

MISSIONS COMMITTEE GUIDELINES

INTRODUCTION

A. Scriptural Basis for Missions

The Scriptures provide the basis for our decisions involving missions. The Great Commission is the guiding principle of all our mission efforts.

B. Mission Philosophy Statement

The primary focus of mission efforts within the College congregation will be on:

1. Establishing local, indigenous, self-supporting churches in specifically targeted fields. This will be accomplished primarily by selecting, supporting, and, if necessary, training individuals or families charged with church planting and nurturing. These efforts will be periodically and regularly evaluated according to mutually agreed upon, written, measurable goals. This primary focus does not preclude assisting other works, especially those with which the congregation has a long association.

2. Integrating mission efforts into congregational activities (e.g. educational, pulpit, youth groups, etc) to provide opportunities for involvement of members in mission efforts of either a local, domestic or foreign nature with the goal of increasing participation. This would especially include the maturing and training of young people and students through participation in campaigns, internships, and other short-term mission assignments under the leadership of missionaries on the field.

C. Purpose of Guidelines

This document is intended to help the committee and the congregation achieve a clearer sense of direction, focus on the major reasons for missions, avoid making decisions on an emotional or reactive basis, ensure that the funds allocated to missions are managed and dispersed wisely, maintain consistency and direction within the mission efforts even as the composition of the missions committee changes, and work towards developing accountability for all missions programs.

THE MISSIONS COMMITTEE

A. Overall Responsibilities

The responsibilities of the missions committee should include: 1) teaching the church about its mission efforts and encouraging members to pray for those missionary families and their work; 2) recruiting volunteers for mission service (see mission philosophy statement); 3) administering funds from the missions budget, Oxley fund, and other special contributions/funds; 4) acting as liaison between the congregation, the elders and the missionaries while they are on the field or on furlough; 5) evaluating potential areas for mission efforts and support (both proactive and reactive); 6) visiting mission sites and reporting results to elders and the congregation.

B. Policy Approval and Updating

This policy will be approved by a majority of those currently serving on the missions committee and then by the elders. Upon approval, this policy will become the primary criteria for missions evaluation. This policy should be reviewed on a periodic basis by a sub-committee and amended as deemed necessary. Amendments are to be approved by the missions committee and ultimately, the elders.

C. Selection of Committee Members

The chairman may add members to the committee upon request of an interested member of the congregation, a current missions committee member, or an elder.

D. Qualifications of Committee Members

Membership on the committee will be based upon one's interest in and commitment to missions and a willingness to invest sufficient time for this service. Members are expected to participate in at least 75% of the meetings unless involved in mission activity. Members should commit the time necessary to remain informed about missions through reading or attending mission seminars/conferences. Any member of the College congregation may request to serve on the missions committee.

E. Size of the Committee

The committee will not have a specific size limit.

F. Term of Service

While no specific term of office is set, longevity is strongly encouraged for continuity of the committee and programs being administered. A member may resign at any time by informing the chairman.

G. Frequency of Meetings

The missions committee will normally meet each month. Special meetings may be called by the chairman; he may also cancel regularly-scheduled meetings. Sub-committees will meet when called by those in charge.

H. Officers, Appointments to Office, Terms of Service

The committee will have a chairman appointed by the elders. This appointment is to be reviewed annually by the elders. The chairman will appoint, at his discretion, a vice chairman to serve in his absence and a secretary to record minutes from the meetings. Liaison persons for each missionary family and sub-committee leaders will be appointed by the chairman and reviewed annually.

I. Sub-committees

The chairman will appoint sub-committees as needed, including such as: missions education, finance, missions week, short term/campaign missions, bulletin boards, bulletin liaison, etc. Sub-committees will have two or more persons each, with one appointed to serve as coordinator. Members outside the College congregation may serve as non-voting, resource people on any committees deemed necessary by the sub-committee.

J. Relationship of Committee with the Elders

The missions chairman and the chairman of the elders missions ministry team will act as the liaisons with the full eldership, sharing with them the policies, goals, strategies, plans and decisions of the committee. He will then share with the committee the response of the elders. To help with the communication process, it is recommended that several elders serve on the missions committee.

