

# GRACE CHURCH MISSIONS POLICY MANUAL



## **GRACE CHURCH EXISTS TO GLORIFY GOD BY MAKING DISCIPLES OF JESUS CHRIST ACROSS THE STREET AND AROUND THE WORLD.**

We at Grace Church are committed to giving our time, treasure and talents to further this great and wonderful goal of seeing the Name of Jesus lifted high in every people group by targeting the remaining unreached and unengaged people groups of the earth. This means we at Grace Church will strategically pray, give, and go by supporting and sending both cross-cultural and same or near-culture long and short-term missionaries.

Grace Missions exists to mobilize believers (pray, give, go) and maximize relationships to reach all peoples (every tribe, tongue and nation), both across the street and around the world with the Gospel; making disciples that worship God and live for his glory. Our hearts desire to see the name of Jesus in every place, and every person having the opportunity to know Christ. God has given us the amazing privilege of partnering with Him in His mission.

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## I. BIBLICAL FOUNDATIONS

### 1. Philosophy of Ministry

#### A. Preamble

Our God is worthy and deserving of unending praise and worship from all peoples, all tribes, and all nations!<sup>1</sup> And so, ultimately, Grace Church exists to glorify God! This is our sole aim – to lift high the Lord Jesus Christ and see passionate worshippers of King Jesus from every people group, tribe, and nation in our lifetime. We do this by inspiring, encouraging, equipping, supporting, and sending missionaries, collaborating with sister churches and partners in order to see reproducing disciples of Jesus Christ across the street and around the world for God's glory.

Therefore, we begin with the ultimate end in mind. It is clear from Scripture that there is coming a day when the Gospel of the kingdom will penetrate even the most remote and hidden tribes.<sup>2</sup> It is also clear that there will be an innumerable number of worshippers from all peoples, tribes, and nations in heaven.<sup>3</sup> We know the end of the story! And so, because we know the end of the story, we at Grace Church are committed to giving the time, treasure, and talents entrusted to us to further this incredible goal of seeing the Name of Jesus known in every people group by targeting the remaining unreached and unengaged people groups of the earth. This means we will strategically pray, give, and go by supporting and sending both cross-cultural and same/near-culture, long and short-term missionaries. It is an all-in effort!

The following four goals help clarify our desire to ensure that everyone, everywhere, has access to a Bible, Believer, and Body of Christ:<sup>4</sup>

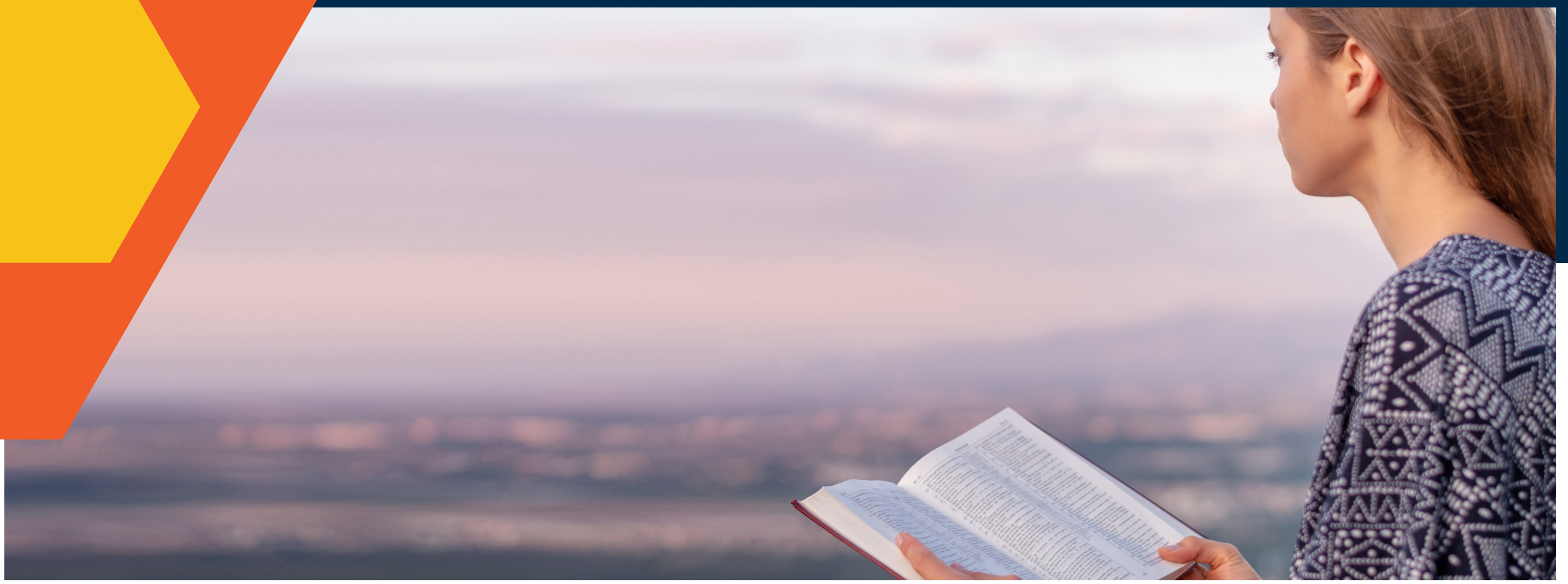
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<sup>1</sup> John Piper: "Missions exists because worship doesn't!" John Piper, *Let The nations Be Glad!, Perspectives*, p.64

<sup>2</sup> Matt 24:14 And this gospel of the kingdom will be proclaimed throughout the whole world as a testimony to all nations, and then the end will come.

<sup>3</sup> Rev 7:9-10 After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands, and crying out with a loud voice, "Salvation belongs to our God who sits on the throne, and to the Lamb!"

<sup>4</sup> Matt 28:19-20 "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."



- **BREAKTHROUGH PRAYER:** PRAYER: IS THE KEY TO REACHING ALL PEOPLES, TRIBES, AND NATIONS

Through prayer, we are led and empowered to do what Jesus commands. Praying for breakthroughs to overcome seemingly impossible challenges & situations beyond our control is necessary: we cannot complete the Great Commission without fervent, intentional, and concerted prayer.

- **BIBLES:** A BIBLE TRANSLATION FOR ALL LANGUAGES

We remain committed to ongoing Bible translation work, with thousands of languages still needing translation.<sup>5</sup>

- **BELIEVERS:** SHARING THE GOSPEL WITH EVERY PERSON

We are committed to developing new and Spirit-led strategies which will enable access to a life-changing presentation of the Good News to all those who have never heard.

- **BODIES OF CHRIST:** A CHURCH FOR EVERY 1000 PEOPLE WORLDWIDE

Growing, reproducing disciples are made within the body of Christ – the local church.

Grace Church is committed to supporting church planting movements around the world.

Our God is a missionary God. Christian Mission flows from the heart of God himself and is communicated from his heart to ours through his Word, the Bible. “Mission, then, in biblical terms, while it inescapably involves us in planning and action, is not primarily a matter of our activity or our initiative. Mission, from the point of view of our human endeavor, means the committed participation of God’s people in the purposes of God for the redemption of the whole creation. The mission is God’s. The marvel is that God invites us to join him.”<sup>6</sup> God’s covenant to Abraham included the promise that God would bless every nation through him. This promise was repeated five times to Abraham and his descendants. These promises clearly reveal God’s heart to bless all peoples and provide us with an indispensable understanding of the Bible and Christian mission. These verses unify the Bible’s message and encapsulate God’s purpose to bless “all the families of the earth” through his son, Jesus Christ.<sup>7</sup> A robust theology of the mission of God provides a hermeneutical framework within which to read the whole Bible.

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<sup>5</sup> As of this writing, there are approximately 2,002 languages with no Bible translation and 3,425 more where only portions of Scripture have been made accessible. Our goal is to see the start of Bible translation in each language by 2025 and the entire Bible translated into every language by 2033.

<sup>6</sup> Christopher J. H. Wright, *The Mission of God: Unlocking the Bible’s Grand Narrative*. Downers Grove, Ill.: IVP Academic, 2006, 67.

<sup>7</sup> Genesis 12:3; 18:18; 22:18; 26:4; 28:14

Worship is the ultimate goal of Grace Church. That is why our mission statement begins with “We exist to glorify God...” We exist to do all we can to glorify God everywhere and in every place “by making disciples of Jesus Christ” here in our Jerusalem “across the street” and “around the world.” Therefore, our worship is not only the fuel of missions but also the goal of missions. Missions exist because worship does not, and our goal at Grace Church is to bring all nations and people groups across the street and around the world to worship God and live for his glory — because God is worthy!



*Let the peoples praise you, O God;  
let all the peoples praise you!*

*Let the nations be glad and sing for joy,  
For you judge the peoples with equity and  
guide the nations upon earth. Selah*

*Let the peoples praise you, O God; let  
all the peoples praise you! (Psalm 67: 3-5)*

## B. Three Emphases:

Grace Church Missions is committed to fulfilling this “mission,” reaching as many as possible before the Lord returns. We recognize that we will best respond to the Lord’s mandate by focusing our energies and resources to maximize our fruitfulness in world evangelization. We have thus committed to pursuing three specific emphases in developing our missions ministries.

1. ***We are committed to being a sending church:*** Our objective will be to focus on our own people, identifying, training, sending, and supporting those who will respond to the call for workers. We will remain committed to preparing mature disciples who will be fit to enter spiritual warfare anywhere God leads. We will see our missionaries as living extensions of ourselves, deployed around the world to advance God’s Kingdom.
2. ***We are committed to participating in planting and developing evangelistic, reproducing churches worldwide:*** Our objective will be to help existing national churches in cities of our world establish a network of strong, aggressive, evangelistic churches that, when left alone, will have the leadership, resources, and vision to continue evangelizing, making disciples, and establishing churches throughout their nation.
3. ***We are committed to a primary, but not exclusive, focus on a wide variety of cross-cultural ministries whose goal is making disciples and planting churches:*** Our objective is the evangelization of the yet unreached people of the world (Rom 15:20). Priority will be given to reaching out to least reached and unreached peoples and to the planting of churches in areas of fewest Christians. Cross-cultural ministries, therefore, are given a higher priority than home service, not because overseas service is more biblical but because there is an imbalance of Christian resources in the United States compared to the rest of the world, and there is an urgency to take the Gospel to the most remote parts of the earth before the Lord returns.

