

Global Missions Team Guidelines



North Boulevard Church of Christ
Murfreesboro, Tennessee

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What is the purpose of missions guidelines?

This document constitutes missions guidelines developed to give stability and direction to missions support around the world. For greatest kingdom impact, we use predetermined guidelines to help us consider and pray about long-range strategies and plans. These guidelines protect against decisions based on emotions or focused only on short-term results.

Continual changes in world circumstances, cultural expectations, transportation, communication, and receptivity demand that the Global Missions Team review and modify guidelines periodically. Our goal is to review and modify approximately every five years. Because changes can have a far-reaching impact, the Global Missions Team should hold at least two meetings that are at least one month apart to review the guidelines and discuss potential modifications.

When any change in guidelines impacts long-term missions strategy, previously existing missionary works will be given special consideration based on what is best for that particular work, whether the work conforms to newly adopted strategies or not.

Who gets credit for success in missions?

Any effort to bring people to salvation through Jesus Christ is ultimately the work of God. We seek to join God's work by serving him and blessing others in his name. As humans, we participate in reaching people so they can worship and glorify God alone. In all missions, the objective is not to bring glory or attention to the Global Missions Team, or to the North Boulevard Church. It is God's mission and all glory goes to Him. It is our privilege to participate in God's mission.

Why does the Global Missions Team exist?

The Global Missions Team exists to help North Boulevard make disciples and plant churches in countries outside the United States. The Global Missions Team prayerfully discerns God's vision, then researches opportunities around the world, creates partnerships for effective disciple making, then selects and sends out missionaries. The Global Missions Team, and the entire congregation, continue the work of missions through the emotional, logistical, spiritual, and financial support of deployed missionaries.

What is the desired result of missions?

The result will be a world where large numbers of new disciples and new churches are committed to loving Christ, loving the Scriptures, and demonstrating love to other people. The deployed missionaries start churches that they guide to maturity. The mature churches will support themselves, govern themselves, reproduce themselves, and interpret Scripture for their own specific context.

Pursuing these results will avoid prolonged dependence on Christian missionary workers or church support from other people groups. North Boulevard's prayer is for new disciples and new churches to multiply in such a way, and at such a pace, that every person in the world will have an opportunity to make a decision about whether or not to trust and follow Jesus Christ.

What is the basic role of the Global Missions Team?

For missionaries and churches planted by our missionaries, the team seeks to...

PLAN the best use of the church's resources to help spread God's kingdom, and
PROVIDE adequate support (spiritual, emotional, and financial) as needed.

For the North Boulevard Church, the team seeks to...

INFORM about specific needs in mission areas, and
INSPIRE members of all ages to be involved in missions.

What are goals related to international missions?

North Boulevard is a church that focuses on making disciples and planting churches. The ultimate goal is to make disciples who will gather themselves into self-sustaining churches that continue making disciples and planting other churches.

Long-range goals include starting 60,000 new churches by the year 2072. That year will be 125 years since North Boulevard was started, and 60 years after adopting the goal to start 60,000 new churches. Specific mid-term goals over a five to ten year range will be determined periodically to ensure that the church's mission efforts are based on prayer, on guidance by scriptures, on missions research, and on current world conditions. These mid-term goals will include a specific focus that guides the selection of new works, the expansion or contraction of existing works, and the budgeting process.

What types of missions strategy is emphasized?

North Boulevard has established a priority of starting biblically based churches in various places around the world. These churches are expected to mature into self-supporting, self-governing, self-propagating, and self-theologizing churches. In this way the churches will not only sustain themselves, but also carry on the work of God into the future. Therefore, North Boulevard will emphasize mission work that focuses on evangelism and spreading the gospel.

Compassionate service to others reflects the heart of God and his love for all people. Our prayer is that every church that is planted will demonstrate godly compassion to its community. Compassion, social aid, or benevolence ministries will not be the focus of missions expenditures from the regular missions budget. Global compassion ministries will be encouraged to find funding elsewhere. When exceptions are necessary, consideration of funding requests related to compassionate service should only be for short-term expenditures directly related to creating opportunities for evangelism through existing mission works.