SPECIAL RESPONSIBILITIES OF THE MISSIONS COMMITTEE

A. Congregational Awareness

A sub-committee should, on a regular basis, present news and needs concerning missions to the congregation through letters, cassette and video tapes, bulletins, bulletin boards, articles in the church bulletin, and pulpit announcements.

B. Emphasis on Prayer

The committee will encourage individual, small group, and congregational prayer for missionaries and their work. Coordination of efforts with groups within the congregation should occur frequently (e.g. Ladies Bible Classes, home Bible studies, huddle groups, etc.)

C. Missions Interaction with the Educational Department

A representative from the committee should work with the educational department to develop programs designed to heighten awareness and generate interest in missions at every level of the congregation.

D. Missionary Recruitment

In performing its duty to recruit missionaries, the committee should give priority to members of the College congregation; special emphasis should be given to retirees and those nearing retirement. The committee should be on the lookout for qualified candidates and foster their interest in areas where missionary help is needed. We encourage by word, example, and financial support all members of the congregation to participate in, at least, short-term mission efforts.

E. Missionary Commissioning (sending to the field)

1. When the time comes to send a sponsored missionary family to the field a special service or portion of a service should be devoted to a charge from the elders and a response from the missionary. A reception following the service would be an appropriate way to conclude the congregational send-off.
2. Prior to the initiation of the summer campaigns, a special send-off service should be provided in which the congregation can formally recognize and pray for those participating.

F. Caring for Missionaries on the Field

Missionaries sponsored or significantly supported by the College congregation are a special responsibility of this congregation. It should be our task to encourage and sustain them while they are on the field, while they are on furlough, and in the reentry process. To this end the following minimum steps should be taken:

1. The church bulletin should be mailed each week to each supported missionary. Where possible, sermon tapes should also be sent.
2. Congregational directories should be sent each year to every missionary.
3. Birthdays, anniversaries, etc should be printed in the bulletin and their recognition coordinated with special interest groups.
4. The chairman will appoint a committee member as personal liaison for each mission family. This person will maintain monthly communication with the family and act as the go-between and communicator for that family.
5. Various Sunday School classes should be encouraged to become involved in the "Adopt a missionary" program. In much the same way as the personal liaison, the class will communicate with the mission family, encourage it, and meet some of its needs of a personal nature. These might include special gifts, assistance during furlough and travels to the congregation (or the States), personal visits to the family, video tapes of recent movies, magazine subscriptions, copies of books, etc.
6. Both the personal liaison and others on the committee are encouraged to coordinate the sending of reports to brotherhood publications such as the *Christian Chronicle* and other periodicals. Use of communication channels available through Harding should also be utilized.

G. Missions Emphasis Day

The missions committee believes the congregation would profit greatly by having an annual Missions Emphasis Day. It should be planned and publicized by the missions committee or sub-committee, using a different theme or family each year. The date should be co-ordinated with missionaries' scheduled furloughs or attendance at special events such as the Harding Lectureship or Homecoming. Missions Emphasis Day could include the following:

1. Both Sunday services that day should be focused on mission work and, in particular, the theme for that year; those involved in that work should co-ordinate the services.
2. All missionaries present should be spotlighted during the assembly periods. This might include a formal recognition in which the elders, the missions committee and the missionaries stand together and prayers are offered on their behalf.
3. Missionaries (past and present) could be asked to teach Sunday School classes to reinforce further the mission emphasis theme.
4. Missions in general, rather than a specific work, could be emphasized, in which case an able resource speaker could be secured to inspire the congregation with further mission zeal.
5. Sunday School classes which have adopted a mission family could make a special effort to encourage and sustain those families not able to attend.
6. Receptions, dinners, and other activities (such as speaking to University and/or Academy classes, civic groups, etc.) could be planned for those who could extend their stay into the week before or after Missions Emphasis Day. Housing for the missionaries visiting for Missions Emphasis Day should be co-ordinated by the liaison or adoptive Sunday School class.

