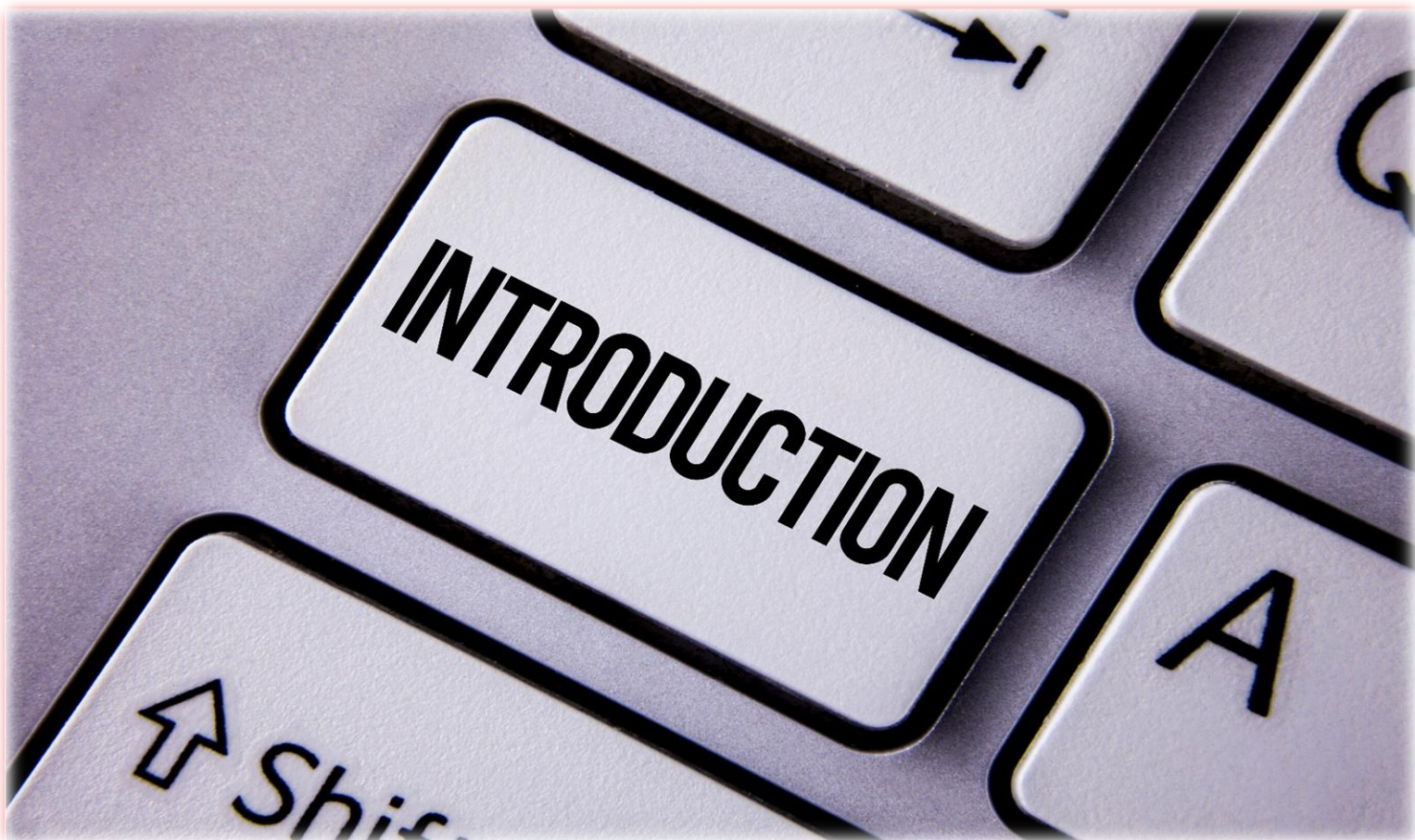


INTRODUCTION TO GLOBAL MISSIONS

SUPPLEMENTARY READING



UPCI GLOBAL MISSIONS MINISTRIES



CONTINUING MISSIONARY
— EDUCATION —



Policy Handbook

Global Missions

United Pentecostal Church International
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Introduction

The policies and procedures, as outlined in this handbook, have been compiled to expedite the execution of our apostolic task. Each missionary should study this handbook carefully, in addition to the Global Missions Policy as outlined in Article XI of the General Constitution of the United Pentecostal Church International.

Every effort has been made to answer the questions that are often encountered in the administration of Global Missions. Providing clear communication will facilitate harmony and teamwork.

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Abbreviations Summary

Abbreviations Summary

The following is a listing of acronyms that are typically used within the administration and operation of Global Missions' endeavors. Not all of them are used within this Policy Handbook, but they are included here as a helpful reference tool.

AC	Area Coordinator	GMS	Global Missions Secretary
AFR	Africa Region	GMAC	Global Missions Administrative Committee
AGE	Advanced Global Educators	GMB	Global Missions Board
AIM	Associates In Missions	GUTS	Global University of Theological Studies
AM	Associate Missionary	LDI	Leadership Development International
ASI	Asia Region	MK	Missionary Kid
CAC	Central America and Caribbean Region	MKM	Missionary Kids Ministries
COLA	Cost of Living Adjustment	MRF	Ministers' Retirement Fund
DEA	Director of Education and AIM	NV	New Venture
DGMD	District Global Missions Director	OMT	Office Management Team
DO	Direct Offering	PAC	Pacific Region
D&O	District & Office Report	PFP	Planning for Progress
DPE	District Paper Editor	PIM	Partners In Missions
DPP	Director of Promotion & Publications	PS	Personal Support
DS	District Superintendent	RD	Regional Director
EGC	Executive Global Council	RMP	Regional Missions Program
EME	Europe and Middle East Region	RQ	Requisition
FA	Furlough Allowance	SAM	South America Region
FP	Faith Promise	SB	Service Bonus
FPM	Faith Promise Ministries	SOM	School of Missions
FS	Field Superintendent	UPC	United Pentecostal Church
GATS	Global Association of Theological Studies	UPCI	United Pentecostal Church International
GB	General Board	VGMA	Veterans of Global Missions Association
GC	General Conference	VIP	Voluntary Increase Pledge Program
GD	General Director	WHQ	World Headquarters
GM	Global Missions		

Chapter One

Mission Statement

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Our Missions Objectives



Chapter One

Mission Statement

The mission statement of Global Missions, United Pentecostal Church International shall be:

"To every tribe and nation

JESUS

send the message

train messengers

produce self-supporting

self-propagating

self-governing churches

establish fellowship in truth and holiness"

Missions Objectives

In the year 1945, two major Pentecostal organizations embracing the doctrine of the apostles united to form the United Pentecostal Church. The purpose of this church as stated in the Forward of the United Pentecostal Church International Manual is "to preach the gospel of Christ Jesus; to publish and distribute religious literature; to establish new churches; to send forth missionaries; to perform any other duties connected with religious work, and to help in any way possible to meet the needs of local churches." The same document goes on to declare, "To this end we now pledge our prayer, our faith, our life and love, our earthly means of support, and our time, in the fear of God and for His glory alone."

The objective of the United Pentecostal Church in organizing Global Missions is to proclaim the whole Gospel to the whole world by sending forth God-called men and women in obedience to the Great Commission. "Go ye into all the world and preach the gospel to every creature" (Mark 16:15). It is further "the purpose of the United Pentecostal Church to seek out and to carry the Gospel to the whole world, and to help establish self-supporting, self-governing and self-propagating national churches" (Article XI, Section 1, Paragraph 1, United Pentecostal Church International General Constitution).

The ultimate goal and aim is the preparing of the church for the coming of Jesus Christ as His bride, "That he might present it to himself a glorious church not having spot, or wrinkle, or any such thing; but that it should be holy and without blemish" (Ephesians 5:27). To this end it is the absolute responsibility of this God-instituted body to teach the oneness of the godhead in Jesus Christ, repentance from sin, water baptism in the name of the Lord Jesus Christ for the remission of sin and the receiving of the gift of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance. Thereafter it is the responsibility of the ministry to teach all baptized believers that they must "follow peace with all men, and holiness, without which no man shall see the Lord" (Hebrews 12:14).

It is imperative that every Global missionary of the United Pentecostal Church know and understand the objectives of Global Missions. For this reason, these objectives are stated as follows:

1. To send forth God-called missionaries into all the world to preach the Gospel of the kingdom to every creature.
2. To train national workers and ministers that they might, in fulfillment of the Great Commission, be able to evangelize and give leadership to the churches among their own people and in the missionary outreach to other nations.

3. To produce under God, self-supporting, self-propagating, and self-governing national churches in every country according to the apostolic pattern.
4. To establish an international fellowship of the United Pentecostal Church. National churches shall be encouraged to maintain the closest fraternal fellowship with the United Pentecostal Church International, United States of America and Canada, and the United Pentecostal Church worldwide.
5. To create, by the power of the Word of God and the working of the Holy Spirit, a love for truth, peace and holiness that will bind the church to the heart of God and produce the bride of Christ from among every nation, tribe, and tongue in the whole world (Revelation 5:9).

Being aware of the human impossibility of the task, we put our trust in God, His power and His work, and seek to establish a center of operations in every land from which national workers and ministers are sent forth. The missionary must be aware of the fact that he alone cannot fully accomplish that which must be done; therefore, he must pray and trust God to add to the church able nationals who will bring to completion the full evangelization of each country and thereby the whole world.

Global Missions Funding

The funding of Global Missions will be the same as provided in the Manual of the United Pentecostal Church International, Article XI, Section 11 *Global Missions Support*. In addition to this, Global Missions participates with the United Pentecostal Church International Foundation and provides endowments for donor contributions. Global Missions works in cooperation with the Stewardship Department in promoting wills and estate plans. For more information, please contact the Stewardship Department or the Secretary of Global Missions.

International Articles of Faith

Preamble

We believe the Bible to be inspired of God; the infallible Word of God. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness" (II Timothy 3:16).

The Bible is the only God-given authority which man possesses; therefore, all doctrine, faith, hope, and all instruction for the church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere, and can only be clearly understood by those who are anointed by the Holy Spirit (I John 2:27). "...no prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but Holy men of God spake as they were moved by the Holy Ghost" (II Peter 1:20-21).

Articles of Faith

The One True God – We believe in the one ever living, eternal God: infinite in power, Holy in nature, attributes and purpose; and possessing absolute, indivisible deity. This one true God has revealed Himself as Father, through His Son, in redemption; and as the Holy Spirit, by emanation. (I Corinthians 8:6; Ephesians 4:6; II Corinthians 5:19; Joel 2:28).

The Scripture does more than attempt to prove the existence of God; it asserts, assumes and declares that the knowledge of God is universal. (Romans 1:19, 21, 28, 32; 2:15). God is invisible, incorporeal, without parts, without body, and therefore free from all limitations. He is Spirit (John 4:24), and "...a spirit hath not flesh and bones..." (Luke 24:39).

"...The first of all the commandments is, hear, O Israel; the Lord our God is one Lord" (Mark 12:29; Deuteronomy 6:4). "One God and Father of all, who is above all, and through all and in you all" (Ephesians 4:6).

Before the incarnation, this one true God manifested Himself in diverse ways. In the incarnation, He manifests Himself in the Son, who walked among men. As He works in the lives of believers, He manifests Himself as the Holy Spirit.

The Son of God – The one true God, the Jehovah of the Old Testament, took upon Himself the form of man, and as the Son of man, was born of the virgin Mary. As Paul says, "and without controversy great is the mystery of Godliness: God was manifest in the flesh, justified in the Spirit, seen of angels, preached unto the Gentiles, believed on in the world, received up into glory" (1 Timothy 3:16).

"He came unto His own, and His own received Him not" (John 1:11), This one true God was manifest in the flesh, that is, in His Son Jesus Christ. "...God was in Christ, reconciling the world unto Himself, not imputing their trespasses unto them..." (II Corinthians 5:19).

We believe that, "...in Him (Jesus) dwelleth all the fullness of the Godhead bodily" (Colossians 2:9). "For it pleased the Father that in Him should all fullness dwell" (Colossians 1:19). Therefore, Jesus in His humanity was man; in His deity was and is God. His flesh was the lamb, or the sacrifice of God. He is the only mediator between God and man. "For there is one God, and one mediator between God and men, the man Christ Jesus" (I Timothy 2:5).

Jesus on His Father's side was divine, on His mother's side, human; Thus, He was known as the Son of God and also the Son of man, or the God-man.

"For He hath put all things under His feet. But when He saith all things are put under Him, it is manifest that He is excepted, which did put all things under Him" (I Corinthians 15:27). "And when all things shall be subdued unto Him, then shall the Son also Himself be subject unto Him that put all things under Him, that God may be all in all" (I Corinthians 15:28).

"I am Alpha and Omega, the beginning and the ending, saith the Lord, which is, and which was, and which is to come, the Almighty" (Revelation 1:8).

The Name – God used different titles, such as "God Elohim," "God Almighty," "El Shaddai," "Jehovah," and especially "Jehovah Lord," the redemptive name in the Old Testament.

"...unto us a child is born, unto us a son is given: ...and His name shall be called Wonderful Counselor, The Mighty God, The Everlasting Father, The Prince of Peace" (Isaiah 9:6). This prophecy of Isaiah was fulfilled when the Son of God was named, "And she shall bring forth a son, and thou shalt call His name Jesus: for He shall save His people from their sins" (Matthew 1:21).

"Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved" (Acts 4:12).

Creation of Man and His Fall – In the beginning God created man innocent, pure and holy; but through the sin of disobedience, Adam and Eve, the first of the human race fell from their holy state, and God banished them from Eden. Hence by one man's disobedience, sin entered into the world (Genesis 1:27; Romans 3:23; 5:12).

Repentance and Conversion – Pardon and forgiveness of sins is obtained by genuine repentance, a confessing and forsaking of sins. We are justified by faith in the Lord Jesus Christ (Romans 5:1). John the Baptist preached repentance, Jesus proclaimed it, and the Apostles emphasized it to both Jews and Gentiles. (Acts 2:38; 11:18; 17:30).

The word "repentance" means a change of views and purpose, change of heart, change of mind, change of life (and or) transformation, etc.

Jesus said, "...except ye repent, ye shall all likewise perish" (Luke 13:3). Luke 24:47 says, "And that repentance and remission of sins should be preached in His name among all nations, beginning at Jerusalem."

Water Baptism – The scriptural mode of baptism is immersion, and is only for those who have fully repented, having turned from their sins and a love of the world. It should be administered by a duly authorized minister of the Gospel, in obedience to the Word of God, and in the name of our Lord Jesus Christ, according to the Acts of the Apostles 2:38; 8:16; 10:48; 19:5; thus obeying and fulfilling Matthew 28:19.

The Baptism of the Holy Spirit – John the Baptist, in Matthew 3:11, said, "...He shall baptize you with the Holy Ghost, and with fire."

Jesus, in Acts 1:5, said, "...ye shall be baptized with the Holy Ghost not many days hence."

Luke tells us in Acts 2:4, "...they were all filled with the Holy Ghost, and began to speak with other tongues (languages), as the Spirit gave them utterance."

The terms "baptize with the Holy Ghost and fire," "filled with the Holy Spirit," and the "gift of the Holy Ghost" are synonymous terms used interchangeably in the Bible.

It is scriptural to expect all who receive the gift, filling, or baptism of the Holy Spirit to receive the same physical, initial sign of speaking with other tongues.

The speaking with other tongues, as recorded in Acts 2:4; 10:46, and 19:6, and the gift of tongues, as explained in I Corinthians, chapters 12 and 14, are the same in essence, but different in use and purpose.

The Lord, through the Prophet Joel, said, "...I will pour out my Spirit upon all flesh..." (Joel 2:28).

Peter, in explaining this phenomenal experience, said, "...having received of the Father the promise of the Holy Ghost, He (Jesus) hath shed forth this which ye now see and hear" (Acts 2:33).

Further, "...the promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call" (Acts 2:39).

Fundamental Doctrine – The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

We shall endeavor to keep the unity of the Spirit until we all come into the unity of the faith, at the same time admonishing all brethren that they shall not contend for their different views to the disunity of the body.

Divine Healing – The first covenant that the Lord (Jehovah) made with the children of Israel after they were brought out of Egypt was a covenant of healing. The Lord said, "...if thou wilt diligently hearken to the voice of the Lord (Jehovah-Rapha, the Lord that healeth) thy God, and wilt do that which is right in His sight, and wilt give ear to His commandments, and keep all His statutes, I will put none of these diseases upon thee, which I have brought upon the Egyptians; for I am the Lord that healeth thee." (Exodus 15:26).

Our Lord Jesus Christ went about Galilee, preaching the Gospel of the Kingdom, and healing all manner of sickness and disease among the people. (Matthew 4:23, 24).

"Jesus Christ the same yesterday, and today, and forever" (Hebrews 13:8). The vicarious suffering of the Lord Jesus Christ paid not only for the salvation of our souls but also for the healing of our bodies. "With his stripes we are healed" (Isaiah 53:5). Matthew 8:17 reads, "Himself took our infirmities, and bare our sicknesses." (See also I Peter 2:24.) We see from this that divine healing for the body is in the atonement.

Jesus said of believers, "They shall lay hands on the sick, and they shall recover." Later, James wrote in his epistle to all the churches: "Is any sick among you? let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord: and the prayer of faith shall save the sick, and the Lord shall raise

him up; and if he has committed sins, they shall be forgiven him. Confess your faults one to another, and pray one for another, that ye may be healed. The effectual fervent prayer of a righteous man availeth much" (James 5:14-16).

Sacrament or Communion – On the night of our Lord's betrayal, He ate the Passover supper with His Apostles, after which He instituted the sacrament. "And He took bread, and gave thanks, and break it, and gave unto them, saying, this is my body which is given for you: This do in remembrance of me. Likewise also the cup after supper, saying, this cup is the New Testament in my blood, which is shed for you." (Luke 22:19-20).

Paul instructed the church how to observe it (I Corinthians 11:23-34). Thus was instituted the use of literal bread and the fruit of the vine, which are partaken of, literally, as emblems of His broken body and shed blood. There is also a spiritual significance and blessing in partaking of the sacrament.

Foot-Washing – When the Passover supper was ended, we read in John 13:4-5, "He riseth from supper, and laid aside His garments; and took a towel, and girded Himself. After that He poureth water into a basin, and began to wash the disciples' feet, and to wipe them with the towel wherewith He was girded." Jesus said, "If I then, your Lord and Master, have washed your feet; ye also ought to wash one another's feet. For I have given you an example, that ye should do as I have done to you" (John 13:14-15).

This first example was given by our Lord, and it is a divine institution. It is well to follow His example and wash one another's feet; thus manifesting the spirit of humility.

Holiness – Godly living should characterize the life of every child of the Lord, and we should live according to the pattern and example given in the Word of God. "For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and Godly, in this present world" (Titus 2:11, 12). "For even hereunto were ye called: because Christ also suffered for us, leaving us an example, that ye should follow His steps: who did no sin, neither was guile found in His mouth: who, when He was reviled, reviled not again; when He suffered, He threatened not; but committed Himself to Him that judgeth righteously" (I Peter 2:21-23).

"Follow peace with all men, and holiness, without which no man shall see the Lord" (Hebrews 12:14).

"But as He which hath called you is holy, so be ye holy in all manner of conversation; because it is written, be ye holy; for I am holy. And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear: forasmuch as ye know that ye were not redeemed with corruptible things, as silver and gold, from your vain conversation received by tradition from your fathers; but with the precious blood of Christ, as of a lamb without blemish and without spot" (I Peter 1: 15-19).

We wholeheartedly disapprove of our people indulging in any activities which are not conducive to good Christianity and godly living, such as theaters, dances, mixed bathing or swimming, women cutting their hair, make-up, any apparel that immodestly exposes the body, all worldly sports and amusements, and unwholesome radio programs and music. Furthermore, because of the display of all these evils on television, we disapprove of any of our people having television sets in their homes. We admonish all of our people to refrain from any of these practices in the interest of spiritual progress and the soon coming of the Lord for His church.

The Grace of God – "For the grace of God that bringeth salvation hath appeared to all men, teaching: us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and Godly, in this present world" (Titus 2:11, 12).

"For the law was given by Moses, but grace and truth came by Jesus Christ" (John 1:17).

"For by grace are ye saved through faith; and that not of yourselves; it is the gift of God: not of works lest any man should boast" (Ephesians 2:8-9).

A Christian must walk with God and keep himself in the love of God (Jude 21) and in the grace of God. When a person transgresses and sins against God and does not repent, he will eventually be lost and cast into the lake of fire. (See John 15:2, 6; II Peter 2:20-21.) Jude speaks of the backsliders of his day, and their reward. (See also Hebrews 6:4-6.)

Restitution of All Things – We understand the scripture to teach the restitution of all things, which God hath spoken by the mouth of all His holy prophets since the world began. (Acts 3:21). But we cannot find where the devil, his angels, and all sinners are included. (See Revelation 20:10.)

Translation of Saints – We believe that the time is drawing near when our Lord shall appear; then the dead in Christ shall arise, and we who are alive and remain shall be caught up with them to meet our Lord in the air. (I Thessalonians 4:13-17; I Corinthians 15:51-54; Philippians 3:20-21).

Tithing – We believe tithing is God's financial plan to provide for His work, and has been since the days of Abraham. Tithing came with faith under Abraham; Moses' law enjoined it, and Israel practiced it when she was right with God; Jesus endorsed it (Matthew 23:23); and Paul said to lay by in store as God has prospered you. Do not rob God of His portion, tithes and offerings. (Read Malachi 3.)

Second Coming of Jesus – That Jesus is coming again the second time in person, just as He went away, is clearly set forth by the Lord Jesus Himself, and was preached and taught in the early Christian church by the apostles; hence, the children of God today are earnestly, hopefully, looking forward to the glorious event. (Matthew 24; Acts 1:11; 3:19-21; I Corinthians 11:26; Philippians 3:20-21; I Thessalonians 4:14-17; Titus 2:13, 14.)

The Millennium – Moreover, we believe that the distress upon the earth is the "beginning of sorrows" and will become more intense until there "shall be a time of trouble such as there never was since there was a nation even to that same time" (Matthew 24:3-8; Daniel 12:1), and that period of "tribulation" will be followed by the dawn of a better day on earth and that for a thousand years there shall be "peace on earth and good will toward men." (Revelation 20:1-5; Isaiah 65:17-25; Matthew 5:5; Daniel 7:27; Micah 4:1-2; Hebrews 2:14; Romans 11:25-27.)

Final Judgment – When the thousand years are finished, there shall be a resurrection of all the dead, who will be summoned before the great white throne for their final judgment, and all whose names are not found written in the Book of Life shall be cast into the lake of fire, burning with brimstone, which God hath prepared for the Devil and his angels, Satan himself being cast in first. (Matthew 25:41; Revelation 20:7-15; 21:8.)

Changes to the International Articles of Faith

The Global Missions Board has adopted the following policy for changes made to the International Articles of Faith:

Any amendment of the International Articles of Faith shall be submitted in writing to the Chairman of the Resolutions Committee at least sixty (60) days prior to the next Global Council meeting, and it will require the signatures of five Global Council delegates.

Any amendment of the International Articles of Faith shall require a unanimous vote of the Resolutions Committee in order for it to be presented to the Global Council.

A two-thirds majority vote of the Global Council delegates present will be required to approve an amendment of the International Articles of Faith.

In addition, all amendments affecting the International Articles of Faith edition shall be taken to the Conference of every Global Council member organization to be voted on in compliance with the provisions of their constitution. However, they must be ratified by a minimum of a two thirds majority of that organization's voting constituency in session.

Further, said resolutions shall require two-thirds of the Global Council member organizations ratifying before they can be implemented.

Chapter Two

General Conference

Board of General
Presbyters

General
Superintendent

Global Missions
Board

Global Missions
Administrative
Committee

Area Coordinators

Field
Superintendents

District Global
Missions Directors

Organizational Chart

The Administration of Global Missions

2

Chapter Two

The Administration of Global Missions

In order to properly relate to the work of Global Missions, it is important that every missionary understand the responsibility assigned to those working in different levels of administration.

General Conference

The General Conference is the highest governing body of the United Pentecostal Church International. It has all legislative authority and power. It establishes the bylaws and has the sole authority to change them. Global Missions is charged to carry out the provisions of the Global Missions policy (Article XI, United Pentecostal Church International General Constitution) as adopted by this governing body. The officials of Global Missions shall work within these provisions. The General Conference elects the General Director of Global Missions and the Secretary of Global Missions.