### C. Definitions:

Fundamental to these emphases is our understanding of the strategic significance of a cross-cultural focus in Grace Church Missions. We believe the best interpretation of the Great Commission is that Jesus refers primarily to neither geography nor walls of prejudice but cultural distance. Cultural Distance is best conceptualized by referring to E-0, E-1, E-2, and E-3 evangelism.<sup>9</sup>



Evangelism in the “Jerusalem and “Judea” sphere can be called E-0 and E-1 evangelism. E-0 evangelism is the winning of nominal Christians to personal faith and commitment. There is no cultural distance involved in E-0 evangelism — in fact, E-0 people are already in contact with Grace Church or other evangelical churches. E-1 evangelism moves out of the Church into the mainstream of American culture. The only barrier to be crossed here is between the Christian community and the surrounding culture. In some cases, E-1 evangelism can occur within an expatriate Western Culture in a foreign country.

The second sphere to which Jesus referred is that of Samaria. E-2 evangelism involves crossing a second frontier. It crosses the frontier we have referred to in describing E-1 evangelism and involves crossing a frontier constituted by significant, but not monumental, language and culture

differences. In geographic terms, E-2 evangelism need not be in a foreign country; it can also occur in the United States.

E-3 evangelism involves even more significant cultural differences. This kind of evangelism is necessary for the third sphere of Jesus’ statement, “to the ends of the earth.” The people needing to be reached in this third sphere live, work, talk and think in languages and cultural patterns completely different from those native to us.

These distinctions can help us understand the difference between “evangelism” and “missions.” E-0 and E-1 evangelism are what we call “evangelism.” E-2 and E-3 evangelism are called “missions,” or cross-cultural missions.

We believe that every believer is responsible for being a witness to nominal Christians (E-0) and people of their own culture (E-1). Thus, “evangelism” is the responsibility of everyone at Grace Church. However, we believe that the primary, but not exclusive, focus of Grace Church Missions is to be defined in terms of “missions,” E-2 and E-3 evangelism.

D. Summary: These three emphases will serve as guidelines in all decisions relating to the support of missionaries and the selection of missions projects.

<sup>9</sup> E-Scale by Ralph Winters published in Beyond Outreach, March 22, 2012



## 2. Definition of Mission

*“Missions is disciple-making beyond Grace Church’s immediate sphere of influence to establish and strengthen local churches throughout the world across language and cultural barriers.”*

- A. **Disciple-making** is the focus of the Great Commission. It is marked by: **going** in the Spirit’s power, **witnessing** throughout the world, **preaching** the Gospel, **proclaiming** repentance, **baptizing** believers, and **teaching** obedience to Christ’s teaching.<sup>10</sup>
- B. Grace Church’s immediate sphere of influence includes ministries to expand the membership of Grace Church or ministries carried on by Grace Members within the church’s immediate sphere of influence. Missions begin outside the church’s immediate sphere of influence (her Jerusalem) and primarily focus on cross-cultural disciple-making outside the U. S. or to a sub-culture or ethnic group within the U. S.
- C. Establishing and strengthening local churches throughout the world is accomplished by the primary ministries of **evangelism** and **equipping**. **Support ministries** assist the evangelists and equippers.
1. **Evangelism** includes witnessing, follow-up, literature distribution, broadcast media, films, evangelistic Bible studies, and gospel teams, which aim to establish local churches.
  2. **Equipping** includes teaching believers, disciple-making, training leaders, Christian education and exhorting Christians, and church planting, which aim to strengthen local churches and increase church multiplication.
  3. **Support Ministries** include translation, administration, medical work, aviation, community development, hunger relief, and technical services, which support the work of evangelism and equipping.

## 3. Scriptural Foundation for our Church’s Involvement in Missions

- A. Jesus commanded us to go and make disciples of all nations.<sup>13</sup>
- B. God loves the world and wants all people reconciled to Himself.<sup>14</sup>
- C. The Epistles promote growth in Christ through training believers.<sup>15</sup>

<sup>10</sup> Matt. 28:19-20, Mark 16:15, Luke 24:47, John 20:21, Acts 1:8

<sup>11</sup> Acts 1:8

<sup>12</sup> Disciple-making includes evangelism, follow-up, discovery Bible studies, one-on-one, and small group discipleship, leadership training, and church planting. This results in the multiplication of discipleship and church planting.

<sup>13</sup> Matt.28:19-20; Mark 16:15; Luke 24:47; John 20:21; Acts 1:8

<sup>14</sup> John 3:16; 1 John 1:12; II Peter 3:9; John 14:6; Romans 10:13; II Cor. 5:19-20

<sup>15</sup> Eph. 4:11-12; II Tim. 2:2; II Tim. 3:16-17

- D. The Pauline example of missionary work is proclamation of the Gospel of the Kingdom that resulted in local churches.<sup>16</sup>
- E. The local church is responsible for sending cross-cultural missionaries in obedience to the Great Commission to turn relief into belief.<sup>17</sup>
- F. Jesus has compassion for all the needs of humanity — physical, emotional, and spiritual.<sup>18</sup>

#### 4. Purposes of Grace Church's Missions Policies and Procedures

- A. To define clear lines of responsibility and accountability for all missions program participants, including mission agencies, missionaries, committee members, missions staff, and Church members.
- B. To carry out Elder Board policy clearly and consistently.
- C. To maintain the fiscal integrity of the missions program.
- D. To provide guidelines for making consistent decisions over extended periods of time.



#### 5. Missions Goals

- A. Long and short-range goals shall be established against which the missions program can be measured.
- B. These goals should cover some or all of these areas:
  1. Prayer for missionaries and peoples of the world.
  2. Missionaries trained and sent from Grace Church.
  3. Percentage distribution of the Mission budget according to global priorities.
  4. Giving to missions.
  5. Missions education.
  6. Member involvement.
  7. Other goals that may seem appropriate.
- C. The Church should surround these goals with prayer, entirely depending on God for their fulfillment. The goals are to be set according to our faith, helping to measure progress and stimulate involvement.

<sup>16</sup> Iconium, Lystra, Derbe, Antioch (Acts 14, Galatians); Philippi (Acts 16, Philippians); Thessalonica (Acts 17, I & II Thessalonians); Athens, Berea (Acts 17); Corinth (Acts 18, I & II Corinthians); Ephesus (Acts 19 & 20; Ephesians); Troas (Acts 20); Rome (Acts 28, Romans)

<sup>17</sup> Acts 13:1-3

<sup>18</sup> Matt 9:36-38; Matt 4:23; Matt 25:31-46; I Tim. 6:18-19



## II. MISSIONS LEADERSHIP TEAM

### 6. Structure and Sub-Committees

#### A. Responsibilities of the Missions Leadership Team (MLT)

The responsibilities of the Missions Leadership Team shall include, but not be limited to, the following:

1. Administer and evaluate the missions ministry, including the annual review of missionaries, projects, and policy.
2. Establish annual and long-range goals for the missions ministry approved annually by the Grace Church Board of Elders (BOE).
3. Develop strategies for these goals.
4. Establish the missions budget for presentation to the congregation and the BOE.
5. In concert with supporting ministry teams, coordinate the execution of the missions ministry.
6. Provide advice and consultation for the education, promotion, and mobilization of missions goals throughout Grace Church, including recruiting and training new missionary candidates.
7. Stimulate and maintain active, vibrant intercessory prayer for world evangelization in general and the missions ministry in particular.
8. Administer and oversee the Sending & Support Committee (S&S) as they care for Grace Church missionaries. They serve as the liaison between the MLT, the Church, its missionaries, and its missions-related organizations, agencies, and associations.
9. Under the direction and authority of the BOE and Senior Church Leadership, interpret and inform the pastors/teachers, staff, and congregation of Grace Church about the purpose, policies, and practices of Grace Church Missions.
10. Fulfill any other assignments delegated to the MLT by the BOE or its designee.



## B. Selection of Members and Term of Office

1. The term of service for all non-staff & non-BOE members of the MLT will be three-year terms, with the possibility of extension for another term. An MLT member may serve no more than two consecutive terms, at which time at least one year off the MLT will be required. MLT will be appointed by and amenable to the BOE.
2. The Chairperson of the MLT shall be nominated by the Senior Director of Missions and the Executive Pastor and approved by the BOE. The term of office shall be for one year. The Chairperson is eligible for not more than two consecutive terms in office, at which time at least one year out of leadership as Chairperson will be required.
3. Members of the MLT shall be nominated by the Senior Director of Missions and the Executive Pastor and approved by the BOE. The term of office shall be for three years, with no more than two consecutive, three-year terms.
4. All terms of office shall begin in August of each year and conclude at the end of July.
5. The MLT will select a Secretary for the committee following the formulation of the new committee each August.
6. The MLT will have the authority to appoint temporary task teams of individuals to research and/or recommend actions to the MLT for specific projects of a finite life or duration. The task-team leader will be a member of the MLT.



## C. Qualification of MLT Members

All members of the MLT shall meet the following qualifications:

1. All MLT members shall hold membership in good standing with Grace Church, be male or female, be actively and faithfully participating in the life and ministry of the Church, possess a sincere interest in missions, and demonstrate a lifestyle consistent with Biblical principles. In addition, MLT Members shall be actively and faithfully participating in the life and ministry of the Church, possess a sincere interest in missions, and demonstrate a lifestyle consistent with Biblical principles.
2. Be willing to make a substantial time commitment to the missions ministry as their primary ministry in the Church.
3. Be in full agreement with the published policies and procedures of Grace Church Missions.

