

# FOUNTAINGATE CHRISTIAN ASSEMBLY

## MISSIONS POLICY

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### APPENDIX

- A. Missions Survey Letter

## **1. DEFINITION OF MISSIONS**

"Any approved endeavour of cross-cultural ministry of either a local congregation or para-church organization which determines to fulfill the Great Commission by proclaiming the Gospel of Christ, making disciples, and relating to the whole need of mankind - spiritual and physical.

It is **not** the whole scope of evangelism, church planting and ministry to non Christians and nominal Christians, but rather any approved ministry which primarily concerns and identifies itself with a specific cross-cultural ministry whether at home or abroad."

## **2. THE SCRIPTURAL PURPOSE OF OUR INVOLVEMENT IN MISSIONS**

God's overall plan of salvation compels us to become involved in missions. We believe that his policy statement should have its foundation in God's Word. If what we are doing cannot be supported by Scripture, it must be brought into question. Therefore our biblical theology of missions is based upon the following portions of Scripture.

1. To fulfill the Great Commission - Matthew 28:18-20; Mark 16:15-20; Luke 10:2; Luke 24:47; John 20:21.
2. To meet the great need throughout the world - Romans 3:23, 6:23; Romans 8:22.
3. To minister to the totality of human need - Matthew 25:3-46; Luke 16: 9, 19-31.
4. To see many come to a saving knowledge of God, be baptized in water and filled with the Holy Spirit - Acts 2:38, 39; 10:30-48.
5. To share Christ's heart to the world - Matthew 9:36-38; 18:10-14; Luke 10:2; II Corinthians 5:17-21.

## **3. THE PURPOSE OF OUR MISSIONS POLICY**

1. To help us achieve a clear sense of direction for missions.
2. To avoid making important decisions on an emotional, impulsive, and/or haphazard basis.
3. To allow our church membership to quickly familiarize themselves with issues concerning missions.
4. To ensure that each mission dollar is spent according to God's direction.
5. To maintain consistency as our Mission's Committee members change.
6. To ensure that missionaries sent out by the Fountaingate Christian Assembly have comprehensive guidelines of our expectations which they will be accountable to follow.
7. To ensure that missionaries sent out by the Fountaingate Christian Assembly are adequately cared for.
8. To develop a loving accountability in our missions program.
9. To work in better harmony with other 'Fellowship of Christian Assembly' mission's committees.

#### **4. MODIFICATION OF THIS MISSIONS POLICY**

All modifications to this Missions Policy are to follow these guidelines:

1. A recommendation for modification is to be presented in written form at any time to the Missions Committee for initial discussion.
2. The Missions Committee will then serve the church board with their evaluation and recommendations.
3. The church board will discuss and forward any further recommendations back to the Missions Committee in written form.
4. Once agreement is established between the church board and the Missions Committee, a motion will be presented by the Missions Committee during the next congregational meeting.
5. A letter of appreciation to the initiator will be sent by the Missions Committee secretary explaining any modifications which were adopted.
6. The Missions Committee shall maintain an ongoing evaluation of the missions policy.

#### **5. DEFINITION OF THE MISSIONS COMMITTEE**

Herein, the name 'Missions Committee' will be the body of the Fountaingate Christian Assembly members or adherents who are appointed to administer the missions policy.

#### **6. CRITERIA FOR SELECTING MEMBERS OF THE MISSIONS COMMITTEE**

1. A deep interest and commitment to missions.
2. A desire to learn more about missions.
3. Past experience or knowledge not necessary, but could be helpful.
4. A willingness to undergo initial training and to learn the policy.
5. A healthy spiritual life.
6. Candidates must be either members or adherents of the Fountaingate Christian Assembly.
7. Candidates must be eighteen (18) years of age or older.
8. Candidates must adhere to Fountaingate Christian Assembly's Statement of Faith.