H. Caring for Visiting Missionaries

1. Sponsored Missionaries - Short-term visits should be coordinated among the missions chairman, the Sunday School class which has adopted the mission family, and the personal liaison. The missionary should sense genuine welcome and warmth during his/her stay. Assistance with other arrangements such as transportation and lodging should be offered.

Long-term visits from sponsored missionaries should be carefully coordinated among the missions

chairman, the personal liaison, and the missionary. This stay should revolve around a furlough; lodging, transportation, etc. should be planned well in advance in order that the goals of the furlough be accomplished.

2. Supported Missionaries - All missionaries, including those with whom we are not involved financially, when visiting the College congregation, should be treated in a special manner. The missions chairman should be notified when a missionary is present, and he should make special efforts to greet him/her. If possible, the visitor should be recognized from the pulpit.

I. Recurrent Education of Missionaries

1. Continual learning is fundamental for the missionary; it is the responsibility of the missionary to seek opportunities for continued educational development.

2. Although the College congregation cannot provide financial support for recurrent education, the missions committee will assist in securing scholarships or grants whenever possible.

J. Visitation to Missionaries on the Field

The missions committee acknowledges the integral part which site visits can play in the oversight of a mission program and encouragement to the missionaries. Therefore, the committee encourages visits by members of the congregation, especially committee members, elders, and staff to mission sites, especially those supported by the congregation. Visits to mission sites are not intended to be sightseeing trips in themselves, but can legitimately be done in conjunction with business, professional, or family vacation trips so as to minimize expense to the congregation. Since the primary purpose of the site visit is the encouragement of the missionaries and a chance for them to talk to someone closely associated with their sponsoring/supporting congregation, we urge the participation of the entire family when possible. A secondary purpose of such visits is to gather information which can be used to assist us in our oversight responsibilities. Visitors need to be mindful of being a burden on the mission family, either financially or in time demands.

To encourage regular and meaningful site visits by members of the congregation the committee should undertake the following:

1. Publicize names, addresses, and phone numbers of mission families;
2. Encourage members of the congregation, especially those involved in leadership roles, to try to include a site visit in their other travel itineraries;
3. Prepare a short pamphlet providing those visiting with tips of things to look for, appropriate questions to ask, and techniques to listen effectively when meeting with a mission family;
4. Keep records of visits made to each missionary family and make special efforts to ensure that Stateside missionaries are visited annually and foreign missionaries are visited at least every three years;
5. Budget funds to assist members of the committee or elders to visit missionaries who are not visited in the course of other travels.

K. Missionary Reentry and Retirement

1. Returning Missionary Children and College

Sponsored missionaries' children should be assisted by the church to the extent feasible in entering college and in settling into school upon their arrival in the States. The children should be invited to spend holidays with the church. The church should act as their "adopted" family while they are in college.

2. Missionary Reentry

When a missionary family completes its assignment and permanently returns to the States, the missions committee should assist, as needed, in making travel and shipping arrangements. The church should continue its commitment to the financial support of the family for a reasonable period of time to allow time for the family to relocate and find employment. As much as possible, the church should assist in job location. The missions committee will give consideration to funding a battery of reentry tests and evaluations to assist the missionary family in readjusting to their new culture.

3. Missionary Retirement

The committee insists that all missionaries be counseled to budget amounts sufficient to plan for a sound financial retirement. The committee will provide a financial planner to assist the missionary family in

budgeting for retirement. If possible, the church will assist through payroll deductions and deposits of agreed upon amounts. (See established College congregation policy regarding the staff retirement plan). Additionally, social security withheld in a normal employer/employee relationship (the congregation pays half) is highly recommended.

SPECIAL POLICIES

A. Financial Policies

1. Preparation and Approval of Mission Budget

It is the responsibility of the missions committee chairman, possibly a missions sub-committee on finance, and the missions committee to develop and submit to the finance committee a proposed missions budget.

In the event the finance committee specifies changes to the proposed budget, the missions committee will make needed adjustments and resubmit it to the finance committee.