Board of General Presbyters

The Board of General Presbyters is the Executive Board of the United Pentecostal Church International when it is in session and is therefore the highest executive body of the church, second only to the General Conference in power. It is charged with the responsibility of the "general oversight of all activities of the organization, both spiritual and material." It is also responsible "to see that the business of the organization is carried out according to the constitution."

The Board of General Presbyters appoints all members of the Global Missions Board except the General Director of Global Missions and Secretary of Global Missions. These appointments are subject to the ratification of the General Conference. The Board of General Presbyters makes the appointments of the Regional Directors and Global Missionaries upon recommendation of the Global Missions Board.

General Superintendent

The General Superintendent is the chief executive official of the organization. He is "the overseer of all general work in cooperation with the General Board." As such, he has the oversight of all divisions and is the general coordinator of the organization under the General Conference, General Board and Executive Board. He is to be recognized as superintendent of all facets of the body.

Global Missions Board

The Global Missions Board consists of the General Director of Global Missions, the Secretary of Global Missions, the Director of Promotion, the Director of Education and Associates In Missions, (6) Regional Directors, eleven (11) active pastors, and two District Global Missions Directors.

The Global Missions Board has the responsibility of carrying out the Global Missions endeavor of the United Pentecostal Church International under the supervision of the General Conference and Executive Board. It is the immediate governing body of Global Missions. It is therefore responsible for all international activity outside of the United Pentecostal Church International in accordance with Global Missions policy (Article XI, United Pentecostal Church International General Constitution).

It examines candidates and makes recommendations for appointment to Global Missions service. For judicial policy concerning Global Missions personnel, see the Judicial Procedures, United Pentecostal Church International Manual.

The Global Missions Board meets several times each year to review the status of Global Missions, deliberate, plan and make decisions relative to major aspects of Global work.

Pastoral Global Missions Board Members

The pastoral Global Missions Board member is to represent their specific region to the Global Missions Board. They are authorized to arrange meetings within their regions and represent Global Missions to camp meetings, conferences, district board meetings and special meetings in cooperation with the District Global Missions Directors and district boards. Pastoral members will make an annual report to the Global Missions Board of activities within their respective regions.

In addition to these responsibilities, the pastoral board members will endeavor to reach the grass roots of the United Pentecostal Church International in their respective regions in behalf of Global Missions and will provide input and recommendations for their respective areas to the board.

Pastoral member bi-annual meetings and travel expenses within their respective regions will be financed as a part of the annual budget of Global Missions.

Global Missions Administrative Committee

The Global Missions Administrative Committee consists of the General Director of Global Missions, the Secretary of Global Missions, the Director of Promotion, the Director of Education and Associates In Missions, and the six Regional Directors. This committee is authorized to act in all matters that do not specifically require action of the Global Missions Board. Since all members of the Global Missions Administrative Committee have offices at World Headquarters, such authorization expedites decisions and provides committee counsel for the making of such decisions. This relieves much of the detail work of the Global Missions Board. It also provides answers based on committee decisions at the earliest possible moment without placing undue responsibility upon any one member of the Global Missions executive staff. Minutes of the Global Missions Administrative Committee action are distributed to the members of the Global Missions Board.

General Director of Global Missions

The General Director of Global Missions is elected by the General Conference and serves as the head of Global Missions under the supervision of the Global Missions Board. He is chairman of the Global Missions Board, a member of the Board of General Presbyters and the Executive Board of the United Pentecostal Church International. Inasmuch as Global Missions is part of the United Pentecostal Church International, it is his responsibility to work in harmony with the General Superintendent and all other division heads.

As the chief executive of Global Missions, he is responsible for giving spiritual and organizational leadership. This includes approving the projected allocation of all missionary funds and coordinating the work of the total Global Missions aspect of the general organization. In order to fully carry out these duties, he shall be kept fully informed of every facet of the international endeavor.

Secretary of Global Missions

The Secretary of Global Missions is elected by the General Conference and serves as the Secretary for the Global Missions Board. He is to keep records of all decisions of the Global Missions Board and send a copy of such minutes to the General Superintendent, General Secretary, the two Assistant General Superintendents and the Global Missions Board following each meeting.

It is his assigned duty to oversee all financial records and supervise the disbursing of all Global Missions funds. This includes the oversight of financial records, correspondence, and receipt of funds; correspondence from the missionaries on the field; the disbursement of funds as authorized by policy, the General Director of Global Missions, the Global Missions Board, and/or the Global Missions Administrative Committee; preparation of

necessary documents; the processing of Intermediate and Career Missionary applications; and such other duties as may accrue to the Secretary of Global Missions.

Director of Promotion

The Director of Promotion is recommended by the Global Missions Board, appointed by the Board of General Presbyters and ratified by the General Conference. He is responsible for maintaining the proper flow of information to the home constituency in order to keep it challenged and involved in its responsibility toward fulfillment of the Great Commission. His duties include the coordination of deputation ministry and missionary conferences; the promotion of the Partners in Mission program; coordination of all Global Missions General Conference activities; serving as coordinator between Global Missions and District Global Missions Directors. In addition he shall have oversight of these phases in North America, printed publications such as *Onsite*, *Focal Points*, and the *Missionary Map*, oversight of the website, and occasional onsite assistance to the missionaries and other activities as might relate to these areas of missions concern.

Director of Education and Associates in Missions

The Director of Education and Associates In Missions is recommended by the Global Missions Board, appointed by the Board of General Presbyters and ratified by the General Conference. He is charged with the development and implementation of training programs for nationals, Advanced Global Educators, Leadership Development International, the ministry of the printed word both home and abroad, foreign radio broadcasting, the processing of applications for and coordination of the Associates In Missions program, and the annual School of Missions. His duties include the oversight of these phases in North America as represented in various publications and websites. He will be involved in occasional onsite assistance to the missionaries and other activities as might relate to these areas of missions concern.

Regional Directors

To more effectively and efficiently administrate and coordinate the growing work of Global Missions of the United Pentecostal Church International, the Global Missions fields have been divided into six geographic regions as follows:

1. **Africa** – excluding the countries bordering the Mediterranean Sea
2. **Asia** – including Sri Lanka, Taiwan, Japan and continental Asia excluding Malaysia and Singapore
3. **Central America/Caribbean** – including Mexico, Guyana, Suriname and French Guiana
4. **Europe/Middle East** – including countries of Africa bordering the Mediterranean Sea and the former USSR countries of central and western Asia
5. **Pacific** – Malaysia, Singapore, Indonesia, Australia, New Zealand, Philippines and all other islands of the Pacific excluding Japan and Taiwan
6. **South America** – continental South America excluding Guyana, Surinam and French Guiana

Upon recommendation of the Global Missions Board, six men are appointed by the Board of General Presbyters and ratified by the General Conference to serve as Regional Directors over a respective region for four-year terms. By virtue of appointment, Regional Directors will be supported through the Partners In Missions program as missionaries as well as serving as executives within Global Missions.

The Regional Director shall fulfill his duties under the direction of the Global Missions Board and the General Director of Global Missions. He shall represent his region to the Global Missions Board and General Director of Global Missions by making regular reports and recommendations. By virtue of his responsibilities, he shall be a voting member of the Global Missions Administrative Committee and the Global Missions Board. The Regional Director shall represent his region and Global Missions to the constituency in North America through promotions and publications. He shall act as a liaison between the Global Missions Board, the General Director of Global Missions and the missionaries and national churches, as well as coordinate the personnel, activities and ministries throughout his region. He shall work in cooperation with the missionaries and national leadership to establish priorities in the region and to promote evangelism of the unreached nations and territories by surveying the needs, contacts and possibilities for personnel to these areas. He shall seek qualified candidates for the region.

Area Coordinators

Upon recommendation of the General Director of Global Missions, the Global Missions Board may appoint Area Coordinators to assist the Regional Directors. A basic job description is given in Chapter Six.

Field Superintendents

Global Missions policy provides for the appointment of a Field Superintendent in every Global Missions field. The Board of General Presbyters, upon the recommendation of the Global Missions Board, makes this appointment.

Missionary Field Superintendents are to supervise the work in their fields and make reports and recommendations to their Regional Director and Global Missions as well as complete legal documents for the United Pentecostal Church International (incorporated in the USA) as directed by the Global Missions Board. Other specific duties of the missionary Field Superintendent are given in Chapter Six.

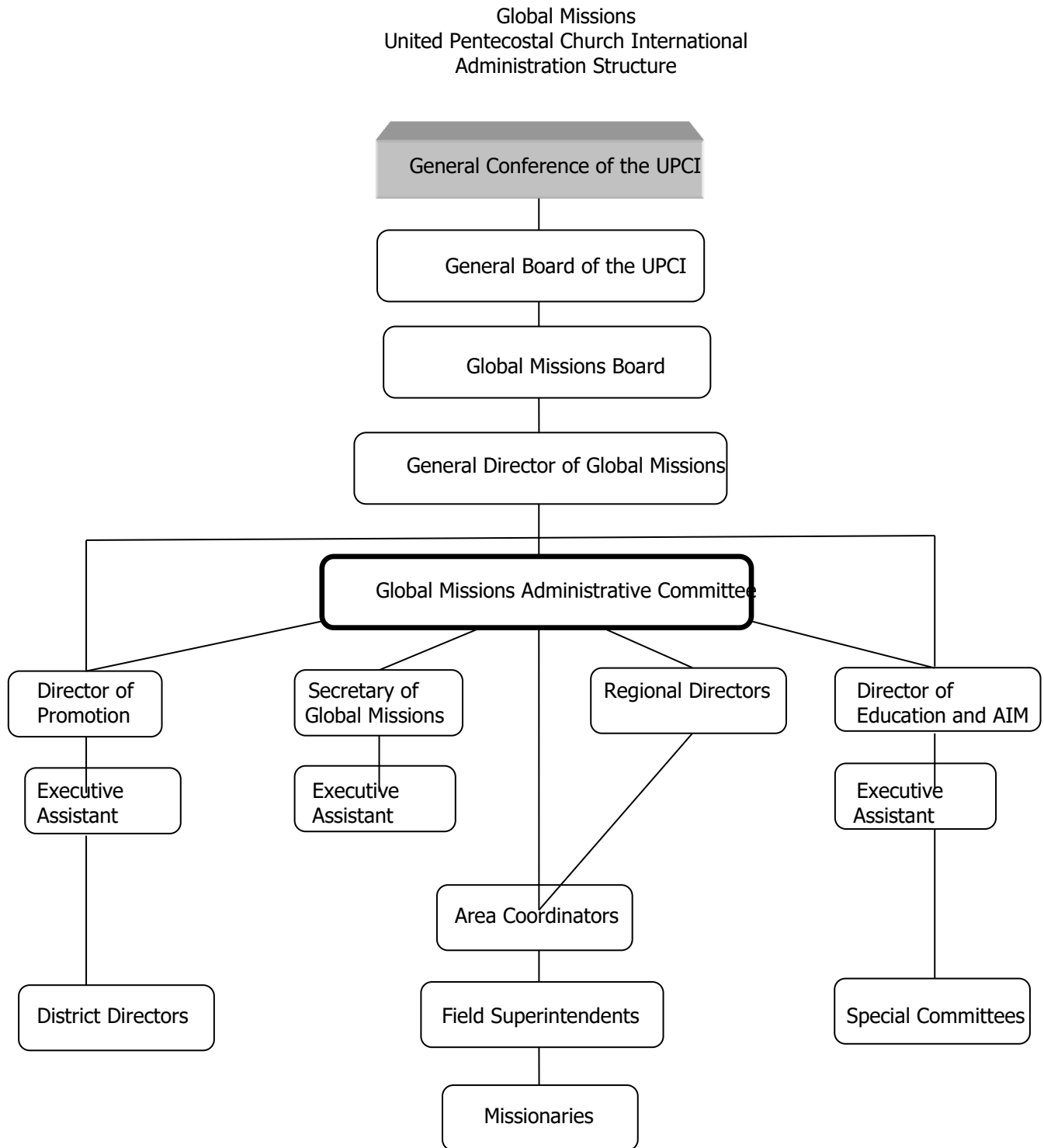
District Global Missions Directors

Each district in North America elects or appoints a minister to represent the Global Missions ministry to his district brethren and churches. On the district level, he works under the direction of the District Superintendent and the District board. At the national level, he receives direction from the office of the Director of Promotion. Global Missions provides him with materials and information that he uses to promote the work of Global Missions.

The District Global Missions Director schedules missionaries into churches in his district at the direction of the Director of Promotion.

Organizational Chart

The following chart represents the organization of Global Missions.



Chapter Three

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& Approval

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Appointments and Approval



Chapter Three

Appointments and Approval

The United Pentecostal Church International, through Global Missions and the Global Missions Board, seeks to honor the lordship of Jesus Christ by recognizing His call upon the lives of those in its fellowship whom the Lord of the harvest would assign to Global service. In order that the church may bear witness to this divine call and properly recognize those so called, various procedures have been established for the processing of applications and the issuing of appointment or approval for recognized Global service.

Types of Appointment and Approval

The status of appointment is given to those whom the church sends for long-term or short-term Global mission's service and to whom the church offers its spiritual and material support for personal subsistence and the equipment necessary to carry out their ministry.

The status of appointment or endorsement applies to those persons (ministers or laymen) receiving positive recognition from Global Missions with respect to a desire for involvement abroad in relationship to the missions endeavor of the church. This term generally applies to those involved in brief assignments for a special ministry. The status of appointment or endorsement is generally granted to those who go abroad on a self-sustaining basis without any financial commitment from Global Missions.

The Global Missions Board will only recommend for Intermediate or Career Missionary appointment those who are either citizens or legal residents of the United States or Canada.

Categories of Appointment

Five categories of appointment are provided for in the United Pentecostal Church International Global Missions policy.

Career Missionary – A Career Missionary shall be an ordained minister with the full intention of a lifetime commitment to a Global mission's career. This level of appointment is for an indefinite period of time and may be terminated by resignation, retirement, termination or death. Because it is anticipated this level of appointment is long-term, financial provision is made for work funds, transportation needs, and amenities and benefits required of and befitting such an appointment. Of necessity, this demands a relatively large Partners In Missions budget requiring considerable deputation ministry.

Intermediate Missionary – The Intermediate Missionary shall be one who fulfills all the qualifications of a Career Missionary except that they may hold general or local license. This level of appointment is for an indefinite period of time and may be terminated by resignation, retirement, termination or death. This level of appointment should be looked on as between the Associates In Mission appointment and Career Missionary status. It is strongly recommended that applicants for Intermediate Missionary appointment, when possible, participate in the Associates In Missions program as an entry level into missionary service. The Intermediate Missionary should plan to serve a minimum of three years at this level on the field before applying for upgrade to Career Missionary appointment. The Partners In Missions program will support Intermediate Missionaries, however, budgets will be smaller than that of a Career Missionary.

The Intermediate Missionary budget will include housing, cost of living adjustment, health insurance, required taxes, School of Missions travel allowance, and language study expenses. Other items such as shipping and children's education can be considered as possible special projects.

Because the budget is smaller than Career Missionary status, less deputation ministry should be necessary. When deemed appropriate, the Intermediate Missionary appointee may remain at this status. It is not required that Intermediate Missionaries apply for Career appointment nor is such appointment assured. The General Board, on the recommendation of the Global Missions Board, makes the decision for a change of appointment status from Intermediate Missionary to Career Missionary.

Associate Missionary – In order to give recognition and status to dedicated and long-term AIM personnel we establish a new level of AIM appointment called the Associate Missionary. The Associate Missionary will work under the supervision of a resident missionary and regional director on a minimal budget while on location. To preserve the "volunteer" status, the Associate Missionary will be appointed for one year with the option of requesting an extension to serve additional time. The administration will come under the auspices of the AIM program with approved participants not being considered employees of Global Missions.

Qualifications

AIMers (Associates in Missions) desiring to apply for Intermediate or Career Missionary status are encouraged to apply for and serve on the Associate Missionary program.

To qualify for this level, the applicant must be a licensed minister, previously approved under the AIM program and having served a minimum of one year on the field and be proven in the area of ministry in which he is called. He must have a good report from each of the missionaries he has assisted. This report must be provided to the AIM office in electronic format or in writing.

The Associate Missionary should serve a minimum of eight months on the field before proceeding with an application for a higher level of appointment. It is expected that the Associate Missionary would remain on the field while this application is in process.

Application

Prior to pursuing a change of status, the AIMer interested in the Associate Missionary level must first contact the Regional director of the region in which he is serving and receive his approval. Once this approval is obtained, he may request an upgrade application from the AIM office. This application will be added to the previously-approved AIM file.

Procedure for Approval

The application must first have an electronic or hard copy recommendation of the missionaries with which he has worked. Secondly, he must secure confirmation of the regional director's approval either by electronic communication or hard copy. Thirdly, since he is a licensed minister, he must have the approval of his pastor and/or district board. Fourthly, the AIMer must be interviewed and approved by GMAC and ratified by the Global Missions Board.

In the case of a Nationalized church, a letter of invitation from the national leadership of the host country is required.

Budget

Budgets will be determined by the Regional Director and resident missionary with whom the Associate Missionary is assigned. This procedure will assure a fair and equitable budget. The annual approved budget will not exceed \$60,000.00. Disbursement of funds will be on an "available funds" basis.

The Associate Missionary will not be given a SFC vehicle, Ladies Ministries' appliances, COLA, retirement benefits or other amenities provided to career and intermediate levels of appointment.

Finances

Monies raised under the Associate Missionary program will be sent through the Global Missions office for accounting purposes and administration. The normal financial assessment percentages will be deducted. Monies will be disbursed to the Associate Missionary monthly, no later than the 15th of each month. No deficit spending will be allowed in the program.

Raising Support

An approved Associate Missionary will propose fund-raising plans in documentation that accompanies the application. Consideration will be given to the approved applicant to be presented in their district or region in North America as well as normal methods of fundraising used by approved AIMers. The Associate Missionary may request to be allowed to travel in his or her district or region of North America and that travel will be determined by the District Global Missions Director, in conjunction with the District Board, who schedules or monitors missionary travels in his district. Fundraising service opportunities will be determined by the District Global Missions Director on a space-available basis. The Associate Missionary will pay a 10% booking fee for personal offerings received to the District Global Missions Director to compensate scheduling or monitoring of services. Travel shall not exceed three months in any two-year period of time.

Associates In Missions – An Associates In Missions applicant may be a minister or layman wanting to be involved in missions work on a short-term basis. Generally, Associates In Missions applicants are appointed for two to twelve months of service. Service may be extended with the approval of the Director of the Associates In Missions program along with the Regional Director. Associates In Missions work under the supervision of missionaries, a national leader or the Regional Director. Because of the short-term nature of this assignment, it is befitting that participants are willing and able to render service without the amenities and benefits that Intermediate or Career service provides.

Associated Ministers – Licensed ministers of the United Pentecostal Church interested in involvement overseas on a continuing basis are encouraged to apply for an Associated Ministers appointment. If ministers are interested in involvement of two months or more, they should make application for an Associates In Missions appointment. Ministers planning involvement overseas of less than two months are encouraged to apply for an Associated Ministers appointment. Please contact Global Missions for more information regarding Associated Ministers appointments and to receive application forms. (See Chapter 11 for more information)

Global Missions Ministry Appointments

Regional Evangelism – A person appointed as a regional evangelist shall be a fully appointed missionary to a specific region to do evangelism. When a missionary is granted approval by the Global Missions Board as a Regional Evangelist, they must choose to reside in a country within their primary region. Place of residence shall be determined by the General Director of Global Missions, Regional Director, Field Superintendent and missionary. They shall have previous missionary and/or proven evangelistic ministry and shall work in the areas of evangelism, crusades, ministerial seminars and short-term Bible school training programs. They shall work under the supervision of the General Director of Global Missions and the Regional Director in cooperation with the Field Superintendent and missionaries on location. The missionary job description is to be prepared by the Regional Director in coordination with the missionary and must have the approval of the General Director of Global Missions.

International Evangelism – A person appointed as an international evangelist shall be a fully appointed missionary worldwide to do evangelism. They shall have a proven ministry and shall be under the supervision of the General Director of Global Missions and the Regional Director. His schedule will be coordinated with the Regional Director, missionaries and national leaders involved. An annual proposal for involvement shall be submitted to the Global Missions Administrative Committee by August for approval. An International Evangelist with an approved North American residence will be allowed one week in North America for each month of service overseas.

Missionaries applying for International Evangelist appointment must choose a primary region and work under the supervision of the Regional Director. Travel outside the primary region will be defined in the Job Description or by an agreement between his Regional Director and the Regional Director of areas to be visited.

International Teaching Ministry – A person appointed to international teaching ministry shall be a fully appointed missionary worldwide to do teaching. They shall have a proven ministry and shall be under the supervision of the General Director of Global Missions, the Director of Education and the Regional Director of their primary area. Travel outside the primary region will be defined in the Job Description or by an agreement between the Director of Education, his Regional Director and the Regional Director of areas to be visited.

Furlough Replacements – A person appointed to furlough replacement ministry shall be a fully appointed missionary worldwide to serve as furlough replacement for missionaries on furlough. They shall have a proven ministry and shall work under the supervision of the General Director of Global Missions and the Regional Director of the area of their assignment. The Job Description for furlough replacement missionaries will be agreed upon by the Regional Director, General Director of Global Missions, supervising missionary and missionary.

United Pentecostal Church Ministers Living Abroad

Ministers of the United Pentecostal Church International desiring to live in Global fields on a self-sustaining basis and to engage in ministry in those fields may seek for and be granted endorsement by Global Missions. This constitutes an agreement between the minister, Global Missions, and the resident ministry that said minister will work in harmony with the objectives of the United Pentecostal Church International and the missionary endeavors of the desired field.

Any persons seeking endorsement and desiring to raise funds for support from outside of his own church should refer to Article XI, Section 20, of the United Pentecostal Church International General Constitution for more specific requirements.

A licensed minister going abroad for six months or longer shall transfer their ministerial license to the Global Missions District. All ministerial work involving a minister of the United Pentecostal Church International taking place outside of North America will come under the authority and jurisdiction of Global Missions.

Global Missionary Candidates

According to Article XI, Section 9, Paragraph 1, of the United Pentecostal Church International General Constitution, prospective missionaries shall be thoroughly examined by the Global Missions Board, which shall be governed in its selection and nomination of missionaries by the following requirements.

The candidate shall have the personal experience of full New Testament salvation according to our fundamental doctrine (*Acts 2:38*), namely, repentance of sins, baptism in water by emersion in the name of the Lord Jesus Christ for the remission of sins and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance. Said candidates shall believe this to be essential to salvation. They shall believe, practice and teach the fundamental doctrine and the Articles of Faith of the United Pentecostal Church International.

The candidate shall comply with Article XI, Section 9, Paragraph 1, of the United Pentecostal Church International General Constitution and shall have a definite call to Global Missions work.

Missionary Agreement

In order to receive recommendation for appointment from the Global Missions Board and General Board, each missionary shall sign the following agreement:

Agreement of Global Service

I, _____, do hereby certify that I have carefully read the foregoing Global Missions Policy, and that I am wholeheartedly in favor of the principles and policy of the United Pentecostal Church International as set forth in the Constitution and Bylaws of the organization.

I further certify that, by the grace of God, I shall do my best to live up to the high standards as set forth in the Global Missions Policy and the Bylaws and Constitution of the United Pentecostal Church International; further, that I will preach and teach only those doctrines which the organization endorses.

I shall work in peace and harmony with all ministers and missionaries and shall cooperate with all efforts of the organization.

Inasmuch as our Lord and Savior, Jesus Christ, suffered, bled, and died for our sins, I am willing to suffer for His name and shall consider it a privilege to endure hardship and self-denial, for His sake and a lost world, whenever the call of service demands it.

I shall recognize the elected and appointed heads of Global Missions, and I hereby agree to abide, at all times, by their decisions. I shall live a life of dependence upon God, receiving thankfully such support as Global Missions is able to supply, knowing that the Lord shall supply all our needs.

I am going to the field with one supreme purpose to glorify Christ, to win souls for Him, and to hasten His coming.

Witnesses: _____ (Signed) _____

_____ (Signed) _____

Application Procedures

Those feeling the call of God upon their lives for Global Missions service, should address a letter to the Secretary of Global Missions, United Pentecostal Church International, 36 Research Park Court, Weldon Spring, Missouri 63304, and request an application. The following procedures will be followed.