**7. MANNER OF SELECTION OF MEMBERS OF THE MISSIONS COMMITTEE**

1. Recommendations are to be presented in written form to the existing Missions Committee chairman who will discuss the recommendation with the existing Missions Committee members and serve the church board with their evaluation and recommendation in written form.
2. The church board secretary is to draft a letter back to the Missions Committee to express their decision on the recommendation(s).
3. The approved candidates are to be approached by a decided member of the existing Missions Committee.
4. If they accept, the church board is to be notified by letter and an announcement is to be made during the next congregational meeting.
5. A letter of appreciation will be sent by the Missions Committee secretary to the initiator/s explaining the outcome.

**8. SIZE OF THE MISSIONS COMMITTEE**

The Missions Committee should not be less than four (4) or more than eight (8) members. A quorum will consist of 50% plus 1. A motion will be passed with a majority vote of the quorum.

**9. OFFICERS AND MANNER OF APPOINTMENT**

Our Missions Committee will appoint the following officers from among the Committee members:

1. Chairman
2. Secretary
3. Prayer Co-ordinator
4. Literature Co-ordinator
5. Display Co-ordinator
6. Various sub-committees may be formed as the need(s) arises (i.e. education, stewardship, missions conference, special projects, etc.)

**10. TERM OF OFFICE**

The term of office shall be three year terms overlapping. See Item # 7 for 'Manner of Selection of Members'.

## **11. FREQUENCY OF MEETINGS**

Meetings shall be held monthly. Special meetings may be called as deemed necessary and agreed upon by committee members.

## **12. OVERALL RESPONSIBILITIES OF OUR MISSIONS COMMITTEE**

1. Stimulate the intercessory prayer of the congregation for world missions and for our missionaries.
2. Educate and inspire the congregation in the field of world missions.
3. Help stimulate and recruit volunteers for mission service.
4. Develop and manage fund raising programs for the missions budget.
5. Administrate the funds allocated to missions.
6. Administrate and evaluate the missions program.
7. Serve as a liaison between the church and its related organizations.
8. Care for the missionaries on furlough.
9. Update the missions policy, if required.
10. Interpret the church's Statement of Faith to missionaries and agencies.

## **13. RESPONSIBILITIES OF MEMBERS OF THE MISSIONS COMMITTEE**

1. Must be familiar with the Missions Policy of this church.
2. To regularly attend the meetings (usually monthly.)
3. To be willing to serve in areas of missions need periodically (i.e. to oversee missions conference).
4. To maintain a regular prayer life, Bible study, church attendance, and other aspects of Christian spiritual maturity.
5. To pray for the missionaries that are supported on a regular basis.
6. To maintain interest in communication with supported missionaries.
7. Should be engaged in an active program of study on missions.
8. To bear the burdens of other Missions Committee members in supportive fellowship.

## **14. DEVELOPING PRAYER CONCERN**

1. Missions news and needs shall be regularly presented from the pulpit.
2. News and needs of the missionaries shall be regularly presented to the various departments of the church, i.e. Sunday School, Youth, clubs, etc.
3. Missions news and needs shall be presented in the bulletin my means of clippings of correspondence from the missionaries, news briefs from the supporting agency, or news of unreached peoples in the area where the missionary is working.

4. We will encourage interaction with the congregation (a) through correspondence, letters, cassette tapes; (b) by visits of the missionaries on furlough; (c) by developing a program where missionaries stay in the houses of church members while on furlough (if the missionary so desires). (See Item # 54.4).
5. We will endeavour to have a prayer co-ordinator who might (a) collect and disseminate news and needs of the missionaries to the congregation; (b) organize a prayer support program (i.e. sign up two people a day to be praying for each missionary.)
6. Have an 'adoption' program whereby a family concerns itself with the spiritual and other needs of one missionary family.

