

College Church in Wheaton

Board of Missions

Handbook

Policies and Practices



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INTRODUCTION

This handbook contains the principles by which the Board of Missions operates. It is designed to guide the Board in its deliberations, but it is not intended to dictate decisions. For good and sufficient reasons, the Board may find it advisable on a rare occasion to make an exception. However, the exception should be acknowledged as such in the Minutes, and the Board should be prepared to explain its reasons if any question is raised. As with all boards in College Church, we recognize that we are under the supervision of the Council of Elders and that the congregation is the final authority. The Elders and/or the congregation may review any action of the Board of Missions, either to approve, to disapprove, to amend, or to clarify.

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1.0 PURPOSE

1.1 The Scriptural Purpose of College Church's Involvement in Missions

1. To fulfill the Great Commission of Christ (Matt. 28:18-20).
2. To share Christ's heart for the world (Matt. 9:36-38; Gal. 6:9-10).
3. To see men saved and brought to the knowledge of God (John 3:16; Acts 1:8; Romans 10: 13-15).
4. To build up the body of Christ through discipling (Eph. 4:12-16).
5. To minister to the totality of human need (Matt. 22:37-39; Gal. 6:9-10).

1.2 The Definition of Missions

Missions at College Church shall be defined as ministry which fulfills the Great Commission by proclaiming the gospel of Jesus Christ cross-culturally through evangelism, discipleship, Bible translation, church planting and church leadership development, giving priority to the least reached. We recognize the importance of meeting physical and educational needs when this serves the growth of the gospel. (2/05)

1.3 The Context of Missions

MISSIONS is a part of the Church's total MISSION.

MISSION describes who the Church is and what the Church does to advance Christ's kingdom for his glory. MISSIONS describes the Church's activity to advance Christ's kingdom across language and/or ethnic boundaries. This ministry among peoples of distinctly different cultures and languages is CROSS-CULTURAL and is the particular focus of the Board of Missions.

As part of the Church's activities, the Church also seeks to advance Christ's kingdom within our own culture. While there are many boards and committees at College Church that help it reach people with the gospel within our culture (e.g., Evangelism, Culture Impact, Christian Education, etc.), the Board of Missions helps College Church reach people with the gospel beyond our culture and thus fulfill God's mission to bring glory to himself by redeeming a nucleus of believers from every distinct language and cultural group on earth. (2/05)

1.4 Support of Relief and Development Projects

Although ministry to material needs is a central part of the church's calling, the specific calling of the Board of Missions is to support missions work which places the priority on fulfilling the Great Commission. At the same time, however, we recognize that spiritual needs do not exist in a vacuum, and an important part of reaching people spiritually involves ministering to the whole person.

In considering support of Relief and Development (R & D) projects, the Board of Missions will observe the following principles:

1. The R & D project must be part of a larger missions work, a central part of the purpose of which is fulfilling the Great Commission.
2. The R & D project must be carried out by Christian workers through the local church or churches in the area.

3. Specific steps are to be taken to integrate the program of meeting material needs with evangelism, the proclamation of the gospel, and discipleship.
4. Support of relief and development is not to take away needed support from other missions works which give priority to the Great Commission, nor is it to take away from meeting the material needs of missionaries and others in the household of faith.

The Board of Missions will attempt to support at least one R & D project per year, provided that it meets the criteria outlined above. (9/88)

1.5 The Purpose, Flexibility, and Revision of Policy

1. The Purpose of the College Church missions policy is to define for College Church and its leadership our role in world mission and the management of our human and financial resources toward the end of fulfilling the Great Commission. It shall give strategic vision as we consider our specific role in the broader context of world missions and give consistent direction for decisions and practice. (11/98)

2. Flexibility of Interpretation

It is intended that these policies be followed. However, should it be advisable, exceptions can be made at any time but must be approved by a simple majority of the total number of voting members of the Board of Missions, in session, and must be recorded in the minutes as an exception. Exceptions should only be made after careful consideration.

3. Revision of Policy

Policy will be reviewed annually by the Board of Missions. The chairman will recommend, or may appoint an ad hoc committee to recommend, any revisions or additions. Such changes must be approved by the Board of Missions in session. Each item of policy will carry the month and year of revision. When a change or addition is made in policy, the old page(s) are to be removed immediately from all the Board, library and other staff copies and new page(s) inserted. The Elders will be informed of substantive changes.(7/90)

2.0 STRUCTURE OF THE BOARD OF MISSIONS

2.1 Manner of Selection of Members of the Board of Missions

The manner of selection of members of the Board of Missions is determined by College Church Bylaws. The Bylaws state:

The Board [of Missions] shall consist of a chairman elected by the congregation for a three-year term, the Missions Treasurer, the Missions Prayer Fellowship Coordinator serving [ex officio] with vote, and twelve other members, four elected each year by the congregation for three-year terms, not to succeed themselves unless a current member is filling an unexpired term of one year or less. The Missions Pastor and current missions intern(s) shall be non-voting members. (4/05)

2.2 Criteria for Selecting Members of the Board of Missions

The Board of Missions may be made up of men and women of various ages and backgrounds. Nominees for the Board of Missions should only be those College Church members who have demonstrated the following:

1. Spiritual maturity
2. Active Church participation
3. A deep interest in missions
4. A willingness to make a substantial time commitment to the missions program
5. Dependability and responsibility in discharging assigned tasks
6. A willingness to learn the missions policy of College Church

These criteria will be given to the chairman of the Nominating Committee and to the coordinator of the Missions Prayer Fellowship prior to their consideration of nominees for the Board of Missions. (9/94)

2.3 The Size of the Board of Missions

The size of the Board of Missions is determined by the Bylaws of College Church (see Paragraph 2.1). (5/87)

2.4 Term of Office

The term of office is determined by the Bylaws of College Church (see Paragraph 2.1). (5/87)

2.5 Officers, Manner of Selection, and Duties

1. The chairman is elected by the congregation and will carry out the following duties:
 - a. Prepare the agenda and preside at meetings
 - b. Nominate the vice-chairman (7/90)
 - c. Appoint committee chairmen
 - d. Cooperate with the missions pastor and church boards in developing, coordinating, and administering the overall missions program
 - e. Be responsible for correspondence, contact, and coordination with missionaries and agencies; this responsibility may be delegated to others; correspondence by Church staff and others will be in consultation with, and copies given to, the chairman of the Board of Missions
 - f. Represent the Board of Missions before the Council of Elders
 - g. Serve ex officio on all missions committees
 - h. Be responsible for developing long-range missions programs complete with goals and for integrating these with the long-range plans of the entire Church
 - i. Be responsible for reviewing missions policies and practices annually, and recommending revisions to the Board of Missions
 - j. Maintain an updated master copy of Board of Missions Handbook--Policies and Practices

- k. Insure that the congregation is made aware of significant decisions made by the Board of Missions (7/90)
 - l. Submit an annual report to the congregation
 - m. Consult on an annual basis with the missions pastor to evaluate the progress that career applicants or approved missionaries deficient in their Bible training are making in completing the 30 hour formal Bible education requirement. (11/02)
2. The vice-chairman is nominated by the chairman from the membership of the Board of Missions and confirmed by the Board; presides at meetings in the absence of the chairman.
 3. The secretary is appointed by the chairman and is responsible for informing members of Board meetings; recording and typing minutes; keeping records and correspondence for the Board. (A secretary from the congregation is non-voting.) (7/90)

The minutes of each meeting of the Board of Missions are prepared by the secretary and approved by the chairman. A copy of the minutes are then given to the church secretary, who is responsible to keep a copy in the official minutes file of the church. The secretary shall distribute copies to each member of the Board of Missions, to the missions pastor, missions intern, and to the chairmen of each church board. (2/93)

4. The treasurer is elected by the congregation. The Bylaws of College Church state:

His responsibility shall be the supervision of the recording and management of missions monies received and disbursed as authorized by the missions budget, by special action of the Board of Missions, or the congregation, or as specified by a contributor.