In general, North Boulevard seeks to give emphasis to receptive people groups, unreached people groups, or areas of strategic importance that may lead to future kingdom advances. Because people may be either receptive or resistant to the gospel at a given time, it is wise to give greatest attention to those who are more receptive and give lighter attention to those who are less responsive. As cultures shift, the most resistant cultures may sometimes include the most receptive people. For that reason, the Global Missions Team will frequently review and determine the most receptive fields.

How are missionaries selected and supervised?

North Boulevard seeks to support missionaries who are committed to prayer and the power of the Holy Spirit as the starting point for all mission work. A willingness to prepare for the mission as well as an eagerness to train up future leaders for continuity of the work are important qualifications.

All missionaries are expected to reflect godly living in word and actions at all times. As is required for all ministers of the church, missionaries who are supported directly, and supervising organizations of missionaries, must agree with the belief statement of North Boulevard approved by the elders. In addition, missionaries are expected to work toward establishing churches that agree with North Boulevard's position regarding gender roles, which demonstrates respect for male headship in the church.

North Boulevard prefers to avoid direct support or sponsorship of nationals from other countries as long-term ministers or preachers at a fixed location. This is intended to minimize dependency as well as inadequate oversight or accountability. Supported nationals must fill a cross-cultural role in church planting or leadership development to improve outreach into new areas. If support is provided for nationals, even when a third party supervises the work, a clear working agreement should be developed. Such an agreement must include clarification of the mission goals and expectations about an exit strategy from the work.

Some effective mission work in the early Twenty-first Century has been by national workers serving as missionaries to similar or proximate people groups and utilizing principles of what is commonly referred to as Disciple Making Movements. Such movements in some areas have provided inspiring examples of church planting. Several missionary networks or organizations have developed methods of training and supervision that can be helpful as North Boulevard uses workers from the harvest fields to be deployed into neighboring regions to make disciples and plant more churches.

Preference is given to providing full financial support of an individual or a team when possible. This arrangement clarifies expectations and improves accountability for the deployed missionaries, which can be difficult when missionaries report to multiple supporters. When a missionary team is supported, it is ideal that two or more married couples work together with single missionaries added as needed.

Who participates as Global Missions Team members?

The Global Missions Team consists of missions-minded individuals who are active members of the North Boulevard Church of Christ. The existing team typically adds individuals when the need for additional members arises. The Global Missions Team makes every effort to include people who have demonstrated a giftedness and passion for world missions.

Couples are encouraged to participate together on the Global Missions Team when practical. The number of team members is not pre-determined. While there are tasks assigned to individual members, the number of team members is not necessarily the same as the number of tasks. The Global Missions Team may identify and assign assistant or auxiliary members to specific support tasks even if they are not participating with the core team.

In order to respect the staff-led ministry structure adopted by the elders in their leadership covenant, the current Global Missions Team will select new members subject to approval by the church's executive

leadership team. A collaboration of the Global Missions Team and the church's executive leadership team will select the Global Missions Team chairperson, subject to approval by the elders.

What are basic responsibilities of team members?

Members of the Global Missions Team must attend more than 50% of the meetings in any six-month period. Members must assist in activities of the team and follow through on any assignments in a timely manner. Assignments may include:

- supporting individual missionaries as part of a smaller liaison team
- researching missions progress or new opportunities in any specific mission
- serving as an ambassador for global missions to groups within the church
- making visits to missionaries on the field, and
- other assignments as needed.

Members must familiarize themselves with the current guidelines and work within the parameters set forth. Members are expected to educate themselves about missions and to encourage educational opportunities for the entire congregation.