## 15. MISSIONS EDUCATION IN THE CHURCH

Programs and vehicles that could be developed and implemented will be:

1. Missions emphasis times/bulletin inserts/Missions Sundays
2. Bulletin board displays
3. Missionary speakers and films
4. Missions retreats/mini-conferences
5. Special missions dinners
6. Missions conferences/conventions
7. Capsule biographies of present or past missionaries
8. Unreached peoples surveys and maps/maps with locations of missionaries
9. Reports on new books available on significant developments around the world.
10. Missions library or book-sharing programs

## 16. MISSIONARY CONFERENCES

**LOCAL** -- Have a mini-conference once per year built around available speakers, missionary or otherwise.

**REGIONAL** -- Have a missions conference every three years at approximately the same time of year.

**NATIONAL** -- We will encourage approved delegates from the Missions Committee to attend the FCA convention once every three years. Delegates will be approved by the Missions Committee with notification to the church board.

We will allocate money for expenses in part or in full as funds permit, based upon need. All monies will be handled through the 'Discretionary Fund'.

## **17. CARING FOR VISITING MISSIONARIES**

1. We will maintain accurate records to know when the missionaries are going to be visiting us.
2. The Missions Committee will become the liaison between visiting missionary, pastoral staff and church departments (i.e. ensure that necessary equipment, projector, screen, etc., is available and set up, plus other requests.)
3. We will ensure that necessary arrangements are made for housing and meals through the congregation.
4. We will make any necessary arrangements for special meetings and speaking engagements in cooperation with the missionary and the church board.
5. Honorariums and expenses will follow the guidelines set for the missions policy, (See Item # 53).
6. The Missions Committee will become the liaison between the missionary and church in regard to work days, scheduled days off, free time, etc.

## **18. VISITATION TO MISSIONARIES ON THE FIELD**

1. Careful consideration will be given before approving any field visitations. Approval will be given only to those committed to our church and knowledgeable and sensitive about missionary needs.
2. Evaluation guidelines will be given to ensure a profitable visit.
3. All visits will be subject to the missionary's approval and his requirements.
4. No visits are to be a financial burden to the missionary.
5. Subsidizing will be considered upon approval of the Missions Committee/church board, in the manner that they deem acceptable.
6. The primary commitment of the visitor must be to help the missionary by serving physically, mentally, and spiritually to the needs of the missionary and possibly in their scope of ministry.



## **19. CRITERIA AND QUALIFICATIONS FOR CONSIDERING SUPPORT**

1. The candidate must be a member of his/her church.
2. Members of a Fellowship Church (FCA) will receive priority and be accepted before non-members.
3. Previous active service in the church must be a minimum of two years.
4. There must be evidence of past commitment and dedication to following God's will.
5. There must be personal references of knowledge of candidate.
6. Any acceptance by a board or organization must also be approved by our church.
7. He/she must be in agreement with and promise to adhere to the doctrinal position of our church.
8. Candidates having training or education will be given priority consideration--(a) College education; (b) Seminary or Bible School; (c) Technical training; (d) Some cross-cultural experience training.
9. Candidates having job skills or experience will be given consideration.
10. We will respect information or recommendation from the denominational source.
11. Age/marital status will be given consideration.
12. He/she must have a complete medical before being considered for support.
13. Any first time missionary candidate (where long-term service is anticipated) will be expected to provide his own initial fare to the field as a sign of dedication and/or commitment to the call of God. These monies may be raised by itineration. (See Item # 28.2).

## **20. PROCEDURE FOR SELECTING NEW CANDIDATES TO SUPPORT ON A REGULAR BASIS**

1. The candidate must agree to doing a pre-selection questionnaire and/or interview if possible.
2. He/she must agree with and adhere to our church's statement of faith.
3. He/she must have a clear indication of conversion, a call to the ministry, and baptism in water and in the Holy Spirit.
4. He/she must be recommended by at least one pastor and one character reference.
5. Recruitment of prospective missionaries will be ongoing. These people will be identified from local/regional conferences and with cooperation with other FCA churches and World Outreach Committee (W.O.C.)

**21. CRITERIA FOR EVALUATING ORGANIZATIONS WHICH WE SUPPORT**

Any missionary agency which we support must (1) send us a yearly financial report. Failure to respond to this request will be considered as grounds for terminating support; (2) adhere to our Statement of Faith as per Item #2 and #25; and, (3) fully complete a 'Missionary Agency Survey' letter as requested by the Missions Committee once per year during the first week of November. These surveys must be kept on file for five years.