Career and Intermediate Applications

A person desiring appointment as a Career or Intermediate Missionary shall complete an application form as provided by Global Missions. Said application shall be returned to the Secretary of Global Missions for processing by the Global Missions Board. Upon receipt of said application, the Secretary of Global Missions will:

1. Inform the candidate that they (if married, both husband and wife must attend the meeting) shall meet with and receive the endorsement of their district board or the district from which the applicant came to Global Missions if said applicant has already transferred their ministerial license to the Global Missions District. Upon notification by Global Missions, it shall be the candidate's responsibility to make the appointment with his district board to secure its endorsement. District board recommendations regarding applicants shall be received by Global Missions prior to the applicant's meeting with the Global Missions Board.
2. Inform the candidate's District Superintendent and District Secretary that he has made application for missionary appointment. A questionnaire will be sent to the district to be used by the district board in its examination of the candidate. The district board will be requested to meet with the candidate at its earliest convenience to make its recommendation. It should be noted that if a candidate does not receive a positive report from the district board, the application will not be processed further.
3. Send questionnaires to those listed as personal references, former officials, current District Global Missions Director and such other persons as may be appropriate in order to secure their personal evaluation of the candidate as a prospective missionary appointee.

4. Request a report from a retail credit bureau.
5. Request a full background check for US citizens or the equivalent for citizens of other nations.
6. Solicit the written opinion of the Field Superintendent and Regional Director having oversight of the requested field of appointment.
7. Give all acquired application material to the Global Missions Administrative Committee and Global Missions Board for further processing.

Associates In Missions

A person desiring appointment under Associates In Missions shall complete an application as provided by Global Missions. Said application shall be returned to Global Missions for processing and approval by the Global Missions Administrative Committee. For more detailed application procedures, see Chapter Nine.

Appointment Procedure for Intermediate and Career Missionaries

Personal Interview

When the processing of an application is complete, a member of the Global Missions Board may be sent for a personal visit with the applicant. The representative of Global Missions will file an official written report of his appraisal of the applicant that will become a part their file. Regional Directors should conduct a personal visit with missionary applicants who are currently Associates In Missions overseas, or at least complete the personal visit questionnaire if an actual visit is not possible or if the Regional Director has been with the applicant recently on the field.

Applicant Proposed Job Description

Regional Directors should work with the applicant in preparing a proposed job description prior to an interview by the Global Missions Board. The proposed job description should provide the Global Missions Board with general information as to the duties of the applicant should they be appointed.

Interview by the Global Missions Board

If recommendations and reports are positive, the Global Missions Board will interview the candidate during a regularly scheduled session. If married, both husband and wife must be present at the interview. The Global Missions Board will review all pending applications to determine missionaries for interviews. Missionary applicants may be interviewed at any Global Missions Board meeting.

Recommendation for Appointment

Should the applicant receive a two-thirds majority of secret balloted votes of the Global Missions Board, a recommendation for appointment will be sent to the Board of General Presbyters for their consideration.

Appointment by the Board of General Presbyters

All Global missionary appointments will be finalized during a regularly scheduled meeting of the Board of General Presbyters. Should it be deemed necessary, the Global Missions Board may request the Executive Board to make an appointment. Missionaries appointed by the Board of General Presbyters and/or Executive Board will not be considered employed until official deputation begins scheduled by Global Missions.

Commissioning of Newly Appointed Missionaries

Those receiving appointment from the Board of General Presbyters will be presented a Certificate of Appointment and formally charged as missionaries of the United Pentecostal Church International in a commissioning service.

Personal Compensation and Benefits While Awaiting Deputation

If after appointment, missionaries cannot begin deputation within a reasonable amount of time, they may return to the field to await deputation. Disbursement of finance from missionary accounts prior to completing deputation will be as follows: health insurance, ministerial budget fees, housing allowance, personal support, car/travel allowance and work funds as approved by the Global Missions Administrative Committee on the recommendation of the Regional Director. Any disbursements for missionaries prior to beginning official deputation will be on a funds available basis. No deficits can be created in missionary accounts while waiting to begin official deputation as arranged by Global Missions.

Duration of Intermediate and Career Appointments

Global Missions appointments shall be on a continuing basis and will no longer be defined as terms of service.

Upgrading Appointment from Intermediate to Career Status

An Intermediate may make application for Career status after serving two full years on the field. However, the request for change of status will not be brought to the Global Missions Board until the applicant shall serve at least three full years on the field. Ordained ministerial license is required for Career Missionary status. It should be understood that Intermediate Missionaries are not required to apply for Career status. Should change of status be desired, the Intermediate Missionary will be expected to request an Upgrade Application from the Secretary of Global Missions and return the completed form to the Secretary.

The Regional Director shall recommend the application, and personal references and evaluations will be obtained by the Global Missions office from the Regional Director, Field Superintendent, Area Coordinator, associated missionary personnel on the field and other sources deemed necessary before being considered by the Global Missions Board. Intermediate Missionaries (if married, both husband and wife) shall be interviewed by and have the recommendation of the Global Missions Board and appointment of the Board of General Presbyters for Career Missionary status to be granted.

Should the application for upgrade to Career Missionary status be approved, a new budget will be established by the Regional Director and approved by the Global Missions Administrative Committee. The missionary will not begin receiving the Career Missionary benefits package until a new budget has been fully subscribed. Any exception to this will be at the discretion of the Global Missions Board.

Budgets for Intermediate Missionaries wishing to apply for upgrade to Career Missionary status will be divided between 1) personal support and benefits and 2) missionary field evangelism accounts. Missionaries will be provided with Partners In Missions enrollment forms to raise personal support and will be provided separate enrollment forms for the missionary field evangelism account. Missionaries should make a priority for raising personal support before missionary field evangelism accounts. Personal support enrollments will provide funds for personal support base and benefits. Missionary field evangelism accounts will provide work funds for the field. The inclusion of both will constitute the entire budget.

Resubmission of Application

If, for any reason, appointment is not granted, the candidate shall take the initiative in reactivating their application by written request to the Global Missions Secretary asking that their application be reactivated.

Reapplication for appointment shall occur within two years of original interview of the Global Missions Board. Should a time lapse be longer than two years, the application process shall start again. Any applicant who has been denied appointment twice by the Global Missions Board will wait a minimum of three years before beginning a new application process.

Application Procedure for Non-UPC Ministers Already on the Field

"Any missionary already in a Global country who desires to be affiliated with the United Pentecostal Church International and be appointed as a missionary shall obtain a letter of recommendation from the missionary Field Superintendent and apply to the General Director of Global Missions, who shall submit his application to the Global Missions Board and Executive Board" (Article XI, Section 9, Paragraph 5, United Pentecostal Church International General Constitution). Global Missions will advise each applicant of any additional procedures necessary to receive full consideration both by Global Missions and the Executive Board.

Chapter Four

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Chapter Four

From Appointment to Departure and Furlough

You have gone through the Career or Intermediate application and appointment process, been commissioned as a Global missionary of the United Pentecostal Church International, and are now anxious to be on your way to your new home. However, there are still many things to consider before you can leave for your new field of labor. This chapter will address questions that you may have.

Transfer of Credentials to Global Missions

Your ministerial responsibility to your North American district will cease when full-time deputation ministry begins. At that time, Global Missions will request a transfer of ministerial credentials from the home district to Global Missions.

Any United Pentecostal Church International ordained or licensed minister going overseas for six months or longer shall transfer credentials to the Global Missions. Any exceptions to this policy shall have the approval of the Global Missions Board.

Although individual circumstances dictate a need for flexibility, Global Missions will assume financial responsibility for the budget fee of the missionary and health insurance premiums when credentials are transferred and full-time deputation begins. These payments are made from the Partners In Missions account of the missionary.

Communicating with Global Missions Personnel

In the Home Office

To the General Director of Global Missions – The channels of communication with the General Director of Global Missions are always open to every missionary. Each missionary is required to send a monthly letter to the General Director of Global Missions reporting their activities of the month.

To the Secretary of Global Missions – Correspondence relative to acquisition of visas, requisitions for disbursement of funds, clearance for departure, etc., should be addressed to the Secretary of Global Missions.

To the Director of Promotion – All communications with the home office relative to deputation should be directed to the Director of Promotion.

To the Director of Education and Associates In Missions – All correspondence relating to Associates In Missions, overseas training, and overseas literature should be addressed to the Director of Education and Associates In Missions.

On the Field

To the Regional Director – Each missionary is required to send a monthly letter to the Regional Director reporting their activities of the month. See Chapter Six.

To the Field Superintendent – A job description and field location will be established in cooperation with the Field Superintendent, Regional Director, General Director of Global Missions and missionary. The missionary should endeavor to establish immediate and consistent communication with the Field Superintendent to keep him informed of progress on deputation and projected arrival on the field.

Photographs

For Promotional Purposes

At least three months before beginning deputation travel, the Director of Promotion shall be supplied with the following color photos. These should be professional quality with a light to medium background. The photos needed are as follows:

1. Family – one hard copy or electronic copy in a horizontal format.
2. Couple – one hard copy or electronic copy in a vertical format.
3. Individual – one hard copy or electronic copy of the missionary and his spouse in a vertical format.

Compliance with the three-month deadline will ensure availability of posters, enrollment forms, certificates, promotion and deputation needs. Costs for promotional photos may be requisitioned from the Partners In Missions account of the missionary.

Passports

Each missionary is responsible for obtaining passports for each individual family member. Costs for passports may be requisitioned from the Partners In Missions account.

Personal Documents

It is recommended that missionary appointees acquire two certified copies of each of the documents below for each member of the family after receiving appointment:

1. Birth certificate
2. Marriage license
3. Naturalization certificate, if applicable

Visas

A visa is granted by the country to which the missionary is going and is permission of that government to enter for purposes indicated. There are several types of visas that can be obtained and many aspects to seeking visas for missionaries going to various countries. It is impossible to give specific instructions for all visa situations.

Each missionary is responsible for obtaining their own visa. All appointees should communicate with the Regional Director and the Secretary of Global Missions regarding visa applications before taking any action.

A current passport is generally needed to apply for a visa. Normally, several months should be allowed to acquire visas for resident status in a Global country. Therefore, application proceedings should be started well in advance of projected departure dates. The cost of the visa can be requisitioned from their Partners In Missions account.

Immunizations

The country being entered may require some immunizations. Others are recommended for personal protection. Your personal physician or state health department should be able to give advice concerning requirements and recommendations.

Your physician should record all immunizations in the International Certificate of Vaccination. The Public Health Service shall then validate the signature of the physician. Since many immunizations must be administered in a series over a given period of time, plans should be made for this well in advance of departure for the field. The cost of immunizations can be requisitioned from the Partners In Missions account of the missionary.

School Of Missions

All new appointees are required to attend School of Missions as soon as possible after appointment. Veteran missionaries shall attend once in each five years of Global Missions service or as otherwise determined by the Global Missions Administrative Committee. A School of Missions per diem allowance is paid to missionaries based on the number of nights in attendance and transportation reimbursement for actual cost of tickets or mileage for travel expenses to and from School of Missions.

Onsite childcare is provided for missionary children ages one through six. Juniors and teens are also encouraged to attend and are provided with their own sessions. Missionary children not in attendance for regular sessions but wishing to attend for the weekend are responsible for their own expenses. Global Missions shall be notified of the attendance of children no later than 18 days prior to commencement of School of Missions.

Both Career and Intermediate Missionary accounts will be assessed for School of Missions expenses plus allowable per diem and travel expenses.

Deputation Ministry

Each missionary is required to travel among churches of the United Pentecostal Church International in order to become acquainted with ministers and saints as well as solicit required Partners In Missions pledges of support.

Global Missions acknowledges the importance of the missionary family in raising the Partners In Missions budget and enhancing relationships with the local churches. Therefore, Global Missions encourages the involvement of the entire missionary family, i.e., husband, wife and dependent children, in deputation travel and related activities in the United States and Canada. Because education of children is generally the main obstacle to families traveling as a family unit, the Partners In Missions account of the missionary may provide funds for home schooling of missionary children traveling with their parents on deputation.

Before deputation travel can begin, formal written authorization must be received from Global Missions. Newly appointed missionaries should not resign pastorates or other employment until this notification has been given. (Career Missionaries need to follow instructions given in Chapter Seven to acquire this clearance.)

Visas for Non-U.S. Citizens on Deputation

All non-U.S. citizens are required to have the proper visa before beginning deputation. Global Missions has contracted with legal counsel to provide direction in applying for the proper visa. Please be in contact with the Secretary of Global Missions who will provide the necessary information.

Should non-U.S. citizens wish to apply for Lawful Permanent Residence ("LPR or Green Card") Status, and meet the requirements, they may do so with the approval of the Global Missions Administrative Committee. Policy provides for the cost of processing an application for Lawful Permanent Residence to be taken from the missionary's Partners In Missions account. For more information about requirements for Lawful Permanent Residence, please contact the Secretary of Global Missions.

Lawful Permanent Residence - Foreign Earned Income Exclusion

1. Global Missions recommends that going forward Missionaries with US Lawful Permanent Residence (green card) not file for the Foreign Earned Income Exclusion as this could jeopardize their present and future immigration status.
2. This will mean a higher income tax for them, but is a more secure path to keep their Lawful Permanent Residence and potentially obtain their US citizenship.
3. If they choose to claim the Foreign Earned Income Exclusion and they lose their Lawful Permanent Residence, then Global Missions would not assist them in the future with any expenses related to securing another Lawful Permanent Residence.

Items Needed Before Deputation Can Be Scheduled

Two items need to be on file before scheduling of deputation travel can begin:

1. Photographs – see earlier in this chapter.
2. Itinerary Input Form – filled out by the missionary and given to the Director of Promotion for use in itinerary preparation.

The Itinerary Input Form can be obtained from the office of the Director of Promotion. For Career Missionary responsibilities, see Chapter Eight.

Preparation of Deputation Presentation

Every missionary returning for deputation is required to provide a multi-media presentation to the Director of Promotion for approval before starting travel. Missionaries may seek the assistance of a professional producer or production company, recommended by Global Missions, who can assist in the preparation of an effective presentation. Missionaries may requisition up to \$2,500 for the preparation of this presentation.

The amount of up to \$2,500 will not be paid until the presentation is completed and a copy of the presentation is approved by the Director of Promotion or his designee. A receipt from the production company must be presented to the Secretary of Global Missions for payment to be made. If the production company requires a partial payment to complete the project, then a receipt of intent should be given to the Secretary of Global Missions for prior approval and the assurance of completion for no more than \$2,500.

All newly appointed missionaries are required to have a deputation presentation. Should they choose to do a video presentation by a professional videographer, they will be authorized to raise project funds for this purpose up to \$2,500. These funds will be disbursed as available once the presentation has been approved by the Director of Promotions and a professional receipt has been received by the Global Missions Secretary. This project would be prioritized after the major projects which have already been authorized – Airfare, MK Education, Shipping and Language Study.

Training for Deputation

Newly appointed missionaries will be trained by the Director of Promotion in the areas of professionalism, attitude, presentation, ability to secure a Partners In Missions pledge and emphasis on the need for anointing, freshness and a transparent burden.

Scheduling a Deputation Service

Each district in the United States and Canada has an appointed or elected District Global Missions Director. The Director of Promotion will give the prepared itinerary to the District Global Missions Director.

The deputizing missionary should send a confirmation letter to the District Global Missions Director approximately six months before arriving in the district. The missionary should notify the District Global Missions Director of any churches that have requested a visit or made contact regarding a service.

Two weeks before arrival, follow-up telephone contact should be made. The missionary will be expected to clarify any questions concerning the number in the family, ages of children, mode of transportation, the district the missionary will be coming from and the district being visited next.

More detailed instructions will be given in a deputation manual received at Inbound orientation.

Deputation Equipment

Depending on the planned deputation service, a variety of equipment may be useful. No matter what equipment may be purchased, the missionary should make sure a good quality, durable investment is being made.

Cellular Phone – All deputizing missionaries will be allowed funds to purchase a cellular phone for use on deputation as well as a monthly allotment for phone usage. These amounts will be set by the GMAC. These costs will be paid from their Partners In Missions account.

Participating in Missions Conventions

Many local churches conduct annual Global Missions conventions at which time they promote various missions programs for the following year. The Director of Promotion will assist in coordinating the placement of missionary personnel in these meetings.

Deputation Reports and Finances

See Chapter Five for deputation reports and the management of deputation offerings.

Soliciting Partners In Missions Support

Chapter Five will give a full explanation of the Partners In Missions program.

General Conference

Each missionary is required to attend General Conference once in every five years in their official capacity as a missionary. Each furloughed Career and Intermediate Missionary will be provided space for the purpose of exposing the constituency to their field and soliciting Partners In Missions support. Missionaries home for vacation may attend General Conference at personal expense and will not have assigned space.

Missionaries taking furlough may attend General Conference with per diem. This per diem is authorized for deputizing missionaries in lieu of the income normally received while deputizing during that time. Per diem will be given as follows:

1. Each deputizing and furloughing missionary with an assigned booth will be given a maximum of seven days per diem.
2. Each missionary who is officially required to attend the General Conference and who have under age children may requisition funds for child care or may requisition airfare for children attending the conference through the age of 18.
3. Each deputizing and furloughing missionary in attendance at the General Conference without an assigned booth will be given a maximum of six days per diem.
4. Field Superintendents in attendance at the General Conference will receive per diem from the Church Division once every five years in addition to the above-mentioned per diem.

Missionaries are eligible to receive a per diem allowance for General Conference a maximum of two times in a five-year period. Intermediate Missionaries are paid General Conference per diem if required to be in attendance at the conference. Missionaries on deputation will be reimbursed for mileage or airfare to attend General Conference, whichever is most economical, by sending a requisition to the Secretary of Global Missions. Mileage will be reimbursed at the standard rate for World Headquarters for the current year. An additional per diem will be added to cover the cost of lodging and food for travel to and from the General Conference.

Canceling a Service

Missionaries should do everything possible to keep arranged service schedules. It is an affront to any pastor to cancel a service with him in order to take a service with someone else. If it is necessary to cancel a service, contact the Director of Promotion first. Under no circumstances is a missionary to cancel a district without prior notification to the Director of Promotion. Neither is a missionary ever to cancel a pastor without notifying the District Global Missions Director. If a cancellation cannot be avoided because of travel restrictions, illness, etc., the missionary shall take personal responsibility of notifying the pastor of the cancellation.

Equipping for the Field

Seeking Counsel

Your Regional Director and Field Superintendent will be able to offer much counsel on items which should be acquired before going to the field and items which can be adequately obtained on the field.

Sheaves For Christ

The General Youth Division allocates funds each year to Global Missions for the acquisition of vehicles for missionaries. The Global Missions Administrative Committee, on the recommendation of the Regional Director and the basis of available funds, need, and availability of vehicles, disburses these funds. Vehicles are generally purchased on the field because of the extreme amount of red tape involved in obtaining import licenses, etc. Vehicles are provided for all Career and Intermediate Missionaries.

The purchase of Sheaves For Christ vehicles will be directed by the following policy:

Sheaves For Christ Vehicle Policy

All requests for the purchase of Sheaves For Christ vehicles shall be directed to the Regional Director for input and recommendation. Missionaries are provided only one Sheaves For Christ vehicle at a time.

A missionary authorized to purchase a new vehicle should anticipate the use of said vehicle for a minimum of eight years. When authorized to purchase a pre-owned vehicle, a missionary should anticipate the use of said vehicles for a minimum of four years. When a missionary is authorized to change fields, the Global Missions Administrative Committee will consider the vehicle need in the new field. Sheaves For Christ vehicles are to be traded or sold at fair market value.

In order to extend the life of missionary Sheaves for Christ vehicles, while the missionary is on furlough the Sheaves For Christ vehicle should only be used by personnel under Global Missions appointment with written approval of the missionary, Regional Director and GMAC. All operating expenses and maintenance of the Sheaves For Christ vehicle will be the responsibility of the individual approved to use the vehicle. All designated drivers shall provide proof of adequate auto insurance coverage. Any accidents resulting from use of the Sheaves For Christ vehicle will be the personal responsibility of the individual approved to use the vehicle.

Any exception to the vehicle policy shall be left to the discretion of the Global Missions Administrative Committee. This vehicle policy shall be reviewed periodically by the Global Missions Administrative Committee and any proposed changes shall be referred to the Global Missions Board for appropriate action.

Ladies Ministries

An annual allotment is made to Global Missions by the Ladies Ministries' Mothers Memorial funds to provide major appliances for all outgoing missionaries. Allowable appliances under this policy are:

1. kitchen stove
2. refrigerator
3. clothes washer
4. clothes dryer, where practical

Whether these appliances are to be shipped from the homeland or purchased on the field is a decision that is to be made on an individual basis with the counsel of Global Missions. Appliances may be requisitioned from the Secretary of Global Missions who will disburse funds.

In addition to funds for major appliances, the Ladies Ministries annually allocates a specified amount for approved projects. One such project is the national Bible school student support fund. This money is used for training of Global students at an overseas training institute for the purpose of church leadership roles.

Decisions Concerning Personal Effects

The matter of personal clothing, bedding, linens and other personal effects will need to be determined on an individual basis considering conditions of the field. If it is advisable to take sufficient clothing for a full term of service, the determination of needed sizes for growing families is a matter to be carefully studied. The provision of necessary clothing and personal effects for future needs will be a great help in living within a missionary budget on the field.

Policy of Ownership

Items purchased with funds disbursed by Global Missions are considered to be the property of Global Missions. Those items of equipment purchased with personal funds or from personal offerings received while engaged in deputation ministry are generally considered to be personal property.

Authorization to Solicit Funds for Equipment and Projects

Equipment – No equipment is to be solicited or Global Missions receipt given for equipment without proper authorization from the Global Missions Administrative Committee. The missionary should obtain authorization to solicit funds for needed items of equipment indicating the anticipated amount needed.

Missionaries so authorized may solicit for direct contribution of these items of equipment or for cash offerings designated for the purchase of the same. When equipment is donated directly, Global Missions direct offering receipts may be issued for the true cash value of the item not exceeding maximum value authorized. Missionaries may also solicit and issue receipts for funds designated toward shipping and customs cost on authorized equipment. All cash received for items or projects is to be deposited with Global Missions until needed for purchasing and/or shipping.

If a direct offering receipt is issued for an item not authorized, (1) it shall be classified as personal; (2) it shall be the true market value at the time of donation and not exceed \$200.00 (without specific Global Missions permission); (3) the missionary shall be responsible for the tithe to the appropriate District Global Missions Director; and (4) the missionary shall be responsible for the freight and landing costs on the field. Exceptions to this policy can be authorized by Global Missions.

Projects – Project authorization must be approved by the Global Missions Administrative Committee and/or Global Missions Board prior to soliciting funds. Project authorization is normally granted at the time of inbound orientation. When projects have been approved, proper account numbers will be provided.

Clearance for Departure

Conditions for Clearance

The following conditions shall be met before clearance for departure can be granted by the Global Missions Administrative Committee:

1. The Partners In Missions budget shall be fully subscribed by signed, acceptable pledges.
2. The missionary will need to give assurance to the Global Missions Administrative Committee that all monthly obligations have been paid or will be fully paid before departure to the field. It is noted that in some cases, missionaries will be delayed in their departure to the field until they are able to raise the needed funds to liquidate monthly obligations.
3. Appropriate travel documentation shall have been obtained.
4. Arrival time shall be acceptable to those already on the field.
5. An adequate reserve of funds must be on deposit in the missionary account to arrive on the field without going into deficit.

6. If it has been more than twelve months since the missionary has had a general physical, it is recommended that they do so before leaving for the field.

Obtaining Clearance

Correspondence seeking clearance for departure should be addressed to the Secretary of Global Missions.

Outbound Orientation

Missionaries will be expected to meet with the Global Missions Administrative Committee for outbound orientation before leaving for the field. An appointment for this meeting is to be decided by the missionary and the Secretary of Global Missions prior to departure date. Missionaries will be reimbursed for travel expense to attend outbound orientation at the standard mileage rate as set annually by World Headquarters or actual cost of airfare. Missionaries will also be provided actual expense reimbursement for lodging and food.

Initial Support

At the time of Outbound Orientation, the missionary will be given one month personal support and service bonus.

Fare & Outgoing Expenses

Funds that accumulate in the Partners In Missions account while the missionary is engaged in deputation ministry will be used to supply outgoing fare, freight and landing expenses. It is recommended that a missionary not plan departure to the field until all deficits in Partners In Missions accounts have been recovered and a reserve balance is on hand to pay for initial costs to the field. All deficits in the missionary project task accounts must be cleared before departure to the field.