4. Possess enough experience in missions to contribute strongly to the missions ministry or demonstrate a willingness to learn more about missions.
5. Be willing to accept training and direction for the effective implementation of the missions ministry.
6. Be willing to commit to consensus decision-making and practice Christian submission.
7. Be willing to avoid participating in any situation that would create a conflict of interest.
8. Practice regular, personal prayer for the Grace Church and the priorities entrusted to the MLT.

#### D. Responsibility of MLT Members

1. The responsibilities of members of the MLT shall include, but not be limited to, the following:
  - a. Attend all MLT and other specially convened meetings unless there is an excusable absence. When unable to attend, the member will notify the MLT Chairperson.
  - b. Be actively involved in Missions activities and projects.
  - c. Promote, recruit, equip and involve the congregation in Missions ministry.
2. The general responsibilities of the MLT Chairperson shall include, but not be limited to, the following:
  - a. Preside over all MLT meetings.
  - b. Appoint a secretary who will take complete and accurate minutes of all committee meetings. Meeting minutes will be completed and distributed to all members of the MLT in a timely manner.
  - c. Assist in appointing all subcommittee Chairpersons and members-at-large.

#### E. Responsibility of Missions Directors

1. In relation to the Missions Committee, the general responsibilities of the Missions Directors shall include, but not be limited to, the following:
  - a. Represent the MLT formally and informally to the Pastors, Staff, and the BOE.
  - b. Provide liaison with Church Staff, Committees, divisions, and functions in developing, coordinating, and administering the overall missions ministry of the Church.

- c. Be responsible for integrating the mission ministry's one-year and long-range goals with those of Grace Church.
- d. Assist the Chairperson of the MLT in preparing the agenda for all meetings and preside over all MLT or Project Committee meetings in the absence of the Chairperson.
- e. Serve as resources to any Sub-Committees and all facets of the missions ministry.
- f. Assume all day-to-day responsibility for the missions ministry.

#### F. Decision Making Thresholds for the MLT

##### 1. Release of expenditures that are in the approved Annual Budget:

- a. Expenditures —Missions Directors will provide a quarterly review of Mission priorities, updated cost, and timing to the Executive Pastor and Senior Pastor.
- b. The Senior Director of Missions will provide the BOE with annual reviews of strategic initiatives, including cost and timing.
- c. All expenditures that exceed \$100K will require approval by the Executive Pastor. Modification or rejection of recommended expenditures will require approval by the BOE.
- d. In addition to the approvals listed above, approval of the BOE is required for all expenditures that exceed \$500K.

##### 2. Release of expenses that are NOT IN the approved Annual Budget:

- a. Any non-budgeted Missions expenditure that exceeds \$50K requires approval of the MLT and Executive Pastor. Modification or rejection of recommended expenditures will require approval by the BOE.
- b. Approval of the MLT and BOE is required for non-budgeted expenditures that exceed \$200K.
- c. Missions Directors can approve non-budgeted Missions expenditure not exceeding \$5000 for individual ministry needs or projects. More than one director must approve this expenditure.



### 3. Fiscal/Financial Management:

- a. Monthly, Grace Church accounting, working in conjunction with the MLT, will provide the MLT with a Fund Balance report and mid-way through the fiscal year with ministry expense projections.
    - i. Income or expenses that are  $\pm$  20% of the forecast will be highlighted and include a summary explaining each variance.
    - ii. All expenses will be accurately submitted to accounting following standard policies for expense reimbursement and reporting for Grace Church.
  - b. The MLT will coordinate special matters not explicitly covered within the scope of this charter with the Executive Pastor.
4. Audit - Annually, the BOE will commission a financial audit of all Grace Church ministry operations. This audit will include the operational affairs of the MLT. The audit will be conducted by an independent auditor and overseen by the Director of Finance. The Director of Finance will inform the leadership of the MLT, the Executive Pastor, and the BOE of the audit findings.
5. Governance - The MLT will oversee the operations of Grace Church Missions activities in accordance with the Grace Church Missions Policy Handbook and the Grace Church Bylaws. Should conflict exist between these two documents, the Grace Church Bylaws will be the governing document.

### G. The Sub-Committees

#### 1. The workload of the Sub-Committees is as follows:

- a. **The Sending/Support Committee** is personnel-oriented and money-oriented in selecting those individuals who best fit in with the overall strategy of the Missions ministry and in allocating and administering the funds and caring for the needs of the church's missionary family. The responsibilities include, but are not limited to, the following:
  - i. Identify potential missionary candidates within the Grace Church family.
  - ii. Monitor the procedure for selecting career workers.
  - iii. Conduct the formal interview of career candidates.
  - iv. Develop and update processes, applications, and evaluation forms as needed.
  - v. Annually evaluate missionary goals and performance and recommend renewal/termination of missionary personnel.
  - vi. Make recommendations to the MLT on support levels for new or renewed workers.
- viii. Coordinate the care of the Church's missionary family beyond financial support, i.e., spiritual, moral, and physical support, through the M.A.R.S. (Missionaries Are Really Special) effort.

- b. **The Projects Committee** is ministry-oriented, concerned with the selection, design, and execution of Missions projects and other significant initiatives that fit the strategic goals of Grace Church, such as organizing short-term mission trips, identifying special projects, etc. Projects must be submitted utilizing the Project Application form. The Project Committee will be the Missions Directors, the MLT Chairperson, and 1-3 members at large.
- c. Missions Festival Committee is event-oriented and concerned with the execution of the Fall and Spring Mission events. This Committee will be the Missions Directors, Grace Missions Staff, and volunteers.

#### H. Frequency of Meetings:

1. The MLT shall meet monthly
2. The Sub-Committees shall typically meet monthly or as often as necessary to complete their assignments.
3. Quorum: A quorum for any committee or subcommittee meeting shall be a simple majority of the MLT or sub-committee voting members.

### III. PERSONNEL: MISSIONARIES and NATIONAL MISSIONARIES

#### 7. Career Missionaries

A. Qualifications — The Competencies of the Career Missionary, as detailed below, is a guideline for discussion and qualification of each career missionary. The majority should be completed before funding is provided.

A Career Missionary or U.S. Based Worker/Couple seeking primary support from Grace Church needs to be an active attending member, ideally for at least two years, and currently involved in the life and ministry of the Church. Those seeking support should also meet the following qualifications:

1. Demonstration of a history of a disciplined and balanced life.
2. Demonstration of an understanding of the place of prayer in ministry and missions and of an active prayer life.
3. Demonstration of basic psychological stability and ability to understand the candidate's own personality and its effect on relationships, ministry, and choice of mission field.
4. Demonstration of increasing skills in interpersonal communication and relationships.
5. Demonstration of the discipline of Bible study and meditation.
6. Demonstration of solid biblical knowledge and the ability to accurately exegete.
7. Demonstration of the ability to define the Christian faith's basics and defend, compare and contrast Christianity with the beliefs of other major religions.
8. Demonstration of the motivation and ability to share the Gospel in various situations, including cross-cultural contexts.



9. Demonstrating the ability to disciple new believers, including training in basic ministry skills. Discuss the fruits of a successful reproducing Bible study/discipleship relationship.
10. Demonstrate the ability to sustain a consistent involvement in a local cross-cultural ministry.
11. Demonstrate an understanding of the problems and issues faced in the missionaries' ministry and the skills to handle them.
12. Demonstrate an understanding of the true meaning of worship in the believer's life and the ability to lead others in worship.
13. Demonstrate healthy relationships with spouse and children.
14. Demonstration of an overall philosophy of ministry based on an understanding of the local church, its leadership's role, policy, and place in God's program.
15. Demonstration of your ability to develop a church-planting strategy. This is attained by participating with a church-planting missionary through a short-term experience or through a well-researched written paper.
16. Demonstrate an understanding of the basics of communication and media in the church and missions and the ability to use the media creatively.
17. Demonstration that the candidate can complete specific research on a target culture/people group.
18. Demonstration that the candidate has identified, examined, and evaluated their "call" to ministry.

## B. Application Procedure

Grace Church is committed to sending workers from this congregation into full-time career ministries in home and world missions. As far as possible, we are committed to assisting ministry candidates in their preparation and training phases.

We believe the local church's biblical responsibility is to challenge, select, and prepare the persons with whom it will partner in ministry and mission service. Thus, candidates from Grace Church will be expected to meet educational, ministry, and maturity requirements. As these are met, the Church will encourage appointment to an agency that falls within the guidelines of our philosophy and strategy and, where appropriate, will approve financial support.

The rationale of a church-based program of ministry preparedness is that the essential gifts, abilities, commitment, and personal holiness of the candidate need to be evident to the Body of Christ in their own culture and at home before they can be effective for Christ in another culture and away from home.

Therefore, ministry candidates who plan to be supported by Grace Church must demonstrate that they possess these "essential skills and abilities" before commencing their ministry.

Our goal is to address these skills and abilities in a four-stage training program called the Missions Training Program (MTP).<sup>19</sup> Short-term, Summer, and Bi-Vocational Workers are also part of the long-term preparation strategy for sending workers to the mission field.<sup>20</sup>



<sup>19</sup> See Appendix #1 for description and details of the Missionary Training Program (MTP)

<sup>20</sup> See Appendix # 2 and #3 for description and details of the Short-Term Program, Summer Workers and Bi-Vocational Workers (Tentmaker Missionaries)





## 8. National Workers

A. Definition: A national worker is someone raised in any part of the country or culture where they labor. Their work involves evangelism, discipleship, and equipping more Christians within their culture and is to be in agreement with the priorities of the Grace Church Missions Policy. See Appendix #1 for description and details of the Missionary Training Program (MTP)

### B. Qualifications:

1. National workers should, as far as possible within the context of their culture, meet the competencies of Grace Church career missionaries outlined in Section III, 7, A.
2. National workers must be connected with an acceptable missions board or agency to whom they are accountable.