**22. SHORT TERM OR SUMMER WORKER PROGRAM**

1. We will help applicants get in touch with approved mission agencies and encourage them to work directly with these agencies.
2. We will allow approved mission agencies to recruit people in the church directly upon occasion.
3. Pastor(s), Church Board and Missions Committee are to encourage and approve candidates. (See Item # 19).

**23. NATURE OF WORK MISSIONARIES MAY BE INVOLVED IN**

The type of work that a missionary may be involved in is:

- |                                  |  |
|----------------------------------|--|
| 1. Administration                | 13. One-time projects                                      |
| 2. Broadcasting                  | (building, etc.)   |
| 3. Camps for youth               | 14. Bible translation                                      |
| 4. Church planting               | 15. Relief (hunger/housing/<br>clothing/agriculture/medic. |
| 5. Counselling                   | 16. Research   |
| 6. Education                     | 17. Rural Ministry   |
| 7. Equipping others for ministry | 18. Student Ministry                                       |
| 8. Evangelism (group or crusade) | 19. Support Ministry                                       |
| 9. Literature                    | 20. Teaching Ministry                                      |
| 10. Medical                      | 21. Urban Ministry   |
| 11. Music                        | 22. Upper-class Ministry                                   |
| 12. Personal evangelism          | 23. Orphanages   |

These must be in accordance with Item # 1 'Definition of Missions'.

## **24. RESPONSIBILITIES OF THE MISSIONARY TO THE CHURCH**

1. We request that the missionary correspond with our church at least quarterly. In addition, we require that they complete our **'Missions Survey Letter'** (See Appendix 1) to be sent out once per year during the first week of November. Absence of correspondence from the missionary may be grounds for terminating support.
2. We require the missionary that we send out to minister at the church during furlough time. We request that he report on the work in the field at a regular church service. We expect attendance at Sunday School and church services.
3. Itineration, rest and recuperation and ministry in the local church will be scheduled during the furlough. (See Item # 54).
4. Missionaries may not mention financial needs in correspondence with individuals of our church.
5. Fountaingate Christian Assembly will not be responsible for any indebtedness involved in carrying out a missionary's plan unless the plan was first sanctioned (in written form). The missionary will be personally obligated to cure any debts brought about through his negligence to this matter.

## **25. DOCTRINAL REQUIREMENTS**

All missionaries supported must adhere to our Statement of Faith as stated in our constitution. Any agency that we work with must be in accord with our Statement of Faith.

## **26. PROCEDURE FOR VISITING MISSIONARY SPEAKERS**

1. Missionaries desiring to speak in our church must contact the Missions Committee or be referred to the Missions Committee, who will then contact them.
2. FCA Commissioned Missionaries will receive priority consideration. A letter of acceptance containing guidelines will be mailed to the missionary prior to his visit.
3. If the missionary is supported in any way by Fountaingate Christian Assembly, he will be required to meet with the Missions Committee during his visit.
4. Billeting will be arranged by the Missions Committee. Honorarium will be administered according to Item #53.
5. The Missions Committee will become the liaison between visiting missionary, pastoral staff and church department (i.e. ensure that necessary equipment, projector, screen, etc., is available and set up, plus other requests.)

**27. MEDICAL AND LIFE INSURANCE FOR MISSIONARIES**

It will be mandatory for the 'sent out' missionaries to purchase both a life and health insurance policy. We will consider being responsible for a portion of the payment, after reviewing his/her financial situation.

**28. INITIAL EXPENSES OF MISSIONARY PLACEMENT**

1. A detailed budget will be required in advance for this specific expense of placing the missionary in the field.
2. A portion of the funds raised during initial itineration will be used for preliminary expenses, i.e. air fare, packing and shipping.  
(See Item # 19.13).
3. All musical instruments, furniture, furnishings, vehicles and equipment purchased with specific funds sent by the Fountaingate Christian Assembly shall be regarded as the property of Fountaingate Christian Assembly and disposal of the same shall not be made without written consent from the church.
4. Adequate insurance shall be obtained for any equipment and property of Fountaingate Christian Assembly that is in possession of missionary. Consideration will be given by Fountaingate Christian Assembly for financial assistance for insurance.