Fare Policy

The Partner In Missions account of the missionary will be responsible for the fare from the missionary's home to the field of appointment via the most direct and economic mode of travel. The account will also provide fare to the field for children through the completion of their high school studies and receipt of high school diplomas. Mileage per diem will be provided for travel, food and lodging from the missionary home base to the point of departure at the standard mileage rate set by World Headquarters annually while food and lodging will be reimbursed as actual expenses.

Shipping Policy

Since freight reimbursement is determined by a shipping policy, missionaries should consult with the Secretary of Global Missions before making any arrangements for shipping of personal effects, Global Missions equipment, Ladies Ministries' equipment, equipment supplied by Sheaves For Christ funds, and equipment for other missionary personnel.

Household Movers – Under no circumstances should a missionary engage the services of a household mover for regular door-to-door moving services without prior consent of Global Missions.

Global Missions shipping to the field will be determined by the following policy:

1. **Shipping Allowance to the Field** – Career missionaries shall receive a shipping allowance for personal effects in the amount of \$2,500.00. If shipping is anticipated in excess of this amount, the missionary will raise these funds as an approved project. Excess baggage and duty costs will be considered as part of the shipping allowance.

Intermediate missionaries will be authorized to raise the needed shipping funds as an approved project. It is understood that Intermediate missionaries will receive shipping monies on a 'funds available' basis up to the cost of shipping a 20-foot container door-to-door to their field of service. Intermediate missionaries who

upgrade to Career missionary status during furlough will be entitled to the Career Missionary shipping allowance.

2. **Shipping Allowance from the Field for Furlough (Inbound)** – Career missionaries shall receive a furlough shipping allowance from the field equal to \$20.00 per month multiplied by the number of months on the field since the date of their last departure to the field.

Intermediate missionaries will receive no shipping allowance other than what they have already raised as an approved project. It is understood that intermediate missionaries will receive shipping monies on a 'funds available' basis up to the cost of shipping a 20-foot container door-to-door from their field of service.

3. **Last Shipment from a Field upon Resignation or Retirement** – Career missionaries who are retiring and are in compliance with chapter 8 of Global Missions policy shall receive a final shipping allowance for personal effects equivalent to the cost of shipping a 20-foot container door-to-door to their home base -- the cost of shipping to be determined by a professional expeditor acceptable to Global Missions. Excess baggage costs and duty will be considered as part of the shipping allowance.

Career missionaries who are resigning and are in compliance with chapter 8 of Global Missions policy will be entitled to receive \$200.00 for each year under appointment, on a funds available basis, as well as any remaining funds in their shipping task.

Intermediate missionaries who terminate service with Global Missions will be entitled to any remaining shipping funds available in their account. It is understood that Intermediate missionaries will receive shipping monies on a 'funds available' basis up to the cost of shipping a 20-foot container door-to-door from their field of service.

4. **Change of Field** – Career or Intermediate missionaries, when authorized for a change of field, shall receive a shipping allowance for personal effects in the amount of \$2,500.00. If shipping is anticipated in excess of this amount the missionary will raise these funds as an approved project. Excess baggage costs and duty will be considered as part of the shipping allowance.
5. In lieu of shipping personal effects, Career missionaries may choose to receive the cash equivalent as listed above.
6. **Shipping Charges for Missions Equipment** – Upon shipping Missions Equipment to the field, a Career or Intermediate missionary will need to raise the additional funds to cover the shipping costs.

If Global Missions personnel are already on location, the newly arriving missionary family will be met and assisted through the customs process, etc. If freight is arriving apart from the missionary's personal arrival, arrangements should be made for receiving the shipment. It is generally advisable to secure the services of an approved customs agent who will handle all negotiations with customs officials. Attempts by missionaries to avoid this expense and personally handle these matters have generally had disappointing results.

Shipping Instructions

Those who ship items overseas can contact the Secretary of Global Missions for suggestions on shipping.

Preparation of Personal Wills

A personal will must be prepared, for both husband and wife, prior to outbound orientation. All expenses incurred in the preparation of wills are the personal responsibility of the missionary.

Career missionaries are to review their wills during each furlough and provide evidence to the Secretary of Global Missions of this action. Again, all expenses are the responsibility of the missionary.

Missionaries are to provide Global Missions with the name, address and telephone number of the Executor of the will of the missionary or may authorize a copy of the will to be retained in a confidential file in Global Missions.

Upon arrival to the field, it is recommended to seek overseas legal counsel regarding minor children and property (such as vehicles, personal property, houses, etc.) on the field.

Chapter Five

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5

Chapter Five

The Global Missionary Dollar

Missionary Compensation & Benefits

Missionary compensation and benefits are detailed in the following chapter as:

Deputation Funds

Duly appointed missionary personnel are representatives of Global Missions. As such they are entitled to the assistance of the District Global Missions Director as pertains to the establishing of itineraries, receiving offerings within the limitations of the Global Missions policy, and issuing Global Missions receipts for said offerings so that missionary offering credit will accrue to the donor. It is important that there is a proper understanding relative to the policies governing deputation finances and financial responsibilities.

Personal Funds

Missionaries on deputation are dependent upon offerings received during deputation ministry for their personal support and for travel expenses. In most cases, churches where services are conducted will give the missionary a personal offering. He does not need to render an expenditure of this money to Global Missions. Should the offering be less than standard allowable per diem, the missionary will be reimbursed from his account up to allowable per diem. No deduction will be made when offerings exceed allowable per diem. Standard allowable per diem is adjusted annually by the Global Missions Board.

Designated Offerings

If the missionary is given an offering designated for a specific purpose or project in relation to his overseas ministry, this money should be sent to Global Missions for deposit to the account of the missionary until he is ready to use it. Money designated for the purchase of specific items of equipment for overseas use shall be deposited with Global Missions until the missionary is ready to acquire his equipment for the field. Equipment purchased with Global Missions funds is deemed to be missions equipment and considered the property of Global Missions and shall be accounted for as such. Equipment purchased with personal funds is the personal property of the missionary.

Issuing of Direct Offering Receipts

Missionaries on deputation will be given a supply of Global Missions receipt books for issuing credit for offerings received. Such receipts should be issued immediately. The white copy should be given to the church donor, the yellow copy should be sent to the Director of Promotion along with district reports, and the missionary should retain the pink copy for his personal records. It is from the yellow copy that missionary offering credit is granted to the church donor. It is mandatory that receipts be issued for every offering.

District and Office Report – Deputizing missionaries will be expected to keep accurate records of services conducted, Partners In Missions enrollments received, miles driven, travel expenses and offerings received. When the missionary's itinerary in a given district is completed, a District and Office Report should be completed and submitted to Global Missions. The white copy of this report and the accompanying tithes on personal offerings received are to be sent immediately to the District Global Missions Director. Immediate payment of tithes is in the interest of good relationships. In most cases the District Global Missions Director is solely dependent upon this tithe to pay the telephone and postage expenses he has incurred in arranging itineraries. The yellow copy of this report, along with the yellow copies of receipts issued, is to be sent to the Director of Promotion either in the self-addressed yellow envelope provided or electronically. This report is expected from all missionaries who receive offerings while in North America.

Green project appeal forms, supplied by Global Missions, will list all authorized projects with correct account numbers and should be submitted, along with either a check from the church or a money order, to Global Missions either twice a month or upon leaving a district. Proper use of these forms will be discussed at the inbound orientation.

Please note carefully: Due to IRS and auditing restrictions, the United Pentecostal Church International must receipt the person or organization on whose account a check is drawn. For example, a check from an individual will produce a receipt to said individual. Therefore, do not accompany a project appeal form or direct offering receipt from a church with a group of personal checks from individuals (including your personal check) and expect a receipt in the name of the church to be generated. In this instance, we would be required to receipt each individual in the amount of his check. The proper procedure would be for the church you are visiting to deposit and receipt the individual checks and to then issue to you their church check in the total amount of funds raised.

Tithing Policy

Missionaries engaged in deputation ministry shall tithe the personal offerings received to the office of the District Global Missions Director of the district in which the offerings are received. While this may be considered tithing according to Scriptural teaching, this payment to the District Global Missions Director should be accounted for as booking fees to receive tax advantages. When making a check to the District Global Missions Director the missionary should note "booking fees."

Income Tax and Social Security

Missionaries engaged in deputation ministry should remember that they are considered self-employed as to their deputation income and expenses. As such, they are required to pay both income and Self-employment tax on all net income (offerings received less allowable expense) from deputation activities. This will legally require the filing of estimated returns and advance payment of estimated tax liabilities quarterly. No payment will be made for taxes accrued on deputation by the PIM account. If a missionary is not fully knowledgeable of tax requirements and allowable deductions, advice should be obtained from a tax advisor associated with Global Missions who understands the position of the missionary.

Per Diem for Unscheduled Services

It is anticipated that missionaries will be scheduled for a fixed number of services each week. If for some reason the District Global Missions Director is unable to provide a missionary with a minimum of five services per week, the Director of Promotion will calculate the number of unscheduled services upon receipt of the District and Office Report and automatically disburse the deputation per diem for these unscheduled services.

The per diem rate is \$150.00 daily for a maximum of 5 days or \$750.00 per week.

The maximum allowable per diems will be considered on the missionary's weekly income rather than on a daily basis. When the weekly total of offerings and per diem reaches \$1,000.00 for the week, then no further per diems assistance will be given for that week.

Per diems will only be paid from District & Office reports that are no older than 60 days. If a missionary turns in District & Office reports that are older than 60 days, then no per diems will be paid for that period.

Missionary Support

It is the goal of Global Missions to see that each missionary family is adequately supported for personal needs and benefits. Our fellowship invests confidence in the missionaries and wishes to see their personal needs are adequately provided. Global Missions wishes to promote longevity in missionary service and provides benefits with this in mind. The following information is provided regarding missionary support and benefits.

Personal and Family Support

Personal allowances for missionaries are set by the Global Missions Board. The Global Missions Board will make an annual review of the base support for Intermediate and Career missionaries during the February Board meeting and will adjust support as appropriate. It has been deemed to the advantage of married couples with United States citizenship, for Global Missions compensation to accrue to the husband. As your employer, the United Pentecostal Church International will issue a Form W-2 annually as required by federal law.

Missionary compensation for Canadian citizens will be divided on their T-4 annually as required by Canadian law.

Basic missionary support is provided based on status of appointment. Career and Intermediate Missionary basic support is set by the Global Missions Board and is adjusted annually for cost of living increase.

Cost of Living Adjustment

Cost of living adjustment is regulated in response to a professional service regarding the global cost of living and U.S. dollar fluctuation overseas. The Global Missions subscribes to a professional service that provides a cost of goods and services index throughout the world. The purpose of this adjustment is to provide, as much as possible, equal buying power for all missionaries regardless of the cost of living in the nation where they reside. This adjustment may fluctuate monthly with the cost of living in each nation. Cost of living adjustment will be a part of the missionary budget. There is no negative cost of living adjustment. Both Career and Intermediate Missionaries are entitled to cost of living adjustment. When the Cost of Living Adjustment amount increases, the missionary will receive this increase immediately. When the Cost of Living Adjustment decreases, we will decrease the amount sent to the missionary by no more than \$50.00 monthly.

Service Bonus

In recognition of continuing Global service, Career Missionaries credited with more than 48 months of Global Missions service will receive a bonus of \$20.00 a month for each year of service. This will be paid in addition to their regular personal allotments. Adjustment is made annually on the anniversary month of their appointment date. Career service bonus becomes effective 48 months after the missionary's appointment. Those who interrupt their Global service shall receive credit for total years of Global Missions service under the United Pentecostal Church International. Service tenure will also be added for Global service under missionary organizations other than the United Pentecostal Church International. Service will be granted for one or more consecutive years of Intermediate Missionary and Associates In Missions service on the field. Intermediate Missionaries do not receive service bonus.

Housing

The Partners In Missions budget of the missionary provides a housing allowance for renting or otherwise acquiring suitable residential housing for the missionary unit. In some cases, missionaries occupy residences owned by Global Missions. Under such circumstances, a small monthly allotment is usually provided for the purpose of normal maintenance. Intermediate Missionary housing allowance is limited to \$1,000.00 per month unless exceptions are made by the Global Missions Administrative Committee when deemed necessary.

Utilities Allotment

Both Career and Intermediate Missionaries may requisition for their personal utilities as needed. Utilities covered by this requisition would be electricity, water, gas, fuel, sewer, garbage collection and basic monthly home telephone (not long distance).

The Partners In Missions budget of the missionary provides a housing allowance for renting, owning or otherwise acquiring suitable residential housing for the missionary unit. Missionaries will be given fair market rental value for housing using the ERI COLA tables. This amount will include utilities, insurance and taxes. Missionaries residing in a GM owned residence/Bible School will receive up to 50% of fair market rental value for utilities and basic maintenance. For missionaries who have purchased and paid for their home, we will continue to give fair market rental value.

Missionaries are encouraged to obtain mobile telephone service but shall receive prior approval from the Global Missions Administrative Committee before contracting for telephone installation. It is understood that the household may have a maximum of two mobile telephones. Any additional mobile telephones will be deemed personal expense. Personal long distance calls are not paid by Global Missions. However, long distance charges related to the work may be requisitioned from the Partners In Missions account of the missionary or paid from monthly work funds. Mobile telephone service and internet expenses may be requisitioned from the missionary account.

Budget Fee and Ministerial Insurance

Intermediate and Career ministerial budget fees will be paid from the Partners In Missions account of the missionary. The missionary may choose to have Global Missions deduct the premiums for optional additional life insurance from his monthly personal support. If Associates In Missions appointees are licensed ministers and have raised funds for their budget fees, this cost can be paid from their account.

Health and Dental Insurance

Health and dental insurance premiums for Intermediate and Career missionaries will be paid from their Partners In Missions account. Health insurance premium costs for Associates In Missions will be paid from their account.

Income Tax

The missionary is personally responsible for filing all required income tax returns while abroad or on deputation.

Completion of annual tax forms is the obligation of the missionary. Global Missions does not offer tax preparation as a service. Global Missions will provide up to \$300 per year for tax preparation and will work with the Church Division to provide the necessary information and W-2 forms and will offer direction to the missionaries concerning parties qualified to prepare taxes. The payment of penalties or interest resulting from negligence by the missionary in filing tax returns by due dates may not be paid from the Partners In Missions account of the missionary.

United States Citizens –Global Missions will be responsible for the reimbursement of payment of any income tax on income pertaining to Global service which the missionary may owe either to his government or to the government of the country in which he resides. However, income tax refunds and family allowances shall be deducted from the amounts withheld to arrive at the net reimbursable amounts. Professional assistance has been recommended with competent tax consultants for United States personnel. The Secretary of Global Missions can provide more guidance if needed.

Income taxes attributed to investment income, deputation activity (including deputation per diem, School of Missions per diem and General Conference per diem), love offerings and shipping allowances to the field and from the field are the personal responsibility of the missionary and are not subject to reimbursement by Global Missions.

Canadian Citizens - Missionaries having Canadian citizenship or equivalent status are subject to national and provincial income taxes in Canada. All such missionaries are deemed employees of the United Pentecostal Church of Canada; annual wages and housing reporting is done by the United Pentecostal Church of Canada on behalf of Global Missions. Compensation and housing allowance amounts disbursed by Global Missions are subject to appropriate national and provincial withholding taxes. These taxes are remitted to the appropriate Canadian government office by the Business Administrator, United Pentecostal Church of Canada and are charged to the Partners In Missions account of the missionary as paid by Global Missions.

The missionary remains personally obligated for taxes associated with investment income, deputation activity (including deputation per diem, School of Missions per diem and General Conference per diem), love offerings and shipping allowances to the field and from the field.

While on deputation in the U.S. (Host Country), on the R-1 status, the missionary's PIM account will pay their U.S. taxes up to the amount of the line item budgeted. For example, if the budget has a line item of \$200, and the missionary deputizes on the R-1 for 10 months, then Global Missions would pay up to \$2,000 in U.S. taxes from the PIM account. Any amounts above this will be the personal responsibility of the missionary.

In addition, (federal & provincial social benefits such as Child Tax Benefit, GST Credit which are federal programs and the Trillium Tax Credit which is an Ontario Provincial Benefit) are deemed to accrue to the benefit of Global Missions; thus any such benefit is subject to reimbursement up to the amount of taxes paid by Global Missions on behalf of the missionary.

Professional assistance has been arranged with competent tax consultants for Canadian personnel. The Missionary PIM account will pay for US income tax preparation related to the R-1. The Secretary of Global Missions can provide more guidance if needed.

Host Country Taxes – All missionaries should investigate the requirement of the country in which they live regarding income tax obligation. Competent professional help should be consulted in the matter and every legitimate effort should be made to eliminate or minimize any such obligations. If there is more than one missionary in a given field, all missionaries should work together in determining this obligation and should be guided by the same policy. The cost of required income taxes to the host country will be paid from Partners In Missions funds upon requisition.

Other – Missionaries who are not United States or Canadian citizens should carefully fulfill all tax liabilities to their own country.

Social Security, Self-Employment Tax and Canadian Pension Plan

A United States citizen missionary shall fulfill his obligation under Social Security unless specifically exempted via the approved Form 4361 filing. Global Missions calculates this self-employment tax obligation on certain funds and allowances received from Global Missions which are subject to this tax and pays, on behalf of the missionary, the calculated amount directly to the Internal Revenue Service.

Canadian citizens or those with equivalent status are subject to Canadian Pension Plan. Canadian Pension Plan contributions are made by the United Pentecostal Church of Canada per required statutes; these contributions are charged to the Partners In Missions account of the missionary and paid by Global Missions. In an effort to maximize Canadian Pension Plan benefits at the time of retirement, missionary compensation is divided between husband and wife in the case of married couples under appointment. Canadian Pension Plan payment attributed to deputation per diem, School of Missions per diem, General Conference per diem, love offerings, shipping allowance to the field and from the field are the personal obligation of the missionary. Any such personal obligation may be deducted from other retirement funding dollars normally disbursed by Global Missions to repay the Partners In Missions account of the missionary for these personal obligations.

For those missionaries not eligible for Social Security or Canadian Pension Plan coverage, provision can be made for contribution whereby they can receive the same amount of money to invest in an insurance/retirement program privately. Global Missions must have proof that these funds are being invested for the purpose of providing the same benefits to the insured as their family would receive under the Social Security or Canadian Pension Plan. The difference, if any, between normal Social Security contributions and private insurance will be deposited to the credit of the missionary in the Ministers Retirement Fund. Missionary personnel in this category shall make prior arrangement with the Secretary of Global Missions.

Retirement

United States Citizens – The Ministers Retirement Fund of the United Pentecostal Church International is the Global Missions retirement guidelines for missionaries. Global Missions will contribute from the missionary's PIM account to the Ministers Retirement Fund in behalf of each Career missionary as a personal retirement benefit at the same percentage rate as established for World Headquarters executive personnel. Ministers Retirement Fund contributions are made in behalf of Intermediate Missionaries four years from Outbound Orientation, after having raised their budget and served on the field as Intermediate Missionaries. This, along with payment of Social Security, constitutes the official GM obligation toward retirement for missionary personnel. There is no contractual agreement between Global Missions and missionary personnel beyond the above-stated guidelines. In September 1994, the Global Missions Board adopted retirement guidelines pertaining to those appointed as Global Missionaries

prior to January 1, 1992, and retiring after September 1994. Those persons affected by this action have been notified in the form of written memorandum from Global Missions.

Canadian Citizens – Global Missions will contribute to a qualified retirement plan as allowable by Canada income tax law from the Partners In Missions account of each Canadian Career missionary as a personal retirement benefit at the same percentage rate as established for World Headquarters executive personnel. These contributions are made in behalf of Intermediate Missionaries four years from Outbound Orientation, after having raised their budget and served on the field as Intermediate Missionaries. This, along with payment of the Canadian Pension Plan, constitutes the official Global Missions obligation toward retirement for missionary personnel. There is no contractual agreement between Global Missions and missionary personnel beyond the above-stated policy. In September 1994, the Global Missions Board adopted retirement guidelines pertaining to those appointed as Global Missionaries prior to January 1, 1992, and retiring after September 1994. Those persons affected by this action have been notified in the form of written memorandum from Global Missions.

Equalization – In order to equalize retirement benefits among all missionary personnel, the difference between the amount contributed to Social Security, Canadian Pension or private insurance and the amount of Social Security paid in behalf of the missionary having the highest Social Security obligation for each year will be contributed from their Partners In Missions account to a qualified retirement plan as allowed by governing law on behalf of each missionary involved. This deposit will be made near the end of the year following the tax year for which adjustment is made. For example, deposit will be made on or before December 31 for adjustments to be made for the prior tax year. This delay is necessary because of the need to determine the actual Social Security obligation for each missionary before criteria can be established upon which to base the adjustment and transfer of funds.

Surviving Spouse Retirement Benefits – When a retired missionary companion dies, personal support for the surviving spouse shall remain the same.

Workers' Compensation

Global Missions provides workers' compensation insurance coverage for United States citizen Career and Intermediate Missionaries.

Long-Term Disability

Global Missions provides long-term disability coverage for all Career and Intermediate Missionaries.

Medical Expenses for Career, Intermediate and Vocational Missionaries

In an effort to better serve our missionary family and keep medical costs at a reasonable level to preserve missionary accounts, it is strongly recommended that while in North America medical service care should be obtained only from recognized Aetna *in-service* providers.

When a missionary unit incurs medical costs (hospital, doctor, laboratory, diagnostic service, prescriptions medications, etc.) the initial 10% (\$650.00 per individual and \$1,300.00 per family) of Global Missions' yearly deductible shall be the personal responsibility of the missionary. The remaining 90% of the deductible shall be made from the missionary's General Account.

Missionaries choosing to go out of network for medical costs will be responsible for 25% of their out of network medical expenses after their deductible has been met.

All reimbursements for medical costs shall be made based upon receipt of an explanation of benefits form as generated by the health insurance carrier. Any financial advances for medical treatment must be approved by Global Missions.

Global Missions does not reimburse dental and/or orthodontic costs not covered by the group dental insurance program; these expenses are the personal responsibility of the missionary.

Education of Missionary Children

Career Missionaries – Provision is made for the on-field education of missionary children. On-field educational costs are payable from the Partners In Missions account of the missionary. No educational funds are available prior to one year before first grade. Missionaries are to seek approval from Global Missions before incurring financial obligations for the enrollment of children in educational programs abroad. While Global Missions desires that each missionary child receive a quality education, the missionary parent should make every effort to be as financially conservative and practical as possible. Many missionaries have chosen to use home schooling in order to control costs. Overseas education of children is extremely expensive.

Post-Secondary Educational Funds –Global Missions will subsidize the post-secondary education of Career missionary children provided they are enrolled in full-time college classes of 12 semester units per term. Subsidy will be adjusted annually for inflation by the Global Missions Board. Post-secondary education is only available until the student reaches age twenty-three. MK post-secondary education will not be available to newly appointed missionaries until they complete deputation, raise their budget and are on the field.

Intermediate Missionaries – Funds for the education of Intermediate Missionary children can be raised during deputation as a special project when authorized by the Global Missions Administrative Committee.

Associates In Missions – Educational costs of children of Associates In Missions appointees may be paid from their account if these funds are raised as part of their budget.

On-Field Travel Expenses

The missionary is provided a monthly car allowance from which he is to provide fuel, oil, lubrication and normal minor maintenance. Tires, batteries and major repairs for a Sheaves For Christ vehicle should be requisitioned as needed. If the responsibilities of a missionary require additional travel expenses, a prior allotment adjustment request should be sent to Global Missions for approval. Missionaries should not expect reimbursement for additional travel expenses that have not been approved in advance.

For economic reasons, missionaries are urged to use public transportation until they can obtain a vehicle on the field. However, in cases of emergency, Global Missions may pay up to one month's car rental upon arrival on the field.

Career Missionary Work Funds

The need for funds in this category varies greatly depending upon the scope of the missionary's responsibility and type of ministerial involvement. Included in this category are funds for authorized hall rentals, worker's assistance and continuing projects such as Bible school subsidy and radio ministry. Provisions for these items are a part of the preparation of the Partners In Missions budget. Arrangement for the disbursement of this type of funds shall be worked out on an individual basis.

Project Funds

Designated project funds are held by Global Missions until they are needed on the field.

Language Study

Career Missionaries – Career Missionaries are allowed to requisition language study expenses. Language study costs shall be included in the Partners In Missions budget of the missionary.

Intermediate Missionaries – Intermediate Missionaries assigned to fields where language study is necessary shall be authorized to raise funds while on deputation.