2. Strategy for Distribution of the Mission Budget

The missions budget will be based on a line item by line item review of all programs currently being supported plus consideration of new requests which availability of funds may permit. Amendments to those items from the previous year will be made upon recommendations received from committee members and approved by the overall committee. We recommend that the annual report requested from each missionary be used as the primary basis for evaluating each work (see Appendix C). Each personal liaison should be prepared to answer questions or provide sufficient data regarding the supported missionary family. Further, we recommend that a portion of the budget be set aside for travel of committee members. Additionally, as is practical, a contingency fund for emergencies and unbudgeted support of existing works (first priority) and special requests (secondary priority) should be allocated.

3. Strategy for Distribution of Oxley Fund

See attached Oxley fund requirements and fund usage procedures (Appendix B) as outlined in the financial documents. Recipients of Oxley fund support are to be written every year to verify need and confirm their request for renewed support. Should uncommitted funds be available, the committee is responsible for their allocation.

4. Short-term Mission Programs/Campaigns

The following guidelines are provided for determining financial support; all amounts are based upon a full campaign (defined as 6 weeks); those participating in shorter summer campaigns will receive a pro-rated amount:

- a. Resident members, including college students if both they and their parents are members of the College congregation, may receive up to \$500 (based on availability of funds) for 6-week summer campaigns and \$150 for Spring Break campaigns;
- b. College students who have formally identified themselves as members of the College congregation may receive up to \$150 for 6-week summer campaigns (based on availability of funds);
- c. No funding will be provided for applicants who are not members of the College congregation;
- d. Exceptions to the above guidelines may be made by the missions committee on an individual basis.

5. Brotherhood Projects

Support for on-going projects will be reviewed and evaluated through the normal budgeting process; one-time projects will be evaluated as the requests are received (which may or may not coincide with budget planning). These will be evaluated and supported (if approved) through the missions committee budget or, if no funds are available, passed on to the eldership with recommendations for support through other budget options.

6. Consultants to Committee

The missions committee should budget, as it sees fit, sufficient funds to pay for one or more consultants and/or seminars to further educate members of the missions committee and other interested members in

mission theory, world missions, missions evaluations or other topics considered relevant.

7. Special Considerations

a. Handling of Designated Gifts for Missions

Designated gifts received by the church are to be used as indicated, unless there is a compelling reason not to. In that case the church will contact the donor and explain the difficulty. We recognize that these situations can not be anticipated and will be handled on a case by case basis.

b. One time Special Gifts to Missions

If estates or other gifts are designated for a mission, the church will determine how to apply these after consultation with those on the field. The church might consider establishment of a trust fund or other instrument to manage better the funds.

c. Congregational Budget Shortfall Provisions

In the case of a shortage of mission funds, the church will consider only as a last resort cutting off its support. Rather, it will examine ways to reduce expenses without curtailing the work, call on the members to pray about this difficulty, and involve members in special drives for the needed funds.

d. Contingency Fund

In planning the missions budget, it would be desirable to set aside a fixed percentage before the specifics of the budget are determined. These funds should be used for emergencies and special appeals or opportunities. This percentage will be determined annually but should not be less than 3% or more than 10%.

B. Selection, Training and Support of Sponsored Missionaries

1. Procedure for Selecting New Missionaries

The College congregation should not sponsor or support any family merely because of blood, marriage or friendship ties in the congregation. However, we recognize the value of such ties to congregational support and should give first preference to them. Families to send to the field must fit within the missions committee's criteria for selection according to preparation, experience, reputation in the faith and adaptability to the field, the language and the culture. As funds and/or interest permit, the missions committee should determine where we will next work in the world and then seek from the congregation, or outside of it, a family meeting the requirements of that work. Prospective missionaries will be recruited, interviewed by the missions committee and, if approved, recommended to the elders. Priority will be given to those who can commit a minimum of five years, and preferably seven to ten years, to the field. Selected families should plan to work directly with the congregation for 6 to 12 months before leaving for the field.

