

**MISSION POLICY AND PROCEDURE
OF
PERTH BIBLE CHURCH
AMSTERDAM, NEW YORK**

1. AUTHORITY OF MISSION POLICIES

The following statement of missionary policy for Perth Bible Church, Amsterdam, New York, has been formulated with the purpose of directing its missionary interests along those lines which will best promote the worldwide proclamation of the precious Gospel of our Lord Jesus Christ. The Lord's commissioning orders to the Church (Mark 16:15, Matthew 28:19-20) make it imperative that a vigorous, balanced, worldwide program of missionary endeavor be supported. Therefore, it is our duty and privilege as a church to prayerfully consider "front-line" and support-role mission endeavors for our prayer and financial support.

It is not the intention of the Missions Committee to make a permanent and unchangeable law regarding the church's missions program; and the Missions Committee fully recognizes that each decision will have to be reached individually. However, it is believed that having biblical guidelines and goals in the form of policy will be helpful to our committee, church, and missionary family. This policy is a means by which the membership, missionary family, and friends may be informed and therefore, better able to cooperate in all mission matters.

2. MISSION OBJECTIVE

We want to make the greatest use of the Lord's resources being sensitive to the direction of God regarding individual missionaries and opportunities. Therefore, we believe the focus of our missions program should reflect to the glory of God the biblical priorities of evangelizing, baptizing, and discipling with the purpose of establishing or integrating into a local body of believers (Matthew 28:19-20; Mark 16:15; Acts 1:8; Acts 16:5). Further, it is our purpose to encourage the people of Perth Bible Church to give due consideration to missionary service in the will of God.

3. THE MISSIONS COMMITTEE

The work of the Missions Committee shall be coordinated with the total church mission program, church mission statement, and with other committees within the church. This will enhance productivity, provide guidance as needed and establish good communication to the Senior Pastor, Board of Deacons, and the church as a whole. The Missions Committee shall stand in an advisory capacity to the Board

of Deacons and may not, in and of itself, commit the church to any program, policy, or obligation apart from the approval of the Board of Deacons.

The Missions Committee shall be composed of at least one pastor or administrative staff and one deacon and three members. Initial appointment will be made by the pastoral staff. Members are re-evaluated annually by the pastoral staff and missions chairman. Currently, supported missionaries shall not be eligible to serve on the Missions Committee.

A chairman shall be appointed by the pastoral staff and a vice chairman shall be selected by the committee. The elected church missions secretary shall serve as the committee secretary.

The chairman's responsibilities include:

1. Plan an agenda for each meeting,
2. Schedule and conduct each meeting, providing agendas and necessary resources,
3. Assign responsibility to committee members,
4. Oversee the work of the committee secretary.
5. Report committee actions or recommendations and
6. Assure cooperation between other committees.

The vice-chairman fills the role of the chairman in his absence.

The secretary's responsibilities are:

1. Record committee activity and meetings,
2. File committee records in the church office,
3. Communicate with missionaries on quarterly basis,
4. Communicate with mission boards/organizations for an annual evaluation of each supported missionary, and
5. Communicate to the congregation reports from supported missionaries and organizations.

The committee shall hold regular meetings with the time and place of the meeting to be determined by the committee.

The purpose of the Missions Committee shall be to recommend and maintain mission policy, monitor activities of present missionaries, recommend for approval future missionaries and projects, develop and promote means for involvement in missions, recommend a budget to the Deacon Board, and supervise and support the activities of the missions secretary. This shall be done through prayer, counsel, guidance, and encouragement.

The Missions Committee shall seek to establish a harmonious relationship between the church, the candidate for missionary service, and the missionary on the field.

4. THE MISSIONARY CANDIDATE

Candidates for the missionary family of Perth Bible Church shall be persons purposing to go into missionary service or veteran missionaries needing additional support.

The missionary family of Perth Bible Church is considered within the framework of this directive to include all missionaries who receive regular support from the church.

Only candidates who meet the criteria hereby set forth as follows shall receive consideration by the missions committee or the Board of Deacons to receive regular support:

1. Candidates must be approved by a mission board whose doctrinal position is consistent with the doctrines set forth in the constitution of Perth Bible Church, or sent specifically by Perth Bible Church.
2. Candidates must, by conviction, support and personally adhere to the doctrines set forth in the constitution of Perth Bible Church.
3. The committee and/or board of deacons shall, by personal interview or other acceptable means be satisfied:
 - a. That the candidate is a born again believer, as demonstrated by their personal testimony and is an active church member;
 - b. That the missionary has received a missionary call (how does the candidate know he/she was called of the Lord into missionary service?);
 - c. With the adequacy of preparation, scholastic background, personal work, etc. In addition to other considerations of adequacy, the candidate must be thoroughly grounded in the Word of God;
 - d. With the candidate's personality traits (includes evaluation of ability to get along with others);
 - e. With satisfactory recommendations of pastoral and peer references; and
 - f. That the candidate's (and family) health is adequate for their field of service.