### C. Application Procedure:

1. Grace Church members may submit to the Missions Staff the name of a national worker they believe worthy of support, providing as much information about the individual as possible. When feasible, the national worker can be interviewed by the Missions Director(s) and/or the MLT.
2. Information regarding the national worker will then be submitted to the Sending & Support Committee for review. They will then pass on their recommendation to the MLT for action.

### D. Relationship between the Church and the National Worker:

1. As far as possible, the Church will maintain its responsibilities to the national worker as to any career missionary. The Church expects the national worker to comply with the responsibilities of the missionary to the Church as outlined in Section III, 7, A, and the doctrinal requirements outlined in Section III, 11, C - Doctrinal Requirements.

## **9. Visitation of Missionaries on the Field**

- A. Regular visits to the field by the Missions Directors (s) and other staff will be scheduled for the following purposes:
1. Encouragement to the missionary and their family.
  2. Promotion of interest and prayer within the congregations.
  3. Ministry on the field, such as speaking at Pastors or Missionary Conferences.
  4. Increased knowledge and enthusiasm for world missions on the part of the Staff Pastors.
  5. Evaluation of the ministry or project.
  6. Research new missionaries or projects to support or assess unreached people groups.
- B. The Senior Pastor will be encouraged to make an annual overseas field visit. The Missions Staff will make domestic and overseas visits to maintain personal contact with the missionaries and projects.
- C. Members of the Missions Leadership Team and the congregation will be encouraged to visit missionaries on the field whenever possible.
- D. The missions budget will fund pastoral visits, but visits by other Church members will not be funded.
- E. Field visits do not take the place of the Missions Agency. Every effort should be made to secure information, evaluation, and ministry reports through the Agencies. The field visits are supplementary to the care and supervision provided by the Agency.

## **10. Relationships Between Supported Missionaries and Grace Church**

- A. Responsibilities of the Church to the missionary.
1. Provide regular prayer support.
  2. Care for the missionary in every possible way to meet their physical, emotional, spiritual, and intellectual needs. Care can be demonstrated as follows:
    - a. Attempting to help provide housing while on furlough.
    - b. Pastoral visits to the field.
    - c. Sending books and magazines to the missionary.
    - d. Meeting needs for clothing and personal items while on furlough
    - e. Sending letters, cards, etc., to the field.
    - f. Maintaining contact with the Mission Agency to determine how to pray and assist.

3. Assist in supporting the missionary financially, both in regular support and in projects
4. Provide a written communication that includes:
  - a. Amount of support and starting date.
  - b. Duration of support and renewal procedure.
  - c. Consideration of projects.
  - d. Responsibilities of Church and missionary.
  - e. Doctrinal statement.
  - f. Other pertinent information.
5. Encourage continuing education to improve skills and knowledge, preferably on the field. Support during an Agency-approved educational leave may be granted but on a reduced basis. This cannot exceed one year beyond normal furlough and would not be considered before completion of a full 4-year term. In addition, funds may be made available for tuition or correspondence school fees for on-the-field courses approved by the Agency.
6. Grace Church would not typically provide extra funds for missionary children's education, insurance, or projects not approved by the Agency.



## A. Responsibilities of the Missionary to the Church

1. Maintain a full-time ministry. Furlough time will be monitored and regulated by the sending Agency. The standard furlough time for foreign missionaries (for which support will be granted) is one year for a 4-year term on the field. All shorter terms will have a proportionate amount of furlough, e.g., six months for a 2-year term, etc.
2. Comply with the Grace Church Missions Policy and Procedures (a copy will be furnished).
3. Avoid solicitation of personal or project support from the Church membership (close friends and family excluded), either directly or indirectly, except when given written approval by the Missions Pastors and the Missions Administration Committee.
4. Correspond with Grace Church no less than four times per year. In some cases where special arrangements have been made, this contact can be maintained through the Agency or a key contact on the field. Reports to the Church should contain references to progress toward predetermined goals.
5. Furnish visuals to the Church to assist in sharing the ministry with the Church. Photographs of the family and the ministry shall be sent at least annually.
6. Request continuation of support when changes are made in ministry assignment, location, or Agency. Ministry change requests must be made in advance, as the Sending & Support Committee must re-evaluate support.
7. Secure approval of projects by the Agency prior to sending the request to the Church.
8. Participate in the annual Missions Conference while on furlough (foreign missionaries) or at least every five years (U.S. Based Workers). (National missionaries are exempt.)
9. Participate in ministry at Grace Church while on furlough when possible. Furlough plans should be furnished to the Church at the beginning of the furlough.
10. Reapply for support between 4-6 months prior to the support renewal/termination date set by the Church in the church/missionary covenant.
11. Complete and return requests for information from the Church.

These responsibilities are enumerated in the Grace Church/Missionary Covenant. (See Appendix #4) This covenant is to be agreed to and signed by the missionary and a Missions Director before any support begins and is renewed every four years.

## 11. Doctrinal Requirements

A. All missionaries supported by Grace Church are expected to agree with the Church's Statement of Faith. The Grace Church Statement of Faith will be included with the covenant, and each missionary will be expected to sign it.

B. Mission Agencies must fully agree with Grace Church's Statement of Faith.

C. The entire text of the Statement of Faith is:

1. **The Word of God.** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
2. **The Trinity.** We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.
3. **God the Father.** We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ.
4. **Jesus Christ.** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, Ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
5. **The Holy Spirit.** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher, and guide.
6. **Regeneration.** We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who accept Jesus Christ as Lord and believe Him to be their Savior are regenerated by the Holy Spirit.
7. **The Last Things.** We believe in the personal and visible return of the Lord Jesus Christ to the earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

8. **The Church.** We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to the lost world.

9. **The Ordinances.** We believe the Lord Jesus Christ has committed two ordinances to the local church — baptism and the Lord’s Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord’s Supper was instituted by Christ for commemoration of His death. We believe these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

D. Where doctrine or practice of the missionary is in dispute, the matter will be investigated by the MLT, and a recommendation made to the BOE.

#### IV. GENERAL POLICIES

##### 12. Sister Church Relationship

###### A. Vision

1. To accelerate the establishment and development of multiplying New Testament churches both inside and outside the United States, giving many Grace Church people the opportunity to minister to others and develop a greater vision for God’s work in the world. The goal is to plant or come alongside potential strategic impact churches that will ultimately be truly indigenous churches which are: 1) self-supporting, 2) self-governing, and 3) self-propagating.

###### B. Strategy

1. Grace Church’s strategy for achieving this vision will be four-fold:
  - a. Intercede - for the Lord’s guidance in identifying strategic impact churches.
  - b. Investigate - the opportunities based upon open doors the Lord has provided and the strategic focus of our missions effort (i.e., Eastern Europe, urban, etc.).
  - c. Identify - the partnering church based upon the criteria for establishing a sister church relationship.
  - d. Initiate - the process for the establishment of a sister church



### C. Criteria for Establishing a Sister Church Relationship

1. Doctrinal Agreement (see Grace Church Statement of Faith)
2. Basic compatibility of primary church goals and values:
  - a. Evangelism and Missions
  - b. Discipleship
  - c. Church-Planting
  - d. Biblical Teaching
  - e. Worship
3. Commitment of the leadership of both churches to enter into the sister church relationship for a mutually agreed on-time commitment.
4. The vision of the newly established church must be to become an indigenous church.
5. The sister church relationship should be mutually beneficial, maintaining a goal of reciprocity in areas where it is appropriate (i.e., prayer, work projects, pulpit exchange, missions trips, etc.).
6. The pastor(s) will facilitate communications and the further establishment of the sister church relationship. The pastor(s) will serve as a liaison between churches and within their own church.
7. Each church must maintain an attitude of servanthood, goodwill, and trust.
8. Any financial commitments from Grace Church will be discussed, agreed upon, and documented, pending review and approval of the Projects Committee and the MLT (i.e., amounts, designation of funds, duration of commitment, and reporting requirements).
9. If the goals, vision, and criteria for establishing the sister church relationship are not in good faith fulfilled by either church, the terms of the agreement may be considered null and void.
10. There must be a commitment to prayer and mutual support.
11. See Appendix #5 for Process for Establishing a Sister Church
13. Missions Budget Guidelines



#### A. Preparation and Approval of the Missions Budget

1. Missions Directors will prepare the annual missions budget. Input for the annual budget will be drawn from and reviewed with the Project Committee and the MLT. BOE will approve the annual budget before the annual meeting.
2. The Missions budget will be presented to the congregation during the annual meeting in June as part of the overall budget for Grace Church.
3. Adjustments or modifications to an approved budget must be presented and approved by the MLT and BOE as defined in Issue 6, item E - Decision Making Thresholds for the MLT.
4. Expenditures in excess of the budget require approval as defined in Section III - Part 6. F. Missions Leadership Team, 1 through 5.
5. Grace Church Missions is funded exclusively by donations made to the Churches' designated Missions Fund and other gifts so designated by BOE. Should giving exceed budgeted expenditures, disposition of surplus funds will be made in accordance with the policy guidelines as defined in Section III - Part 6. F. Missions Leadership Team, 1 through 5. When designated giving does not meet the planned expenditures, the Missions Directors will present plans to the MLT to decrease budget expenses accordingly.

#### B. Sources of Missions Funding

1. Grace Church may sometimes employ the "Faith Promise" system to raise funds for missions. Members make yearly commitments based on their faith and willingness to give to missions. Annual Faith Promise commitments are considered when determining the annual Missions Budget.
2. The Missions Designated Fund is understood to stand apart from the General Fund. Missions designated money shall be applied to the Missions Fund. All Missions designated gifts will be spent in accordance with the Missions Policy Manual.
3. Gifts designated for Missions staff, missionaries, or projects/expenses not supported by the general policies of Grace Church or missions' budget of Grace Church will not be accepted by the Church. These gifts should be sent directly to the recipient and not be recorded or recognized as part of the mission's designated income. Members are encouraged to give to the Church to meet the mission's budget without designation.