Associates In Missions – Associates In Missions appointees may requisition funds for language study if they have been raised as part of their budget and funds are available.

Hosting of Regional Director

Provision is made for the reimbursement of expenses incurred by a missionary when hosting his Regional Director or Area Coordinator in his home. The daily allowance shall be \$35.00 when the Regional Director is alone and \$50.00 if accompanied by his wife. Reimbursement shall come from the Partners In Missions account of the hosting missionary. The Regional Director should submit a requisition to the Secretary of Global Missions for reimbursement to the missionary.

Missionary Bonuses

Missionaries while on official deputation are provided per diem for two weeks for the Christmas holidays payable from their Partners In Missions account.

Per Diem for Special Meetings

Missionaries home for furlough, with the approval of Global Missions, may attend district conference, camp meetings, and special meetings at their own expense. If Global Missions initiates the attendance of a missionary at a district conference, camp meeting or special meeting, the missionary may be compensated from his Partners In Missions account for expenses with allowable per diem.

Missionaries on deputation are encouraged to attend one special meeting to avail of spiritual blessing at the expense of their Partners In Missions account. Both husband and wife may attend the same seminar or a separate one.

Furlough Allowance

Global Missions provides a furlough allowance monthly to Career Missionaries that may be used by the missionary at their discretion during furlough. Intermediate Missionaries do not receive furlough allowance.

Partners In Missions

The Global Missions Board and Board of General Presbyters approved the Partners In Missions program in the 1969 General Conference. It was initiated in January 1970.

The basic philosophy of Partners In Missions is to personalize the investment of the donor in missions. Donors are able to choose the missionaries they wish to regularly support. There is a personal connection between the donor and the missionary. Partners In Missions has resulted in a tremendous increase of missionary support. As a result, Global Missions has been able to support more missionaries and provide them with adequate funds to perform their duties.

The preamble to the original Partners In Missions policy gives two reasons for this program; (1) the missionaries will feel a greater degree of responsibility in soliciting and maintaining the inflow of support money, and (2) the donors will be able to identify their donations on a more personal basis."

Determining the Partners In Missions Budget

When a missionary is initially appointed or returns for furlough, two proposed budgets will be prepared by the Regional Director and the missionary.

The **personal budget** will include items associated directly with the missionary and cost of maintaining them on the field such as:

1. Personal support
2. Service Bonus (*Career only*)
3. Housing/Utilities
4. Car/travel
5. Educational funds (*Career only*)
6. Regional travel
7. Global tax (*if necessary*)

8. Canada tax
9. Account Maintenance
10. Vehicle Maintenance
11. Shipping (*Career only*)
12. Fare (*Career only*)
13. Work funds
14. Retired Missionary fund
15. Regional Director transfer
16. Global Council
17. Security
18. Furlough bonus (*Career only*)
19. S.E. tax
20. Personal Property replacement
21. Budget fee
22. Minister's Retirement Fund (MRF)
23. Health Insurance
24. Promotion

The missionary **field evangelism account budget** will include work funds associated with the needs of the field and duties of the missionary such as:

1. Training
2. Literature
3. Work funds
4. Projects
5. International Evangelism
6. Account Maintenance
7. Field Travel

These proposed budgets must be approved by the Global Missions Administrative Committee at the time of Inbound or Deputation Orientation.

Once approved, the personal and field budgets will become the official budgets of the missionary for a five-year period of time. To this total, sufficient is added to provide for a ten percent administrative fee as called for in Global Missions policy. Additional percentages are added to provide for World Headquarters assessment as authorized by the General Conference and enacted by the Board of General Presbyters. This actual financial need of the missionary is multiplied by a 1.50 factor to provide surplus to cover default in pledge payment and cancellation of pledges during the missionary tour of duty abroad. While on deputation, the missionary must fully subscribe the personal and field budget before authorization to depart for the field, or adjustments will be made in disbursements to remain within allowable funds.

When a missionary is appointed to multiple fields, he must choose one missionary field evangelism account for which he will raise funds. Any exceptions to this will require approval by the Global Missions Administrative Committee.

When multiple missionaries are appointed to one field, the Missionary Field Fellowship will meet annually to formulate an annual budget for the use of the funds in the missionary field evangelism account. The annual field budget will be submitted to the Regional Director who will submit the budget to Global Missions Administrative Committee for approval. Upon approval, disbursements will be made as agreed.

If only one missionary is appointed to a field, then he may requisition funds from the missionary field evangelism account for use in the field. Requisitions should be sent to Global Missions for approval and disbursement of funds.

In fields where there are no resident missionaries, the disbursement of field evangelism account funds shall be approved by the Regional Director or his designate.

When a missionary leaves a field, funds may not be taken from the missionary field evangelism account but must remain for the use of the field for which they were raised and will be administered by the Regional Director until another missionary is appointed.

Intermediate Missionary Budgets - In an effort to limit deputation travel and get missionaries to the field as quickly as possible, measures have been taken to limit line item expenses in the budget. Since the missionary may need expenses not listed in the line item budget, these expenses should be raised as special project funds. The Regional Director will assist the missionary in setting priorities for special project solicitation. The Global Missions Administrative Committee will review and approve the priorities for special project solicitation at the time of Deputation Orientation. Since some special project funds will be more essential than others, it may be necessary to transfer funds within special projects at the time of Outbound Orientation. Special project funds may include education of children, shipping to and from the field, Global taxes, airfare to and from the field and language study when necessary.

Global Council Funding

By Global Missions Board action, a fixed amount is transferred from each Partners In Missions account into a Global Council fund. Expenses for authorized personnel related to Global Missions attending the Global Council will be paid from this fund rather than from the Partners In Missions accounts of those individuals.

Every national organization from any country of the world that has its affiliation with the UPCI shall be considered a member of the Global Council of the UPCI. Each member organization shall have the right to send two delegates to the sessions of the Global Council. By virtue of his office, the superintendent or a representative appointed by him shall be the first delegate. In case the superintendent is a missionary, it would be important that either the assistant superintendent, who is a national, or an elected national official be considered as the second delegate to this international meeting. There will be a meeting of the combined membership every five years.

It shall be the responsibility of the national church to pay all expenses of the national delegate. No expenses for national delegates will be paid from PIM accounts. Travel expenses for official missionary representatives shall be paid from their Partners In Missions account if the missionary PIM account is not in deficit.

For those fields with national superintendents, the missionary representative will be designated by action of the Global Missions Board. If the Field Superintendent is a missionary, they shall, by virtue of their office, be the official missionary representative.

Missionaries who are not official delegates to the Global Council may attend at personal expense. Travel plans for those attending who are not official delegates, should be approved by the Regional Director. They may attend non-business sessions. The number of days absent from the field shall be deemed vacation days.

Solicitation of Support

Missionaries should remember that the solicitation of Partners In Missions support is not a personal matter. Inasmuch as they are offering themselves for Global Missions service to the church, it is only proper that those who cannot go should have opportunity to provide the material necessities for fulfillment of the collective responsibility of the church to the lost world. Appeals should be based upon the need of the field and the proposed ministry of the missionary. It is anticipated by pastors and congregations that missionaries engaged in deputation ministry shall make their field and Partners In Missions needs known. Global Missions provides enrollment forms for this purpose. Visuals are available from Global Missions to assist the missionary in making congregations conscious of the need for Partners In Missions support.

It is recommended that Partners In Missions be enrolled in the name of the church. If individual members of a church wish to support a missionary, the pastor should be requested to make an enrollment in the name of the church and allow the individual to give through the church. Experience has proven that individual pledges are not as dependable over the course of time as church enrollments. If arrangements cannot be made for church enrollment, individual pledges may be accepted.

When registering Partners In Missions pledges, be sure to use the exact name of the church and pastor and the mailing address to which the Partners In Missions notices and receipts are to be sent. If the church is already involved in Partners In Missions, it will be a great help if the church's account number can be added as it appears on the Partners In Missions notices and receipts.

Enrollment forms should be sent to Global Missions at least weekly for processing at the earliest possible date.

A pledge from a single source (individual or church) should not exceed five percent of the total missionary budget without permission of Global Missions. This policy is to assure that the support comes from a broad base and that a missionary is not dependent upon a single source for a large portion of his financial requirement.

It is recommended that \$50.00 per month be the minimum for a Partners In Missions pledge. (A pledge of less than \$25.00 is not financially feasible, will not be accepted and will be returned to the donor.) Missionaries should project larger monthly pledges in an effort to shorten required deputation ministry and lessen the number of needed partners.

To offset administrative expenses relative to the Partners In Missions program, it is necessary to charge the account of the missionary for each new enrollment. This is a one-time charge per enrollment. The rate the charge will be determined by current costs incurred for labor, materials, postage and other expenses related to such enrollments.

Requisitioning Partners In Missions Funds

The prepared Partners In Missions budget provides guidelines for the disbursement of funds to the missionary on the field. However, part of the outbound orientation will include an agreement concerning the disbursement of these funds according to actual need on the field. A complete understanding should be reached between the missionary and Global Missions regarding what funds will be immediately disbursed and how and when to request allotment adjustments as needed for the work. The fact that funds have been provided in the budget for a given need does not automatically authorize the disbursement of that money to the missionary until the actual need exists. The missionary should always spend budgeted funds for the purpose intended unless alternate arrangements have been made with the Global Missions Administrative Committee and donor.

Accumulated Reserves

Funds that accumulate in the account of the missionary prior to departure shall be used to cover the cost of fare and shipping allowances plus initial costs incurred upon arrival on the field.

If Partners In Missions funds provide a surplus balance while on the field, these funds may be requested for authorized projects and other needs. The disbursement of funds so requested will be authorized by action of the Global Missions Administrative Committee or the Global Missions Board depending upon the urgency of the need and extent of the project proposed.

Even though Partners In Missions accounts are carried in the name of the missionary for whose ministry they are intended, missionaries should realize that they have no personal claim to these funds except for their authorized personal support. Funds held in the name of the missionary who is terminating their missionary service shall be handled according to the provision of the Global Missions policy as stated in the United Pentecostal Church International General Constitution, Article XI, Section 11, Paragraph 7(b).

Keeping in Touch with Supporters

Missionaries are to send a quarterly newsletter to their Partners In Missions. Copies of this letter should also be sent to all members of the Global Missions Board, District Global Missions Directors, General Superintendent, General Secretary, and Assistant General Superintendents.

Camera-ready newsletter copy (8½" x 11" or 8½" x 14") may be sent to Global Missions for printing and mailing. In preparing Partners In Missions newsletters, missionaries should identify themselves with the United Pentecostal

Church International, Global Mission in order that these letters can qualify to be mailed under the organizational non-profit postage permit. The Partners In Missions account of the missionary will be charged for this service.

Because of savings in postage and printing costs, it is considerably less expensive for newsletters to be mailed from Global Missions. However, missionaries wishing to mail newsletters from the field may requisition expenses not to exceed \$.25 per letter to all registered Partners In Missions donors and officials named above.

OnSite

The *OnSite* publication will be printed and distributed three times per year. Each missionary will be featured at least once yearly in a short article. Missionaries are encouraged to provide short articles to the Promotional Team for publication in *OnSite* which can include prayer needs, victory and revival reports.

Disbursement of Funds

The disbursement of missionary funds to the field is the responsibility of the Secretary of Global Missions as he is authorized by policy, the General Director of Global Missions or action of the Global Missions Board or Global Missions Administrative Committee. All questions about disbursement of funds should be addressed to the Secretary of Global Missions. An understanding of the basic procedures used in requesting and disbursing funds will simplify procedures for the missionary on the field.

Regular Allocations

Certain funds including personal support, housing, car allowance and work funds needed on a monthly basis are disbursed once the need for them has been established with Global Missions. Missionaries may request a change in the monthly allotment by way of an allotment adjustment.

Requesting Other Funds

Requisition of needed funds, not included in the regular monthly disbursement, should be submitted via FMD-Helps. Such funds might include car repairs, children's educational expenses, etc. These funds should always be used for the purpose requested.

Project funds and other designated funds will be held by Global Missions until they are needed on the field. When the missionary has need of them, he should submit a requisition along with any supporting information he feels is pertinent. The Secretary of Global Missions will either disburse the funds immediately or seek the counsel of the Global Missions Administrative Committee and/or Global Missions Board. It is important, therefore, that the missionary understand that these funds are disbursed only upon request and approval. This policy is necessary to safeguard Global Missions funds and to protect such money from possible devaluation of Global currency.

Schedule of Disbursements

Regular disbursements are processed on the last working day of each month. Missionaries should arrange for their monthly housing payments, etc., to come due after this time each month. If this cannot be arranged, one should arrange to have sufficient housing money on hand to make timely rental payment.

Method of Disbursement

Different methods of disbursing funds are used. The missionary should advise the Secretary of Global Missions of the desired method of disbursement of funds and provide all necessary banking information.

Bank Deposits – Many missionaries maintain checking accounts in their names in U.S. banks to which deposits are made via electronic direct deposits. Missionaries are notified of the deposit and can draw from their U.S. accounts by cashing or depositing checks in their Global banks. Electronic direct deposits can be conveniently and efficiently made to most banks or credit unions. Missionaries are advised not to draw on bank accounts in the homeland until they know that the funds have actually been deposited in the account. We recommend that missionaries have only one bank account to which funds are to be deposited.

Corporate Checks – United Pentecostal Church International checks can be sent directly to the field and generally are as acceptable as bank drafts once a missionary has established himself with a local bank or money institution. Missionaries should be aware of a possible long holding period before funds are actually credited with the deposit. The missionary should realize that mailing checks to overseas locations may not be safe.

International Bank and Wire Transfers – When it is necessary to wire funds, the missionary should provide the Global Missions Secretary with the following information:

1. name and address of bank with city and country
2. exact name and account number
3. SWIFT code for the local bank
4. corresponding bank in the US if known

Charges may be incurred from the sending and receiving bank for wire transfers.

Initiating and Terminating Global Allotments

At the time of outbound orientation, the missionary will work with the Secretary of Global Missions in setting up the monthly allotment which must be approved by the Global Missions Administrative Committee. Missionaries may request change in the monthly allotment by submitting an allotment adjustment request via FMD-Helps.

At the time of inbound orientation, the missionary will meet with the Secretary of Global Missions to determine any funds that need to continue to the field during furlough. The Global Missions Administrative Committee must approve all financial arrangements during the time of the missionary furlough.

Work funds for the missionary allotment are advanced while personal funds are paid in arrears.

At the time of inbound and outbound orientation, missionaries are provided with one extra month personal support and service bonus.

Filing Reports

Missionaries are to file a Monthly Expense Report with the Secretary of Global Missions via FMD-helps. The monthly report should include the balance brought forward in all funds, the amount received from Global Missions for the current month, the amount of expenditures for the current month and the remaining balance on hand.

Such reporting is required on the principle of accountability and is to the advantage of the missionary as it keeps Global Missions informed as to the status of the various accounts of the missionary. This requirement complies with provisions of the Fully Accountable Reimbursement policy adopted by the General Board of Presbyters of the United Pentecostal Church International. The Monthly Financial Report is very valuable to the missionary in distinguishing missionary work funds from personal funds should the missionary be audited by IRS.

The missionary must send a financial report monthly. If more than three months elapse with no reporting, the Global Missions Administrative Committee may withhold further disbursement of all funds except personal support and housing allotment.

Reporting Special Offerings Received While Abroad

In recognition of the cooperative efforts of the entire church and all missionary personnel to evangelize the entire world, missionaries are not to encourage the sending of offerings directly to the field. However, when such offerings are received, missionaries are expected to report them in the space provided on the monthly report form. The reporting of such funds will in no way affect the regular disbursement of funds to the missionary involved. Missionaries are advised to direct all offerings through Global Missions in order that proper credit can be given the donor and an equitable balance may be maintained on the field. Offering credit is not given for funds sent directly to the field unless reported back through Global Missions by the missionary. If offerings are given or sent directly to the field, the missionary is to report such offerings to the Secretary of Global Missions who will see the donor is credited, the missionary is protected from tax liability and Global Missions receives proper administrative deductions.

Acknowledging Donations

In addition to sending regular newsletters to donors, missionaries should carefully acknowledge the receipt of special offerings, gifts, etc. Acknowledgement should be made of funds having been received by Global Missions and that they have been deposited for the needs of the missionaries, even if they are being held for later disbursement. Acknowledgment of offerings should be for the total amount contributed by the donor, even though certain percentages have been deducted for authorized purposes after the money was credited to the account of the missionary. The response is an acknowledgement of the offering and does not constitute a statement that funds are in the possession of the missionary.

Ordering Materials

If items are to be ordered by the missionary for payment from Partners In Missions account of the missionary, one should first obtain permission for the expenditure of such funds just as a requisition would need approval. Global Missions should also be informed when such an order has been placed so it can act appropriately and honor invoices for the same. Orders for materials from other divisions at World Headquarters should be sent through Global Missions, which will approve the request and make arrangements for payment of the account.

Solicitation of Special Ministry Funds

Soliciting Funds While Abroad

Missionaries are not to solicit funds for any project without the prior approval of the Global Missions Administrative Committee or Global Missions Board. The need for such funds should be established with Global Missions. If authorization for solicitation is granted, provision will be made in the account of the missionary to receipt and account for the funds as they are received by Global Missions.

Soliciting Funds While at Home

Missionaries engaged in deputation ministry should not solicit funds for projects or special needs on the field without first obtaining authorization to do so from Global Missions. When such authorization is granted, provision will be made for providing a receipt and accounting of such funds by Global Missions. Project funds given directly to missionaries on deputation ministry should be sent with the District and Office Report and receipts to Global Missions for deposit and holding until needed on the field for the purpose intended. If pledges are received for authorized projects, a Global Missions Pledge Record form should be completed, the blue copy given to the donor, the white copy sent to Global Missions, and the green copy retained by the missionary. This provides a reminder for the pastor or individual of his pledge and also gives the donors the designated account number of the particular project. Global Missions will use the white copy to update the pledge record file of the project in the master pledge record file of all authorized projects. In every case, it is advisable to establish a convenient title for authorized appeals so that donors will be able to properly identify and credit the same.

Memorial Funds

Projects to be designated as memorials must be approved by the Global Missions Administrative Committee as such before offerings for the same can be exempt from the Global Missions 10% administrative deductions. Memorial funds used for land, buildings or furnishings will not be assessed the Global Missions 10% administrative deduction. All other memorial funds will be assessed the Global Missions 10% administrative deduction.

Finance for North American Based Missionaries

Housing

Housing allowance for missionaries with approved North American residence will be set by the Global Missions Board. Homeowner's/renter's insurance cost as well as real estate taxes allowable utilities may be requisitioned in addition to monthly housing.

Car Allowance

A monthly car allowance will be set by the Global Missions Board and provided to the missionary in place of a Sheaves For Christ vehicle. Car insurance can be requisitioned in addition to the monthly car allowance. The missionary will be personally responsible for fuel and maintenance costs.

Appliances

Ladies Ministries' appliances (stove, refrigerator, washer, and dryer) are not provided for missionaries with North American residence.

Cost of Living Adjustment

Cost of living adjustment does not apply to missionaries with North American residences since they do not deal with Global currency.

Offering Credits

General Statement of Policy

Inasmuch as the United Pentecostal Church International was organized with one of its purposes to unite our work together to spread the whole Gospel to the whole world, our fellowship is encouraged to labor together for this common purpose. The investment of its Global Missions money in the ministry of Global Missions personnel who have qualified themselves and have been appointed by the General Board on the recommendation of the Global Missions Board is for the accomplishment of this purpose. In recognition of missionary offerings so contributed, annual reports of such contributions are published, giving credit to churches and districts for said offerings. These reports are published in harmony with the fiscal year of the organization, namely, July 1 through June 30.

Allowable Offerings

Publishable credit will be given for Global Missions offerings in the following categories:

1. Offerings sent to Global Missions for duly authorized Global Missions personnel or projects.
2. Offerings given to authorized Global Missions personnel engaged in deputation ministry at home.
3. Expense offerings given to Global Missions personnel.
4. The true value of items donated to Global Missions.
5. Expenses incurred by local churches related to the annual local church missions conference under the following conditions:
 - a. For food and lodging expenses pertaining to Global Missionaries and Global Missions related personnel only for the time span of the conference.
 - b. For mileage or fare to and from the conference for Global Missionaries and Global Missions related personnel.

Non-Creditable Offerings

Published credit shall not be allowed for offerings in the following categories:

1. Offerings sent directly to missionaries on the field unless reported through Global Missions.
2. Expenses incurred in the sending of packages abroad.

3. Funds sent to Global Missions for unauthorized projects, in response to unauthorized appeals, or for unauthorized personnel.
4. Credit for use of car or other equipment by missionaries while in the homeland unless a receipt is given by the missionary as a personal offering for which the missionary assumes tithing and tax responsibilities.

Speaker Credit

Invited speakers to overseas conferences, seminars, short-term teaching in Bible schools, or other specifically pre-authorized events shall receive at their request Global Missions offering credit for the fare of the invited speaker and his/her spouse directly to and from the authorized overseas location plus hotel and meal expenses. If the invited guest(s) stays in the home of the missionary in lieu of a hotel, it is recommended that the guest reimburse the missionary at the rate of \$35.00 per day for one person or \$50.00 per day per couple. Offering credit will be given for this compensation to the missionary host. Credit will be given for love offerings given directly to missionaries while visiting them on the field.

Before credit can be given for overseas trips as above indicated, the Field Superintendent and the Regional Director shall approve the invitation. Invitations from fields with national leadership should come from the Regional Director who shall consult with the General Director of Global Missions or Global Missions Administrative Committee. Permission should be obtained from the Regional Director before invitations are extended to ministers in the homeland. The Regional Director will be able to determine whether said person would be a blessing to the field and in this manner, protect the constituency at home and the missionary on the field.

The Regional Director is authorized to grant speaker invitation approval. When the missionary has confirmed that the invited guest has accepted the invitation, the Regional Director should be informed, and he will see that the decision is properly recorded in the Global Missions Administrative Committee Minutes.

Chapter Six

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The Missionary on the Field



Chapter Six

The Missionary on the Field

The preceding chapter has dealt with the requisitioning and reporting of finances by missionaries already on the field. It continues to be the purpose of this manual to communicate mutually established procedures whereby Global Missions personnel, both from World Headquarters and the field, may engage systematically and with mutual understanding in the worldwide missionary endeavor.

The Missionary's Purpose

If one can establish goals, they can develop a plan to reach them. It is therefore essential that the missionary know what their purpose is.

First and foremost is the fulfillment of the call of God in the life of the missionary. In the mind of God there can be only one purpose for calling a person as a missionary and that is to preach this gospel of the kingdom and work with Jesus Christ in establishing His church throughout the world. In doing such, the missionary shall work together with the existing church as the body of Christ.

Essentially, the work of the missionary is to win people to Jesus Christ and make disciples of them as they are established in the church. The uppermost thoughts of the missionary should always be toward doing that which will bring salvation to the greatest possible number of people and establish them in the church as true saints of God. In harmony with this purpose, they may not always find themselves actually engaged on the front lines of evangelism but rather in preparing others to go forth and do a greater work collectively than they can do alone. This is still working in harmony with their purpose.

The purpose of the missionary is to establish converts in sound doctrine and to instruct them in righteousness. "In so doing this thou shalt both save thyself and them that hear thee" (I Timothy 4:16). Sound doctrine gives character to experience. It is the establishing force of Christian character in the Holy Ghost. What sound doctrine does for the missionary, it will do for their converts and their entire missionary endeavor.

The missionary should work to develop national believers to carry out the purpose for which they went. The United Pentecostal Church International Global Missions policy establishes the collective purpose of our missionary endeavor as to "seek out and to carry the Gospel to the whole world, and to help establish self-supporting, self-governing and self-propagating national churches" as set forth in our missionary objectives found in Chapter One. It should be realized that the achievement of this goal does not necessarily mean that the ministry of the missionary in this field should cease. The Lord of the harvest may have a continuing ministry for them in their original field of labor or in a new field where there is a need.

The Role of the Missionary

This can be summed up as the fulfillment of the previously stated purpose. Missionaries often have to be all things in the fulfillment of their purpose – evangelist, pastor (especially at the beginning of the work), builder, administrator, organizer, Bible school principal and teacher, trainer of prospective workers, minister and leader of the developing church. Finally, they shall be "...an example of the believers, in work, in conversation, in charity, in spirit, in faith, in purity" (II Timothy 2:2).