In order for Perth Bible Church to support a new missionary the church must be able to support the missionary a minimum of a \$100.00 a month. Support will be determined based on the missionaries' ministry, their relationship to PBC, and their involvement with PBC.

The support of any candidate is subject to the availability of funds.

The missionary application shall be used as a basis for evaluation. The Missions Committee and the Board of Deacons will prayerfully consider the candidate.

5. MISSIONARY ORGANIZATIONS

It is recognized that mission boards, associated support agencies, and other missionary organizations are important for a balanced missions program.

Organizations and/or mission boards must have a doctrinal statement consistent With that set forth in the constitution of Perth Bible Church.

It shall be the policy of the church to reevaluate any organization when there is a change in purpose or practice.

Support of any organization is subject to availability of funds.

6. EVALUATION OF SUPPORT AND EFFECTIVENESS

As the Lord leads it shall be the purpose of Perth Bible Church to:

1. Provide support in amounts as designated in the annual budget. Generally, all support shall be paid quarterly;
2. Begin support as the Missions Committee deems, subject to approval of the Board of Deacons. It shall be proper to begin support prior to the missionary Leaving for the field in order to help with the costs incurred from deputation travel expense and “outgoing expense” to arrive on the field;
3. Continue with the support of the missionary during the regular furlough period, subject the needs of the missionary. In the event that a furlough is extended beyond the regular furlough, the Missions Committee shall review the circumstances and shall, subject to the approval of the Board of Deacons, determine whether support shall continue, and if so, how long.

It shall be the policy of the church to carry a balanced missionary program, thus payments of regular support may be terminated when a missionary:

1. Changes location of service;
2. Transfers to another mission board.
3. Changes the nature of missionary endeavor to educational, medical, administrative, clerical, or deputation work, unless continued support is approved by the Mission Committee and the Board of Deacons;
4. Leaves the field permanently; or
5. Retires. Upon retirement each missionary will be evaluated as their

retirement assets and Perth Bible Church may or may not continue support.

At least once every four years all missionaries will be re-evaluated and their support level may be raised, lowered or discontinued dependent on any changes in ministry, relationship to PBC missions priorities, the need of the missionary, the quality of ministry and progress (relative to each unique setting), and/or the financial condition of the PBC missions program.

All of the above are subject to re-evaluation by the Missions Committee and Board of Deacons.

Immediate termination of support shall occur when a missionary:

1. Does not follow the policies deemed by PBC's missionary policy and procedures;
2. Lives a life-style not in harmony with God's Word; or
3. Is no longer in agreement with the statement of faith of PBC. In the event support is provided to national workers or missionaries without a board, sending support directly to missionaries should be avoided, if possible.

Evaluation of each missionary shall be done annually by contacting individual

Mission boards. The evaluation shall include current support level needs, annual report, and progress of the missionary effort. *To assist in this evaluation these are the requirements of each missionary:*

1. *Correspondence: All missionaries are required to correspond regularly with the PBC body and the mission board to inform them of their activities and prayer needs. One form of written correspondence is required every three months and is considered minimum to enable the missions board to adequately serve the missionaries and keep the congregation informed. When three months have passed without receiving correspondence, the PBC mission's board will notify the missionary that their support will be temporarily suspended if correspondence is not received in 30 days. Reinstatement of support may not be retroactive.*
2. *Furlough: Our supported missionaries are expected to visit PBC at least once during a regular furlough. The missionary will meet with the missions board for an oral review of their ministry at least once every five years. Missionaries that have not visited PBC during a five year period are subject to their support being terminated.*

3. *Annual Report: An annual report will be sent out by November 1st and completed and returned by January 30th.*
4. *Financial Statement: A financial statement for the previous calendar year will be sent to the mission board January 1st and must be returned no later than February 1st.*
5. *Statement of Faith and Missions Policy: A statement of faith and missions policy will be sent out annually, by November 1st for missionaries' review and upon agreement signed and returned January 30th.*

Based on this review, the Missions Committee shall submit the evaluation of needs and effectiveness together with other recommendations to the Board of Deacons for consideration in connection with the budget for the following year.

Our desire is to be faithful stewards of the money that is designated for missions. To this end, depending on the severity of the issue, up to three letters seeking resolution will be given to resolve the issue or issues.

7. SHORT TERM MISSIONS

Definition of Short Term Missions:

“Short Term Missions” will be defined as those serving on the field for three months or less.

“Extended Short Term Missions” will be defined as those serving on the field for three months to three years. Extended Short Term Mission applicants will be processed similar to regular missions applicants, except with an understanding of a specific, finite term and commitment.

Short Term Missions projects shall be encouraged by the Missions Committee throughout the year for all ages. However, all prospective team members between thirteen and eighteen years of age must be sponsored by a committed adult team member who is at least 21 years old. An adult sponsor agrees to take personal responsibility for supervising their sponsored youth(s), as approved and agreed upon by said youth's parent or legal guardian. Adult team members may choose to sponsor up to but no more than five youths. Any children twelve years of age or younger must be accompanied by a parent, grandparent, or legal guardian.