### C. Distribution of the Budget

1. There will be four (4) categories within the Missions Budget entitled as follows: World Evangelism (including support for missionaries, national workers, agencies, projects, and international student ministry), Strategic Vision (including support for major strategic initiatives), Local Evangelism, and Ministry Services (i.e., education and promotion, missions festivals, missions staff salaries and office expenses, and contingency).
2. Target percentages for each category are:
  - For World Evangelism 50 %
  - For Strategic Vision 33 %
  - For Local Evangelism 10 %
  - For Ministry Services 7 %
3. Spending of allocations may not exceed the indicated percentages without the approval of MLT.
4. It is desirable to support fewer missionaries with greater individual support per missionary family, ensuring 1) missionary effectiveness and 2) availability of supported missionaries during furloughs as part of the Grace Church Missions Staff.
5. Monthly, quarterly, semi-annual and annual support checks will be sent to the Mission Agencies for the support of budgeted missionaries, nationals, and projects. Funds will be expended to ensure continuity of support for missionary personnel.
6. Attempts will be made to maintain a fund balance of no less than five percent (5%) to facilitate cash flow and ensure the adequacy of support for missionary personnel.
7. Annual evaluations of all missionaries will be included as part of our strategy to adjust future ministry focus and funding. While attempting to maintain a geographical balance and a greater emphasis on urban works, particular attention and priority will be given to:
  - a. Cross-cultural career missionaries
  - b. Strategic projects for evangelism and church planting
  - c. Unreached people groups
  - d. Missionaries currently supported by Grace Church
  - e. National workers support
  - f. New missionaries or projects
  - g. The training of national workers
  - h. Existing or ongoing projects
  - i. Agencies currently supported by Grace Church



#### D. Support of Missionaries and Agencies

1. Support will be provided for individual missionaries, nationals, and special projects which meet Grace Church's criteria and not usually to the general fund of a Missions Agency.
2. Criteria for evaluating Agencies through whom missionaries, nationals, or projects are supported:
  - a. The Agency's overall purpose and goals are consistent with Grace Church's.
  - b. The Agency's doctrinal statement is consistent with that of Grace Church.
  - c. The Agency should be a member of EFMA or IFMA, or provide an acceptable reason for non-membership.
  - d. The Agency must cooperate with like-minded agencies at the administrative and ministry levels.
  - e. The Agency should have a policy toward the national church which provides:
    - i. Criteria for evaluating development.
    - ii. A training program for national leadership.
    - iii. A plan for turning over their responsibility to national leadership.
    - iv. Teaching that plants a cross-cultural vision and encourages missionary sending on the part of the national church.
  - f. The Agency must provide responsible oversight to the missionary, including a commitment to their spiritual, physical, and emotional care; guidance in goal-setting; administrative oversight for the work on the field; and personal counsel during annual field visits.
  - g. The Agency must have an administrative structure staffed with personnel having the integrity and competence to carry out their goals and purposes.
  - h. The Agency must have an ongoing evaluation for their missionaries to be available to Grace Church.

## E. The relationship between Grace Church and Missions Agencies.

1. The relationship between Grace Church and Missions Agencies is basically one of mutual cooperation, responsibility, and purpose. The mobilization of resource personnel and finances and matching them with effective ministries requires synchronized efforts of both the Church and the Agency.
2. Grace Church believes that Agencies are accountable to the local church regarding the utilization of resource personnel and finances that emanate from the local church. They are also accountable for assuring Grace Church member missionaries receive the best possible guidance for properly using their gifts, experience, personalities, and training.
3. Grace Church is accountable to the Agency to equip member candidates to the best degree possible, including the areas of the Christian life (walk), personal relationships, basic Bible training, and ministry experience.
4. When a Grace Church member becomes involved with an Agency, the Church is responsible for cooperating with that Agency to ensure the best possible preparation and placement for the candidate. The Church should be involved in the evaluation process.
5. Every missionary should have responsible oversight. In the case of Grace Church members, the Church is responsible for providing that oversight or seeing that it is adequately provided. Realizing that the local Church is not in the best position to administer oversight, counsel, personal care, discipleship, and in some cases, encouragement and evaluation, these responsibilities will typically be entrusted to the Agency. However, in the case of Church members, they should place themselves in a position of submission to the authority of the Grace Church Board of Elders. In matters of conflict between Church and Agency regarding authority, the member will yield to the Church Elders. Another aspect of responsible oversight is commitment. Grace Church is committed to all its member missionaries and has a keen sense of responsibility toward them. Including attempting to see that their needs are met: physical, emotional, spiritual, and ministry needs. Even though the Church cannot provide adequate oversight on the field, Grace Church wants to stay abreast of the lives and ministry of the missionary family. This is the reason annual evaluations are mandatory for each missionary unit.



6. Each missionary shall operate under the cognizance of an approved Agency. If a missionary changes Agencies, they must gain prior approval from the Sending & Support Committee - as described in the Missionary Covenant (Appendix #4). Advance notification must be given to allow Grace Church to evaluate the Agency and the specific ministry involvement. If this is not done, support may be terminated. This applies to members and non-members alike.
7. The support relationship is with the missionary, not the Agency. The missionary must be with a Grace Church approved Agency.
8. The Church will receive reports directly from the missionary regarding ministry and needs. Grace Church members are encouraged to have personal contact with missionaries for the dual purpose of mutual stimulation and to develop a missions mentality in the home and within the corporate Church.
9. Each missionary will be paired with a Grace Church member, attendee, or small church or group. This person is called a "Missionary Captain."
10. The Missionary Captain's responsibilities are as follows:
  1. Communicate with their assigned missionary(ies) once a month
  2. Ask the missionary(ies) for prayer requests, praises, specific projects, and personal needs.
  3. Email a concise summary to Missionary Director for distribution to prayer teams.
  4. Missionary Captains will connect with their assigned missionary(ies) when they are home on furlough.

#### F. Nature of the Work in which Missionaries May Be Involved

1. Supported missionaries, nationals, and projects may be involved in but not limited to ministries such as the following:
  - a. Church planting and establishment
  - b. Christian education and discipleship
  - c. Key leadership
  - d. Radio/TV
  - e. Youth/Camping
  - f. Translation
  - g. Administration and clerical work
  - h. Medical
  - i. Community development and relief work
  - j. Aviation
  - k. Literature

2. Benevolent or social works which do not have clear spiritual goals will not be supported.
3. Support will be given only to work that plants, establishes, and strengthens local churches throughout the world through primary ministries of evangelism and equipping or through support ministries that assist the evangelists and equippers.

#### G. Amount of Support Available for Missionaries

1. The amount of support is determined by the support category into which the missionary is placed.
2. The MLT makes this determination upon recommendation of the Sending & Support Sub-Committee.
3. The support categories are:
  - a. Cross-Cultural Missionaries E-2 and E-3:<sup>21</sup> Primary Support: \$6,000 - \$75,000. Criteria:
    - i. Grace Church is the missionary or couple's home church.
    - ii. Grace Church is the missionary's (ies) primary support.
    - iii. The missionary is in long-term missionary service.
    - iv. The missionary's (ies) ministry is a high priority and in keeping with the strategic focus of the church, i.e., cross-cultural evangelism and church planting in relatively unreached areas.
    - v. New missionaries meet the qualifications for missionaries<sup>22</sup> and have completed all four stages of the MTP (Missions Training Program) or its equivalent.<sup>23</sup>
  - b. Cross-Cultural Missionaries: E-2 and E-3 - Secondary Support (\$4,000 - \$12,000). Criteria:
    - i. Grace Church was or is the missionary's home church or home to the husband or wife in the case of a missionary couple.
    - ii. The missionary is in long-term missionary service.
    - iii. The missionary's ministry is compatible with the Grace Church definitions for missions outreach.
    - iv. New missionaries meet the qualifications for missionaries and have completed all four stages of the MTP (Missions Training Program) or its equivalent.

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<sup>21</sup> For definition of E-2 and E-3 - see page 5.

<sup>22</sup> See Section III - Personnel - &. Career Missionary Qualifications, Item A. 1 through 18.

<sup>23</sup> See Appendix #1 for Missions Training Program description.



c. U.S. Based Workers: E-0 and E-1 (\$4,000 - \$12,000) - Primary support.

Criteria:

- i. Grace Church is the U.S. based worker's/couple's home church.
- ii. The U.S.-based worker/couple is in long-term ministry beyond Grace Church's immediate sphere of influence.
- iii. The U.S.-based worker's/couple's ministry is a high priority with Grace Church for missions outreach, i.e., direct involvement in evangelism and discipleship.
- iv. New U.S.-based workers/couples meet the qualifications for new missionaries and have completed all four stages of the MTP (Missions Training Program) or its equivalent.

d. U.S. Based Workers: E-0 and E-1<sup>24</sup> (\$2,000 - \$6000) - Secondary support.

Criteria:

- i. Grace Church is the U.S. based worker's/couple's home church.
- ii. The U.S.-based worker/couple is in long-term ministry beyond Grace Church's immediate sphere of influence.
- iii. The U.S.-based worker's/couple's ministry is compatible with Grace Church's missions and outreach but not necessarily a high priority.
- iv. New U.S.-based workers/couples meet the qualifications for new missionaries and have completed all four stages of the MTP (Missions Training Program) or its equivalent.

e. National Workers may receive up to \$2,000 to 12,000 per year in support.

#### H. Issues of Support and Accountability

1. Support may begin one month before the missionary leaves for the field.
2. Support usually is committed to the missionary for the length of a full term (4 years) plus furlough. This time period is established at the outset and is clearly stated in the covenant between the Church and the missionary. Renewal or termination of support is determined during evaluation over a 4-year cycle.
3. Missionaries who are not on a typical 3-4 year term plus furlough (many U.S.-based workers/couples) will also be supported on a 3-4 year basis, with written communication to clarify dates for renewal/termination and the procedure involved.

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<sup>24</sup> For definition of E-0 and E-1 - see page 4.