The Missions Treasurer shall have authority to appoint assistant treasurers as needed to carry out designated responsibilities with the advice and consent of the Board of Deacons. Such appointments shall be reported to the Council of Elders and to the congregation.

The treasurer will also submit monthly financial reports to the Board of Missions.

Monthly support checks for missionaries and organizations will be written and mailed on the first day of each month. (9/94)

2.6 Committees of the Board of Missions

By the second meeting of the fiscal year, the Board chairman will appoint chairmen and committee members for all missions committees from the membership of the Board of Missions. The Board chairman serves as an ex officio member of all committees.

The Missions Prayer Fellowship Coordinator is not obligated to serve on a standing committee or special committee of the Board of Missions due to their responsibilities in coordinating the activities of the Missions Prayer Fellowship. (4/05)

The committee chairman may select from the congregation others to serve on the committee, see that the responsibilities of the committee are discharged, give progress reports to the Board chairman prior to regular Board meetings, and at Board meetings when requested. (9/91)

Committee members will be informed of their expected responsibilities prior to their acceptance of the position. They should regularly attend committee meetings, inform themselves about issues to be

discussed, and participate in the activities necessary to fulfill established objectives.

Special committees may be appointed by the chairman as needed.

The standing committees and their general responsibilities are as follows:

1. The Finance Committee is responsible for preparation of the annual missions budget (see Paragraph 7.1 for details). The missions treasurer is a member of the committee ex officio, and the committee shall assist the missions treasurer as requested. (7/90)
2. The Care and Furlough Committee is responsible to inform the Board as to furlough dates and to ensure that missionaries and missions associates who are on furlough or are briefly visiting in the area are well cared for and are truly welcomed into our church fellowship. As necessary, this may include finding housing or transportation, provision of clothing or household equipment, introduction to adult communities or small groups, etc. In close coordination with the Board Chairman, the committee shall arrange for the Board to meet with furloughing missionaries/missions associates and shall arrange with the missions pastor for furloughing or visiting missionaries and missions associates to report to the congregation in a worship service or prayer meeting. (2/93)
3. The Missionary Personnel Committee is responsible for assisting the Board of Missions in the recruitment, preparation, and guidance of missionary personnel, prospective, active and retired. (4/08) Paragraph 3.4. Specific responsibilities of the committee include:
 - a. Assisting the Missions Pastor in the implementation of the Missionary Preparation Program.
 - b. Conducting initial interviews with prospective short- and mid-term missionaries, career missionaries and missions associates.
 - c. Recommending short-term applicants to the Board for approval and career applicants for interview and approval. (11/98)
 - d. Interviewing missionaries and making recommendations to the Board concerning those who are considering: (4/08)
 - 1) termination with their sending agencies;
 - 2) a change of agencies;
 - 3) reduced assignment status; or
 - 4) retirement.
 - e. With the Missions Pastor, counseling missionaries who are experiencing any difficulty with their sending agencies.
 - f. With the Missions Pastor, conducting an annual review of the Missionary Preparation Program materials. (9/94)
 - g. Informing the Missions Pastor of the formal Bible training each career missionary applicant has obtained. This information will be used by the Missions Pastor to determine whether a career missionary applicant has fulfilled the Board's Bible education requirement. (11/02)
 - h. Evaluating annually each missionary and missions associate unit to determine:
 - 1) the continued conformity of their ministry with the guidelines presented in paragraphs

- 1.1 and 1.2 of this handbook;
- 2) the adequacy of their communication with the Board, including periodic visits to the church;
- 3) their relationship with the people among whom they work;
- 4) their continued agreement with the College Church Articles of Faith;
- 5) their family life, character, personal finances, and other relevant dimensions of the life of a Christian leader; and
- 6) if 62 years of age or older, their plans for retirement (including the possibility of a transition to reduced assignment status). (4/08)

A formal evaluation also shall be made whenever there is significant change of assignment or duties. The Personnel Committee will bring to the Board of Missions any cases where specific actions may need to be taken pursuant to these evaluations. (10/03)
(References: Paragraphs 1.1, 1.2, 3.12, 5.1, 5.3, 5.10, 6.6)

- 4. The Short Term Adult Missions Program (STAMP) Committee is responsible for the general oversight and implementation of the STAMP Policy. (See Appendix A) (9/94)

The Executive Committee consisting of the Chairman, Vice-chairman, Treasurer, and Missions Pastor (ex officio) is to function in place of the Board on those occasions when there is not enough time to convene the Board or if some emergency arises needing rapid response. The committee will report to the Board at the next regular meeting. (10/95)

2.7 Frequency of Meetings

The Board of Missions will meet once a month and in other special sessions called by the Chairman. Committees will meet as necessary to carry out their responsibilities.

2.8 Quorum and Voting

- 1. The quorum for conducting business will be a simple majority of the voting members of the Board of Missions. Action taken by the Board shall be determined by a simple majority of voting members, except in those cases where the Board is voting on career status of candidates. In that case a two-thirds affirmative vote is required. (10/95)
- 2. Occasionally it may be necessary for the Board to vote on a motion between regular meetings if a decision is needed sooner than the next meeting. The necessity for voting between meetings will be determined by the Chairman. If it is not possible or convenient for the Board to meet for a vote, voting may be conducted by e-mail if the issue is routine and not likely to require additional discussion. E-mail votes are subject to the following guidelines (4/16):
 - a. The e-mail must be sent to all current voting members of the Board of Missions.
 - b. The e-mail must clearly state the motion to be voted on along with a request to reply with a "Yes," "No," or "Abstain" vote.
 - c. The e-mail should specify a time range for responses. Ideally, the time range should be no shorter than 12 hours and not longer than 24 hours. When a time range is given, a closing time (for example, 8:00 p.m.) should be specified. In the event that affirmative votes from half of the total number of voting members plus one are received prior to the end of the time range, the vote can be considered closed and the motion affirmed. If negative votes from half of the total number of voting members plus one are received prior to the end of the time range, the motion can be considered declined.

- d. In order for an e-mail vote to be valid, a quorum must be established. The quorum for conducting business by e-mail vote will be the same as for regular meetings—a simple majority of the voting members of the Board of Missions. If a majority of voting members return e-mail votes, a quorum will have been established.
- e. Actions taken by the Board via e-mail vote will be determined by a simple majority. Actions that require a two-thirds affirmative vote should typically not be conducted by e-mail voting. However, if an e-mail vote is conducted for any matter requiring a two-thirds affirmative vote, the same requirement applies.
- f. Once the motion has been resolved, the Chairman will inform the Board (either by e-mail or at the next regular meeting) that the motion has passed or not passed. The full motion and its resolution will be recorded in the minutes of the next regular meeting of the Board.

2.9 Responsibilities of Members of the Board of Missions

Each member of the Board of Missions is expected to:

1. Attend Board meetings, both regular and specially called
2. Serve on one or more of the committees as assigned, and be willing to serve as a committee chairman if requested
3. Participate in carrying out the responsibilities of the Board of Missions as outlined in Section 3
4. Pray regularly for supported missionaries of College Church, their agencies, and other supported ministries
5. Continue to study missions
6. Maintain an interest in communication with supported missionaries and ministries
7. Be familiar with missions policies and practices of College Church
8. Be alert to pass on new information to the Board of Missions
9. Serve as a source of missions information to the congregation
10. Prepare thoroughly for Board of Missions meetings.