**29. SUPPORT OF STUDENTS PREPARING FOR MISSIONARY SERVICE**

Finances for initial schooling will be the responsibility of the individual, except those finances made available as love gifts based upon need and availability of funds.

Financial aid will be administered to any student through the Missions Committee based on the following criteria:

1. A clear, valid call from God to be in missions;
2. Adherence to guidelines set out in Item #19, 'Criteria for Considering Support'.

**30. PREPARATION AND APPROVAL OF MISSIONS BUDGET**

The Missions Committee will be prepared to submit a minimum budget yearly to the Church Board.

**31. ORGANIZATION OF FINANCIAL SUPPORT OF MISSIONS PROGRAM**

Ten percent of the church's general fund is designated for missions (as per church board). Regular special offerings will be taken to support our missions program, i.e. Missionary Sundays, etc. These, plus any gifts designated as 'Missions' constitute the 'Missions Fund'. The budget will be adapted to fit within these guidelines.

**32. STRATEGY FOR DISTRIBUTION OF MISSIONARY SUPPORT MONIES**

Only a maximum of 10% of the monies will be channelled through boards or agencies for their administration costs. We expect at least 90% of our monies to reach the missionary that we support.

**33. RELATION TO INTER-CHURCH PROGRAM**

We will direct a minimum of 80% of our total missions budget to missionaries and/or missionary projects within the Fellowship of Christian Assemblies.

**34. RELATION TO HOME MISSIONS PROGRAM**

We will see that 15% of our total missions budget be allotted for 'home missions'. The term 'home missions' includes any approved missions work in Canada.

Fellowship of Christian Assemblies' Bible Colleges with approved missions programs will be eligible for missions education funding.

**35. DETERMINATION OF MISSIONARIES AND AGENCIES TO SUPPORT**

The Missions Committee will be responsible to maintain an updated list of approved missionaries and agencies to regularly financially support. Any changes of this list must receive (1) Missions Committee and (2) Church Board approval.

The church membership may make any suggestions which they deem as potential missionaries and agencies to support. A recommendation must be presented in written form to the existing Missions Committee who will discuss same and serve the church board with their evaluation and recommendation in written form. The church board will then express their decision on the recommendation, also in writing. A letter of appreciation will be sent to the initiator explaining the outcome.

Criteria for considering support will be as listed in Items # 1, 19, 20, 21, 23, 25.

**36. AMOUNT OF SUPPORT ALLOWABLE FOR LONG-TERM MISSIONARIES**

We will limit our support to a maximum of 50% of the missionary's total support. Exceptions may be allowable only after careful consultation and a majority agreement of Mission Committee members. We will determine the amount allotted by evaluating (a) alternative sources of support, (b) years of membership in the church, (c) total amount needed, (d) number of people in the family and (e) type of work that will be done.

**37. WHEN SUPPORT BEGINS**

We will begin support only of (a) a commissioned Fellowship of Christian Assembly missionary or (b) a missionary of an approved agency, or (c) a denomination which has officially accepted the candidate. This missionary must begin active field service within six months of the beginning of our financial support to him.

**38. EVALUATION AND REVISION OF SUPPORT**

We will deal directly with the missionary both in evaluating his work and his financial needs through the yearly 'Missionary Survey Letter' and revise his/her support accordingly (i.e. monetary inflation/deflations and cost of living change.) We will consider our total budget and then decide what we can do. We will try to at least maintain the status quo.