4. Support will continue during the normal furlough time determined by the Agency, provided the missionary carries on a normal furlough schedule.
5. If furlough time is extended, support continuation will be reviewed after consultation with the missionary and their Agency. A determination will be made on a case-by-case basis.
6. Support will only be withdrawn during furlough time and with advance notice of at least six months from the Church. Exceptions may be made in cases such as those outlined below in item #8. Missionaries who no longer need support will be terminated earlier than six months.
7. Missionaries who are members of Grace Church shall be accountable to Grace Church for their ministry and spiritual behavior in regard to their general membership in the Body of Christ. This does not negate or diminish the missionary's accountability to the Agency. It does mean that the Grace Church BOE is committed to the general welfare of the missionary and family, with the reciprocal accountability of the missionary. If the BOE and or MLT determine that the missionary is not receiving necessary guidance from their Agency, they may require the missionary to change Agencies to remain eligible for support.
8. Support for any missionary will be terminated within 30 days when:
  - a. The affiliation of the missionary with their board or agency is altered or severed without prior written approval from Grace Church;
  - b. A significant moral problem arises as determined by the MLT.
  - c. Adequate evaluation of the missionary's ministry is not provided or recognized;
  - d. There is disagreement with Grace Church's Statement of Faith as determined by the MLT.
9. Support for a missionary may be terminated within 30 days when:
  - a. A personal problem requires the missionary to leave or change the field of service as determined by MLT.
  - b. The missionary fails to correspond with the Missions Office at least once a quarter.
  - c. The missionary chooses to relocate for personal reasons.
  - d. There is inadequate funding as determined by MLT.
10. Continued support for a missionary will require review when the missionary's agency reassigns the missionary to a new responsibility or location. Continued support will be given only when the new responsibility coincides with the Missions strategies of Grace Church.
11. Grace Church depends on the Agency to provide adequate oversight for the missionary. Intervention would occur only when differences cannot be resolved with the Agency.

## I. Evaluation and Revision of Support

1. Annual evaluations when the budget is prepared will be made for each missionary, and increases will be made when possible and in line with the priorities of Grace Church's Missions Policy.
2. Funds for projects and special needs for the missionaries will be given whenever possible so their ministry can be extended and their personal needs met. These are usually determined during the annual budget review but may be made at any time during the year.
3. The Sending & Support Committee conducts evaluation and determines increases and project funds with the help and advice of the Missions Directors and MLT. The Church may provide outgoing expenses depending on available funds.
4. Each missionary will be assigned a Missionary Captain to communicate with monthly. This relationship is designed to encourage and support missionaries and provide increased relational connections with Grace Church.
5. Evaluations will be carried out annually to assess missionaries. The Director of Missionaries will address performance-related concerns in cooperation with the sending agency.



### 14. Designated Giving

- A. Designated giving is not an acceptable practice.
- B. Should money be designated towards a Church-supported missionary or project, the Church will use that gift toward the amount already committed by the Church. The giver will be informed of this policy.

### 15. Shortages, Surpluses, and Contingency Funds

- A. Funds Shortage
  1. Funds balances carried over from the previous year may be used to make up for the shortage.
  2. Cutbacks will be made in the budget when needed and based on the lowest priority items in the budget, as directed by the MLT.
  3. Regular salary support to missionaries and nationals will be exempt from budget cuts, except in extreme financial shortages.
  4. Budget cuts made during the year will not usually be made up in the next year, but each budget year will stand independently, depending on missions giving from that year alone.



## B. Funds Surplus

1. When giving is in excess of the budget, additional prudent expenditures may be added to that year's budget with the approval of the Missions Leadership Team.
2. Funds surpluses will be carried over to the next year and in the coming year's annual budget.
3. When the funds surplus is substantial, one-time gifts to worthy projects may be made at year's end to bring the fund balance near zero with proper approval from the MLT and Grace Church Leadership.

## C. Contingency Funds

1. Unalleviated funds for special needs, emergencies, new missionaries, etc. shall be placed in the budget in anticipation of new opportunities which come up during the year, with the approval of the Missions Leadership Team.
2. In the event of a shortfall, the contingency provides protection for regular support and project funds.

## 16. Missions Administration

- A. Salaries for missions staff are taken from the missions budget. The allocation will be reviewed on an annual basis by BOE.
- B. Other missions expenses, such as office supplies, printing, computer costs, postage, etc., shall be paid from the missions' budget.





## 17. Short-Term Missions Trips (GO Teams)

- A. Philosophy: Missions at Grace is mobilizing ordinary people who are committed to prayer and empowered by the Gospel to bring hope to the nations through demonstrating and declaring the life-transforming message we have been given. We take seriously God's mandate to all believers in the Great Commission to make disciples of all nations (Matthew 28:19).
- B. Strategy: Short-term teams serve shoulder-to-shoulder with long-term, Gospel-centered churches and ministry partnerships. In God's economy, everyone has equal value, but not everyone has equal access to the Gospel. That is why we prioritize our missions efforts in the least-reached and unreached parts of the world.
- C. Goals: The goal of short-term trips is to fuel the long-term global impact of the Gospel. That is disciples making disciples who are demonstrating daily the love and compassion of Christ, sharing the everlasting hope He alone can give, and remaining active in Kingdom expansion across the street and around the world.
- D. Method: There are five essential components to carrying out effective, self-sustaining missions work:
1. Partnerships (shoulder-to-shoulder): We serve shoulder-to-shoulder with a local church or field partner connected to the local church. It is essential that our partners carry on the work when we leave. We don't want to leave seeds of the Gospel without someone to nurture their growth.
  2. Prayer (humble dependence): Our dependence is on the Lord and the Holy Spirit; therefore, we need a sound foundation of prayer before, during, and after each missions trip.
  3. Care (love in action): People don't care how much you know until they know how much you care. We can show we care through humanitarian projects and performing arts while demonstrating love, building relationships, engaging curiosity, and earning trust.
  4. Share (evangelism & discipleship): How will they know if we do not tell them? (Romans 10:14-15) Clearly and boldly sharing the Gospel is necessary for life transformation and Kingdom expansion.
  5. Training (preparing to go): Team members will be equipped to SHARE their faith story and the Gospel. As they grow in their witness and vision of God's heart for the nations, team members will model what it means to be a disciple, support the efforts of the local ministry, and, when appropriate, contribute teaching and training.



E. Short-Term Trips Staff Policy: Grace Church is a church that believes in missions. As such, it encourages staff to participate in mission trips. This provision intends to facilitate the Grace Church staff to become more infected with a passion for missions that will impact their ministry to the congregation.

F. For staff not leading a Missions Trip: After one year of employment, staff shall be permitted to go on a Grace Church missions trip once every three (3) years, for up to two (2) weeks, without having to use PTO. Approval of the time off is at the discretion of the supervisor and the staff person's department head in consultation with the Missions Directors. As an additional benefit, the staff person may apply to the Missions Department for consideration of a scholarship. There are two scholarships available for all Grace Staff:

1. Any Grace Staff person with less than two years of service: You may apply for up to 25% of the cost of the trip to be covered.
2. Any Grace Staff person with two years or greater of service: You may apply for up to 33% of the cost of the trip to be covered.
3. Clarification: Based on IRS laws, some of these discounts may be subject to tax as a taxable fringe benefit. Scholarships are not guaranteed. Scholarships depend on the availability of funds and approval of the Sending and Support Committee and MLT. The employee will submit a Scholarship Request form to the Missions Directors(s) to request scholarship funding.

A. Scholarships may be given to Grace Church members and attendees on a case-by-case basis up to 30% of the trip cost providing 80-100 support request letters have been sent out to potential donors.

## Appendix #1 - Missions Training Program

Our prospective four-stage training program is called the **Missions Training Program (MTP)**. The Missions Training Program has five purposes:

1. To encourage each candidate's growth as they conform to the image of Christ.
2. To develop an awareness in each candidate of God's concern for all peoples and of the activity of Christ's Church worldwide.
3. To assist the candidate in determining if God wants them to be in ministry and to help them discover where God may want them to serve.
4. To encourage and monitor the candidate's involvement in the local church and to assist them in becoming effective in evangelism and discipleship.
5. To assist in planning and overseeing the candidate's formal training needs and missions experience in preparation for career service.

### THE FOUR STAGES OF PREPARATION

The Missions Training Program has been created to guide and assist potential career workers in their preparation for ministry. The process has been designed in four distinct stages. Ideally, a candidate moves sequentially from one stage to the next. However, a certain amount of overlap in stages is inevitable, and adjustments can be made for the particular needs of individual candidates.

The four stages of the Missions Training Program are:

**Stage One: Exploration.** This is the preliminary interest stage, designed for those who believe God may want them to consider missions as a career. However, they are not sure of God's leading but are open to the idea and would like more information. This is the stage where all new candidates should start.

During this stage, the individual comes to a basic understanding of what is involved in ministry, particularly cross-cultural ministry, and begins to determine if this is where God is calling them to serve. During this stage, the individual will work with a mentor who will carefully guide their exploration.

**Stage Two: Commitment.** This stage marks a transition from "information gathering" to "commitment and preparation." This stage is designed for those seriously considering missions as a career. The individual has made an initial commitment and asks, "How should I prepare for a career in the ministry?" During this stage, the individual will work with a trained mentor to determine those skills, abilities, and characteristics that need to be developed and improved in order for them to be effective in ministry. Various activities and studies may be chosen to encourage and strengthen the candidate's skills.

**Stage Three: Service.** This stage is designed for those convinced that God is leading them into the ministry. God's leading in the individual's life has been confirmed by the church's leadership, and the individual is beginning to formally prepare for service. This stage can include a Missions Internship at Grace Church.

In this stage, the candidate must demonstrate that they possess the skills and attitudes needed to be effective in ministry — those characteristics addressed in the Commitment Stage. The candidate must also have begun the application process with a mission agency by the end of this stage.