The Global Missions Team will develop working agreements with each missionary. When a third-party is held accountable for missionary activity, a working agreement may be made with the missionary supervisor rather than directly with the missionary. Such agreements should be as comprehensive as possible in order to minimize misunderstanding and confusion after missionaries have begun their work. Global Missions Team members must monitor and verify that both the North Boulevard Church and the deployed missionary follow the working agreement. Items to clarify should include, but are not limited to the following:

- goals for the mission
- support and salary arrangements
- period of expected service
- time off of work and vacation
- furloughs, home visits, and reporting trips
- reporting expectations
- resettlement expectations
- life on the mission field
- emergency situations
- arrangements in the event of family deaths while serving as a missionary
- moral and ethical standards to be maintained
- doctrinal agreement with the sending church, and
- other items that may apply to specific circumstances.

How does the Global Missions Team make decisions?

The entire team holds regularly scheduled meetings. Team members will make provisions to speak with individual missionaries or church members as needed. In addition, meetings generally include the following:

- a review of minutes from the previous meeting

- reports from missionaries
- review about needs of missionaries
- requests for support
- publicity opportunities to promote missions
- financial planning for global missions
- prayers for missions, and
- other items as needed.

In regular meetings, decisions of the Global Missions Team are typically confirmed by consensus. In circumstances where a consensus is not possible, decisions should be made only after reasonable time and prayer over at least two meetings that are at least one month apart. The chairperson is held accountable for the team's decisions and implementation through the leadership covenant developed by the elders. Therefore the chairperson will be the one to finalize decisions when a consensus is not possible.

Members will work with the entire team once each year to develop updated goals and an annual budget proposal for the following year. The team must not make financial commitments on behalf of the church that have not been approved through the budget process. Significant changes that involve long-term financial commitments, as well as hiring of full-time missionaries, may require approval of executive level leadership and/or the eldership.

What is the role of short-term missionaries?

Well-executed short-term missions are a great means to enhance the work of missionaries and to develop churches. In addition, short-term trips promote discipleship and the spiritual formation of the short-term workers who participate. To encourage these trips, the Global Missions Team is available to provide advice, guidance, and prayer for such trips.

Encouragement for short-term trips is provided through financial support when funds are available and under the following conditions.

- To receive financial help, the short-term missions liaison team or subcommittee must review and approve the activities,
- Preference is given to trips going to places where North Boulevard has a long-term missionary who can provide preparation, guidance, and follow-up.
- Priority is given to trips originating from North Boulevard or involving its members.
- All who receive financial help or public endorsement will give a post-mission report either in writing or in person to the short-term committee or the entire team within 45 days of the conclusion of the trip.
- Participants are encouraged to pay a portion of the cost of their personal expenses when possible and prudent because this typically adds value to the experience and helps manage trip expenses.
- The short-term missions budget is set during the yearly budget process. Therefore, available funds will be distributed on a first-come, first-served basis.

How are global missions funded?

North Boulevard provides money from its regular annual budget that is designated for global missions. Annually, the Global Missions Team submits a proposed budget for the upcoming fiscal year. The

proposed budget is subject to approval by the church financial planning team. If unable to approve the full budget as proposed, the church financial planning team will return the budget to the Global Missions Team for appropriate revisions.

Special fundraisers may occasionally provide additional funds to support global missions. Any fundraiser must be approved by and coordinated with the executive leadership team and/or the elders to ensure that it is respectful of other ministry planning for the entire church.

Under normal operating circumstances, the North Boulevard Church is happy to receive special donations that are designated specifically for global missions. Tax regulations clarify that a donor of funds must not control the use of such funds donated to the church. Therefore, any special donation will be distributed at the discretion of the elders of the church through the systems they have set in place for administering the funds. No guarantee is given or implied that funds will be applied according to the desires or interests of any donor. Donors will not be allowed to recover a contribution because the church failed to honor any recommendation given by the donor. Distribution of funds will only be made to individuals, projects, or work through officially designated ministries of the North Boulevard Church of Christ.

What resources are available from the Global Missions Team?