**39. WHEN SUPPORT ENDS OR IS DECREASED**

1. We will work with an agency and terminate missionary support as the missionary becomes self-supporting.
2. We may terminate certain missionaries and projects in order to reach a better balance for the total strategy of the church (i.e. Home & Foreign Missions balance - (See Items #33 & #34). This will be done while the missionary is on furlough or at home, and the missionary will be given six months notice. Any extractions must be approved by the Missions Committee/Church Board/congregation.
3. Each missionary must re-apply for support every three years of field service or following furlough.
4. The Missions Committee will re-evaluate the missionary who fails to correspond with the church at least once every six months, (See Item #24).
5. The Missions Committee will re-evaluate the missionary who fails to show up at the church at least once during furlough, (See Item #24).
6. A change in assignment of affiliation requires re-evaluation for support by the Missions Committee.
7. When a missionary has become incompetent or has personal or moral problems, procedures for ending support will begin.

8. We will support a missionary on furlough, medical or emergency leave, up to a period of one year. After that time, support will be re-considered and continue only after review by the Missions Committee.
9. One month's notice of termination or reduction in support will be given for above ( See Items #39.1, 39.4, 39.5, 39.6, & 39.7. Exception for extreme or special circumstances will be considered and reviewed by the Missions Committee.

#### **40. SUPPORT OF MISSIONARY FAMILIES**

Support will relate to the total size and needs of the family as well as the host country's economic situation. A monthly budget will be required of the missionary.

#### **41. ONGOING ADVANCED EDUCATION OF MISSIONARIES**

1. The home church will be responsible for ongoing education that will benefit the missionary in his/her specific type of ministry.
2. All courses to be taken must be approved by the Missions Committee. All receipts of such courses are to be submitted within three weeks of completion of the course.
3. We will allocate 2% over and above the monthly gross salary for missionary advanced education, to be taken at their convenience (i.e. while on furlough or by correspondence). This education allowance is to be placed in a separate bank account. This allowance is not to exceed \$500.00 allotments per missionary.

#### **42. EDUCATION OF MISSIONARY CHILDREN**

Consideration will be given to become financially involved in the college education of missionary dependants upon our available funds. Support will be considered case-by-case, especially for members of our church who are missionaries.

#### **43. MISSIONARY RETIREMENT**

As the 'home church', we will place missionaries on our payroll, paying into the 'Canada Pension Plan'. We will allocate 5% over and above the monthly gross salary for missionary retirement. These funds may be invested (i.e. Canada Savings Bonds, Pension funds, R.S.P.s), but any investment must be approved by unanimous agreement of the Missions Committee. Each case/missionary will be individually reviewed and evaluated upon retirement and funds allocated accordingly.

The guidelines for receiving retirement monies will be:

- A. The normal age of retirement will be 60 years old.
- B. Retirement due to other reasons will be evaluated by the Missions Committee.

- C. A lifetime (20 years) of service on the missions field/s will be the minimum required.
- D. Administration of funds will be by the Missions Committee. (example of monies: \$600. per 20 years at 10% compounded interest = \$33,000.)

**44. MISSIONARIES NEEDING EMERGENCY SUPPORT OR LACKING ADEQUATE SUPPORT**

We will accurately determine extent of need. Our means of helping to meet a need may be to:

1. Have specific prayer times with the Missions Committee and pastoral staff and congregation;
2. Endeavour by faith to increase the level of the church's support by:
  - a. encouraging members of the congregation to participate in a special love gift;
  - b. encouraging other churches within the FCA to become involved financially;
  - c. initiating fund-raising projects by various groups or departments within the church for the need;
  - d. working closely with the sending church/agency to determine what projects or alternatives Fountaingate Christian Assembly might be able to help in.

**45. ALLOTMENTS FOR SHORT TERM MISSIONS**

Special love gifts may be made available based on need and availability of funds. Financial aid will be administered through the Missions Committee based on the criteria set out in Item #19, 'Criteria for Considering Support'.

**46. HANDLING OF INDIVIDUAL DESIGNATED GIVING**

We will consider all designated giving as an expression of the givers desire.

All gifts will be in consultation with and subject to the discretion of the Missions Committee as limited by regulations of government, i.e. Revenue Canada.



#### **47. PERSONAL ONE TIME GIFTS**

We will consider all designated gifts as an expression of the givers desire.

We will discuss with the donor the total budget needs of the church to see if other designations would be more appropriate.