It will be the goal of every member of the team to make every reasonable effort to self-fund and/or self-raise their own full support. To assist and provide for those who, through every reasonable effort, are not able to fund or raise their own full support, some funds for short term missions may come from a

designated amount raised through a special offering of the church and through team fund raising. All funds collected (individual, church offering, and raised through team fund raisers will be maintained in a collective 'pool' until sufficient time has been granted and according to a date set by the Missions Committee and in line with payment deadlines. At this time, extra funds will be accounted to team members who have not raised full support in accordance with their need, effort and dedication and any relevant personal factors at the discretion of the Missions Committee. In this process, team members who are also members of Perth Bible Church will be given first preference over those who are not.

Upon an applicant's initial contact with the Missions Committee for support, an application, along with a letter of explanation of responsibilities to the church shall be sent to the applicant. The letter from the committee shall include:

1. An explanation that the application is to be competed and filed with the missions committee by February 1st (*unless otherwise specified*).
2. Reporting responsibilities to the church:
 - a. Testimony of plans prior to leaving for the field
 - b. Letter from the field to the church
 - c. Presentation of ministry upon return
3. That the applicant must be actively involved in a church ministry;
4. That a minimum of three references is required, not to include family members; as well as a pastoral recommendation;
5. That a copy of the sponsoring organization's doctrinal statement shall be required and must be consistent with Perth Bible Church's doctrinal statement;
6. That the applicant must sign a copy of the church's doctrinal statement indicating his/her agreement with the statement; and
7. A notation that individual letters should not be sent to the congregation requesting additional funds, if approved for funds through the church due to the congregation's previous support of short term missions initiated by faith promises during the missions conference.

A fact sheet shall be available to the congregation indicating short term projects and needs to afford the Spirit's leading in the matter of prayer and further assistance.

Once the applicant's application, references, and the sponsoring organization's

doctrinal statement is received, the Missions committee shall consider and determine whether or not to approve support. The committee shall then notify the applicant of the decision and the monies, if approved, will be sent to the sponsoring organization.

8. FINANCES

Those who support the ministry of Perth Bible Church are encouraged to faithfully give to the regular church offerings. A substantial portion of these offerings are used for a planned, balanced missionary program submitted annually by the Board of Deacons with recommendations for approval by the membership of Perth Bible Church at the annual congregational meeting.

The members and friends of Perth bible Church will be encouraged to give additional offerings as the Lord enables in the faith promise offering initiated during the annual missions conference.

Gifts received that are designated for missionary purposes shall normally be placed in the general missionary budget. Faith promise offerings and large mission gifts shall be allocated at the discretion of the Missions Committee, subject to the approval of the Board of Deacons.

Missionary guests participating in a church service shall normally receive a special offering taken at the service. Exceptions may occur and where circumstances warrant, an honorarium may be given in accordance with the current church honorarium schedule.

The Missions Committee shall take under advisement any financial emergency occasioned by a missionary's illness, accident, or death. The financial need shall be taken from the Special Project account.

In the interest of providing proper balance of expenditures, the following general Percentages shall be a guideline, as long as the missions budget remains stable:

1. *Approximately 75% of the total missions budget will be used for support purposes. These funds shall be allocated approximately 60% to foreign missionaries, while the remaining 40% shall be used for home missionaries and organizations.*
2. *Approximately 5% of the total missions budget shall be used for short term mission endeavors.*
3. *Approximately 10% shall be set apart for special projects.*
4. *Approximately 5% shall be allocated by the committee to include funds for the missions conference, missionary guest, and mission correspondence.*
5. *Approximately 5% shall be used to encourage and support local missions opportunities through evangelism and compassion ministries.*

In the event that there are insufficient funds to meet the regular quarterly allocations to Missionaries, these payments shall be made on a pro rate basis.

To provide general guidelines in order that bookkeeping may be alleviated of unnecessary laborious computations all support that is adopted shall be adopted on an even per month amount.

In keeping with the total financial program of the church, regular budget surpluses shall not be carried into the next fiscal year. Any special offering monies acquired during the fiscal year that are not used may be carried over into the next fiscal year.

9. MISSIONARY PROGRAM PLANNING

A comprehensive, consistent, year round program of missionary emphasis shall be promoted by the Missions Committee with the following objectives:

1. To encourage believers to thoughtfully and prayerfully consider the part they should have in the missionary effort;
2. To present the challenge of the Great Commission, “make disciples of all nations”;
3. To keep believers advised of the work, problems, and needs on the mission field; and
4. To support the missionary effort of Perth Bible Church with special gifts beyond regular giving.

The Missions Committee shall plan a missions conference once a year. The purpose of the conference shall be to reemphasize and focus on the above objectives.