2. Preparation of Workers for the Field

a. Training of missionaries will utilize the personnel and facilities of Harding University and the College church. We encourage language study for at least one year prior to departure and intensified language study once on the field. Trainees should also study cultural anthropology, mission methods and/or evangelism and, if appropriate, urban anthropology and/or evangelism. They will prepare for the committee a statement of goals and strategy for their work. They should be prepared to take a battery of temperament analysis tests and will receive counseling appropriate to their situation (marriage, team involvement, etc.).

b. The missions committee recommends that a prospective missionary family be sent to the field for a survey trip at least 6 months prior to moving there, unless it has already visited or lived on that field.

3. Nature of the Missionaries' Work

a. Outside Employment: Sponsored missionaries may not engage in outside employment without specific written approval from the elders. If the family determines it cannot survive without additional income, it is required to explain clearly its situation and receive approval.

b. Time and Activities: All work should directly contribute to achieving our mission philosophy. Only if publications, radio and TV programs, Bible camps, leadership training, teaching, and other such programs contribute visibly to those purposes, will they be considered legitimate. The committee recognizes that involvement in community affairs can be a valuable means of making contacts and increasing the missionary's visibility and credibility. We encourage such activity as involvement in civic, cultural, educational, and recreational organizations, but we believe the missionary family must exercise wisdom and discipline to keep these activities in proper perspective and balance so that the time demands of any of them singly or collectively does not jeopardize the work. The committee expresses special concern about missionaries holding office in an organization or coaching in an athletic program because of the time demands attendant to those responsibilities. Engaging in partisan political activities is deemed inappropriate for missionaries.

c. Family support: The committee emphasizes the importance of the entire family unit. The missionary should not forsake his family for the good of the mission work. Strong leadership and parental presence in the home is even more critical on the mission field. As a general rule, the committee feels the husband and wife are a mission team; a wife/mother working outside the home in a secular job would tend to add stress to the family and make the team less effective.

4. Financial Support Accountability and Funds Flow

a. All income to flow through congregation whenever possible, the College congregation will supply the full support and working fund of the sponsored missionary family. When this is not possible, the sponsored missionary will seek additional support. The College congregation will process and account for these funds. The amount of support hinges on such factors as the mission location, size and age of the family, nature of the work to be done, exchange rates, etc. Further, the committee feels it is altogether appropriate to recognize that income may be adjusted according to the degree of training, skill and experience of the missionary. As salary decisions are being considered by the committee, information should not be sought from the missionary that, should it be requested from any other employee, might be considered too personal to ask.

b. Special financial considerations

The family is to include in its budget an amount sufficient to care for its needs on the field and while on furlough, as well as for a working fund and contingency expenses. Additional funds may be necessary to provide for the education of school-aged children.

5. Loss of Support

Sponsored families are encouraged to alert the committee to the potential of reduced support of any of their other supporting congregations. The personal liaison should have initial responsibility for informing the committee and, in conjunction with the committee, assisting in locating alternate sources of support. The committee should consider budgeting contingency funds to temporarily cover lost support. In any event, the missionary family should be assured of yearly support sufficient to meet its needs from either its primary sources or funds from within the College congregation.

6. Missionary/Congregational Agreement

The committee should develop a written letter of understanding with each missionary it oversees. At a minimum this letter should reference this policy manual, specific agreements of service tenure, and a schedule of salary payments. The preliminary agreement should be drawn between the missionary and the personal liaison, approved by the committee, and then the elders. This agreement should be kept on file in the church office.

7. Insurance for Missionaries

The church will verify that the missionary family has made provisions for medical expenses while on the field and on furlough (please note that some types of insurance are not valid during furlough periods). Health insurance strategies will be governed by the family's existing coverage and/or the country's policies (e.g. national health insurance). The church will also verify other types of insurance, such as life and property, but it is the missionary's responsibility to ensure that payments are budgeted /made.

8. Facing Emergencies on the Field.

In the case of natural calamities, serious or prolonged illness, death, robbery, assault, a serious accident,

or terrorist kidnapping, the church should have contingency plans and will mobilize its resources to aid the missionary family. In such cases, expense is a secondary consideration. The welfare of the family is our first consideration. Representatives of the church will go if the situation appears to require it. The missionary family should advise the church of emergencies as soon as possible or arrange for a colleague to do so. If the emergency is of a moral or spiritual nature, the church may accept and investigate reports from colleagues or national Christians. If the emergency is a financial or a housing problem, the committee will advise the elders on a proposed solution.