Any large 'one time' gift designated or otherwise donated to missions will be considered as being part of the missions 'budget' and as such will be disbursed by the Missions Committee. The Missions Committee will keep in contact with missionaries/missions agencies to determine the missionaries'/missions projects' total needs as per Item #36, 'Amount of Support Allowable for Long-Term Missionaries'.

Large one-time gifts might be handled by the Missions Committee as follows:

1. Add to discretionary fund to work as hedge against future shortages or furlough expenses;
2. Become involved in a missions project;
3. Send one time gift amounts to present missionaries;
4. Emergency funding to missionaries as per Item #44, 'Missionaries Needing Emergency Support';
5. A portion may be designated as missionary awareness training of our congregation.

#### **48. HANDLING OF CONGREGATION'S LOVE GIFTS/SPECIAL OFFERINGS**

No special funds appeal will be permitted from the pulpit by the missionary for support of the missionary and/or his project without prior approval of the Missions Committee and pastor. A proper etiquette must be maintained from the missionary during any approved appeal.

#### **49. FUNDS SHORTAGE POLICY**

We will try to maintain an adequate emergency fund in affluent years to handle a problem of income shortages.

If the emergency fund becomes used up we will: (a) unite the congregation in prayer and appeal for the money; (b) use the church's general budget to make up the difference if possible; (c) encourage different departments in assorted fund-raising projects.

**50. FUNDS SURPLUS POLICY**

Surplus monies are considered the same as large, one-time gifts, and the same policy that has been developed for one-time gifts (See Item #47) will be used for surplus.

**51. DISCRETIONARY FUND**

This fund will be administered by the Missions Committee. It shall be contained in an individual savings account. It will contain:

**1. EMERGENCY FUND**

Interest on all discretionary funds are to be allotted to the emergency fund.

Part of one-time gifts can be kept here to act as a hedge against future shortages or additional furlough expenses or medical emergencies or medical furlough.

See items # 44, 47, 49, 50.

**2. MISSIONARY RETIREMENT FUND**

As per Item #43, five percent over and above monthly gross salary of long-term missionaries for missionary retirement will be contained in this account. This fund may be invested in Canada Saving Bond, R.S.P.s, etc. as per Item # 43.

**3. FURLOUGH FUND**

As per Item # 54, five percent over and above monthly gross salary of long-term missionaries for furlough expenses will be contained in this account.

This fund may be invested in a manner that maintains quick accessibility.

**4. MISSIONARY TRAINING FUNDS**

Two percent over and above monthly gross salary of long-term missionaries for ongoing advanced education of missionaries will be contained in this account (See Item # 41). Excess monies in this fund are to be kept for future courses, etc.

## **5. UNDESIGNATED FUNDS**

Undesignated funds might be allotted for missionary awareness congregational training; Field visitations as per Item # 18. Allowances to attend missions conferences (i.e. World Outreach Committee, Missions Fest, etc.), as per Item #16.

## **6. SURPLUS FUNDS AND/OR ONE-TIME GIFTS**

This account will act as a 'holding tank' for any surplus funds and one-time gifts until such times as they are designated and can be redirected. (See Items #47 and #50).

## **52. ALLOCATION FOR MISSIONS ADMINISTRATION IN THE CHURCH**

All administration costs will be handled under the general budget of the church.

## **53. HONORARIUM FOR VISITING MISSIONARY SPEAKERS**

All honorariums will be handled under the 'general honorarium arrangement' for any speaker in the church rather than the Missionary Fund. This amount will be reviewed annually.

Special offerings may be taken at the time the missionary speaks if certain needs require such attention as per Item #48.

## **54. FURLOUGH FOR LONG-TERM MISSIONARIES**

Missionaries on furlough will be expected to itinerate, rest and recuperate, and work in the local church. Allotted time for each of these areas will be worked out between the missionary and the Missions Committee

1. Our 'sent out' missionaries will be granted a furlough of a minimum of three months and a maximum of one year for every three year term on the field. The maximum of one year will not be granted after every three year term.
2. We will allocate five percent over and above the monthly gross salary of a missionary for a 'Furlough Fund', (See Item # 51.3), to be used for fares, itinerating, travelling expenses, etc.
3. Monthly financial support will continue while the missionary is on furlough for a maximum of one year. (See item # 39.8).
4. Honorarium will not be given to our sent-out missionaries who continue to be supported on a regular monthly basis.