3.0 RESPONSIBILITIES OF THE BOARD OF MISSIONS

3.1 Goal Setting

Goals, as contrasted with purposes, establish the specific item to be accomplished, when, and by whom. To be true goals, they should be significant, achievable, measurable, and manageable.

The Missions Pastor will set goals--both short- and long-term--which are measurable, and which may involve a step of faith. Goals are to be reviewed by the Board of Missions and updated annually.

3.2 Developing Prayer Concern

The Board will endeavor to develop an increasing awareness of the absolute necessity of, and possible results from, intercessory prayer for world evangelization and for our missionaries, and may use such means as:

1. Presentation of news and needs, with special prayer, from the pulpit regularly.
2. Presentation of news and needs of the missionaries and missions associates in adult communities, the Sunday worship folder, the Connections newsletter, and by visual displays. (11/98)
3. The Missions Prayer Fellowship prayer chain for urgent requests.
4. Presentation of prayer requests through the mid-week prayer bulletin.
5. Encouragement of interaction from the congregation through correspondence, entertaining missionaries on furlough and visits to missionaries and missions associates on the field.
6. The College Church Frontline News and prayer card. (9/94)

3.3 Missions Education in the Church

Working closely with the pastoral staff and church leadership, the Board of Missions and the missions pastor will:

1. Assure a thorough and consistent missions education program for all age groups.
 - a. Assign each missionary to an adult community, encouraging each adult community to appoint a missions coordinator, and encouraging contact from the classes to their missionaries via various communication channels.
 - b. Collaborate with the leadership of Kids' Harbor to integrate missions education into the children's curricula. (6/12)
2. Develop and implement other ways and means of education in missions, such as:
 - a. Planning and coordinating one or more missions festivals each year (6/12)
 - b. Missions emphasis times
 - c. "Know-your-missionaries" audio-visual presentations (11/98)
 - d. Frontline News (missionary highlight in the Sunday morning worship folder)
 - e. Unreached peoples surveys and maps
 - f. Capsule biographies of present or past missionaries and missions associates, both College Church supported and not
 - g. Reports on new books available on significant developments around the world
 - h. Missions library or book-sharing programs
 - i. Missionary information and display center

j. Narthex and other bulletin board displays

k. Maps with locations of missionaries and missions associates in the library, classrooms and elsewhere

3.4 Missionary Recruitment

It is the responsibility of the Board of Missions to identify, encourage, counsel, disciple, and commend members of the congregation for missionary service. In its recruitment effort the Board will:

1. Urge prayer for God to call out those who should serve in missions
2. Identify those in the congregation who have committed themselves for service, or give evidence of missionary gifts
3. Give opportunities for public commitment to service
4. Make available literature that informs about and motivates for missionary service
5. Recommend missionary organizations to make presentations at church conferences and services; give opportunities for discussions with leaders (11/98)
6. Offer counseling and guidance through the critical years of decision and preparation
7. Involve adults in short-term and other missions activities
8. Involve young people in summer work overseas, and service in the U. S.
9. Continually challenge and update the congregation on the unfinished task of reaching the world. (2/93)
10. Encourage participation in the IVCF Urbana conferences

3.5 Stimulate giving

The Board of Missions carries the on-going responsibility of clarifying why the Church financially supports missions, maintaining a keen awareness of missions in the Church, indicating specific answers to prayer and continuing needs on the field, and encouraging missions giving throughout the congregation.

3.6 Administer and Evaluate the Missions Program

The Board of Missions will develop, coordinate, and administer the total missions program of the Church so as to stimulate the interest and participation of the congregation in world evangelization, including North America. It will continually evaluate the effectiveness of College Church's involvement in world missions in fulfilling the purposes as stated in Paragraph 1.1 of this handbook.

3.7 Approval for Support or Removal

New missionaries, missions associates and ministries approved by the Board for support are to be made known to the congregation via the Connections newsletter or other church-wide publications. If possible,

new missionaries shall give his or her testimony at prayer meeting. Missionaries who are removed from the rolls shall also be noted in a church wide publication.

3.8 Prepare and Administer the Missions Budget

The Board of Missions will prepare an annual budget with detailed specifications, for submission to the Board of Deacons, and will administer this budget subsequent to its approval by the congregation in conjunction with the Church Treasurer. (See Paragraph 7.1) (11/98)

3.9 Develop and Update Missions Policy

The Board of Missions will develop written guidelines for its own procedures and may enlist other members of the congregation to assist in carrying out its duties. Missions policy will be reviewed regularly for revisions and/or additions. (See Paragraph 1.5.3) (11/98)

3.10 Missions Festivals

The Board will sponsor one or more missions festivals each year.

3.11 Caring for Furloughing and Visiting Missionaries and Missions Associates

The Board of Missions shall attempt to provide for the needs of visiting College Church supported missionaries and missions associates and to provide them with a loving and caring environment during their stay in the local area. (See Paragraph 2.6.4) (9/94)

3.12 Evaluation of Missionaries and Missions Associates

The Board of Missions is responsible to evaluate College Church-supported missionaries and missions associates in regard to Paragraph 1.1 of this handbook. The evaluation is based on their regular communications, a yearly performance review, a self-evaluation with the Board of Missions every four or five years, and reports from the sending agency, as requested. The relationship of the missionary and missions associate to the people among whom he works should be carefully considered. (11/98)

3.13 Evaluation of Sending Agencies

The agency under which a supported missionary serves is evaluated when the missionary is considered for support. (see Paragraph 4.2) (11/98)

3.14 Evaluation of Other Supported Ministries

The Board of Missions is responsible to evaluate all other ministries, agencies, and projects in regard to Paragraph 1.1 of this handbook. United States-based ministries and overseas institutions will be evaluated periodically. Financial reports, periodicals, reports from our supported missionaries familiar with these ministries, and other sources of information will be considered. (7/90)

4.0 SELECTION AND SUPPORT OF MISSIONARIES

4.1 Doctrinal Requirements

All supported missionaries must be in agreement with the Articles of Faith of College Church. Each sending board and supported ministry must have a doctrinal statement that is true to the Word of God, being in agreement with the College Church Articles of Faith.

4.2 Determination of Missionaries to Support

The Board of Missions is convinced that missionaries are more effective when working under an established missions agency; therefore, it is our policy not to support missionaries who are independent of such sponsorship and direction. An established missions agency is defined as one which is a member of ECFA (Evangelical Council for Financial Accountability). (03/12)

Thus, it is our policy to support missionaries who serve under agencies having a reputation for integrity and stability, whose doctrinal statements are true to the Word of God, and in agreement with the College Church Articles of Faith; who are sound and open in their financial policies and practices; who demonstrate good management; and whose missionaries are given thoughtful direction.

Recognizing the Bible, the Word of God, as foundational to life, work and ministry the Board of Missions requires that all career missionary applicants, regardless of the type of mission work they intend to perform, have a solid grounding in Bible. The Board therefore requires that candidates complete 30 college credit hours or the equivalent of formal Bible study, which may include biblical language study. Satisfaction of this requirement is to be reviewed and determined by the Missions Pastor. Candidates who have not met this requirement must submit to the Board of Missions an acceptable plan of how many of these courses will be pursued during their first term of service. Progress and fulfillment of this requirement will be followed up by the Missions Pastor. Candidates who do **not** meet the Bible education requirement should understand that they are being accepted for support for only one term of service. Support for subsequent terms of service will be contingent on satisfactory progress toward completing the requirement. (6/01)

4.3 Criteria for Considering Candidates for Career or Part-Time Support

The Board of Missions wants to be assured of the personal integrity of the candidate; that he is actively in the will of God; that his ministry will be fruitful; and that he is capable of handling the task to which he is called. For this reason, the Board of Missions prefers that candidates have some significant participation in College Church's local ministries and have completed, or are in the process of completing those action points outlined in the College Church Missions Preparation Program that have not been satisfactorily met through prior experience and/or training before the Board of Missions will consider the candidate for support. (12/02)

It is our policy to consider for support only those who are serving, or expect to serve, under approved agencies. See Paragraph 4.2 of this handbook.