C. Working with the National Church

1. Support of Nationals on the Field

In accordance with our mission statement, as a general rule the missions committee is not in favor of the sponsorship or support of national workers or institutions. When an exception is warranted the following guidelines should be considered:

- a. The missions committee will consider support only of national workers who have proven themselves and are determined to be mature in the faith.
- b. An investigation should be made in consultation with the missionaries and national church leaders who know them.
- c. National workers are required to report to the missions committee, be expected to set goals and report on their progress and be visited just as any other missionary. The missions committee and the national worker should have a mutually-agreed-upon work plan and a diminishing salary structure with a specific cutoff date to encourage the national churches to participate in the worker's support.
- d. Extreme caution should be taken regarding the handling of funds of a supported national worker. Under normal circumstances those funds should not be funneled through the U.S. missionary family, but rather through the local national church.

2. Support of National Congregational Programs

It is the specific and stated desire of the College congregation that national churches develop their own self-supporting programs in every area. This includes song books, building construction, etc. The committee recognizes that there may be circumstances under which this is not practical and will consider assistance on a case-by-case basis. From the beginning of the College congregation's involvement with a national congregation it should be clearly understood that the goal is total self-sufficiency.

RESPONSIBILITIES OF THE MISSIONARY

A. Responsibility of the sponsored missionary to the congregation

The following guidelines should be observed by the missionary family to ensure the proper relationship between the missionary and the College congregation. Any deviation from these will be by mutual written agreement with the missions committee:

1. Periodic reporting is expected. This is not meant to be burdensome, but a means of communication and a way to chart progress towards goals. Development of the specifics of the report, including frequency, will be on a case-by-case basis.
2. The missionary will be in contact with the personal liaison on a periodic basis. The liaison should be prepared to give a brief report when changing conditions need to be brought to the committee's attention.
3. The missions committee encourages missionary families to report promptly any special news, needs or difficulties.
4. At a time mutually agreed upon, the missionary and the personal liaison will update the annual review and budgetary request. (see Appendix C)
5. Those receiving funds specifically designated as work funds are to report on the use of those funds on a mutually-agreed-upon frequency.
6. Missionary rest days, vacations & furloughs
 - a. Although emergencies and special situations may arise, missionary families will schedule one day per week for rest and renewal. They should also observe national holidays where they reside. Two weeks of vacation each year should be taken. These may be taken in one week intervals or the entire two weeks at once, but they are to be taken. Participation in spiritual retreats, encampments, etc. are not to be deducted from vacation time. Stateside missionaries are encouraged to visit the College

congregation on an annual basis.

b. Missionaries living outside the continental U.S. are entitled to a planned and budgeted furlough of 3 months every 2 years. When family circumstances necessitate or make desirable an annual furlough schedule, the furlough should not exceed one month, unless the missionary is willing to use one or both weeks of vacation time to extend the furlough to 5 or 6 weeks. The greater expense associated with annual furloughs will be borne by the missionary from personal funds, not from work funds provided by the College church. It is the joint responsibility of the missionary and the missions committee to include furlough expenses in the missionary's monthly budget. The primary purpose of furloughs is rest and renewal, although speaking engagements and fund raising may occur. Any exceptions should be planned and coordinated with the missions committee.

B. Responsibilities of supported missionaries to the congregation

Many of the works supported by the College congregation are directly overseen by another congregation in the brotherhood. The chairman will designate a member to be the liaison for each of those works.

1. Supported missionaries are expected to maintain regular contact with their respective liaison, providing periodic reports on the work.