**Stage Four: Pre-Field Ministry.** This is the last stage prior to departure for the field of assignment. This stage may entail specialized study, mission orientation, and raising financial and prayer support. If the ministry assignment is overseas, it will include preparation for departure, such as immunizations, visas, and packing and shipping. The final event in this stage is the Commissioning Service, conducted by the Missions Committee. The "Steps to Receive Financial Support" established by the Missions Committee cannot be initiated until entry into this stage.

#### **TIME FRAME FOR THE MISSIONS TRAINING PROGRAM**

Our desire is to learn as soon as possible of a person's interest in missions and the ministry and to begin working with them, "tracking" them through the four stages of the program and realizing that each individual is different as far as their knowledge, skills, and time in our church, it is difficult to place a time frame on each stage. Thus, completing any given stage may take a few months to a few years. Furthermore, it is possible for an individual to complete all the required stages and still not be ready to enter the ministry. The Missions Committee may recommend that an individual delay the commencement of career ministry.

An individual may remain in the Exploration Stage for a few months to a few years before moving on to the next stage. The Commitment Stage will usually be one to three years. The Service Stage will generally require one year. The Pre-Field Ministry Stage may last a few months to a few years. We are hesitant to put time limits on each stage. Instead, we want to work with each person as an individual. Then, as they and we deem appropriate, they can move to the next stage.

If an individual is a relatively new Christian, they will automatically be placed in the Exploration Stage. If an individual is somewhere between two stages, they will be placed "down" to ensure that the process is fully accomplished.

A person in ministry needs to be able to effectively and accurately handle the Word of God. Most mission agencies require at least one year of formal Bible training for those who have not attended a Bible college or seminary. Some agencies require graduate-level training in Bible and or missions. Since the message must be communicated accurately, we require each person to have at least a year of formal

Bible training. This year should be equivalent to 30 Bible, theology, and missions units. This year should generally be completed before a person enters the Service Stage, but with special permission may also be concurrent with the Service Stage. In some cases, this requirement may be waived if the candidate will be serving in a “support” ministry. All exceptions will be handled on a case-by-case basis.

Admission to the Missions Training Program is through the MTP Enrollment Questionnaire submission. No one will be refused admission to the Exploration Stage. The Missions Staff will approve admission to an advanced stage following a personal interview. Specific reasons will accompany any refusal of admission, and instructions will be given on how future admission might be obtained. Upon admission to the Missions Training Program, candidates will be assigned to a mentor in their respective stages. In the Exploration and Commitment Stages, candidates will primarily work one-to-one with their mentor. Some group meetings, workshops, or seminars will be planned from time to time. During the Pre-Field Ministry Stage, the primary relationship will be with the Missions Staff.

## **THE REQUIREMENTS OF THE FOUR STAGES**

Some flexibility is built into the requirements for each stage, but the essential elements of ministry, maturity and educational growth are for everyone. Requirements do not need to be met in the order in which they appear within a stage.

### **Stage One: Exploration**

- 1. Investigating the Possibility of Ministry:* This stage of the Missions Training Program is designed for people who believe that God may be calling them to a career in missions and desire to be equipped and sent by Grace Church. No one will be refused access to the Exploration Stage.
- 2. The Purpose of Exploration:* The primary purpose of the Exploration Stage is to help the potential missionary candidate come to a basic understanding of what is involved in ministry and to determine initially if this is where God is calling them to serve.
- 3. An Introduction to Cross-Cultural Ministry:* During this preliminary stage, the potential candidate is introduced to cross-cultural missions and begins to explore the field. The individual may decide to participate on one of Grace Church’s missions teams or become involved for six months in a local ministry. They may attend an Urbana conference or another specialized Missions Conference. They may do some reading or take a missions course, such as “Perspectives on the World Christian Movement.” The potential ministry candidate will spend time with their mentor discussing options and exploring their potential for ministry.

4. *Completing the Exploration Stage:* The Exploration Stage is completed when certain exploration activities have been performed, and a formal interview has been conducted. All these things are to be done under the direction of a mentor.

## **Stage Two: Commitment**

1. *Deepening Commitment to Ministry:* Commitment to full-time ministry requires a significant investment of time and resources for the candidate and Grace Church. Thus, it is not expected that everyone will want to continue beyond the Exploration Stage. Admission to the Commitment Stage will be based upon the recommendation of the Exploration Stage mentor.
2. *The Purpose of Commitment:* The primary purpose of the Commitment Stage is to identify and develop skills, abilities, and characteristics for effective ministry.
3. *Preparation for Commitment to Ministry:* During this stage, the potential candidate goes deeper in their preparation for ministry. This will include a minimum of one year of formal Bible training. The potential candidate will spend time with their mentor discussing and developing their gifts and abilities for ministry.
4. *Completing the Commitment Stage:* The Commitment Stage is completed when certain activities have been performed, appropriate documents have been submitted, and a formal interview has been conducted. All these things are to be done under the direction of a mentor.

## **Stage Three: Service**

1. *Taking Steps to Ministry:* This stage is for those who are seriously committed to ministry and are prepared to make the necessary investment in time and resources. Admission to the Service Stage will be based upon the completion of the requirements of the Commitment Stage. An appropriate Missions Internship, or its equivalent, is strongly encouraged during this stage.
2. *The Purpose of Service:* The primary purpose of the Service Stage is to complete the development of the candidate in ministry skills and personal characteristics. Ideally, this is done through a concentrated minimum of one year of actual supervised ministry experience.
3. *Preparation for Service:* The potential candidates will prepare for ministry during this stage by successfully accomplishing the twenty competencies required by the Missions Training Program.

A competency describes a skill, attitude, behavior, or ability the candidate must learn and integrate into their life. These competencies encompass characteristics and abilities Grace Church recognizes as essential for ministry.

Competency is satisfied by working through the respective activities to demonstrate growth, maturity, and progress to the Missions Staff. If a candidate has already satisfied a competency before beginning the program and can demonstrate proficiency, the Missions Staff may certify completion.

4. *Completing the Service Stage:* The Service Stage is completed when the competencies have been demonstrated, and a formal interview has been conducted. All of these are to be done under the direction of the Missions Staff.

#### **Stage Four: Pre-Field Ministry**

This stage is under the direction of the Missions Staff, and it incorporates the completion of the Grace Church process for receiving financial support and all requirements of the mission agency, including deputation to solicit prayer and financial support. In this stage, many aspects will be unique to the candidate and the mission agency or organization.

The *Pre-Field Ministry Stage* is completed when the candidate is commissioned by Grace Church and leaves for the field of ministry.

#### **Appendix #2 - Short-Term Program and Summer Workers**

##### **A. Philosophy of the Short-Term Program**

- a. Short-term assignments are usually for 1-2 year terms and are considered a vital and advanced step in missionary training.
- b. Short-termers are reasonably confident about being career missionaries and have worked out with their candidate counselor the purpose of the timing of the short-term ministry.
- c. Short-term assignments will be made selectively, and, where possible, a short-termers is matched with one of Grace Church's missionaries in an internship capacity.
- d. Short-term assignments should generally provide varied ministry opportunities, language acquisition, and increasing responsibility. The short-term experience will often be a final influencing factor in knowing God's will for future ministry. Debriefing upon completing the short-term assignment will help the candidate understand the experience and make appropriate plans for the future.
- e. Short-terms can also be assigned overseas to use technical skills, even though career missions is not probable.
- f. Under special circumstances, a short-termers could serve as little as three months, but the longer terms of 1-2 years are preferable.
- g. Ideally, the missionary candidate will work with their candidate counselor to choose a short-term assignment that matches the level of education, personal development, and ministry experience. Their application to a Missions Agency usually results from a joint decision of the candidate and their counselor.



## B. Philosophy of the Summer Worker Program

- a. Summer workers are people with a sincere interest in missions who desire first-hand exposure to the mission field.
- b. Summer workers usually spend 2-10 weeks on a specific assignment under careful supervision and often in teams.
- c. The purposes of the summer worker program are:
  - i. To experience another culture.
  - ii. To provide help for the missionaries.
  - iii. To share Christ and encourage believers.
  - iv. To work on a team toward a common purpose.
  - v. To meet and learn from missionaries and nationals.
  - vi. To encourage prayer and missions interest in the Church and teach dependence on God.
  - vii. To gain some direction concerning future missions career goals.
- d. Teams of Grace Church summer workers will frequently be trained and sent on special assignments.

## C. Criteria for Short-Term Missionaries:

- a. Active and evident commitment to Jesus Christ.
- b. Willingness to serve as a career cross-cultural disciple-maker if God so indicates.
- c. Actively involved at Grace Church at least one year before departure.
- d. At least high school graduates, but usually will be through college.
- e. Proven ministry experience commensurate to the proposed short-term assignment.
- f. Demonstrated competence in the specific area of assignment.
- g. Personal and spiritual maturity are sufficient for the proposed assignment.
- h. Strong recommendations from Church leaders in their area of service.
- i. Unconditional acceptance by a Mission Agency approved by Grace Church.
- j. Pre-field orientation from the Church and or the Agency.

## D. Criteria for Summer Workers

- a. Active and evident commitment to Jesus Christ.
- b. Willingness to consider a career as a cross-cultural disciple-maker.
- c. Actively involved at Grace Church at least one year prior to the date of departure.
- d. At least 16 years of age (exceptions made only for teams approved by the Sending and Support Committee).
- e. Ability and desire to share Christ.

- f. Evident maturity and proven dependability are seen by peers and Church leaders in their area of ministry.
- g. Training by Grace Church and or Mission Agency.
- h. Approval by parents for candidates under 18 years of age.
- i. Approval by sponsoring Agency or Grace Church team leader.