The role of the missionary is more than going to a Global country and limiting oneself to the ministry of pastor. This may be their role in the pioneering of a new work. However, to fulfill the purpose of the church, they will have

to broaden their vision and realize that their ministry should be multiplied by committing the teachings they have learned "to faithful men who shall be able to teach others also" (II Timothy 2:2).

It should be recognized that there are different callings and ministries in the body of Christ. As several missionaries labor together in the same field, if the instructions of the Master have been properly understood, and if each labor in their respective calling, their ministries will compliment each other and the ultimate goals will be reached together.

Of necessity, in order to fulfill the role of a missionary, particularly a pioneering missionary, they should be of strong will and capable of independent action, for frequently they will have to stand alone in the face of the enemy and not waiver. At the same time, when several are working together for a common cause, it should be understood that, as in competitive sports, every member of the team does not have to score the game's winning point to be of great value to the team. The recognition of this team relationship, and the sense of personal accomplishment in contributing to the victory of the team, will do much to eliminate dangerous competitiveness and the spirit of possessiveness among missionaries. The battle is the Lord's, and we are only His workmen. Let "no flesh glory...He that glorieth, let him glory in the Lord" (I Corinthians 1:29, 31).

First-term missionaries shall apply themselves to the study of the language, the customs of the people and the conditions of the country in order to intelligently enter into missionary work. All missionaries should work in harmony with other missionary personnel in the field where they are laboring.

Job Descriptions

As soon as practical after arrival on the field, a meeting between the missionary, Field Superintendent and Regional Director should be held to establish a written general job description for the newly arrived missionary. This applies equally to a first-term missionary or a returning missionary. The job description should be submitted to the General Director of Global Missions for final approval.

The Regional Director shall be responsible for developing job descriptions for Field Superintendents and all missionary personnel. In this case, the job description shall be drafted jointly in a meeting between the Regional Director and the missionary involved. Said job description shall be acceptable to both. After such job description is agreed upon, a copy shall be sent to the General Director of Global Missions for final approval. All job descriptions should be reviewed annually and kept current.

The Role of the Regional Director

The Regional Director shall:

1. Divide his time appropriately between the responsibilities of the region and his administrative duties in North America. In order to fulfill his administrative duties, the Regional Director shall live in the area of World Headquarters. Any exceptions will require approval of the Global Missions Board.
2. Fulfill his duties under the direction of the Global Missions Board and the General Director of Global Missions.
3. By virtue of his responsibilities, be a member of the Global Missions Administrative Committee and Global Missions Board of the United Pentecostal Church International. Regional Directors sit on the General Board with a voice, but are not voting members.
4. Represent his region to the Global Missions Board and the General Director of Global Missions, making regular reports and recommendations and presenting them to the Global Missions Board and the General Board.
5. Represent his region and Global Missions to the constituency in North America through promotions and publications.
6. Establish and project the goals for accomplishment in behalf of his region to the General Director of Global Missions.

7. Evaluate personnel and personnel needs in the region and shall make recommendations to the Global Missions Board and the General Director of Global Missions.
8. In cooperation with the missionaries and national leadership, establish priorities in the region and promote evangelization of unreached nations and territories by surveying the needs, contacts and possibilities for personnel to these areas. He shall seek qualified candidates for his region.
9. Assist in determining the needs and coordinate the placement of Associates In Missions with missionaries and the Director of Education and Associates In Missions.
10. Coordinate the invitations and activities of all international ministries in the region according to priority and policy, including regional evangelists and/or missionary evangelists and teachers at large.
11. Encourage training programs in the region in cooperation with the missionaries, national leadership and Director of Education and Associates In Missions.
12. Encourage indigenous church principles and leadership development and give direction and leadership to the region including nationalized fields.
13. Supervise development and revisions of international constitutions and bylaws and present them to the Global Missions Board for approval. He shall monitor legal registration of the church where possible and shall monitor the legal status of Global personnel including immigration/visa and tax obligations to the host nation.
14. Monitor the financial status of each missionary budget and make recommendations for revisions and deputation. He shall coordinate the project appeals from the region and establish priorities.
15. Work to maintain unity and promote teamwork in the region and assist in resolving problems that may arise, submitting written reports regarding them to the General Director of Global Missions. He shall further present problematic situations and information to the General Director of Global Missions and the Global Missions Board if necessary.
16. Prepare an annual report of activities and status of his region for the Global Missions Board and the General Board.
17. Prepare an annual itinerary and budget for approval by the Global Missions Board.
18. When possible, attend national conferences in the region as the Global Missions representative.
19. Periodically visit each missionary in the region for the purpose of encouraging, strengthening, inspiring, motivating, counseling, and any other need that might arise. He shall attend the Missionary Field Fellowship when possible.
20. Supervise the planning and have oversight of all meetings held on a regional or sub-regional level.
21. Make recommendations for the appointment of Area Coordinators as deemed necessary, establishing job descriptions and coordinating their activities.
22. Perform such other duties as the work of Global Missions demands under the supervision of the Global Missions Board and the General Director of Global Missions.

The Role of the Area Coordinator

The Area Coordinator shall:

1. Represent Global Missions and the Regional Director.
2. Operate under the leadership of the Regional Director as an extension of his office, working in close harmony and maintaining clear communications at all times.
3. To work with each nation in his area of responsibility to assure the annual field report is submitted prior to the May 1st deadline.
4. Promote, coordinate and oversee the opening and development of unreached areas or un-evangelized nations.
5. Promote fellowship and unity between the national leadership, missionaries and national works in his area.
6. Shall endeavor to help settle problems or disputes that may arise within his area, keeping the Regional Director informed at all stages of development.
7. When possible, attend the national conferences within his area to represent the Regional Director and Global Missions.
8. In those fields under the direction of a national superintendent/president, where there is no resident missionary, he will assist in the training and literature programs, as may be deemed necessary by the Regional Director.
9. To assure that field fellowships in his area operate according to field fellowship policy.
10. To serve as a liaison between the national church and Global Missions in arranging invitations for speakers from outside their nations, financial matters and other areas where needed.
11. Attend an annual Area Coordinators planning meeting with the Regional Director.
12. Provide an annual activity report to the Regional Director to cover each field in his area at the time specified by the Regional Director.
13. Recommend to the Regional Director those things he feels might promote growth and progress within his area.
14. Endeavor at least once a year, to send an article for publication to the Director of Promotion for the purpose of promoting his area. This report may focus on revivals, needs, interesting facts or other items that would help the fellowship to better understand the work within the area.
15. Assist the Regional Director and Global Missions in any other tasks as may be needed.
16. Be willing to accept the responsibility to raise funding for an additional line item in his budget necessary to fulfill duties of the office.

II. Area Coordinator Finances:

1. The Area Coordinator will have access to the Field Account to supplement his travel subject to the approval of the Regional Director and the Field Fellowship where applicable with the following parameters:

- a. Should there be a missionary appointed to that country, said missionary will have access to the Field Account
 - b. Should there be multiple missionaries in a country, the Field Fellowship will access to the Field Account
 - c. Should there be no missionary appointed to said country, the Area Coordinator, with approval from the Regional Director, may access funds from the Field Account of said country to assist with travel expenses.
2. Missionaries who serve as Area Coordinators shall receive additional deputation to fulfill the budget needed for Area Coordinator travel.
1. In the case of an emergency travel need for an Area Coordinator, the Regional Director will present the need in writing to the Global Missions Budget Committee.
 - a. With the approval of the Budget Committee, General Director and Secretary, funds will be allocated from the Regional Director program account.
2. Missionaries who serve as Area Coordinators will have a line item for Area Coordinator Travel built into their budget.

The Role of the Field Superintendent

The specific role of the Field Superintendent will differ in varying circumstances that may be found on the various fields.

When a new field is opened, it is generally necessary that someone be appointed as the "official representative" of the United Pentecostal Church International in that country to the government. He may be the only missionary and there may be only a few national workers and ministers under his leadership. Normally business conferences would not be required until there are sufficient workers and ministers to form an organization.

A field may be organized when there are sufficient missionaries and qualified national ministers. The missionary is to work with his Regional Director to obtain approval of Global Missions to organize a field. This appointment shall be for one year or until his successor is appointed.

A missionary Field Superintendent shall:

1. Supervise the work of his field and make regular reports and recommendations to his Regional Director and Global Missions.
2. Transact all legal business and sign deeds, mortgages and all legal documents for the United Pentecostal Church International (incorporated in the United States of America), as directed by the Global Missions Board.
3. Be subject to the recommendations and decisions of the Global Missions Board.
4. Serve as chairman of the field fellowship.
5. Seek to maintain peace, harmony and a spirit of unity among the missionaries and national ministers.

Recommendations of the Global Missions Board for appointment of Field Superintendents will not necessarily be made on the basis of missionary seniority. It should be realized that since all missionaries are directly under the General Director of Global Missions and the Global Missions Board, the Field Superintendent does not fill the same role to the missionary as the District Superintendent in the structure of the North American church. Specific obligations of the missionary to the Field Superintendent will appear later in this chapter.

Placement of Missionaries

The specific placement (or location) of a missionary in his respective field shall be determined by consultation with the Regional Director, Field Superintendent (where applicable), General Director of Global Missions and the missionary. It is recognized that every consideration should be given to the personal desire and burden of the missionary relative to his work on the mission field. Yet, there should be consideration of the overall work and its future growth.

It is generally advisable for missionaries to locate in major centers of population. There are several reasons for this.

1. Generally these people are more advanced and better able to influence the nation.
2. The self-supporting, indigenous church can be established in this environment much sooner.
3. Government recognition is easier to obtain.
4. Such locations are more strategic for national headquarters and Bible schools.
5. Provisions for the health, welfare and education of the missionary family are generally better.

International and Inter-Regional Missionary Residence – The residence of international and inter-regional missionaries shall be determined by the following:

1. **Medical Leave** – Missionaries with overseas residence, approved by the Global Missions Board for extended or permanent medical leave may be allowed to remain in North America until cleared by the attending physician for return to the field.

Missionaries approved for North American residence may remain in the country while on approved medical leave until cleared for missionary service by the attending physician.

2. **International Missionary/Evangelist** – At the time of appointment a missionary evangelist will be appointed to a primary region and work under the supervision of the Regional Director. Travel outside of the primary region would be by job description or an agreement with the Regional Director and the Regional Director where the missionary intends to do service.

International evangelists who are presently appointed and approved for North American residence will be allowed to continue residence in North America and be required to choose a primary region with the approval of the Global Missions Board.

3. **Inter-regional Missionary Evangelist** – At the time of appointment an inter-regional missionary evangelist will be allowed to choose a country in their primary region and work under the supervision of the Regional Director of that region. When traveling to another region, there should be a joint agreement between the Regional Directors of the respective regions.

Inter-regional evangelists who are presently appointed and approved for North American residence will be allowed to continue residence in North America and be required to choose a primary region with the approval of the Global Missions Board.

4. **International Teachers** – At the time of appointment an international teacher must choose a residence in a primary region. International teachers will work under the supervision of the General Director of Global Missions, the Director of Education and the Regional Director of their primary region. When travels are scheduled outside of the primary region, permission should be obtained from the Director of Education and with the joint agreement of the Regional Directors involved.

International teachers who are presently appointed and approved for North American residence will be allowed to continue residence in North America and be required to choose a primary region with the approval of the Global Missions Board.

5. Finance

- a. Housing – A monthly housing allowance set by the Global Missions Board plus property tax and home owners insurance may be requisitioned.
- b. Vehicle Allowance – A monthly vehicle allowance set by the Global Missions Board plus auto insurance may be requisitioned.
- c. Overseas Cash Expense Fund – When traveling overseas Global Missions will reimburse actual travel expenses. Funds may be advanced and actual expense records should be kept and an accounting made to the Secretary of Global Missions on the monthly financial report. Any unused funds should be returned to the Partners In Missions account of the missionary following the trip.

Relationship with the Home Office

The home office is recognized as the center of worldwide missionary endeavor. Good relationships between the missionaries and the home office are essential. Through this office the missionary is able to maintain communications with his supporting constituency. At the same time the home office represents the supporting constituency to the missionary.

Correspondence

Since communication between the missionary and Global Missions is essential to the success of a good relationship, both the office and missionary should pledge themselves to make a sincere and earnest effort to keep the lines of communication open with the understanding that questions necessary for clarification should not be taken as an affront to one's personal integrity

Monthly Letter from the General Director – In addition to necessary personal correspondence, the General Director of Global Missions sends a monthly letter to all missionaries. These letters are a part of the communication link between the home office and missionary. By this means Global Missions seeks to communicate many important matters to the entire missionary family.

Monthly Missionary Letter – Missionaries are required to write to the General Director of Global Missions and the Regional Director each month with a report of activities on the field.

Missionary Correspondence to Global Missions – Correspondence relative to routine matters of operation, finances, reports for publication, etc., should be addressed to the proper Global Missions official. When received in the office, it is dated and photocopies are distributed to each member of the Global Missions Administrative Committee regardless of to whom it is addressed unless it is clearly marked personal or confidential. In this way, all members of the Global Missions Administrative Committee are fully informed at all times and are able to act in emergencies. All correspondence labeled personal or confidential will be opened by the person to whom it is addressed.

Failure to Receive Reply – If replies to correspondence are not received in a reasonable length of time, there should be a follow-up from the correspondent. Misunderstandings have occurred when replies were not received to correspondence, only to discover later that the original correspondence was never received.

Seeking Clarification and Avoiding Misinterpretation – If correspondence is received which is not clearly understood, please communicate with the party sending the communication and request further clarification. If the missionary receives a reply that is disappointing or not favorable, they should keep the channels of communication open so that they can further clarify their request and ask for reconsideration. These principles of maintaining good relationship between the home office and missionary should always be adhered to.

Overseas Telephone Calls – Incoming overseas calls may be recorded at the Global Missions office in order to conserve long distance telephone time and to assure the accuracy of information received from abroad. In such cases, all parties will be informed that the call is being recorded.

Fax – The home office can be reached by fax at 636-939-7553 at all times. It is preferred that missionaries communicate by email or fax messages rather than verbal telephone communication. The home office can then do any necessary research and initiate telephone communication for clarification or response as needed. Missionaries may equip themselves with a fax machine (cost may be requisitioned) and should keep it operational on the field at all times. It is recognized that faxes can be successfully sent from computers. However, there are many problems related to dispatching faxes from the office to the field to be received by computers. Therefore, separate fax machines for receiving messages are preferred.

If a missionary does not have access to telephone service and therefore cannot have personal fax receiving capability, he is encouraged to establish himself with someone on the field who can receive fax messages. Many times, this can be done through major hotels or local businesses.

Email – We recommend that missionaries establish an email internet address as soon as possible after arriving on the field and the office should be notified of the address. Inasmuch as electronic correspondence facilitates communication around the world, extreme care should be given to maintain professional content. Confidential matters should not be communicated in this manner. The introduction of email has greatly enhanced communication. However, the missionary should not anticipate quick answers to correspondence but recognize that appropriate action may require time for an answer. Email should be used in a professional manner. We recommend that the missionary avoid the use of email for jokes and non-official communication with the office.

The communicating missionary should direct messages to the executive responsible for the areas addressed in the communication. Copies of the email will be provided to the Global Missions Administrative Committee and other personnel as needed.

Although an updated email address list will be provided to all Global Missions personnel, it is the responsibility of each missionary to keep the office informed of any changes in email addresses. Any changes in email addresses should be sent to the Global Missions mail clerk and updated by the missionary in their FMD-Helps profile. Since some missionaries minister in politically sensitive areas where communication must be handled with discretion, any missionary who does not wish for his address to appear on the list for distribution may request to have his address removed. We recommend that missionaries not share the email address of other missionaries without their permission. If the address of a missionary is requested, this information can be forwarded to the missionary and they can decide if they wish to provide their email address to the person making the request.

Reports

Monthly Expense Reports – Each missionary should file their monthly expense report via FMD-Helps on a monthly basis. For further instructions, refer to Chapter Five.

Reports for Publication – Reports for publication, along with accompanying pictures, if possible, should be sent to the Director of Promotion. Some reports may be used in future publications, while some reports may not be able to be used at all. However, should a report not be published, missionaries are requested to continue submitting information. The Director of Promotion and the Director of Education and Associates In Missions are always available to assist in developing writing styles easily used in publication.

If a report is sent to district and local papers for publication, it is required that a copy be sent to the Director of Promotion along with information regarding the distribution of articles. This will avoid embarrassing duplication.

Requested Statistical Reports – The missionary is required to provide certain statistical information relative to his work, its progress and present status. Such reports are designed to provide a composite picture of the entire Global missionary endeavor. Every missionary should respond as quickly as possible to such requests and recognize that their report is vital to fulfillment of the total purpose.

Field Superintendents are required to send an annual field report at the request of the General Director of Global Missions. As much as possible, it is required that accurate records be maintained making this report possible.

Power of Attorney

A power of attorney is a written authorization allowing another individual to act in your behalf regarding specific matters.

Inasmuch as it is sometimes necessary for missionary Field Superintendents to transact legal business and sign deeds, mortgages and legal documents for the United Pentecostal Church International (incorporated in the United States of America), as it deems necessary, the Global Missions Board can request that power of attorney be granted to such superintendents by the Board of General Presbyters. Such power of attorney will generally be limited to specifically defined authorized acts.

When a missionary leaves a field or returns home on furlough, it is often necessary for him to give power of attorney to another missionary to execute his personal and/or some organizational business in their absence. In these cases, the power of attorney should be given to cover specifically authorized acts.

Recommendations or Complaints

United Pentecostal Church International Global Missions policy states, "A missionary having a recommendation or complaint should take it up with his missionary Field Superintendent and submit said recommendation or complaint in writing. If the problem is not properly solved, he may present it to the Regional Director with the privilege of appeal to the Global Missions Board through the General Director of Global Missions, and a final appeal to the Board of General Presbyters, if so desired. In the case of a missionary Field Superintendent having a recommendation or complaint, he shall follow the same procedure beginning with the Regional Director" (Article XI, Section 16, United Pentecostal Church International General Constitution).

Judicial Matters

One should consult the current Judicial Procedure of the United Pentecostal Church International in judicial matters involving appointed missionaries who are residing outside of the United States and Canada.

Relationships on the Field

The Missionary to the Regional Director

In relationship to the Regional Director, missionaries and Field Superintendents shall:

1. Send the Regional Director a copy of Partners In Missions newsletters and other form letters.
2. Send the Regional Director a copy of the monthly report sent to the General Director of Global Missions.
3. Coordinate with the Regional Director regarding any desire to visit other fields or regions.
4. Consult with the Regional Director before requesting project solicitation authorization from Global Missions.
5. Invite the Regional Director to attend all board meetings conducted on occasions when he is present.
6. Look upon their Regional Director as their representative to Global Missions, the Global Missions Board and the home constituency. At the same time, they should recognize that the Regional Director is the representative of the home constituency, the Global Missions Board and Global Missions to them. Even though matters may have been discussed with the Regional Director, if a decision or action is required from the home office, the missionary is responsible to initiate the communications and requests necessary to obtain such action.

The Missionary Field Superintendent

The responsibilities of the Field Superintendent have been previously addressed. However, the relationship between the missionary Field Superintendent and other missionary personnel deserves attention also. Where this relationship exists between missionaries on a given field, there shall be mutual respect. Missionaries shall respect the office of the one appointed by the Global Missions Board and General Board to provide field leadership. Those so appointed shall remember that respect is earned by proper leadership and not demanded because of position. It is always better to lead than to rule.

The Missionary Field Superintendent to the Missionaries of His Field – The missionary Field Superintendent shall:

1. Supervise the work in his field and make regular reports and recommendations to his Regional Director and Global Missions.
2. Recognize his fellow missionaries as brethren with a mutual burden and consult with them as much as possible in the general oversight of the work in their mutual field.
3. Seek to foster peace, harmony and unity among the missionary personnel on his field as a major goal.

Other Missionary Personnel – All missionary personnel shall work together in the spirit of harmony and peace in order to present a united front in their offense against the strongholds of Satan. There should be no spirit of competition for place or influence in the work but rather a working together for the general good of the common cause, namely, the salvation of the lost and the establishing of the church.

If differences arise between missionaries, they should meet together and talk over their differences in the spirit of Christian love, thereby aiming to solve their problems and to understand each other. It is essential that missionaries show the highest respect for one another, especially in the presence of national workers and saints. Jealousy should never be named among missionaries as they should be self-denying and avoid self-seeking always.

Attempt should be made, first of all, to settle grievances between the parties involved. If this fails, one should take his grievance to his missionary Field Superintendent, then to the Regional Director and the General Director of Global Missions, respectively, if necessary to reach a satisfactory solution.

New missionaries, going into a field where there are other missionaries who have had long years of experience, should humbly and carefully apply themselves to learning from and cooperating with the more experienced missionaries. However, when a mature minister goes to the mission field, it should also be remembered that their years of experience in gospel work have added much to their stature as a minister, and they are therefore not to be looked upon as a novice simply because they have entered into another phase of ministry.

The Missionary Field Fellowship

In fields where there are several missionary families, provision has been made for the creation of a Field Fellowship in order to provide a structure for close missionary cooperation and coordination of activities toward the common goal. After careful study, the following policy was adopted by the Global Missions Board, which recommends its consideration and implementation on qualifying fields. The Regional Director may take the initiative in this matter, or missionaries in qualifying fields may petition the Regional Director for such action.

In order to establish the basis for the concept in addition to the mechanism of policy, the Global Missions Board action is presented here inclusive of the preamble to the policy.

MISSIONARY FIELD FELLOWSHIP

WHEREAS it is evident that the national church overseas of the New Testament pattern is recognized to be one of the most effective instruments of evangelism and establishment of the gospel around the world, and

WHEREAS it is our objective to establish indigenous national churches in every country with the same objectives and Pentecostal practices and to cooperate with these national churches through our missionaries and representatives, and

WHEREAS it is recognized that missionaries must be flexible, for their roles will change as the national church matures and assumes leadership, changing the missionary-national relationship, and

WHEREAS it is necessary and desirable as the work overseas grows to send additional missionary personnel to mission fields, and

WHEREAS though Global Missions does not assume the responsibility of laying down detailed rules of conduct in matters of missionary relationships, it does sense a vital responsibility to address itself to all areas that will help the progress, growth, and image of the church and missionaries on the field, and

WHEREAS it seems desirable in the interest of fulfilling the Great Commission through workable missionary relationships and programs to plan some means whereby missionaries can work together in a united effort for a common goal to assist the national church in the most effective, efficient ways,

BE IT RESOLVED That the following Missionary Field Fellowship Policy be adopted and implemented on qualifying fields around the world:

Objective – The objective of the Missionary Field Fellowship shall be to form a more workable relationship between missionaries, the national church, and Global Missions. The overall goal shall be to aid in the establishment of national churches overseas by planning and coordinating personnel, finances, and programs on the field into a united effort to fulfill the Great Commission in the best possible way.

Organization – The Missionary Field Fellowship shall be duly organized upon recommendation of Global Missions when there are two or more missionary family units appointed to that field.

Business shall be transacted according to parliamentary procedure. Each Field Fellowship shall adopt a simple, workable system of rules and recommendation that will promote cordial and harmonious relationships between missionaries, nationals and Global Missions. No provision of the Field Fellowship shall encroach on the sphere of activity of the United Pentecostal Church International or Global Missions.

1. **Membership** – The Missionary Field Fellowship shall be composed of all duly recognized United Pentecostal Church International missionary personnel under appointment to the particular field. Wives of appointed missionaries are deemed duly recognized missionary personnel.
2. **Voting** – Only missionaries under full appointment by the United Pentecostal Church International shall be allowed to vote.
3. **Officers** – The Field Fellowship shall have a Field Committee to transact business during the current year. This committee shall consist of a chairman appointed by the Global Missions Board and two additional members elected by the fellowship, one of which is elected as Secretary of Global Missions/Treasurer. In cases where there are only two family units on the field, this committee shall consist of one member from each family unit.

In fields where the church is not nationalized (having elected their own national superintendents), the missionary shall be, by virtue of his position and responsibilities, the chairman of the Missionary Field Fellowship.

In fields where the church is nationalized (having elected their own national superintendent), the Field Fellowship chairman is to be the official representative of the United Pentecostal Church International, and the Field Fellowship chairman shall be a member of the governing board of the national church.

When the Field Fellowship is not in session, the chairman shall be empowered to act on behalf of the Field

Fellowship Committee or work should be conducted as much as possible by mail or telephone. Meetings of the committee should be kept to a minimum and be called by prior approval of the Global Missions Administrative Committee if additional travel funds are to be requisitioned for this purpose.