As a part of this document, the following are included for reference.

Appendix A: "What We Believe" Statement Approved by North Boulevard Elders

Appendix B: Sample Missionary Application Form

Appendix C: Sample Missionary Working Agreement

Appendix D: Sample Missionary Reporting Information

Appendix A: What We Believe

God

We believe in the God of the Scriptures, a just and loving God who lives in the persons of the Father, the Son, and the Holy Spirit. God created all things and He loves His creation. God wants everyone to be in a relationship with Him.

Jesus Christ

We believe that Jesus Christ is God who became human to save us from our sins. We believe that Jesus' life shows us how to live, that His death redeems us from our sins, and that His resurrection guarantees our own resurrection to a new life. We believe that Christ now sits at the right hand of God as exalted King, and that He alone is the world's savior and king. We believe that Jesus is the only way to have a saving relationship with God.

The Holy Spirit

We believe that the Holy Spirit is God who personally dwells in believers for the sake of transforming us into Jesus' likeness. We believe that the Spirit empowers us to be like Christ, supplies us with spiritual gifts, and leads us in the will of God. We believe we are to be filled with the Spirit.

The Scriptures

We believe that the sixty-six books of the Bible are inspired of God, infallible, and perfect. We believe that God expects us to be obedient to the Scriptures, and that He will bless us when we obey Scriptures, even if popular culture might contradict Scripture.

Sin, Salvation, and Faith

We believe that all humans have sinned and that our sins separate us from God and bring God's judgment upon us. We believe that only God's grace can redeem us from being lost, and that salvation comes to us through faith in Jesus as both Savior and Lord. We believe in salvation by grace through faith. We believe that saving faith demonstrates itself in obedience to the will of God.

Baptism

We believe that water baptism by immersion serves as the point at which we die to our lost selves, are buried, and are raised to a resurrected life in Christ. We believe that in baptism sins are washed away through faith and because of grace. We believe that everyone who calls on the name of the Lord needs to be baptized into Christ Jesus.

Holiness

We believe that God calls us to live holy lives, which reflect the purity, morality, and ethical standards of Jesus Christ. We believe that we must avoid the sins listed in such texts as Mark 7:20-23, Romans 1:18-32, Ephesians 4:17-6:9, Galatians 5:19-21, and elsewhere. Motivated by love for God and others, we believe that we must resist these sins, even if unbelievers around us do not.

The Church

We believe that the church comprises the community of believers who have been saved by the blood of Christ, and that the church is the bride of Christ, the body of Christ, the temple of the Spirit, the family of God, and the pillar and ground of the truth. We believe that active participation in the church is necessary for growth in Christ. We believe that the core mission of the church is to make disciples of all nations. We believe that when people become disciples of Jesus, they will come together in covenanted communities as the local church. For this reason, we emphasize making disciples and planting churches.

The Second Coming

We believe that Jesus Christ will return to gather His people at the end of time, raising all of humanity from the dead. We believe that those who have put their faith in Christ will be raised to eternal life, but

those who have refused to believe in Him will be raised to eternal death. We believe in living prepared for Jesus' second coming.

Current Issues

In order to clarify where North Boulevard stands on several current issues, we attach these three points of clarification to our statement of faith.

1. North Boulevard believes that all human life is priceless in the eyes of God and that all humans should be treated as image-bearers of God. For this reason, North Boulevard stands for the sanctity of life, and strongly opposes abortion.
2. North Boulevard believes in Jesus' definition of marriage—that marriage must be between one man and one woman. For this reason, we believe same-sex marriage is disordered and sinful, and we oppose same-sex marriage.
3. North Boulevard believes that Christ invites all races and ethnicities into the Kingdom of God. Because humanity has exhibited grave racial injustices throughout history, we believe that everyone, especially Christians, must be proactive in securing justice for people of all races and that racial reconciliation must be a priority of the church. We believe the Gospel and the churches it creates must be open and welcoming to all people who come to Christ—from all ethnicities.