2. At a time mutually agreed upon, the missionary and the personal liaison will update the annual review and budgetary request. (see Appendix C)

C. Responsibilities of short-term missionaries to the congregation

1. Campaign leaders

a. Campaign leaders should have a process to verify that the members of their campaign teams have a proven track record of spiritual development and experience and have sound Christian character. In some cases additional teaching, training and experience may be required of the candidate prior to the campaign.

b. Campaign leaders should file a written report/evaluation form with the Director of International Campaigns **or** the missions committee chairman at the conclusion of the campaign.

2. Campaign participants - each campaign participant receiving financial support from the College congregation should file a report/evaluation form with his/her campaign leader **or** the Directory of International Campaigns **or** the missions committee chairman at the conclusion of the campaign.

D. Doctrinal requirements for all missionaries and mission projects

All mission programs and missionaries supported by the College congregation must be doctrinally sound, i.e., clearly supported by and faithful to Scripture. While no attempt is being made to present an exhaustive statement of beliefs, certain developments have moved us to be more explicit concerning the issues that are here raised. The areas specifically mentioned are not necessarily more important than biblical teachings not referred to, but have in recent years become matters of debate and increasing diversity of opinion/practice within the fellowship of the churches of Christ. It is clear that beliefs involving corporate activity are, by their very nature, most likely to become the focus of attention.

1. While we have no foolproof way of determining an individual's personal opinion, we do believe we should insist that anyone receiving support from the College Church of Christ uphold in teaching and practice what, in our judgment, is the biblical position on such matters as the essential role of water immersion in the process of salvation, the exclusive use of a cappella music and male leadership and speaking roles in the corporate worship of the church, and monogamous, heterosexual marriage among Christians.

2. Anyone currently receiving support from the College Church of Christ, or who may receive support in the future, must be able to confirm their willingness to abide by this policy. Any who can not in good conscience accept the limitations of this policy will forfeit the opportunity to receive support from the College Church of Christ.

Approval by the missions committee and the elders must be obtained by anyone supported by the College congregation who develops a new program or participates in one developed by someone else.

CONCLUSION

Other policy considerations may arise as time passes. We expect this document to be revised periodically to meet changing situations. This document is presented in the hope that it will cover most of the considerations that normally arise in the growing missions effort of the College congregation.

APPENDIX A

GLOSSARY OF TERMS

Brotherhood Projects - Organized efforts to initiate, promote or support Christian works which may be overseen and directed by a congregation, an eldership, or a board of directors. These efforts may be either on-going or for a limited duration. Examples of such type projects would be: orphans homes, summer camps, Zambia Christian Schools, Nigerian Christian Hospitals, Eastern European Missions, World Radio, Herald of Truth, World Christian Broadcasting, Partners in Progress, Campaign for America, etc.

Personal Liaison - A member of the missions committee who has accepted the responsibility to be the personal contact for a missionary, either sponsored or supported by the College congregation, and provide specified support for and assistance to the mission family. Not all supported missionaries or works need to have a personal liaison. Duties of the personal liaison are described in various places in these guidelines.

Sponsored missionary - An individual or family directly overseen by the College congregation's missions committee and elders, regardless of the level of financial commitment from the College congregation.

Supported missionary - An individual or family receiving some financial support from the College congregation but who is directly overseen by another congregation's elders.

APPENDIX B

THE OXLEY FUND

A. History

1. The "Oxley Fund" originated in the early 1950s when the College Church was willed a wheat farm in Kansas and, under the terms of Brother Oxley's will, charged with using the profits from the annual wheat crop to assist missionaries. The will stipulated that assistance to single missionaries was limited to \$10 per month; married missionaries could receive \$20 per month. A further restriction of the will limited the amount that could be given to a building fund to a single gift of \$200.

2. The elders and/or missions committee administered the fund as specified in the will until 1991, long after the monthly support levels had ceased to be significant under the impact of decades of inflation. The College Church sold the farm in 1991 and placed the proceeds of the sale in a trust fund to generate interest for the continued support of mission works. With the sale of the farm, the church's legal counsel advised the elders that the support limitations of the original will were no longer legally binding; the elders thereupon instructed the missions committee to formulate new guidelines for administering the trust fund's annual interest. The missions committee decided to honor the original spirit of the Oxley will, viz., to assist several missionary families to a modest extent rather than concentrate all the available funds in one or two works, but adopted a policy giving the committee more flexibility and recognizing contemporary fiscal realities.