4. Meetings – The Missionary Field Fellowship shall meet at least annually to conduct business as well as provide opportunity for fellowship and spiritual inspiration.

It is recommended that specific and ample time be designated for preaching, teaching, praying and other spiritual helps at the annual meeting.

Location, program, budget and frequency of meetings should be approved by the Global Missions Administrative Committee upon the recommendation of the Regional Director. It is further recommended that the timing of the meeting be coordinated with the itinerary of the Regional Director.

Duties – The duties of the Missionary Field Fellowship shall be to assist Global Missions as follows:

1. Provide opportunity for channels of expression and discussion in relationship to the missionaries, their ministry, problems and ideas concerning the field.
2. Provide opportunity for suggestions and contributions to the work.
3. Provide a climate for spiritual strengthening and fellowship.
4. Help coordinate a systematic program for distribution of missionary working funds and special funds by setting priorities and unified goals for the field such as evangelistic outreach programs, building/land projects, literature crusades, training programs and seminars, etc.
5. Help coordinate training programs on the field.
6. Advise Global Missions through the Regional Director as to the personnel needs of the field.
7. Advise Global Missions through the Regional Director as to the coordination and placement of personnel on the field and recommended job descriptions. (The United Pentecostal Church International and Global Missions believe strongly in the guidance of the Holy Spirit concerning the call of God and the place and type of ministry for an individual. It believes that this guidance is revealed jointly through consultation between the missionary, his associates and Global Missions. Global Missions reserves the right of final decision in locating missionaries; however, the advice of the Missionary Field Committee and the needs of the field will be factors in such decision. The advice of the national church is also to be sought concerning the missionary's location and type of service.)
8. Make recommendations concerning coordination of furloughs and help coordinate personal vacations.
9. Upon a missionary's completion of an assigned ministry or term of service, consult with him to discuss his intentions and to determine how his work shall be continued and what his assignment would be upon return to the field. The Field Fellowship Chairman shall present these recommendations to the Regional Director who will, in turn, present them to the Global Missions Administrative Committee.
10. Help arrange missionary language study programs.
11. Advise and/or implement arrangements for the education of missionary children on the field.
12. Advise on purchase and sale of Global Missions, Sheaves For Christ, and Ladies Ministries equipment and generally safeguard all equipment and property on the field.

13. Provide advice and information as to the equipment needs on the field, both personal and general, shipping instructions and other information that may be needed from time to time.
14. Maintain an up-to-date inventory of all Sheaves For Christ, Ladies Ministries and Global Missions property and equipment and file a copy annually with Global Missions.
15. Help Global Missions in assuming general oversight of missionary activities.

Finances – All funds for the field and workers shall be administered in accordance with the Global Missions Manual.

The Missionary Field Fellowship shall, in their annual meeting, set goals and priorities for special projects and programs on the field. Contributions to these projects and programs shall be channeled through the Field Fellowship treasurer. The recommended method of distribution is transfer from the missionary's account through the Field Fellowship account and disbursement by the Field Fellowship treasurer to the missionary or national supervisor of named project or program.

The Field Fellowship treasurer shall in all cases administer subsidies for workers and training programs. The recommended method of disbursing subsidies and training funds shall be by transfer periodically from missionary accounts, through the Field Fellowship account and disbursed by the Field Fellowship treasurer to the designated, appropriate missionary or national church officials. Any other regular field subsidies such as literature funds, etc., shall be handled in the same manner.

Every Field Fellowship treasurer, Bible school, printing press or other institutional program or special project treasurer/overseer shall be required to keep accurate records of funds and maintain a set of books for each. Periodic audits of books shall be conducted by an audit committee appointed by the Regional Director where statements of receipts and expenditures, as well as fund balances, shall be submitted and accounted for. The Field Fellowship treasurer should also maintain records of disbursements and receipts of expenditures submitted by missionaries or nationals on their field for project expenditures such as building projects, evangelism/outreach programs, etc.

Special field projects and programs that require solicitation of funds shall be approved by Global Missions.

Relationship To Global Missions – The Missionary Field Fellowship is amenable to Global Missions. All provisions governing missionary work that the United Pentecostal Church International and Global Missions have adopted shall be observed by the Field Fellowship.

Relationship to the National Church Organization

The relationship of the missionary to the national church organization differs greatly according to conditions and circumstances. Factors to be considered are:

1. The number of missionaries on a given field.
2. How far advanced the national church is and how well established it is.
3. The qualifications of the missionaries for leadership.

The New Field

When a new field is opened, the missionary may be alone in the country or have only a few national workers and ministers that they can recognize. In such cases, they shall provide the leadership for the infant church without benefit of organization, business conferences, boards, etc.

Developing a Field with Several Missionaries

A field may develop to the point where there are several missionaries who are the ministerial strength of the work. These missionaries shall work together to provide leadership among the national ministers. Leadership training shall begin when leadership responsibilities are small so that ability can grow with responsibility. As national ministers are truly proven, they should become a part of the national work with expanding responsibility as they

develop capability. Where possible, the work should remain in the hands of the missionaries until there is sufficient time for the training of leadership and of a voting constituency capable of properly exercising their organizational rights in a democratic church organization such as the United Pentecostal Church International.

The Transition to National Leadership

The time for the transition of leadership from missionaries to nationals shall be determined by the missionaries, the Regional Director, and the General Director of Global Missions using the policy below.

Internal Criteria for Global Missions

1. An evaluation may be conducted of the church by the Regional Director and the Missionary Field Superintendent in the following three areas:
 - a. Is the national church self-supporting in administration?
 - b. Is the national church self-propagating by having a training and an evangelism program in place?
 - c. Is the national church ready to be self-governing?
2. A request from the national board to the Global Missions Board.
3. Is the role of the representative (Regional Director/Missionary) properly defined within the context of the national constitution?

Field Criteria – The following questions should be directed by the Regional Director or Missionary to the National Leadership:

1. What procedure has been developed for the proposed transition of leadership?
2. Has the role of the missionary been sufficiently defined in the national constitution?
3. What is the plan for funding the personal support of the national superintendent and expenses related to his position?
4. Is there a national consensus among the ministerial body for this proposal?

The Time of Transfer – A ceremony marking the new relationship would be appropriate at the time of transfer.

Regional Policy for Licensing

Each Region be authorized to establish a licensing procedure within their region until such a time a church organization can be legally registered within a country either as a church or an NGO.

The candidate would need to complete an application form, meet a committee and upon acceptance, would receive a certificate of affiliation stating his status as well as a fellowship card. An annual affirmation statement on file stating their agreement to the International Articles of Faith would be required to remain in good standing.

The committee would be comprised of the Regional Director who would serve as committee chairman, the Area Coordinator, and other Superintendents and/or missionaries within the Region as the Regional Director deems necessary.

Relationship with Global Governments

Missionaries should remember that they are a guest in the country where they are working. They shall absolutely refrain from any involvement in internal political affairs and shall make no statement about the government.

They shall make an effort to know and fulfill their responsibilities to the government as a resident. In all probability, they will have to register with the local authorities, acquire a government identification card, driver's license, etc. They should investigate their tax responsibilities and fulfill them carefully. In every respect they should conduct themselves as a good example. Proper driving habits, common courtesy, respect for the law and authorities are very important in setting a good example as a Christian.

Relationship to the Home Government

The missionary and their family are required to register with the consulate of the home government as soon as their legal status is settled in their new field. They should always keep this consulate informed of their address in case of emergency. If they have any questions about the handling of their passport, their consulate should be able to advise them.

If a child is born into the missionary family while on the field, the child should be registered immediately at the consulate office and the necessary steps taken to assure proper citizenship in the country of the parents' citizenship.

No missionary personnel of the United Pentecostal Church International shall serve in the capacity of an intelligence agent of any government.

Relationship to the Churches at Home

One should always seek to keep the best possible relationship with the churches of the home constituency. The chief media of communication for the missionary will be their Partners In Missions newsletters and other circulars that they may choose to send from time to time. These letters and web site information should be positive, factual and should encourage continued interest and support. Be thankful, express appreciation and update as material becomes available. Articles sent to the general and district publications also serve to maintain a close relationship with those who have assumed the responsibility of providing material support.

When one sends reports to district and local papers for publication, it is required that a copy be sent to the Director of Promotion and the Director of Education and Associates In Missions, along with information regarding the distribution of the article. This may avoid some embarrassment.

The personal correspondence of the missionary (and family) shall also be very carefully guarded to be certain that it leaves the best impression relative to missionary involvement. If the missionary has any questions about donations, accounting methods, possible errors in crediting offerings, etc., they should take up the matter first and only with Global Missions officials who will handle the matter in order to keep the confidence of all concerned. If errors have been made, they will be corrected, or explanation will be given.

Language Study

Missionaries can only be effective if they can communicate with those to whom they have been sent. For this reason, it is expected that new missionaries will dedicate themselves to concentrated language study as soon as possible after arrival on the field. Those responsible for the supervision of new personnel should recognize this need and make allowance for adequate language study before too many other responsibilities are placed upon the new missionary.

Missionaries anticipating Global service will do well to acquire as much language skill as possible before leaving for the field. While such study will not be totally adequate, it will be helpful.

Missionaries attending language schools outside of their fields of appointment should realize that satisfactory progress in the learning of the language shall be indicated before they can expect to go to their fields. If such progress is not indicated in a reasonable length of time, the Global Missions Board may terminate the appointment.

Real Property

To most people, real property (land and buildings) is evidence of permanence and continuance. In most countries, people do not accept any missionary or organization they represent as being permanent until they see that their organization owns some real property. While the missionary should not become obsessed with this matter to the point they do not feel they can do missionary work without it, they should strive toward the goal of giving the work an image of permanence by the acquisition of suitable property as soon as it is economically feasible and they are knowledgeable enough to select the best location.

Buying and Leasing of Real Estate

Missionaries shall not purchase property, take out loans or mortgages, enter into lease agreements or any other transaction that would be binding upon the organization without first gaining the approval of Global Missions. All real property that is purchased or procured with Global Missions money shall be safeguarded as directed by the Global Missions Board. Generally, funds should not be made available for the acquisition of real property until adequate and proper safeguards have been provided.

Protection of Title Interest

There can be no fixed rule as to how property should be titled. The cultural patterns and laws of the field will be a determining factor. Generally, property to be used by the national organization should be deeded to the organization if it has been legally chartered and is authorized to purchase and sell property.

Generally, it is deemed best for all local church property to be held by the national organization. If a policy for purchasing property has not been established on a field, this matter should be discussed with the Regional Director and/or General Director of Global Missions.

If Global Missions funds are invested in the purchase of property, it is recommended that the approval of Global Missions be obtained before said property is sold. If local property is to be held in the name of the local congregation, the interest of the congregation should be adequately protected.

Provision for the protection of title interest in property should be carefully included in the corporate charter by a competent lawyer and registered with the government of the country after being approved by the Global Missions Board.

It should be remembered that property can often be bought in the name of the organization even though the organization is not legally recognized in the country. However, such property cannot be sold without legal recognition. Therefore, no property should be purchased in the name of the organization unless provision is made through trusteeship, or otherwise, for the legal disposal of it. In some cases, property may be held in the name of the organization with the missionary and/or missionaries as trustees until such time as a recognized charter of the incorporation can be obtained from the government.

When it is necessary for church property to be held in the name of the missionary, there should be a signed agreement between the missionary and Global Missions regarding the actual ownership of said property.

A copy of all property deeds, titles and other legal papers held in the name of the missionary or the United Pentecostal Church International shall be forwarded to the Secretary of Global Missions for filing.

The Missionary Residence

Missionaries should live where they can reach the people and the people can reach them. Missionaries should be conscious of the need to be accessible and endeavor to practice moderation in the selection of their residence.

Inasmuch as housing is normally one of the larger items in a Partners In Missions budget, the missionary should exercise financial moderation in expenditure for housing. If one can acquire suitable housing for less than the proposed housing allowance in the Partners In Missions budget, they should do so and conserve funds for other investments in the work.

In the provision of a residence, the missionary should consider the health, welfare and safety of the family.

It is recommended that the missionary rent their residence at least until they are relatively certain where they will want to fully establish their work. If missionaries desire to purchase their own residence, arrangements can be worked out with Global Missions whereby rental payments can apply toward this purchase in the name of the missionary. In such cases, the financial obligations are in the name of the missionary who also will hold the title to the property. Any gains or losses resulting from such involvement are those of the missionary. The following guidelines govern the acquisition of personal missionary residences abroad:

1. If a missionary desires to purchase their own residence, the Global Missions Board may authorize them to receive a fair housing allowance toward their interest in the residence.
2. This should be done in consultation with the Regional Director and Supervising Missionary.
3. Global Missions does not co-sign for mortgages or housing loans.
4. Global Missions does not advance or loan funds for housing purchases.
5. Global Missions is not responsible for any loan transactions for the purchase of a personal residence.
6. The monthly housing allowance should include Principle, Interest, Taxes and Insurance, not to exceed the PIM budgeted housing line item.

Properties

Properties are defined as including vehicles, equipment, appliances, musical instruments, home furnishings, etc.

Protection of Title

Vehicles, planes, boats, etc., are titled in the name of the national organization over the signature of the missionary, in the name of the missionary or in the name of the United Pentecostal Church International. The title should be made in such a manner that the missionary can sell the item without national board approval.

Any personal property purchased with Global Missions, Sheaves For Christ or Ladies Ministries funds remains the property of Global Missions. Missionaries should provide Global Missions with an inventory of such items so that there will be no question as to the ownership of personal property in their possession. Equipment or items purchased with Global Missions funds are deemed to be the property of Global Missions, while items purchased with personal funds are deemed to be personal property. Global Missions provides identification stickers that should be attached to all Global Missions equipment to distinguish it from personal effects.

Insurance

Each missionary should study the following provisions for insurance coverage carefully and be certain that they have fulfilled their responsibilities in every respect. Any deviation from the following policy shall have Global Missions Board approval.

Liability Insurance – Missionaries operating Global Missions owned vehicles, planes, boats, etc., are to maintain adequate liability insurance coverage to protect both the church and the missionary from damages to persons or property owned by others. It is recommended that missionaries purchase \$100,000/300,000 third party liability insurance coverage when possible. The minimum coverage should be in compliance with insurance requirements in the country of registration. Legal terms used to define this type of coverage vary around the world. If there is any question regarding this, one should correspond with the Secretary of Global Missions or consult with their Regional Director immediately. Global Missions or the United Pentecostal Church International will not be responsible for liability claims.

Medical Insurance – If available, missionaries should acquire medical insurance for passengers and the driver of Global Missions owned vehicles, planes, boats, etc. This coverage is generally in addition to liability or third party insurance.

Personal Property Replacement Policy – Global Missions covers the loss of personal effects through the Personal Property Replacement Policy. This policy provides for replacement of the loss of personal effects up to a maximum of \$15,000 for each incident less a \$200 deductible. Missionaries are provided with a copy of the policy

and report forms at the time of outbound orientation. When filing a personal property loss report, the missionary should, if possible, include a police report to be sent to the Secretary of Global Missions for payment.

Sheaves For Christ Equipment – First year premiums for liability insurance will be paid from the Sheaves For Christ allocation for the purchase of vehicles.

Property Loss on Vehicles

Missionaries should not purchase collision and/or comprehensive vehicle insurance unless it is legally impossible to avoid doing so. Through a casualty loss fund, Global Missions will underwrite losses to its own vehicles through the Auto Accident and Theft Fund. However, in some cases it is advisable to purchase theft insurance for vehicles. Missionaries should investigate this possibility and communicate with the Secretary of Global Missions relative to whether or not such insurance should be acquired. An inquiry relative to this should include a price quotation as to the cost of such coverage.

When a missionary vehicle sustains damage resulting from collision, vandalism, fire, theft of vehicle, etc., the missionary should first of all attempt to recover these losses from the other party if at all possible. In the event of damage to a Sheaves For Christ vehicle that cannot be recovered from the other party, the first \$250.00 will be paid from the Partners In Missions account of the missionary and the balance from the casualty loss fund. This is equivalent to a \$250.00 deductible coverage.

For vehicles, an amount based on the cost of the vehicle will be transferred monthly from the Partners In Missions account of the missionary to the casualty loss fund for collision and comprehensive claims.

Privately owned vehicles are not eligible for coverage under Global Missions casualty loss fund.

Disposal Policy

Equipment purchased with funds from Global Missions, Sheaves For Christ, Ladies Ministries or sources other than personal funds is not to be disposed of without approval of Global Missions. This policy does not include the personal effects of the missionary purchased with personal funds.

Equipment Policy during Field Transfer, Resignation or Termination

Equipment Bought with Personal Funds – Any equipment or items bought with personal funds shall remain the property of the missionary who bought them. They may ship, sell, or dispose of them in any way deemed necessary. Global Missions or the field from which they are departing will claim no ownership or responsibility.

Equipment Bought with Non-Personal Funds

1. Any equipment or items bought with non-personal funds shall be considered the property of Global Missions. They were provided from whatever source for the purpose of evangelizing a particular field and no missionary should feel that they have any claim on them.
2. If a missionary is terminating, the Missionary Field Fellowship shall dispose of all items. If there is no Missionary Field Fellowship, the Regional Director and the Global Missions Administrative Committee shall assume the leadership in determining disposal.
3. If missionaries are transferring from one field to another, they should meet with the Missionary Field Fellowship of the field where they have been working. They shall together examine the continuing needs of the field to determine what items should be left in the present field.
4. If, however, the Missionary Field Fellowship determines that the items are only related to the particular ministry of the transferring missionary, they may determine that it would be best for the items to go **with** the missionary. They may request permission from the Global Missions Administrative Committee to transfer the items from one field to another.

5. In order to avoid confusion, a clear inventory of work items (along with Sheaves For Christ and Ladies Ministries items) should be kept in each field as provided for in the Missionary Field Fellowship policy.
6. The Missionary Field Fellowship shall keep the Global Missions Administrative Committee informed of all purchases and sales of Global Missions equipment and generally safeguard all equipment and property on the field.
7. Any missionary feeling the decision of the Missionary Field Fellowship to be inappropriate may appeal to the Global Missions Administrative Committee.

Education of Missionary Children

The education of missionary children is a matter of utmost importance. There are several approaches to the task.

In many countries, there are adequate schools where children can be educated. The location of these schools should be considered in choosing a place of missionary residence. In a few cases, missionary children have to attend boarding schools in order to enjoy the benefits of this type of schooling. Because of the extreme cost involved in many schools of this type, the missionary family should seek approval from Global Missions before committing to the school involved.

Occasionally, missionary parents choose for their children to be educated in the schools and language of the country. This decision should be made very carefully. While this may be the most reasonable in cost, finances should not be the only factor considered.

Where adequate schools are not available or where the cost is prohibitive, children can be effectively schooled at home by means of correspondence courses designed for home schooling. This type of schooling requires a great deal of self-discipline on the part of the entire family but can be a very rewarding experience.

Several good study programs are available for successful home schooling. The Calvert course of elementary grades and the American School course for high school level have proven quite effective. The Accelerated Christian Education course of study is available through an organization called MACE (Missionary Accelerated Christian Education). Because of the popularity of the ACE program in many of our church schools at home, this plan of study has become popular among our missionaries with generally satisfactory results. More recently the A Beka program of study, either with or without video, has also become very popular. The MACE and the A Beka without video are the least expensive. The A Beka with video is moderate in cost.

In exceptional cases, missionary parents have chosen to place their children in the custody of relatives or friends so the children can obtain their education in the homeland. Experience has taught that it is not advisable for missionaries to do this when the children are under the age of sixteen. In any case, minor children should not be sent home from the field, or left at home when parents go abroad, without the full knowledge and consent of Global Missions.

Missionaries under Intermediate appointment are not entitled to children's educational funds as a part of their Partners In Missions budget. Therefore, missionaries with Intermediate appointments should consult with their Regional Director or missionaries on the field to determine the estimated cost to educate their children. Approval should be requested from the Global Missions Administrative Committee to raise funds for the educational needs of the children.

Adoption of Children

Missionaries are not to adopt, or in any way legally obligate themselves for the rearing of children that are not their own without the approval of the Global Missions Board.

Global Taxes

All missionaries should investigate the requirement of the country in which they live regarding income tax obligations. Competent professional help should be consulted in this matter and every legitimate effort should be made to eliminate or minimize any such obligations. If there is more than one missionary in a given field, all missionaries should work together in determining this obligation and should be guided by the same policy. The cost of required income taxes to your host country will be paid from Partners In Missions funds upon requisition. For further information in this regard, see Chapter Five.

Financial Assistance to National Churches and Ministers

The giving of financial assistance to national ministers and/or churches can make or ruin the national work. Properly administered, such funds can be of a great help in spreading the gospel in most countries.

The missionary should remember that the blessings promised to those who faithfully tithe and give offerings accrue to national Christians the same as they do to those in the homeland. The responsibility of Christian stewardship is given to the church worldwide. The missionary who does not encourage people to tithe and give offerings (no matter how poor they may be) is robbing these people of the assurance of God's provision for their every need.

The Ultimate Goal

The goal of a fully indigenous church precludes long-term or extremely heavy financial assistance from another country. An indigenous national church following the New Testament pattern is thought to be the most effective body through which the Great Commission can be carried out. The term indigenous is used to mean the principle of raising up self-governing, self-supporting, self-propagating national churches. The self-supporting aspect is essentially an important part of this concept.

Providing Places of Worship

An important part of establishing churches overseas is the construction of adequate places of worship. These should not be provided entirely by Global Missions funds. The national church and the local congregation should feel that they are responsible for their part of the undertaking. As they contribute, making every possible sacrifice, they will in turn more fully appreciate their place of worship and feel responsible for the maintenance of the property.

Pioneer Evangelism

In order to carry out the responsibility of world evangelism, one should be involved in opening new works as rapidly as possible. In the early stages of a new work, it may be necessary to give financial assistance to the minister pioneering the work. Such assistance should be granted for a definite period of time and should be reviewed at the end of that period to determine what continuance is advisable. The goal of the missionary and the national pastor should be to make the work self-supporting at the earliest possible date. New members should be taught to tithe from the beginning. Following this principle, local congregations will be able to support their own pastors on the mission field.

The administration of financial assistance to the national ministers should be carried out in cooperation with the missionary, the Missionary Field Fellowship and the governing body of the national church. Care taken in this regard will serve as a safeguard both in the selection of the minister to be assisted and in preventing the danger of his losing influence among his own people. Extreme caution should always be taken to help the national minister maintain his own sense of dignity and self-respect. As national ministers make personal sacrifice for the work of God, they win the respect of their fellow laborers.

Emergency Assistance

There may be times when special financial assistance is needed for the national pastor or national church. Assistance at such times will be of tremendous value providing it is given with care and does not create dependence.

Dispensing Global Missions Funds to Nationals

Global Missions funds should, when possible, be channeled through the missionary to the national church. Those receiving this assistance should keep proper accounting and give a report as to the fulfillment of the responsibilities for which the funds are received.

When there is a national board or governing body, the missionary would do well to give this board the responsibility of deciding to whom assistance should be given and under what circumstances. The responsibility of reporting will then be to the national board of which the missionary is a part. Such practices will:

1. Give the national board experience in the management of money and decision making regarding who should receive such assistance.
2. Make the national minister responsible for accounting to his own national officials.
3. Remove the missionary from the responsibility of deciding to whom to give funds with the possible appearance of favoritism.
4. Remove the possible stigma of being a hireling of the missionary from the one who justly receives such assistance.
5. Place the responsibility for the withdrawal of support upon national brethren rather than the missionary. Missionaries who have practiced this have found that nationals are usually much more realistic in giving support where it is justified than the missionary can possibly be without creating ill feelings toward themselves.

Property and/or Building Assistance

In granting funds for property and buildings, decisions should always be made in terms of long-range objectives. A full, comprehensive study should be made of the project, and the plans with essential details should be submitted for the review of Global Missions. In every case the national church should give clear indication as to the part of the project for which they will be responsible by sacrificial giving and faith in God.

Missionary Vacation

Missionaries are encouraged to take vacation annually. Vacations are to be approved by the Regional Director. Vacation time cannot accumulate and should be taken within each calendar year.

Missionaries not on furlough and approved to attend the North American General Conference, shall consider this absence from the field as part of their allowable vacation for that calendar year.

It is the desire of Global Missions to honor years of service. Vacation time will be allowed on the basis of years of service as follows:

1-10 years	2 weeks vacation annually
11-20 years	3 weeks vacation annually
21-25 years	4 weeks vacation annually
26-30 years	5 weeks vacation annually
31 years or more	6 weeks vacation annually

Years of service will be determined from the date of appointment. All vacation will be taken at personal expense. Missionaries taking vacation in their homeland are to limit their preaching to avoid conflict with missionaries on deputation.