Criteria for determining levels of support:

1. Those who have had a full membership in College Church for more than five years and a history of regular attendance and high involvement in College Church ministry (up to 30% of monthly support need)
2. Those who have had a full membership in College Church for three to five years and a history of regular attendance with at least some involvement in College Church ministry (up to 25% of monthly support need)
3. Those who have had a full or associate membership in College Church for less than three years and regular attendance with at least some involvement in College Church ministry (up to 15% of monthly support need)
4. Those who were former members who attended regularly and had at least some involvement in College Church ministry (up to 10% of monthly support need)

5. Those who have never been members but have had significant involvement in College Church ministry (up to 5% of their support)
6. Those who have never been a member of College Church and have had no involvement in College Church ministry (no support) (10/95)
7. Those who have been approved by the consortium will be supported at the level agreed to by the consortium. (11/98)

Other possible factors to be considered (used) in determining support could be whether they grew up in College Church, were influenced to trust Christ or mature in Christ through the ministry of College Church, are members of a daughter church started by College Church (9/07), have a strong base of relationships within College Church such as family and/or friends, are children of career or retired College Church missionaries, or are children of active College Church members.

Part-time candidates shall be defined as those who serve half-time or more (but less than full-time) with a regular mission agency. They shall meet all the requirements of a full-time career candidate and shall receive support commensurate to the amount of their involvement with their approved mission agency. (11/03)

4.4 Levels of Support for Career Missionaries

New missionaries will be supported at a level not less than \$150 per month and not more than 30% of the total personal support needed. Exception to this minimum level of support shall be made for missionaries who do not require financial support. (2/99)

Missionaries going to live in strategic areas (as defined by any below) may be supported up to 60%:

1. Among a least reached people group. Least reached is defined as a people group among whom there is no viable indigenous community of believing Christians with adequate numbers and resources to evangelize their own people without outside (cross-cultural) assistance. Among least reached people groups, less than 2% of the population is evangelical and less than 5% of the population are adherents to Christianity.
2. Countries or regions that are predominantly Hindu, Muslim, Buddhist, Communist or Shinto.
3. Language groups that have no Bible translation.
4. Restricted access countries.

As a general principle, no more than 20% of the combined total of the career missionary and home missions (or partner organizations) budgets will be spent on active missionaries or organizations whose primary ministry is in the United States. (07/15)

For current missionaries, support may periodically be increased, though not to exceed 60% of total need. Factors to be considered in increasing support for current career missionaries could include:

1. Starting level of support
2. Current support needs
3. When their support was last raised
4. Length of time they have lacked support
5. Effectiveness in ministry
6. Consistency of contact with College Church
7. Growth in their basis of relationships at College Church (9/94)

Conversely, support may also be decreased if missionaries who were serving full-time change their official status with the mission agency to part-time or have entered reduced assignment status as defined in 10.3. (4/08) Support shall not be continued for missionaries whose involvement with the agency drops below half-time. (11/03)

4.5 Procedure for Approving Career Candidates for Support

The approval process in all cases must originate with the Chairman. (10/95) The Chairman shall determine, when contacted by an individual(s), whether the individual meets the criteria to initiate the application process. If the determination is positive, the prospective candidate (s) shall complete an informational form (Missionary Preparation Application) and meet with the Missions Pastor. If his assessment is positive, the candidate(s) shall complete the formal application and return it to the Chairman, who in turn will forward it to the chairman of the Personnel Committee. The Personnel Committee will then meet with the candidate(s) for possible recommendation to the Board. Recommended career candidate(s) will be interviewed by the entire Board, after copies of the application(s) have been distributed. (11/98)

4.6 Procedure for Recommending College Church Candidates to the Missions Consortium

Prior to the annual meeting of the missions consortium, the Missions Pastor shall recommend a recently approved College Church missionary to the Board of Missions for consideration and possible approval as College Church's consortium candidate for that year. This missionary should fulfill the missions consortium requirements for consortium candidates. (12/06)

4.7 Marriage of College Church Career Missionary to Non-Missionary (revised 9/03)

College Church believes that both husband and wife should have a mutual commitment to missions work.

College Church believes that both husband and wife should be full or associate members of the same mission.

If a College Church single missionary chooses to marry a non-missionary, College Church will maintain a support relationship with that missionary provided that the spouse becomes a full or associate member of the mission within one year and his or her College Church Career Application is approved by the Board of Missions.

If a College Church single missionary chooses to marry a non-missionary who has no plan or intention of becoming a member of the mission, and the mission agency terminates their relationship with the missionary, College Church Board of Missions will follow the lead of the mission agency. If a College Church single missionary chooses to marry a non-missionary and the mission agency does not require the new spouse join the mission agency and does not terminate their relationship with the missionary, College Church will maintain a support relationship with that missionary on a case by case basis.

If a mission agency allows one spouse to serve as a missionary or as a home staff employee without the other spouse being a full or associate member of the mission agency, College Church will consider that applicant for career support on a case by case basis.

4.8 Procedure Approving Short-term and Mid-term Candidates for Support (11/98)

Short-term shall be defined as a term of service of one week to three months. (6/08)

Mid-term shall be defined as a term of service longer than three months and up to three years. Mid-term workers hoping to extend their service longer than three years must complete the career missionary

application and fulfill the requirements expected of career missionary candidates. (6/08)

The Board will be available to give help and counsel in selecting a program and agency. Application should be made to the Board of Missions not less than 2 months and preferably 3-6 months in advance. The Board will advise the congregation each January of the procedure for applying for summer work. (2/93) Short- and mid-term candidates shall meet with the Missions Pastor to receive an application for short-term service. The personnel committee will then meet with the candidate(s) for possible recommendation to the Board. Copies of the applications from recommended short- and mid-term candidates will be distributed to the Board for approval. (11/98)

Criteria for the selection of candidates for short- and mid-term work will include the following:

1. Preferably, is an active member (Short-term) or active participant (Summer) of College Church.
2. Gives evidence of a consistent, exemplary Christian life
3. Demonstrates an interest in world missions, and a willingness to consider world missions as a possible career
4. Has obtained parental approval if a minor
5. Is qualified to do the work anticipated
6. The criteria given in 4.3 also apply (2/93)

4.9 Criteria for Evaluating Other Ministries to Support

The policy of College Church is to channel its missions giving to agencies having a reputation for integrity and stability; whose doctrinal statements are true to the Word of God, and in agreement with the College Church Articles of Faith; who are sound and open in their financial policies and practices; who operate under clearly defined and generally accepted principles and practices, and who demonstrate good management.

It is our policy to support those ministries that meet the specifications of Paragraphs 1.1 and 1.2 of this handbook.

4.10 Support of Nationals

College Church is committed to supporting missionaries who cross cultural barriers, as elaborated in Paragraph 4.3 (Criteria for Considering Candidates for Support). Nevertheless, we believe that a portion of the annual missions budget can and should be used to support foreign nationals working as missionaries. We encourage the development of this indigenous missions movement and therefore establish the following policy: (11/98)

1. We shall consider providing partial financial support and human resources to national or regional training institutions such as Bible schools, seminaries, indigenous Christian publishing ministries, and Christian medical training institutions. (9/94)
2. The Board of Missions may elect to send scholarship funds to qualified Bible schools or seminaries for support of National students at that institution. (11/98)
3. The following guidelines will be used to evaluate the initial and ongoing support of a national institution:
 - a. In the case of national education institution, preference is given to those institutions which have obtained accreditation by a local, national or regional accrediting board.
 - b. National institutions receiving support should communicate quarterly with the Board of Missions regarding their work.
 - c. National institutions must submit an annual report (including an independent financial audit)

- to the Board of Missions.
- d. National institutions should annually increase the percentage level of indigenous funding which they receive.
 - e. Support of national institutions will be reviewed annually.
 - f. Preference is given to national institutions which have the endorsement of national leaders unaffiliated with the institution.
 - g. Preference is given to national institutions having a majority of independent board members (i.e. board members who are not relatives of the institution's founder and/or current leadership and who are not employees of the institution).