What We Believe

2019 North Boulevard Church of Christ, 1112 North Rutherford Boulevard, Murfreesboro, TN 37130 USA.

Appendix B: Sample Initial Missionary Application

Please fill out this form as an initial request to be sent out as a missionary by the North Boulevard Church of Christ. It may be completed in writing, or the same questions answered in an electronic document. This church takes seriously the task of selecting, sending, sustaining (financially, spiritually, and emotionally), and evaluating the workers it sends out to do God's work.

We feel this can be done best when the supporting church and those sent as missionaries have a good understanding of each other and share the same basic biblical beliefs. Completing this form may result in an interview between you and North Boulevard's Global Missions Team that gives direction to global missions. If we mutually decide after such a meeting to take our relationship further, you will be asked to fill out a more extensive inventory (without duplication of information on this form) about your life, experiences, beliefs, and recent history.

Information given will be treated confidentially by the Global Missions Team and church leaders. If you wish to explain any item(s) personally, please so indicate at the appropriate place. You have a right to information about us, so please feel free to ask whatever you wish. We will be as candid with you as we expect you to be with us. We take seriously the directions of our Lord Jesus about evangelizing our world, so we want to do our best for Him.

We look forward to hearing from you. We pray that our Lord will bless your efforts to live for Him and serve His purposes in the world, whether or not you and we have a relationship in the future.

Name _____ Birth date: _____

If married, to whom? _____ Birth date: _____

How long married? _____

Is this the only marriage for you and also your spouse? _____

If not, please explain. (Use extra sheet if you wish)

Do you have children? _____ If so, how many? _____

How long have you been a Christian? _____ Your spouse? _____

1. What ministry leadership experience (paid or volunteer) do you have that is related to your interest in global missions?

2. What education do you have? List schools (high school and above), date and emphases (where appropriate). List all studies, whether toward a degree or not.

School	Date	Emphasis
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What education does your spouse (if married) have? List schools (high school and above), date and emphases (where appropriate). List all studies, whether toward a degree or not.

School	Date	Emphasis
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. In addition to the above, what training or insights (through workshops, books, articles, or experiences) do you have for evangelism, ministry, church planting and disciple-making, especially in a cross-cultural context? (Use extra sheets if you feel the need.)

5. We request that you, and your spouse (if married), separately submit a brief written statement about why you are convinced God can use you in spreading the gospel in an area different from your home territory, perhaps with people who are quite different from you. State why you want to serve God in this manner. (Use extra sheets if you feel the need.)

6. What specific kind of ministries do you plan to do for the Lord? That is, for what kind of ministries have you prepared yourself? For what kind of ministries would you be willing to seek additional preparation? Please submit any document you have about your proposed work if you have not already done so.

7. If we wish to contact two people who know you and your work as references, who would that be?

Name	Phone	Position or Relationship
_____	_____	_____
_____	_____	_____

Having completed this form, please send it and all attachments to:

Global Missions Team
North Boulevard Church of Christ
1112 North Rutherford Blvd.
Murfreesboro, TN 37130
Phone: 615-893-1520
churchplanting@nblvd.org

Appendix C: Sample Missionary Working Agreement

Working Agreement between (*Missionary*) and the North Boulevard Church of Christ

Introduction

A binding contract may not be appropriate between brothers and sisters in the Lord, and especially in regard to our Lord's work. However, it seems expedient to enter into a fraternal agreement about the work in order that both the North Boulevard Church of Christ (hereafter sponsoring church) and (*Missionary*, hereafter _____) may keep in mind what they have pledged to do. Accordingly, we shall regard the following items as mutually agreeable unless they are terminated by a subsequent agreement or the unforeseen necessity of changing them (such as drastic changes in current economic or political systems). At North Boulevard, the elders have designated ministry supervision to a ministry leadership team. Missionaries are expected to report to the Global Missions Team for all communication related to the sponsoring church.