5. We will begin sending information of current events, fashions, church bulletins, local developments, etc. at least six months in advance to help overcome the culture shock.
6. The Missions Committee will act as the liaison to help in finding a suitable home and vehicle. The committee will also work at making the adjustments as smooth as possible (see Items # 12, # 13, & # 17.)
7. Special needs will be addressed by the Missions Committee in such things as house warming, house starting needs, clothing, etc.
8. Itinerating while on furlough:
  - A. Scheduling itineration:- The Missions Committee will act as liaison between the Fellowship of Christian Assemblies and other churches in scheduling speaking engagements. A package of information will be supplied to all interested churches.

We will issue cheques to cover expenses while on itineration as per (C) of this Item.

- B. Any monies or donations raised during furlough itineration must be channelled through the home church. Some of these monies may be allocated to the needs of returning to the field, building programs, equipment, etc.
- C. Receipts for income tax purposes, etc. will be handled in the proper manner by the church treasurer.
- D. A daily log of travel in kilometres, vehicle expenses including repairs, gas and oil receipts, insurance, license, food receipts, lodging, etc. must be kept for income tax purposes and reimbursement.

# Missionary Survey Letter

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Home Work

Address: \_\_\_\_\_

Our endeavour as the Fountaingate Christian Assembly Missions Committee is to keep informed with every missionary we support. This yearly update request is designed to keep us aware with any changes that would influence your need for support. As good stewards, we need to constantly evaluate our present scope of support structure.

Please help us by carefully and prayerfully answering the following questions.

## **Financial**

1. Please name all your sources of income and state each of their monthly commitments in your national currency.

	<u>Source of Income</u>	<u>Monthly Commitment</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

\_\_\_\_\_ Total in your national currency

2. Have you had any reduction or increase in support within the last year? If so, explain.

## **Financial (Contd.)**

3. Do you expect a reduction or increase in support within the next year? If so, explain.

4. Have there been any fluxuations of your currency within the last year? If so, explain.
5. Do you foresee any such currency fluxuations in the future?
6. What has been the national rate of inflation over the past year where you serve?
7. How would you divide up your total cost of living (i.e., Housing, food, travel, clothing, literature, equipment, etc.) in your national currency?
8. Are there any additional costs you'd like to see covered in your monthly budget or are there any "difficult to obtain" items that we could assist you in providing?
9. Are there any possibilities for further ministry that are being postponed due to lack of finances?
10. Are there any finances required for health safety?
11. Do you have health insurance coverage for both home (while on furlough) and also abroad?

## **Ministry**

1. What is your present involvement in missionary work?
  
2. Are you training any national(s) to carry on the work if future circumstances demand it?
  
3. Are you intending to expand your scope of ministry within the next year? If so, explain.
  
4. Are you making any plans to end your ministry in the next few years?
  
5. Is there any political unrest which could hamper your ministry in the near future?
  
6. Do you require further training which would enhance your present ministry? If so, explain.
  
7. Do you require any equipment? If so, explain.

**Ministry (Contd.)**

8. How could we best serve to make your ministry more rewarding?
  
  
  
  
  
  
  
  
  
  
9. Please share some of your ministry highlights during the past year.
  
  
  
  
  
  
  
  
  
  
10. List a few priority items that we can uphold in prayer.
  
  
  
  
  
  
  
  
  
  
11. What are your main plans for the upcoming year?

Thank you for taking the time from your busy schedule to work on this survey. We suggest that you keep a copy for your records before mailing us the completed survey. We will be requesting an updated survey each year during the month of November. Failure to do so may be grounds for discontinuing financial support.

Hopefully, you can see that this kind of information is used to help us better evaluate how we can become involved in meeting your needs. We want to all work together to ensure that God's work is done in a manner that is worthy of His name.