Failure to comply with these guidelines shall result in a review by the Board of Missions of its continued support of the institution. (9/03)

- 4. We shall consider providing project funds on a one-time basis for national capital expenditures for buildings or other projects. Such projects must be clearly tied to ministry work and must be essential to the ministry's effectiveness. (9/03)
- 5. We shall consider providing support for national missionaries who minister in a cross cultural context. (Cross cultural ministry in this context means ministry performed outside of one's homeland or language group that could not be carried on by local personnel.) The guidelines for this are as follows:
 - a. Persons and projects who wish to be supported must go through the normal application process.
 - b. We will not support pastors of local churches, as we believe the local fellowship of believers has that responsibility.
 - c. National missionaries will be considered for support only if they serve under and are accountable to an accredited sending agency. (11/98)
 - d. The support for a national missionary shall not move that individual into an economic position substantially different from that of other Christian workers in comparable ministries in that same culture. We expressly intend not to put a supported national in a "privileged position" which would hurt his or her ministry or the ministry of the local church. (revised 9/03)
 - e. National missionaries receiving support must communicate with the Board of Missions at least quarterly regarding their work in order to continue receiving support (see Paragraph 5.1.2). (11/98) Failure to communicate according to these guidelines shall result in a review by the Board of its continued involvement with the missionary. (9/03)
 - f. It is our desire that the National Missionaries will eventually come under the support and care of their national sending church; therefore the Board of Missions will:
 - 1. Establish a sliding scale, decreasing 20% per year over five years. Under extreme mitigating circumstances, support could be extended to a maximum of ten years at a level to be determined by the Board. (revised 9/03)
 - 2. Review support of national missionaries each January. (11/98)
 - g. In keeping with the spirit of partnership, College Church Board of Missions, with the cooperation and supervision of an established mission organization, (as defined in

Paragraph 4.2), may on occasion contribute to church planting projects. Such contributions will be assessed on an annual basis. (11/98)

6. We shall also consider providing support for national missionaries who represent a broad ministry in their homeland where that missionary can be most effective in reaching the lost for Christ. The guidelines for this are stated in 4.10.5 a-e. Support shall not exceed 15% of the national's determined level of support. (11/98)

4.11 Scholarships for nationals studying in the United States

A scholarship for a national to study in the United States may be considered under the following conditions:

1. The training which he desires is unavailable in his own country or similar culture.
2. The program of study is being undertaken in the United States on the recommendation of the national church of the country and will enhance his ministry.
3. The student proposes to return to his own country or culture for ministry. If the national shall choose not to return to his own country, the scholarship money shall become a loan and the national shall be asked to establish a payment program to the College Church Missions Fund. (9/94) Agreement to make such repayment shall be part of the negotiation for the scholarship. (revised 9/03)

4.12 Scholarships for Nationals Studying Outside the United States

A scholarship for a national studying at a seminary or Bible school outside the United States may be considered on a case by case basis under the following conditions:

1. The individual shall be strongly recommended by a College Church missionary or respected leader who will then be considered a sponsor. There shall be a recognized unique strategic or cultural purpose for the training. (11/98)
2. The individual may possess exceptional aptitude for leadership.
3. The school shall be a recognized seminary or Bible school.
4. The scholarship amount shall be planned on a two year basis with a review by the Board each year.
5. In no case will funds be sent to the individual involved but will be sent to the seminary or Bible school.
6. The sponsor shall inform the Mission Board about progress of training on a semi-annual basis. (11/98)

4.13 Support of Other Churches

The budget for the Board of Missions will not include the support of other churches. The only exception to this general policy is support of daughter churches started by College Church under the supervision of the Board of Missions. (11/98)

4.14 Support of Career Missionaries sent from Daughter Churches started by College Church

The Board of Missions may consider providing one time or monthly support to one career missionary candidate from a College Church daughter church per year.

Candidates must meet the following criteria:

1. Membership in a daughter church.
2. Approval of career missionary service by a daughter church.
3. Fulfillment of career missionary criteria described in section 4 of this handbook (Selection and Support of Missionaries)
4. Intended service in an area of strategic priority for the Board of Missions (training national leaders or outreach to the least-reached).
5. Presentation of a letter of recommendation from their church requesting College Church consider supporting them as College Church career missionaries.

Support shall not exceed 10% of the daughter church missionary's determined level of support.

The Board of Missions will not provide financial support for short or mid-term missionaries from daughter churches. (9/07)

5.0 RELATIONSHIPS WITH MISSIONARIES

5.1 Requirements for Missionaries

A copy of these requirements is to be provided to each new missionary. (5/87)

1. Support

The College Church-supported missionary may not actively solicit support from established groups in the Church such as Bible School classes or Life Groups. This does not, however, prohibit the sharing of information on support needs in newsletters circulated to the missionary's general mailing list, nor does it prohibit seeking support from individuals in the congregation. (3/89)

2. Correspondence

The Board expects to receive correspondence at least quarterly. This could be in the form of newsletters, but the Board would also like to receive personal letters occasionally. (5/87)

3. Furlough

The supported missionary should visit the Church at least once every four years. The missionary will meet with the Board of Missions at least once every four years, and report to the congregation by participating in adult communities, prayer meeting, Sunday services, missions festivals and/or small group meetings. Reports in Sunday services or prayer meetings are coordinated through the missions pastor. Accountability may be facilitated by the completion of the 'Home Assignment Information' and 'Evaluation of Missionary Furlough' forms. (11/98)

5.2 When Support Begins

Support begins when the missionary leaves for language study or for the field, or earlier, as determined by the Board of Missions. (5/87)

5.3 When Support Ends

Support may be terminated for causes such as change of assignment or agency affiliation, deviation from College Church Articles of Faith, specific incompetence or failure to fulfill responsibility to College Church as outlined in Paragraph 5.1. Support will be terminated at the effective date of the missionary's resignation from his sending agency or the beginning date of a leave of absence. The regular support of a missionary

who is retiring will terminate at the time the missionary enters into retirement status with his or her mission agency (9/94) or at such time as the missionary's work hours have dropped to half-time or less (4/08) or at the beginning of the month after a missionary turns 75 or the older spouse of a missionary couple turns 75.

Support may be terminated if the missionary has full support from other sources or in the case of assuming employment during furlough or at other times while maintaining his missionary status.

Continuation of support beyond the length of a regular or emergency furlough will be determined by specific action of the Board of Missions after consulting with the mission agency.

Should the missionary decide to change sending agencies, support will be terminated concurrent with termination by the sending agency. The missionary must re-submit an updated application for approval for support to continue. (9/94)

5.4 Insurance for Missionaries

Provision of insurance is the responsibility of the mission agency and the missionary. If emergencies arise, additional help may be given consideration. Appropriate needs may be referred to the Care and Share Fund of College Church. (5/87)

5.5 Continuing Education for Missionaries

The Board of Missions expects our missionaries to continually enhance their effectiveness by availing themselves of formal and/or informal educational opportunities. The budget does not provide additional funds for such study; however, regular support for mission-approved extended study beyond furlough may be continued for up to one year.