AGREEMENT

A. Support and Salary Arrangements

1. The sponsoring church pledges itself to serve as the sponsor and chief supporter of (_____) and their work in the target location of (_____). The church shall do all it can to fulfill the role of sponsor and supporter.
2. A monthly salary of \$_____ per month will be supplied for personal support. The salary will be reviewed annually in last quarter of each year and adjusted, if appropriate at the beginning of the following calendar year, based on inflation and other financial considerations, including the sponsoring church's financial condition.
3. A working fund of \$_____ per month, which is not taxable under United States law, will be supplied and is to be used in the extension of the Lord's kingdom in the target location. Specific use of the working fund on the field is the responsibility of (*the missionary*), within the following guidelines.
 - a. The working fund is not to be used as an extension of the missionary's personal salary (e.g. purchase of household items and small appliances.)
 - b. The fund should not be used in a way that discourages congregational giving and responsibility.
 - c. Expenditures for activities requiring the extended absence of the missionary from the field [such as language school, lectureships, and works with other congregations in the area] must be approved by the North Boulevard Global Missions Team.
 - d. The fund should be spent for items that would normally be provided by a congregation within the American setting. Examples include, but are not limited to:
 - Production of media materials or literature for use by the congregation
 - Office material, supplies, postage

- Vehicle fuel, oil and maintenance used for the local work (based on mileage).
- Meetings, advertisements, marketing, training material, etc.
- Activities that provide the missionary with tools for presenting Christ in a cross-cultural context (e.g. language training, area fellowship, culture study). Where significantly large expenditures of time and money are involved, the sponsoring church and the missionary shall agree on the proposal.
- Travel funds for work trips taken by the missionary family (excluding reporting furloughs).

e. The missionary must have the flexibility to use the working fund and feel the confidence of the supporting congregation to administer adequately the fund. The missionary must establish priorities and expend the funds in a realistic and accountable manner, based on the above criteria and the money available.

f. The working fund will be re-evaluated at the end of each year.

4. Extensive repairs or purchases of major items for the missionary's living quarters are the responsibility of the missionary. Prior to departure to the field extra funds may be obtained from other churches and/or individuals for these items (examples might include: furniture, appliances, phone, heating/cooling, water and sanitary systems).

5. Should it seem necessary to raise additional funds for any reason, the need must be discussed with the sponsoring church, which will serve as the receiving agent.

6. When contingencies arise (such as counseling, education, health concerns) that require extra funding, the missionary should contact the sponsoring church in order for it to be given due consideration.

B. Duration of Service and Furlough

1. It is agreed that (*Missionary*) will spend a minimum of _____ years in ().

They will return for their first furlough in _____, which is _____ years after beginning work in the field. The length of furlough will be _____ weeks. They will spend at least one-third of their time at the sponsoring church and the balance of time will be spent with their families.

The expenses for the furlough will be supplied in the following ways:

- a. The basic salary will continue.
- b. The transportation cost to the sponsoring church will be paid by the sponsoring church.
- c. The working fund may be considered for use toward furlough expenses by mutual agreement between the family and the sponsoring church.
- d. Additional expenses that are not covered by the working fund require prior approval from the sponsoring church.

2. The next period of service and furlough shall be decided in review sessions conducted _____.

3. Should either party decide to terminate this agreement, *excluding health reasons, improper morals, or false teaching*, proper written notice of at least six months must be given. The sponsoring church, using the balance of funds remaining in the working fund, will be responsible for the following:

- a. Transportation cost for the return trip to an agreed destination within the USA.
- b. Shipment of all personal goods, agreed upon by both parties, to an agreed destination.
- c. One month salary following return to the USA.

