use a different internet browser in case you would like to log in with a second account on the same device