5.6 Education of Missionary Children

It is presumed that education of missionary children has been taken into consideration by the mission agency in setting support levels. Therefore, it is the responsibility of the mission agency and the parents to care for children's education.

5.7 Missionary Kids Care

Recognizing that missionary kids (MKs) are an important part of the missionary family, the Board of Missions will endeavor to communicate with and care for each MK in the following ways:

1. Encourage the adult communities to send birthday cards to the children of the missionaries assigned to their class. This includes high school and college aged children.
2. Inform the adult communities, KMs, HYACKS, or College Group of the upcoming return of an MK to the US.
3. Encourage these groups to write a letter to prepare and welcome the MK to the US. Information should include facts about life in school, at church, and in the US in general.
4. Upon a student's reentry to the US, encourage the appropriate adult community or youth group to prepare a welcome package for the MK.
5. Encourage the College Group to write or call college-age MKs living outside the Wheaton area periodically throughout each school year.
6. The Care and Furlough Committee will inform the church of any needed housing for MKs attending college in the Wheaton area or visiting the area during vacation times. (11/98)

5.8 Support for Retired Missionaries

The Board of Missions may provide ongoing support in retirement to College Church missionaries based on

the following requirements. The missionary:

- retires prior to January 2015 and (1/06)
- received financial support in the College Church missions budget for at least twenty years, and
- has reached the retirement age set by their mission board or is at least 60 years of age, and
- left their work with an ‘honorable discharge’, not under discipline of their sending agency or College Church, and
- demonstrates ongoing need, as determined by a review of pension income, Social Security benefits, IRA’s and other relevant factors.

The Personnel Committee of the Board of Missions will interview any missionary being considered for retirement support to determine the missionary’s needs and resources in retirement. (11/98) Missionaries retiring after January 2015 will not be eligible for retirement support (1/06).

5.9 Missionary Retirement

The following retirement guidelines are effective as of May 1, 2015:

- When a missionary turns 62, the Missions Pastor, who will be responsible for tracking missionary retirements, will send out a standard retirement inquiry letter which will solicit their retirement thoughts. If the missionary couple are both actively involved in the ministry then the age of the older would trigger the inquiry.
- Starting at age 67 the missionary must ask his agency to send a written statement each year stating that the agency desires the missionary to continue his/her responsibilities. Based on this letter the Personnel Committee will decide whether to extend support for an additional year.
- Beginning the month after a missionary turns 70 or the older spouse of a missionary couple turns 70, their monthly financial support will be reduced by a third.
- Beginning the month after a missionary turns 71 or the older spouse of a missionary couple turns 71, their financial support will be reduced by a half from what they had traditionally been receiving per month.
- Beginning the month after a missionary turns 75 or the older spouse of a missionary couple turns 75, their financial support will end.

5.10 Relationship between College Church and the Mission Agency

It is also the policy of College Church to consider projects of mission organizations with which our missionaries are serving. The relation to the mission, however, should be more than just financial. As partners with the sending agency, we welcome assistance in recruiting young people from our Church, and in periodic evaluation of missionaries supported by College Church. Interaction with the agency should provide mutual benefit and assistance in the building up of the body of Christ. (2/93)

5.11 Accountability of Missionaries to College Church (11/98)

College Church supported missionaries are accountable to College Church (Acts 14:26-28), specifically to the Board of Missions as those delegated with this responsibility, for their work and character as Christian leaders (I Timothy 3). We recognize that missionaries are also accountable to the mission agency, national church and other supporting churches, so we will work in concert with these to support College Church missionaries with a constructive, appropriate level of oversight.

This accountability will normally occur through the regular channels established for the evaluation of missionaries (see Paragraph 3.12). It shall include appropriate oversight of the missionary’s family life, teaching, reputation, relationships, finances and other relevant dimensions of the life of a Christian leader.

A standardized annual self evaluation will be sent by the Personnel Committee to each missionary.

6.0 SELECTION, SUPPORT AND ACCOUNTABILITY OF MISSIONS ASSOCIATES (11/09)

6.1 Definition of a Missions Associate

Missions associates are College Church professionals living abroad who are intentionally involved in cross-cultural outreach. They are not members of a missions agency; but, when possible, they do intentionally collaborate with the national church and missions agencies serving in their host culture. Missions associates do not receive financial support from College Church since they are fully funded through their professional employment. They do receive prayer and pastoral support from College Church and are commissioned for cross-cultural service by the church. They are publicized, along with our missionaries, as an important part of our missions team.

6.2 Selection of Missions Associates

Missions associate candidates may include businessmen and women, educators, foreign service personnel, and NGO employees. Military officers may also be considered if they are in non-combat roles and intentionally involved in cross-cultural outreach within their host country.

To be considered as a Missions Associate, candidates:

- Must be a member in good standing of College Church prior to their assignment overseas.
- Must be in agreement with the Articles of Faith of College Church.
- Must give evidence of a consistent, exemplary Christian life.
- Must have some significant participation in College Church's local ministries and have completed, or be in the process of completing those action points outlined in the College Church Missions Preparation Program that have not been satisfactorily met through prior experience and/or training.
- Must have a plan for intentional involvement in cross-cultural outreach in their host country.

The Board of Missions *prefers* but does not require that Missions Associates complete 30 college credit hours or the equivalent of formal Bible study, which may include biblical language study.

6.3 Procedure for Approving Missions Associate Candidates

The approval process in all cases must originate with the Chairman. The Chairman shall determine, when contacted by an individual, whether the individual meets the criteria to initiate the application process. If the determination is positive, the prospective candidate shall meet with the Missions Pastor. If his assessment is positive, the candidate shall complete the missions associate application and return it to the Chairman, who in turn will forward it to the chairman of the Personnel Committee. The Personnel Committee will then meet with the candidate for possible recommendation to the Board. Recommended candidates will be interviewed by the entire Board, after copies of the application have been distributed.

6.4 Accountability of Missions Associates to College Church

Missions associates are accountable to College Church (Acts 14:26-28), specifically to the Board of Missions as those delegated with this responsibility, for their work and character as Christian leaders (I Timothy 3). This accountability shall include appropriate oversight of the missions associate's family life, teaching, reputation, relationships, finances and other relevant dimensions of the life of a Christian leader.

Missions associates will:

- Send a quarterly newsletter or ministry update to the Board of Missions.

- Complete a standardized Annual Ministry Review sent by the Personnel Committee to each missions associate.
- Meet with the Board of Missions and report to the congregation at least once every four years. The missions associate will report to the congregation by participating in Bible School classes, prayer meeting, Sunday services, missions festivals and/or small group meetings. Reports in Sunday services or prayer meetings are coordinated through the Missions Pastor. Accountability may be facilitated by the completion of the 'Home Assignment Information' form.

6.5 When Support Begins

Support begins when the missions associate leaves for language study or for the field, or earlier, as determined by the Board of Missions.

6.6 When Support Ends

Support may be terminated for causes such as completion of overseas work assignment, deviation from College Church Articles of Faith, reduction of ministry involvement to a minimal level (less than 10 hours per month), significant change in ministry involvement, and/or specific incompetence or failure to fulfill responsibility to College Church as outlined in Paragraph 6.4.