C. The Work

1. The primary thrust of the work in (*place*) shall be to establish self-sustaining congregations. The missionary and family may engage in additional activities which contribute to this goal (examples might include camps, media ministry, training schools, etc.). The amount of the missionary's time and energy expended in these additional works must be related to the primary goal of establishing a self-sustaining work among the people in (*place*), and should not significantly detract from this goal.
2. Any proposal for devoting time to outside work, or schooling, by either partner which would deviate or detract from this basic work shall be mutually agreed on by the Missionary and the sponsoring church.
3. (*Names of Missionaries*) pledge themselves to work diligently and prayerfully toward the stated goals of this endeavor.

D. Reporting and Communication

1. The missionary will provide a statistical report each quarter. The report will conform to an agreed format.
2. The missionary will provide periodic communication to keep the sponsoring church family involved and interested in the work. This communication may use different methods available, but should include a simple quarterly newsletter that gives an ongoing summary of the work.
3. A regular report, as agreed upon, will be provided to account for expenditures of the working fund.
4. The sponsoring church commits itself to communicate with and pray for the missionary through designated liaison teams.
5. The sponsoring church will seek to send a representative to visit the missionary as deemed prudent.
6. The missionary will supply the sponsoring church with a system of emergency contacts (such as family and close friends).

E. Life on the Field

1. The missionary family commits itself to be sensitive to the degree to which culture jolt/shock/stress is being felt, so that a measure of emotional and physical health may be maintained.
2. The missionaries agree that time will be spent together with the family, and that family needs shall be considered and, where appropriate, made known to the sponsoring church.
3. The missionaries agree that time spent in personal Bible study and prayer is vitally important and will be pursued actively.
4. Should violence break out, or other emergency situations develop, the head of the family is responsible for determining the appropriate actions to be taken for the welfare of the family. Should the family leave the country urgently, they will seek to contact the supporting church for guidance as necessary. Upon the outbreak of hostility or national emergency, the sponsoring church will do its best to provide adequate financial support needed during the immediate period of emergency.

5. In case of the death of the parents of the missionaries, the sponsoring church will assume responsibility for the cost of the round trip transportation to the funeral for the person losing the parent.
6. Should personal tragedy befall the missionary, the sponsoring church is committed to return the spouse and the children to the U.S.A. and assist during the adjustment period.
7. The missionaries are allowed two weeks of vacation per year, plus two weeks for church related activities that will assist the missionary in the work.
8. The missionaries are allowed to take off work for five major holidays. These may be USA holidays, or what may correspond in local custom.
9. In general, it is expected that the missionary's regular personal contribution will remain with the local work to aid the work of the local church. Exceptions to this should be approved by the sponsoring church.
10. The sponsoring church expects the missionary to maintain high standards of Christian morals and soundness of doctrine. In case of failure on either of the points, the sponsoring church may return the missionary to the USA and terminate support.

F. Conclusion

Although this agreement represents a great deal of detail, it should not be interpreted as an attempt to place everyone in a straight jacket of legalistic interpretation. Its function is to provide a basis for understanding one another when the missionary and the supporting congregation are separated by great distances and communication can be delayed. The sponsoring church has every confidence in the ability, sincerity, and energy of the missionary to represent the Lord's interest. It is our hope that this agreement will provide the freedom of thought and work necessary for the ministry in (place). As a church, the elders, leadership team, and the Global Missions Team, commit ourselves to the continued oversight of (missionary) and the (place) work to the best of our God-given abilities.

_____	_____	_____
Missionary Signature	Date	Printed Name
_____	_____	_____
Spouse Signature	Date	Printed Name
_____	_____	_____
Chairperson of Global Missions Team	Date	Printed Name
_____	_____	_____
Elder Designated Representative	Date	Printed Name

Note: When this agreement is ready to be signed, it will be reviewed in its entirety with the missionary, the missionary spouse, the Global Missions Team liaison representatives, and at least two administrative leaders to avoid misunderstandings and for clarification.

Appendix D: Sample Missionary Reporting Information

Overview: All missionaries are expected to provide good reports to help the sponsoring church understand work that is being done in distant areas. Three specific areas of reporting are described in greater detail below: in-person reports, quarterly progress reports, and financial reports.