B. Current Guidelines

1. Under the current guidelines, a missionary may receive up to \$1,000 annually. A missionary or mission work already funded in the regular budget may request assistance from the Oxley fund to help meet unexpected/unbudgeted needs. The committee does not expect such requests to become a regular supplement to a missionary's budgeted support; Oxley funds used in this manner are for genuine unanticipated needs or to make up for loss of other sources of support.

2. The original limit of a single \$200 contribution to a building fund remains in effect.

APPENDIX C

ANNUAL REVIEW FOR EXISTING WORK OVERSEEN & SUPPORTED BY COLLEGE CHURCH

NOTE: This form is to be completed by the missionary or the missionary's liaison.

I. BIOGRAPHICAL DATA:

Missionary Name, Age, Birthday: _____

Spouse Name, Age, Birthday: _____

Childrens' Names/Ages/Birthdays/Current School Grade/Are the children attending public or private school?

Home Address:

Years at this mission location: _____

Estimated % fluency in the native language: _____

Is this missionary a member of a team? If so, list other team members/sponsoring congregation(s) and contacts' names:

Missions committee liaison : _____

II. HISTORICAL INFORMATION:

(If missionary is working with more than one congregation, please indicate if data being provided is for individual congregations or is a composite profile)

Missionary Congregation Address:

Estimated Congregational Membership (New Testament Christians): _____

Average Weekly Attendance: _____

Congregational Family Units: _____

Demographic Composition of Congregation (e.g. # of Male Heads of Households; # of children, teens, etc; ethnic/nationality makeup of congregation): _____

Financial Obligations of Congregation (e.g. Rent/Mortgage payments, Utilities, etc.) If possible submit yearly congregational budget. _____

Average Weekly Contribution:

Baptisms in last 12 months:

Restorations in last 12 months:

New members added in last 12 months:

List methods of evangelism being used by missionary and/or congregation:

List committees or special ministries functioning in the congregation (e.g. benevolence, visitation, jail ministries, hospital visits). Are members supporting and participating in these roles? _____

Home Bible Studies being conducted by the congregation and/or the missionary:

Primary functions and roles performed by the missionary and his family in church activities (e.g. pulpit ministry, preacher training, visitation, etc.)? Please specify roles being performed by individual family members (e.g., wife teaching a Bible class):

What specific steps have been taken during this previous year towards developing a more autonomous, self-supporting congregation? _____

Brief Description of the Objective of the mission effort (has the missionary submitted this objective or is this a missions committee-generated objective?):

List any other congregations which may be helping support this work & the amount received from each. If College church is not the sponsoring congregation, which one is? Specify that sponsoring congregation's contact name & phone number:

Is there a separate work fund? If so, list details of amounts and support & note if College church funds are earmarked for this use? _____

Last date the missionary personally visited with or made a report to the congregation. Nature of visit and any significant information received during this visits:

Last visit from a member of the College congregation to this work. List name, date of visit & significant information collected during the visit:

III. NEXT BUDGET YEAR REQUEST

Please give any pertinent information on the general economic state of the area(s) being served: (e.g., exchange rate, inflation, etc.)

Has the missionary specifically requested continuation of funds or has this been assumed?

Specific amount requested for the upcoming year? If different from previous year, please specify reasoning for the requested increase and anticipated uses of the funds:

Have other congregations been solicited for increases? _____ If yes, provide details of any commitments for increases in support from any of them?

New Fiscal Year Objectives or Goals for missionary & his family (What criteria will be used to evaluate the achievement of the objectives and goals?):

New Fiscal Year Objectives or Goals for the Church or Mission Work (What criteria will be used to evaluate the achievement of the objectives and goals?):

Please note any **anticipated** changes or pertinent facts regarding the near-term future of the work or the status of the missionary family (e.g. missionary plans to retire or return to the States next year or at some specified future date; missionary desires to expand work to another geographic or ministry area; the Church sets goal to support a mission work of its own):