7.0 **BUDGET AND FINANCIAL PROCEDURES** (this section revised 10/07)

7.1 Preparation and Approval of the Missions Budget

The Finance Committee will prepare a proposed budget for the consideration of the Board of Missions. The Committee will review the needs of supported missionaries and other items in the budget, will investigate new areas of need brought to their attention, and will make recommendations to the Board. The procedure for the preparation and approval of the budget will be as follows:

1. By December 10, a questionnaire, along with a cover letter, will be sent by the Finance Committee chairman or the Missions Treasurer to every active career missionary supported by College Church. The purpose of the questionnaire is to ascertain the current financial status and support need of each missionary. The information should be returned to the Finance Committee by January 20. Failure to receive this information by this date will be assumed to mean that the missionary has full support.
2. A compilation of this data will be circulated to each member of the Finance Committee and used to:
 - Inform the Deacons and Elders of current needs of our missionaries as a whole. The Finance Committee chairperson and/or the BOM chairperson should meet personally with the appropriate members of the Elders or Deacons to convey this information.
 - Determine distribution of funds available at the end of the current fiscal year.
 - Prepare the missions budget for the following fiscal year.
 - Inform long term planning and goals for the allocation of Board resources.
3. Projections for the needs of new candidates expected to leave for the field during the next fiscal year will be made at the January Board meeting.
4. The Finance Committee will provide preliminary results of the survey and a budget status report at the February Board meeting.

5. The Finance Committee will provide a detailed budget proposal at the March Board meeting. (Approval of a budget will depend on whether the Board of Missions has received a final budget figure from the Deacons/Elders.)
6. If the missions budget is not approved by the Board of Deacons, the Deacons will then work with the Board of Missions until a satisfactory budget is completed. The missions budget will then be passed on to the Council of Elders.
7. The congregation will approve the missions budget at the Church's annual meeting. At the Board's discretion, funds can be moved from one budget line item to a different line item during the course of the fiscal year.

7.2 Allocation of the Missions Budget

The missions budget will be allocated primarily to those areas in which the opportunity for hearing the gospel is relatively small, such as areas beyond the boundaries of the United States and Canada, or sub-cultures within these two countries. Allotments may also be made to ministries in the U.S. which normally could not be carried on by a local church. The majority of support will be given for the support of missionaries. Realizing the importance of project or work funds over and above the support needs of our missionaries, the Board of Missions will be on the alert for and seek out such opportunities to enhance the ministry of our active career missionaries.

Funds shall also be budgeted for three other areas.

1. Mid/short term support. Allocation of these funds are approved by the entire board based on proposals from the Personnel Committee.
2. Special Funds. Allocation of these funds are approved by the entire board based on proposals from the Finance Committee. Typically these allocations would be one-time gifts to missionaries for their support or for their projects. They could also be for projects of a special nature as agreed upon by the Board of Missions.
3. Special Funds Training Nationals. Allocation of these funds are approved by the entire board based on proposals from the Finance Committee. Typically these allocations would be for national training institutions, scholarships for nationals, or for College Church members providing training in a cross-cultural setting.

The work of any supported missionary, agency or ministry must be in conformity with the "Purpose" as stated in Paragraphs 1.1 and 1.2 of this handbook.

7.3 Evaluation and Revision of Support

1. It is the Board of Missions' policy to check annually to see if our missionaries are adequately supported (see Paragraph 7.1). Decisions to increase support should take into consideration factors listed in Paragraph 4.4.
2. Other reasons for increasing missionary support may include increases in the cost of living, addition of spouse or child, or loss of support from another source. Reasons for decreasing missionary support may include over-support from all sources, change in assignment or location; taking regular, part-time, or furlough employment outside the mission agency, change to reduced assignment status as defined in 10.3, (4/08) and when dependent children become financially self-sustaining.
3. Increases in support, when given, are usually determined when the annual budget is prepared. The Board of Missions is also authorized to provide increases in support during the year if there is

leeway in the budget to do so. All increases will be made based on a completed financial survey from the prior calendar year-end. If a missionary did not submit a financial survey for the prior year, they must submit a completed financial survey form before the Finance committee can consider increasing their monthly support.

7.4 Missionaries Lacking Adequate Support

In the event a missionary lacks adequate support, the Board of Missions may:

1. Alert the congregation to pray for the need.
2. Investigate the possibility of increasing regular support.
3. If increasing support is not possible, endeavor to give a one-time extra contribution in addition to the regular support amount.
4. Commend him to other churches for support consideration, if the Board and the missionary consider this advisable.

7.5 One-Time Gifts

The Board of Missions may approve one-time gifts to be paid out of the "Special Funds" or "Special Funds Training Nationals" portions of the budget. Unused budgeted funds may also be used for one-time gifts.

7.6 Special Projects

The Board of Missions may from time-to-time present special projects, above the budget, to the Church and encourage giving to them, both for the benefit of the project and as a means of missions education. Such special projects will be submitted to Board of Deacons for approval. Special projects may also be funded by bequests or large one-time gifts (see Paragraph 6.7). (5/87)

7.7 Handling Designated Giving and Special Transmissions

1. The Board of Missions accepts designated gifts only if the purpose for which the gift is designated is accepted as an approved project by the Board. In the nature of such projects, designated giving should be only for specific, one-time projects. (9/87)
2. Expenditures for projects--special and regular--will be made only up to the amount approved by the Board of Missions.
3. Contributions designated for support of any individual or program on the missions budget will be treated as regular giving to meet budget commitments.
4. When the donor's intent is to make a personal gift, birthday gift, or Christmas gift for a missionary, as distinguished from a contribution toward ministry, it must be treated as a special transmission and does not qualify for donor tax deduction. Such gifts should be sent by the donor directly to the missionary or the agency, rather than through the church. (9/94)

7.8 Bequests and Large One-time Gifts

1. Bequests

Bequests to the missions fund will be disbursed by a vote of the Board of Missions for special

projects and capital needs of the work of College Church-supported missionaries and organizations, rather than going for regular support allotments.

2. Large One-time Gifts

- a. A gift designated for a missionary will be allocated by the Board after discussion with the agency under which the missionary is serving.
- b. Gifts with other designations will be used by the Board as designated, if appropriate under missions policy. If not, missions policy and special project needs will be discussed with the donor to determine an appropriate designation.
- c. Undesignated gifts will be used by the Board for special projects if possible, though the budgetary constraints may necessitate using the gift for regular monthly support commitments. (5/87)

3. Bequests and large one-time gifts will be considered restricted funds. (9/94)

7.9 Funds Shortage Policy

If funds on hand or available are insufficient to meet monthly Board of Missions commitments, the following priority will apply:

- a. Do not approve any new projects
- b. Reduce support to other ministries proportionately
- c. Discontinue the other ministries considered least essential
- d. Discontinue all other ministries
- e. Reduce the cost of developing, coordinating and administering the missions program where feasible
- f. Reduce the support to active and retired missionaries proportionately (2/93)

Support that has been reduced or discontinued temporarily may be made up during the fiscal year as funds permit and will be done at the discretion of the Board. Amounts reduced or temporarily discontinued will not be carried over to the next fiscal year as amounts to be paid in addition to regular budget commitments.

8.0 ADMINISTRATION OF MISSIONS PROCEDURES

8.1 Visiting Missionaries and Missions Associates in Their Assignments

The Board will subsidize part or all of the expenses of a College Church pastor, staff member, or lay leader to visit our missionaries and missions associates on the field in teams of two where possible. A report of such a visit will be given to the Board and to the congregation. (11/98)

8.2 Expense of Attending Conferences

It is the policy of the Board of Missions to send representatives to conferences and meetings designed to inform and stimulate interest in missions, such as ACMC (Advancing Churches in Missions Commitment) and the IVCF Urbana conference. Such representation may include pastoral staff, members of the Board of

Missions or others from the congregation as designated by the Board of Missions (see Paragraph 7.2).

8.3 Representation on Outside Boards and Committees

The Board of Missions may approve one or more representatives from the Board of Missions and/or the congregation to serve on regional and/or national boards or committees whose purpose is to inform and stimulate missions interest, such as APMC. Such approval must precede election or appointment. Travel and other expenses will be paid, as approved, for the term of service. Such expenses will be paid from budgeted funds for meeting attendance as stated in Paragraph 7.2. The representative will be responsible for periodic reports to the Board of Missions.