#### E. Procedure for Approval of Short-Term and Summer Workers

- a. The Missions Committee will accept applications only from candidates who have the prior approval of their candidate counselor or team leader.
- b. Applicants make their own arrangements with the sponsoring agency in conjunction with the approval of their candidate counselor. Candidate counselors/team leaders will not encourage people who cannot meet the criteria to apply.
- c. Applications for short-term or summer workers must be received by the Sending/Support Sub-Committee two to four months before departure.
- d. The Sending/Support Sub-Committee will review the applications. The Sending/Support Sub-Committee or Missions Staff will conduct an interview to ensure all criteria are met.
- e. The Sending/Support Sub-Committee recommends the MLT for final approval based on available funds.
- f. Teams of summer workers must meet the following guidelines:
  - i. The team leader should be a mature Church leader approved by the Missions Committee Chairman.
  - ii. Team members must meet the summer worker's criteria but are screened and approved by the team leader.
  - iii. Requests for team funding must be made 3-6 months in advance by the department leader. These requests should come in writing to the Sending/Support Sub-Committee of the MLT so they can be added to the annual budget.
  - iv. The team project must be missions-oriented to receive funding from the missions' budget. The Missions Committee will make this determination.
  - v. Adequate training by the team leader must be done in advance of the trip.
  - vi. Funds given to summer workers through the Church will be held in a special account and disbursed at the request of the team leader with the approval of missions staff.
  - vii. Support for short-term missionaries may be up to one-fourth. The remainder may be supplied by the candidate, friends, and family who want to share in their support.

- viii. Support for summer workers may be up to one-fourth (for adults) or up to one-third (for students). The candidate is encouraged to pay one-third himself from money they have earned. The remainder is to be raised by friends and family.
- ix. Support approved for short-term or summer workers will be held in reserve by the Church and disbursed only when all remaining support has been pledged, and the candidate is sure of departure.

### **Appendix #3 - Bi-Vocational Workers (Tentmaker Missionaries)**

- A. Definition: A tentmaker is a missionary who earns their living in secular employment, but whose primary objective is cross-cultural disciple-making.
- B. Preparation and Training
  - a. A tentmaker should be as well trained as a career missionary sent by Grace Church.
  - b. The Church will train tentmakers just as career missionaries are trained in the Church.
  - c. The Church will provide counsel for tentmakers going into missions.
  - d. The Church will assist, where possible, to connect the tentmaker with Missions Agencies and Christians in his area of service.
- C. Church and Financial Assistance
  - a. The Church will assist in placing a tentmaker in an overseas assignment through the use of Overseas Counseling Service.
  - b. The Church will not pay regular support since the tentmaker has their own means of support.
  - c. Outgoing expenses may be funded by the Church where needed.
  - d. Consideration of special projects will be made by the Church when requested.
- D. Relationship to the Church
  - a. A tentmaker qualified and endorsed by the Church will be treated as a career missionary, except for financial support.
  - b. A tentmaker will be considered sent by the Church and will maintain a spiritual relationship with the Missions Staff.
  - c. A letter of agreement will be made between the Church, similar to that which the Church makes with career missionaries.
  - d. Every effort will be made to treat the tentmaker as a missionary and to maintain strong prayer and spiritual ties.



## **Support for Candidates, Short-Termers, and Summer Workers**

A. A missionary candidate preparation program will be conducted in the Church, and funds will be budgeted for needs.

1. The missions budget will support selected missions interns during their internship.
2. Scholarships to mission conferences and short-term training sessions will be granted to candidates who qualify.
3. Supplies, materials, books, etc., will be budgeted for candidate preparation.
4. The Church will not typically provide funds for educational expenses of candidates.

B. Guidelines for Short-Term/Summer Worker Support are:

1. Short-term mission trips are expected to be funded primarily from personal finances, relatives, and close friends.
2. Limited scholarships will only be available on an “as needed” basis. The scholarship limit is up to 1/4 -- for adults; 1/3 -- for students; the amount of support needed. The need and the support level must be evaluated by the Sending/Support Sub-Committee.
3. Support-raising by short-term or summer workers is restricted to requests outside of Grace Church or inside of Grace Church to family and friends and personalized requests to selected Small Church members. Generalized requests broadcast to Grace Church members or Small Churches are not permissible.
4. Support approved for short-term, or summer workers will be held in reserve by the Church and disbursed only when all remaining support has been pledged and the candidate is sure of departure.

## GRACE CHURCH MISSIONARY COVENANT

*We, of the Missions Leadership Committee, on behalf  
of the members of Grace Church, and*

\_\_\_\_\_ (name)

*missionaries serving under* \_\_\_\_\_ (agency)

*recognizing that we have been given a common mandate to make disciples of all nations and that God has drawn us together as co-laborers in the fulfillment of His desires and, further, recognizing that we are mutually and totally dependent on the Holy Spirit for His wisdom and enablement, hereby commit ourselves to the advance of our Lord's kingdom.*

### **Grace Church will endeavor to exercise its responsibility to the missionary/ies named above in the following ways:**

1. Provide the regular support of \$ (support amount) annually to the missionary for the period (pending) through (pending), as God enables us and provides the resources.
2. Consider special grants for the missionary's ministry, personal, or project needs.
3. Take an active interest in the work and well-being of the missionary.
4. Promote regular prayer for the missionary and their work.
5. Promote regular communication with the missionary.
6. Assign the missionary to a group or missionary captain and encourage interaction between the missionary and that group/person.
7. Endeavor to provide hospitality when the missionary visits the church.
8. Obtain from the missionary, or their agency, a description of their ministry to be made known among the people of Grace Church to stimulate knowledge of and prayer for the missionary.
9. Obtain from the missionary a list of the long and short-range goals and the criteria to be used for measuring goal achievement.
10. Review annually, from information supplied by the missionary and/or the agency, the missionary's ministry progress toward goal achievement.
11. Re-evaluate the support commitment during the last year of a 4-year commitment period with a view toward the probable continuation of support for the missionary unless significant events, such as those outlined in the Grace Church Missions Policy, Section III, 7. Career Missionaries, Item H, Paragraphs 8,9, and 10, necessitate an earlier re-evaluation.
12. Inform the missionary of any changes to the Grace Church Missions policy and procedures.

**The missionary receiving support from Grace Church will exercise their responsibility as follows:**

1. Agree with the Grace Church Statement of Faith.
2. Endeavor to maintain a vital personal relationship with the Lord Jesus Christ while on the field so that He might be properly represented.
3. Use, as a good steward, the support and grant money provided by Grace Church in appropriate ways that further the work of the Lord.
4. Provide adequate documentation for special grant requests and how funds received were used.
5. Communicate regularly with the Missions Office. The Missions Policy states that communications must be at least once each quarter for support to continue. Non-confidential missionary letters will be copied by the Missions Office and forwarded to appropriate groups. Direct communication with individuals in the church is also encouraged.
6. Provide the Sending & Support committee with a brief description of their ministry.
7. Provide the Sending & Support committee with a description of long-term (one to five years) and short-term (one year or less) goals for their ministry. Goals should be established in conjunction with one or more of the following, as may be appropriate; a local church in the area of ministry, missionary co-workers, field leadership, and agency leadership. The criteria to measure the achievement of goals will need to be part of the description.
8. Inform the Sending & Support committee of any changes in their ministry or revisions to established goals and the reasons for changes.
9. Provide an annual review of their ministry to the Sending & Support committee upon request. This should include an examination of their progress toward established ministry goals.
10. Strive, as appropriate, to work themselves into new ministries by turning present work over to trained nationals as quickly as possible. (This item applies only to those working in a cross-cultural situation.)
11. Notify the Director of Missionaries when they return to the area. Take part in the life and ministry of Grace Church while on furlough for a period of time in keeping with the level of support given. This should include time to interact with the Sending & Support committee, the groups or individuals the missionary is assigned to or individuals connected with the missionary's ministry. Attendance at the annual Missions Festival is expected to be a priority in furlough years or at intervals of once in five years on average.

Agreed to on this day: \_\_\_\_\_

\_\_\_\_\_  
For the Missions Leadership Committee  
on behalf of members of Grace Church

\_\_\_\_\_  
Missionary

*A copy of this signed covenant will be given to the missionary and the Mission Agency.  
The original will be kept in the Grace Church Missions Office.*

## Appendix #5 - Process for Establishing a Sister Church

A. Process for Establishing a Sister Church: (After extended prayer, research, and identifying the prospective sister church, initiation of the process can begin)

1. Representatives from Grace Church leadership (i.e., Senior Missions Director, Senior, or Executive Pastor, member(s) of the Board of Elders or Missions Leadership Team) will visit the potential sister church and assess the opportunities. During this meeting, the Grace Church representatives will discuss the agreement of understanding between both churches.
2. After the initial visits by the church leaders, a proposal will be made to the MLT and governing bodies of each church.
3. If the proposal is approved, a designated Missions Director will serve as the contact person from Grace Church. This Director will be primarily responsible for communication and coordinating all activities with the new Sister Church, including trips and financial support.
4. A detailed plan should then be developed for how we will work with the sister church. Not all sister church relationships will be the same. This plan should be culturally sensitive and be designed to best achieve the above vision and enable the church to become indigenous (i.e., self-governing, self-supporting, and self-propagating.) The leadership of both churches must approve this plan. The plan should include mutual expectations, frequency of visits, ministry resources, financial support, etc.

B. Grace Church Responsibilities:

1. Prayer.
2. Provide regular communications and encouragement.
3. Missions Directors will be the primary contact person(s).
4. Periodic visits as defined by the detailed plan.
5. Provide training for pastors, church leadership, teachers, etc., where needed and requested. This training should encourage creative ways to minister.
6. Provide ministry resources to support the vision while avoiding an overly dependent financial relationship.
7. Annually review the progress of the sister church relationship by evaluating the vision, goals, criteria, progress, etc.



## F. Sister Church Responsibilities:

1. Prayer.
2. Provide regular communications and encouragement.
3. Provide a key contact person.
4. Periodic visits as defined by the detailed plan.
5. Develop short and long-term goals and objectives for reaching their part of the world for Christ. These should be updated frequently.
6. Pursue multiplication of disciples and church planting.
7. Report on the distribution of ministry resources that Grace Church might provide.
8. Minister to the people of Grace Church as possible, e.g., pulpit exchange, music ministry.
9. Annually review the progress of the sister church relationship evaluating the vision, goals, criteria, progress, etc.