IN-PERSON REPORTS

When sponsoring church representatives meet with you as a missionary, we want to listen to the story of your mission in your own words, to hear your perspectives, feel your passion, understand your concerns, and envision your goals for the future.

Reports from missionaries visiting in person typically include the following...

- A summary of outreach activities and events done since the last report.
- Personal stories of one or two people who have been converted since the last report.
- Personal story of at least one person who is growing spiritually as a future leader in ministry.
- Overview of unique challenges to you personally or to the development of the ministry in general.
- A statistical summary of the history, status, and trends of your mission.
- An explanation of the short-term and long-term goals that God has given you in prayer.
- An opportunity for individuals of the sponsoring church to ask questions.

A photo, video, or slide presentation is not required. If used, it should give a simple and brief overview of the work. It is best used as a way to support you telling the stories and your own perspective of the factual details of the mission. There is now common access to email and social media to see the images on a regular basis, so the greater interest in a personal visit is to see the missionary. A simple one or two page paper summary of key reporting points with photos and statistics for every person is appropriate in small report meetings.

QUARTERLY PROGRESS REPORTS

Regular reports provide supporters with an understanding of the ongoing development of the mission work. Communication options allow for periodic information to be provided through social media or electronic correspondence. In addition to this, a rhythm of quarterly progress reports will summarize the development of the mission in order to assess progress toward specific goals.

Progress reports should be written in a way that allows a person to read only one report and know who is involved, how to contact someone for more information, where the mission field is located, and what general progress has been made during the reporting period. Readers should get a balanced feel for the heart of the mission through personal stories and also a notion of the status of the mission through some type of statistics.

Reports should be personalized to the style of the missionary and the nature of the mission work. They can be brief or extensive. They should utilize photographs to help supporters understand the situation better. While every report should not include all of the items below, the following list is the type of information that should be included in progress reports.

Personal Information

- Date of Report
- Mission Field
- Name of Missionary
- Basic Contact Information (E-mail, Phone, Social Media Contact)

General Items

- The Highlight of the Quarter or Reporting Period
- Individual Stories of People Impacted by the Mission Recently
- Plans for the Near Future

Local Outreach Activities

- Community Involvement
- Personal Contacts and Evangelistic Discovery Studies Conducted
- Local Evangelistic or Training Activities

Church Planting and Congregational Development

- Names of Congregation(s)
- Date Congregation(s) Planted
- Description of Meeting Place(s)
- Number of Bible Classes or Groups and When Held
- Average Attendance on Sunday Worship
- Average Attendance at Other Regular Activities
- Current Number of Members
- Number of Local Members Serving in Ministry Activities
- Congregational Development Activities Conducted During this Period
- Children, Youth, and Adult Spiritual Education
- Local Leadership Training Activities
- Out-of-town Evangelistic or Training Activities

Personal Development

- Personal Study, Reflection and Prayer
- Family activities
- Culture and Language Study
- Relationships with Fellow-missionaries
- Meetings with Other Missionaries
- Relationships with the Government (where appropriate)

FINANCIAL REPORTS

Financial reports are particularly important for money that is designated for a working fund. This non-taxable money requires basic accounting to show that it was used for work-related expenses, and was not used as additional salary for the missionary.

Frequency of these reports depends on the nature of the particular mission, but typically will be monthly or quarterly. Reports to supporters should be in US dollars. These monthly or quarterly reports should show the following information.

Beginning and Ending Time Period for the Report
Dollar Exchange Rate
Balance Forward from Last Report
Amount Received from All Sources during this Period
Total Available with Which to Work during this Period
List of Expenditures during this Period
Total Value of Expenditures during this Period
Balance on Hand at End of this Period
Comments on Adequacy of Funds for Current Needs

Financial reports related to salary levels and the adequacy of salary will typically be reviewed with the sponsoring church before the end of each fiscal year.