8.4 Honorariums for Speakers

Speakers for missions conferences and other Board of Mission-sponsored meetings will be paid from the missions budget. The amount given will be in accordance with the amount paid from the Church budget for other speakers.

8.5 Missionary Christmas

Each October the congregation is given an opportunity to make special gifts which will be disbursed as special Christmas gifts to all career and retired missionaries currently receiving financial support from the Board of Missions. When the total amount of the Missionary Christmas offering has been tabulated, the missions treasurer will recommend to the Board of Missions an equitable and proportionate allocation to each missionary. The allocation procedure should take into account the number of persons in each missionary family, with each adult receiving one amount and each child receiving a lesser amount.

Christmas checks are sent as directed by the missionary with a letter signed by the missions or senior pastor indicating that this is a Christmas gift for the missionary.

Missions Associates are not included in Missionary Christmas since they are fully funded through their professional employment and do not receive financial support from College Church.

8.6 Thanksgiving Offering

Each Thanksgiving the congregation is given an opportunity to give a special Thanksgiving offering. The offering is given to one or more ministries to help alleviate the physical needs of people. The Council of Elders decides which ministry is to receive the Thanksgiving offering, but the Board of Missions is encouraged to make a recommendation to the Council of Elders. (7/90)

9.0 NATIONAL TRAINING INSTITUTIONS

9.1 Support of "Chairs" at National Seminaries and Bible Schools

In the case that the Board of Missions desires to establish a "Chair." When possible "Chairs" that are occupied by nationals in their own country should be established. The nominees should hold at least a Masters degree (or its equivalent). When these "Chairs" are established, they will be supported in the following manner unless otherwise determined by the Board of Missions as an exception.

1. Support at no more than 75% of the actual cost of salary and benefits for professors in like positions for the first two years.
2. That sum will thereafter decline at the rate of one fourth of the original amount for each of the remaining three years. The school will be reminded of the diminishing level each year.

10.0 DEFINITIONS (4/08)

The following definitions are meant to clarify terms used by the College Church Board of Missions. College Church policy is based on these definitions, even when a missionary's agency defines these terms differently.

- 10.1 A Pre-Field Missionary is one who has been accepted for support by College Church, but who has not yet made his or her initial arrival at his or her place of service.
- 10.2 A Career Missionary is one who has commenced work at his or her place of service and who intends to continue in missionary service indefinitely.
- 10.3 A Reduced Assignment Missionary is a career missionary who is working less than three-quarters time, but more than half-time, and has reached full retirement age as defined by the Social Security Administration.
- 10.4 A Retired Missionary is a former career missionary who has entered into retirement status with his or her agency, or who is working less than half-time and has reached normal retirement age as defined by the Social Security Administration.
- 10.5 A Missionary Emeritus is a retired missionary who received support from College Church for 20 years or more prior to retirement.
- 10.6 A Volunteer Missionary is one who continues to serve with his or her agency after financial support from College Church has been terminated.
- 10.7 A Missions Associate is a College Church professional living abroad who is intentionally involved in cross-cultural outreach. Missions Associates are not members of a missions agency; but, when possible, they do intentionally collaborate with the national church and missions agencies serving in their host culture. Missions associates do not receive financial support from College Church since they are fully funded through their professional employment. They do receive prayer and pastoral support from College Church and are commissioned for cross-cultural service by the church. They are publicized, along with our missionaries, as an important part of our missions team.

APPENDIX A: Statement on Contextualization and Religious Identity*

Contextualization of the gospel message, while very important, needs to be done in a way that is faithful to the distinctive quality and the demands of that message. In light of the suggestion by some missiologists that people who become Christians can retain their former religious identity, it is imperative that we maintain a biblical perspective in regard to these issues.

Messengers who bring the Good News have the privilege and responsibility to faithfully communicate the biblical gospel message. They should model and teach obedience to all the Scriptures under the guidance of the Holy Spirit. Thus College Church workers desire to minister in ways most likely to yield faithful disciples and the reproduction of biblical churches particularly among those with least access to the gospel.

We believe God normally desires new believers to remain connected with their social context (1 Corinthians 7:17-24), while not compromising biblical teaching in their beliefs or practice. This means, among other things, that they do not permanently retain their former non-Christian religious identity, but rather take on a new identity as followers of Jesus Christ. The implications of living out this creative tension and gospel witness are best worked out by groups of believers, through prayer and diligent study of the Scriptures, informed by the story of God's people throughout history and the global body of Christ.

This affects key issues, including:

Allegiance:

We encourage believers to live in such a way that those around them become increasingly aware of their wholehearted submission to Jesus as Lord. He calls all believers to a process of transformation into the image of Christ (Romans 12:1,2; Colossians 3:10), giving courageous and respectful testimony of Christ's work in us (1 Peter 3:14-16).

Identity:

We want believers to understand their biblical identity in Christ and his global and historic church, and to embrace the implications of that identity as active members of a local community of believers (Ephesians 2:19-22; 1 Peter 2:9).

Authority

We affirm that the Bible is the final written word of God, not surpassed by any further revelation. We submit to the Bible as supremely and uniquely authoritative, governing our belief and our behavior. We rejoice that the Holy Spirit illumines the minds of God's people so that the Bible continues to speak God's truth in fresh ways to people in every culture. (Psalm 119:47, 97; 2 Timothy 3:16-17; 2 Peter 1:21)

Obedience:

Our passion is to see believers obey all that Jesus commanded (Matthew 28:20). This involves an ongoing process whereby believers are empowered by the Spirit and nurtured through the Scripture (Galatians 5:16-25; 2 Timothy 3:16,17; 1 Peter 2:2,3).

Worldview and Beliefs:

Believers are intentionally discipled in such a way that their worldview and beliefs are increasingly transformed into conformity with Scripture (Romans 12:2; Hebrews 5:14).

Suffering:

God grants us suffering in this world to refine our faith, strengthen his church and bring glory to Christ (Phil 1:29; 3:10; 1 Peter 1:7). Together, we recognize that persecution is not to be feared, and "everyone who wants to live a godly life in Christ Jesus will be persecuted" (2 Timothy 3:12; Matthew 10:28; Hebrews 10:32-34).

Culture:

All cultures reflect elements of God's creative goodness and human sinfulness (Romans 2:14,15; 1 John 2:15-17). We encourage believers to live out biblically sound and culturally appropriate worship, witness, relationships and lifestyles (Ephesians 5:15; 1 Timothy 5:8; 1 Peter 2:11,12,16,17).

*This statement has been adapted from Pioneers' International Handbook, section 4.3.6 and the Cape Town Commitment Part 1.6. (March 2011)

APPENDIX B: Expectations of BOM for New Missionaries

- Arrange a date to be commissioned by the church.
- Communicate with the church at least quarterly through a newsletter. Many missionaries send a monthly e-update.
- Visit the church and attend a missions festival at least once every four years.
- Develop a support team and send us a list of members on that team.
- Complete those action items in the Missions Preparation Program that have not yet been completed. Our highest priority is that every College Church missionary has completed at least 30 credit hours of training in Bible and Theology.
- Inform the church if you are considering any significant changes in assignment (including location) or duties (your roles and responsibilities) of ministry. We want to dialogue with you on the macro/strategic level about potential major changes in ministry.
- Respond to annual self-evaluation.
- Respond to annual support schedule survey.
- Respond to requests for FLN and weekly prayer sheet information.
- Inform BOM if you have significant monthly support needs.
- Inform BOM if you have special projects for us to consider supporting.
- Wholehearted concurrence with the College Church Articles of Faith.