Missionaries appointed prior to February 2006 with less than ten years of service are entitled to three weeks vacation as allowed by previous policy. Missionaries appointed after February 2006 will come under the new vacation policy.

Returning Home During Term

Missionaries are not to leave their region without prior consent of the Global Missions Administrative Committee except as allowed in Global Missions Policy.

In any case, missionaries are to receive permission before they or their dependents return to the homeland with the exception of attending the funeral of a father, mother, sister, brother, or child. In such cases, it is requested that Global Missions be notified as soon as possible after arrival in the homeland if it has been necessary to return without permission being granted prior to their return.

All trips to the homeland for personal reasons are to be taken at the personal expense of the missionary without the solicitation of funds. Offering credit is to be given for offerings given directly to missionaries while visiting their homeland during vacation. Ten percent (10%) tithes should be sent to the District Global Missions Director along with the proper reports for any offerings received.

It should be further understood that any violation of this policy by the husband or wife shall make the missionary subject to disciplinary action from the Global Missions Board.

If missionaries violate their appointment agreement by returning home without consent, Global Missions shall automatically be released from any and all obligations to pay the return fare of the missionary and their dependents or to give any further support.

Change of Field

1. Missionary should contact their Regional Director in writing
2. Regional Director will contact the General Director
3. Global Missions Secretary will contact the Regional Director and Field Superintendents requesting letters of recommendation
4. If there will be a physical change of field:
 - a. Letter is needed from the Field Superintendent of the field the Missionary is leaving
 - b. Letter is needed from the Field Superintendent of the field the Missionary is requesting for relocation
 - c. Letter is needed from the Regional Director giving his recommendation
 - d. The Missionary shall receive a change of field shipping allowance in the amount of \$2,500.00 and may raise shipping funds as a project if additional funds are needed.
5. If there will be no physical change of field:
 - a. Letter is needed from the Field Superintendent of the field the Missionary is requesting for relocation
 - b. Letter is needed from the Regional Director giving his recommendation
6. Once all paperwork has been received by the Global Missions Secretary the request will be submitted to the Global Missions Board for approval
7. This decision would be communicated to all Field Superintendents involved in the change of field (such as the Field Superintendent of the field they are removing from their appointment)

Crisis Management

It is recommended that every field develop a Crisis Management Plan. It is also recommended that each missionary family develop a personal Crisis Management Plan. For recommendations on developing a Crisis Management Plan, please see Guidelines under Chapter 13 for details.

Chapter Seven

Furlough

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Conference Booth

Acquisition of
Equipment

Clearance for Return

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Arrangements

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Arrangements

Medical Leave

Furlough



Chapter Seven

Furlough

It is necessary for the good of the missionaries and the donors in North America that furlough be taken after serving a reasonable length of time on the field. Global Mission considers a full tour of duty to be four years on the field and provides furlough depending on the length of time on the field and the amount of funds to be raised.

Preparation for Furlough

At least eighteen months before furlough begins, the missionary should submit an application for furlough to the Secretary of Global Missions. This advanced request is needed due to deputation scheduling. The furlough application form can be found on the FMD-Helps website or requested from the Global Missions Secretary. All Missionary furlough requests will be approved by the Global Missions Administrative Committee.

After being approved for furlough, the missionary should work with the Regional Director in preparing a proposed Partners In Missions budget for future service. The new budget will determine the amount of funds to be raised on deputation and the amount of time needed to raise the budget and will provide guidance to the Director of Promotion in the preparation of the deputation itinerary. The missionary should determine if they will need to make return trips to the field during deputation. If so, this information including dates should be provided to the Director of Promotion who will obtain approval from the Global Missions Administrative Committee so time can be scheduled for return trips when preparing the deputation itinerary. Missionaries should contact their Regional Director to request a date for Inbound Orientation. The Regional Director will suggest several optional dates to the Secretary of Global Missions who will schedule a confirmed date for the meeting.

Length of Furlough

Global Missions wishes to acknowledge years of service as it relates to furlough and deputation. Missionaries who are 60 years of age by the date of approved furlough and have 25 or more years of service will be scheduled with no more than six months of (real time) actual deputation **with an additional three months of furlough when requested**. Missionaries who are 65 years of age by the date of approved furlough with more than 30 years of service will not be required to travel on deputation; **their maximum allowable time on furlough will be nine months**. Efforts will be made to present their needs in district conferences, camp meetings or other special meetings. Appeals may be made for these missionaries at the annual General Conference Global Missions Service.

Missionaries shall be entitled to **twelve nine** months of furlough for each five years of service after initial arrival on the field. **Newly appointed Missionaries and Intermediate Missionaries upgrading to Career status shall be entitled to eighteen months of (real time) actual deputation.**

Missionaries are not to plan furloughs or other extensive moves or incur financial obligations without first getting written approval of the Global Missions Board. Global Missions will not be responsible for financial obligations of missionaries when these principles are not adhered to. We recommend that missionaries remain on the field for 48 months if their budget and circumstances will allow.

It is the desire of Global Missions to limit deputation travel as much as possible for all missionaries returning to the field. In view of this, missionary deputation will involve no more than **twelve nine** months (real time) actual deputation. Should missionaries not fully subscribe their budget in the **twelve nine** months deputation, monthly allotments will be adjusted to remain within allowable funds.

See Chapter 4 for more information on deputation.

Return Fare to Homeland

Return fare for Career missionaries and their family to the homeland will be drawn from their Partners In Missions account. If there are not sufficient funds for this purpose, the account will be placed in deficit. Missionaries are entitled to the most economical passage from their field to their homeland. Return fare for Intermediate missionaries will be drawn from their fare project. If one wishes to make intermediate stops requiring additional airfare, the missionary should plan to be personally responsible for this financial difference. Missionaries who terminate before their term of service ends should bear their own return fare and freight expense except by decision of the Global Missions Board or the Global Missions Administrative Committee.

Personal Support Entitlement

Missionaries returning for authorized furlough shall be entitled to one month's support upon return from the field. Career missionaries will be entitled to one month's service bonus upon return from the field.

Inbound Orientation

Missionaries approved for furlough will be notified by the Secretary of Global Missions of the date for inbound orientation. This meeting will include a financial debriefing from service abroad, approval of a new budget, orientation for deputation ministry and an interview with the General Director of Global Missions and Global Missions Administrative Committee. Missionaries will be reimbursed for the actual cost of airfare to attend inbound orientation or mileage at the standard rate as established annually by World Headquarters. Missionaries driving to inbound orientation will be reimbursed for mileage, food and lodging.

Physical Examinations

A complete health examination is required for furloughing missionaries within 60 days of arrival in North America. Medical examination forms will be provided to the missionary. This form shall be completed and signed by the attending physician and returned to Global Missions for filing in confidential medical files.

Furlough Allowance

Upon the arrival of the missionary in the homeland, they are entitled to draw all funds accumulated in their personal bonus account, unless they have personal financial obligations to Global Missions that must be settled.

Payment of reasonable storage charges for personal effects while on furlough and Global Missions equipment left on the field during furlough may be paid from their Partners In Missions account with prior approval of the Global Missions Administrative Committee.

On occasion, it is necessary for a missionary to return to their field during furlough. Missionaries approved for return to the field may requisition for airfare and trip expenses. Missionaries while returning to the field will be paid per diem compensation for lack of services by the Director of Promotion upon receipt of a District and Office Report.

The Partners In Missions Budget

A proposed Partners In Missions budget should be prepared by the Regional Director for all newly appointed missionaries as soon as possible after their appointment. The Regional Director should prepare a proposed budget for all missionaries approved for furlough at least six months before deputation is to begin. The proposed budget should be sent to the Secretary of Global Missions for review. The Secretary of Global Missions will provide a copy of the proposed budget to the Director of Promotion to assist in preparing sufficient time on deputation to raise the budget. The budget will still remain as proposed until the time of Inbound Orientation at which time it will be presented to Global Missions Administrative Committee for approval. Upon the approval of the Global Missions Administrative Committee, the budget will become the official budget for the next term of service.

Enrolled partners are encouraged to continue their regular support of the missionary during furlough. Partners In Missions funds received during the furlough of a Career Missionary will be used to meet continuing needs on the field, incoming and outgoing fare, and expenses. Funds in excess of these needs accumulate for needs when the missionary returns to the field.

Budgets for missionaries appointed after February 2006 will be divided for personal support and benefits and missionary field evangelism accounts. Missionaries will be provided with Partners In Missions enrollment forms to raise personal support and will be provided separate enrollment forms for the missionary field evangelism account. Missionaries should make a priority for raising personal support before missionary field evangelism accounts. Personal support enrollments will provide funds for personal support base and benefits. Missionary field evangelism accounts will provide work funds for the field. The inclusion of both will constitute the entire budget.

Voluntary Increase Pledge (VIP) Program

Once every five years missionaries who have served at least twelve years are entitled to receive VIP when returning for furlough. VIP shall occur in not less than five year increments after the twelfth year of service as an Intermediate or Career missionary.

General Conference Booth

Missionaries will be expected to participate in the regional display area at the General Conference during the same year School Of Missions is attended.

Acquisition of Equipment

If you anticipate taking equipment back to the field with you, attempts should be made to determine before leaving your field just what will be involved in the matter of import regulations, duty, etc. If possible, get any affirmative commitments in writing over the signature of a responsible government official. Missionaries returning to their fields once residence has been established experience considerable difficulty in taking appliances, equipment, etc., into their countries without expensive duty. This factor should be investigated before you leave your field. Your findings may affect your decision about disposing of equipment before going on furlough.

Missionaries planning to return to the same field after furlough should communicate with Global Missions relative to the disposal of appliances and Sheaves For Christ vehicle prior to departure for the homeland. The condition of equipment, the replacement possibilities and the availability of finances for same will be taken into consideration in determining whether to dispose of such items or to retain them for future missionary use. The acquisition of other equipment will be personal responsibility of the missionary as they engage in deputation ministry. If it is desired to solicit for specific items of equipment, permission shall be sought from Global Missions before such solicitation.

Clearance for Return

The general conditions for clearance to return to the field include certification of satisfactory health, total subscription of necessary Partners In Missions pledges, attendance at the School of Missions (if required), and adequate funds available for outgoing fare and other expenses. Before departure to the field can be approved, all deficits in project task accounts should be cleared.

When a missionary determines that they are near to fully subscribing their Partners In Missions budget, they should communicate with the Director of Promotion who will verify that they are close to raising their budget. The Director of Promotion will submit to the Global Missions Administrative Committee a request for the missionary to terminate deputation. When a missionary has been approved to terminate deputation, the Secretary of Global Missions will notify the Regional Director to set a date for outbound orientation.

Shipping Arrangements

Please refer to Chapter Four for an explanation of shipping arrangements. Your own personal experience should help you in this respect. If you desire to handle your freight in a manner other than outlined in this manual, be certain your plans have the approval of the Global Missions Administrative Committee. Missionaries returning to the

same field in which they resided prior to furlough are entitled to a shipping allowance prorated by a special formula based on the number of months on field prior to their most recent deputation.

When a missionary has been approved for a change of field, they may receive actual cost not to exceed first time to the field shipping allowance. Any exceptions for payment of shipping for change of field must have the approval of Global Missions Administrative Committee. Global Missions will not be responsible for the payment of any shipping expenses not having prior authorization.

Travel Arrangements

Please refer to Chapter Four for an explanation of arranging travel to the field.

Medical Leave

Medical leave shall be defined as medical treatment requiring a return to North America. There shall be four levels of medical leave as follows:

1. Medical leave – up to three months
2. Extended medical leave – three months to one year
3. Long-term medical leave – one year or more
4. Permanent medical leave – disability retirement

Short-Term Medical Leave

When a missionary has a medical need they feel requires treatment not available or advisable on their field, they should seek approval from the Global Missions Administrative Committee via FMD-Helps for medical leave. The Global Missions Administrative Committee will forward the medical leave request to the Global Missions insurance provider for their recommendation on the location of the medical leave and the duration of the medical leave. The Global Missions Administrative Committee will make the final decision based on this recommendation.

When traveling on approved medical leave to a neighboring country or to North America for medical leave, airfare for the individual will be paid from the Partners In Missions account of the missionary. Family members may be approved to accompany the missionary on medical leave when it is deemed necessary at the expense of their Partners In Missions account. It should not be expected that airfare for family members will automatically be approved.

Essential missionary funds will continue to the field and the missionary will receive base personal support and service bonus while on medical leave. Missionaries on approved medical leave in a neighboring country or North America, may requisition actual expenses for lodging and ground transportation (minus their car/travel allotment) for the duration of their approved medical leave. If a missionary chooses another option, other than the Global Missions Administrative Committee approved medical leave, then all travel expenses will be deemed their personal responsibility.

While on medical leave, the missionary should send a monthly report to Global Missions with an update of their medical condition, treatment and anticipated time of return to the field.

Extended Medical Leave

When the Global Missions Administrative Committee approves medical treatment beyond three months, the missionary shall provide Global Missions with a written medical opinion from the attending physician including:

1. Present condition
2. Ongoing treatment
3. Prognosis
4. Professional opinion from the attending physician with anticipated date of return to active missionary service

Long-Term Medical Leave

As soon as possible after the attending physician decides that anticipated treatment will extend beyond one year, the Global Missions Board shall be advised in writing by the attending physician and appropriate action taken. When medical leave is required beyond one year, Partners In Missions donors shall be advised of the medical need of the missionary, prognosis, and anticipated time of return to the field.

As soon as the attending physician determines that the medical need of the missionary will require treatment of one year or more, we recommend the missionary prepare and file a claim under existing disability insurance.

When a medical need is determined to render the missionary unable to return to the field, they will be considered for permanent medical leave.

Permanent Medical Leave

When it has been determined that the missionary will not be able to return to the field, Global Missions will assist in arranging disability retirement. Donors may be asked to continue support until the missionary can be transferred to retired status and disability compensation can be approved.

Chapter Eight

Resignation of
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Resignation, Retirement & Termination

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Chapter Eight

Resignation, Retirement & Termination

Resignation of Appointment

Missionaries terminating appointment by resignation or recall shall have their ministerial affiliation transferred as soon as possible to the North American district that they designate.

Procedures for Resignation

When a missionary resigns, they shall provide Global Missions with a letter of resignation of appointment. The Global Missions Administrative Committee or the Global Missions Board shall act on the written resignation. Within no later than thirty (30) days of the acceptance effective date of resignation, a letter shall be sent from the General Director of Global Missions to the Partners In Missions of the missionary. The missionary Partners In Missions pledges should be transferred or cancelled no later than ninety (90) days following the acceptance of resignation. Any exceptions will require approval of the Global Missions Administrative Committee.

Donors will be given three choices as approved by the Global Missions Administrative Committee for the transfer of support. One of the three choices will be the missionary field evangelism account for the missionary's field of appointment.

Benefits after Resignation

When a missionary resigns their appointment with Global Missions after serving four years or more on the field, they shall be entitled to the following:

1. Basic personal support for ninety days
2. Health insurance for ninety days
3. Budget fee payment for ninety days from the date of acceptance of resignation
4. Prorated share of self-employment tax equalization for the year

Transferring License Back to North America

When a missionary resigns appointment and wishes to transfer their ministerial license from Global Missions to a district within North America, they shall request a transfer of license from the Secretary of Global Missions stating the North American district to which the license is to be transferred.

Balance of Funds after Resignation

Global Missions will decide what should be done with any balance of funds in the accounts of missionaries who are resigning.

The Constitution Bylaws of the United Pentecostal Church International, Article XI, Section 11(b) states, "In the event that one of our missionaries should cease to be a missionary under appointment of the United Pentecostal Church by reason of resignation, withdrawal, death, or for any other reason, said funds held in reserve shall be at the disposal of Global Missions for use in any Global missionary endeavor of the United Pentecostal Church with the exception of Partners In Missions bonus and severance pay to be paid at the time of severance."

When missionaries leave service, their general account balance will be transferred to the dormant missionary account. Missionary general accounts with positive balances are transferred to recover missionary general accounts with negative balances. Funds remaining in missionary accounts for special projects will be utilized to fund special projects in their field as directed by the Regional Director with the approval of the Global Missions Budget Committee.

Seeking Reappointment after Resignation

The Global Missions Board has established a policy of not considering reappointment to Global service within a minimum of three years after resignation. Those contemplating resignation of appointment should seriously consider this.

Missionary Retirement Provision

It was the initial intent of the Global Missions Board in establishing retired missionary guidelines to provide financial assistance to those missionaries who served before the present involvement in Social Security/Canadian Pension Plan and Ministers' Retirement Fund. It continues to be the desire of the Global Missions Board to provide assurance that the minimum needs of qualified missionary retirees are met.

Missionaries now arriving at retirement age have gained the full benefit of 20 years participation in Social Security/Canadian Pension Plan and Ministers' Retirement Fund. Therefore, the following guidelines are presently being used by Global Missions to supplement the income of qualified missionary retirees.

Missionary Spouses Covered by Health Care Until Medicare Eligible at 65

When a missionary couple: 1) retires from missionary service; and 2) that missionary couple is eligible for consideration of Global Missions Retired Missionary benefits; and 3) one spouse is less than Medicare eligible age, Global Missions will continue to provide group health insurance coverage for the under Medicare aged spouse as part of the UPCI missionary group health insurance program. No out of pocket medical expenses will be covered by the Missionary PIM account. This group coverage will continue until the spouse reaches Medicare eligible age; at which time the group insurance enrollment will terminate.

The spouse should secure Medicare Part A, Medicare Part B, Medicare Part D coverage; and secure an appropriate Medigap (Medicare supplement) insurance policy with these items effective upon the spouse's 65th birthday. The spouse must notify Global Missions of the premiums associated with these Medicare related premiums for potential reimbursement (if eligible) as part of the GM Retired Missionary benefits program.

All funds disbursed to the spouse will go on a W-2 for tax accounting purposes.

Qualifications

In order to qualify for consideration of this entitlement, a retiring missionary shall meet the following guidelines.

1. A retiring missionary shall be at least 65 years of age at the time of terminating full missionary service. This minimum age shall be increased at the same rate as in determining eligibility for full Social Security benefit, i.e., increase to age 70 as programmed by Social Security based upon date of birth.
2. A retiring missionary shall have served a minimum of twenty years as a United Pentecostal Church International appointed Global missionary. Service under Associates In Missions or under the auspices of other churches or missions societies shall not be creditable.
3. A retiring missionary shall have been appointed as a missionary of the United Pentecostal Church International and gone on full missionary compensation prior to January 1, 1992.
4. The spouse of a retiring missionary shall be at least 62 years of age before being included in the calculation of the retirement benefit.
5. The spouse of a retiring missionary shall meet the length of service requirement in order to be eligible for inclusion in the retirement benefits calculation.

6. As to the effect of possible remarriage after retirement, qualification for married benefits will be guided by the same principles as the Social Security Administration rules.
7. Missionaries who were under appointment before the current retirement program was in place, will be paid the same personal compensation regardless of whether the missionary is married or single.

Additionally, a retiring missionary shall not be eligible for this entitlement until they actually receive their Social Security or Canadian Pension Plan benefits.

Benefits

By applying the following method of calculation, the retirement income of each retiree shall be subsidized from the Retired Missionary Fund up to an amount equal to the maximum U. S. Social Security benefit payable for the current year. (For example, the 2001 maximum monthly benefit is \$1,536.00 per retiree and 150% of this amount for both husband and wife.) Social Security adjusts this amount annually based upon the Consumer Price Index or some other federally mandated criteria.

The method of calculating benefits shall be as follows:

1. Determine the maximum Social Security benefit for the current year, and
2. Subtract the amount of Social Security, Canadian Pension/Old Age Security Benefit the retiree and spouse actually receive for the current year, and
3. Subtract the amount determined by annuitizing (using a joint and last survivor annuity option for husband and wife) the amount contributed monthly by Global Missions to the Ministers' Retirement Fund or other qualified plan, and
4. Subtract the amount determined by annuitizing the amount contributed annually by Global Missions to the Ministers' Retirement Fund or other qualified plan as equalization of SE tax contribution.
5. For those not covered by Social Security or the Canadian Pension Plan, determination shall be made as to what Social Security benefits would have been and used as a basis for computation of retirement benefits.
6. For one retiring from Global mission's service without a qualifying spouse, the Ministers' Retirement Fund contributed by Global Missions shall be annuitized on a single life expectancy basis.

After the above computation, the remaining balance shall be the amount of subsidy to be received, plus the entitlement defined below for health insurance. It should be noted that points three and four above may be assumed calculations in event the missionary has elected a lump sum distribution from Ministers' Retirement Fund or chooses to have their entire Ministers' Retirement Fund annuitized including some voluntary contributions in addition to employer contributions as defined in points three and four above.

In addition to the above subsidy, the retiree and their qualified spouse shall be entitled to Medicare B coverage and Medicare Supplemental (Medigap) health insurance up to the premium charge for the AARP Medigap "I". However, those retirees covered by health programs not involving Medicare "B", i.e., Canadian health program or veterans benefits, shall not be entitled to the Medicare "B" premium.

It should be noted that it is not the intention of this policy to include for consideration funds available from personal savings, investments or other sources of income apart from service related to United Pentecostal Church International Global Missions service.

For Canadian citizens, in determining benefits based upon U.S. Social Security benefits, the total received from Canadian Pension Plan, Old Age Pension and Veterans Pension (if applicable) shall be combined in lieu of Social Security. For those entitled to receive retirement benefits from both U.S. Social Security and Canadian Pension benefits, the combined total of pensions received shall be used in determining benefits.

Funding

Global Missions Retirement Policy requires that the donors of retiring missionaries be encouraged to transfer their financial partnership to the Partners In Missions account of the retired missionary or to the generic retired missionary fund. The Partners In Missions account of each Career missionary will be assessed \$50.00 per month for funding the Retired Missionary account. Intermediate missionary Partners In Missions accounts will be assessed \$25.00 per month for funding the Retired Missionary account. The Global Missions Board may change this assessment from time to time based on the needs of the Retired Missionary account.

Taxes

Retiring missionaries shall be personally responsible for SE tax obligations that may be incurred. All retirees shall be responsible for any income tax obligations resulting from the reporting of benefits to proper tax authorities.

See chapter five for more information on retired missionary funding.

Retired Missionary Involvement Overseas

The Retro Missionary is experienced, is acclimated to the field, has needed communication skills, is qualified on teaching, is available to fit where needed, is extra hands to help a field, is adaptable to situations, is already funded.

Retro Missionary Policy

There are a number of Career Missionaries of retirement age that are still in sufficiently good health and wish to remain involved in missions on a part-time basis. They have much to offer to the missions program. There is an ongoing need for experienced teachers, furlough replacements, Bible school instructors, seminar teachers, and overseers of nationalized fields. These needs and resources have been brought together in the retired missionary program.

Any missionary in reasonably good health and retiring may request to be included in this program. They shall apply at the time of their retirement. After submitting a proposed budget (funds matching the proposed budget) from their positive account will remain in their account for two years to finance their further involvement.

This program will require the retired missionary to serve in overseas involvement for a minimum of two months each year.

The missionary assignment under this program requires Global Missions Administrative Committee approval based upon the following:

1. Need on the field
2. Recommendation of the Regional Director
3. Available funds

Prior to any assignment, a detailed budget shall be prepared by the Regional Director and approved by the Global Missions Administrative Committee. Personal income shall be received from the normal program for retired missionaries. No personal support shall be extended from this program or account.

This policy allows that any missionary reaching retirement status may apply for further service to the work of Global Missions through the Retro Missionary program. This will be based on the following:

This status as a Retro Missionary will need to be approved by GMAC and is for a period of two years. The RD will need to give an evaluation of need of the Retro Missionary to continue as well as the condition of his account before consideration by GMAC for approval of additional periods of service.

1. The Retro Missionary will work in their assigned field/fields for a prescribed number of months each year. This number of months will be predetermined for budgetary purposes at or before their date of retirement with the minimum being two months per year.
2. The Retro Missionary will spend a minimum of one month per trip with a maximum of two trips per year overseas.
3. A clear invitation will be required from the receiving country before such requests can be considered. If the receiving country at any time feels that this invitation should be withdrawn, they may do so. If that would happen, Global Missions would have the right to terminate this agreement.
4. The RD, AC and the supervising missionary along with the Retro missionary will prepare a job description. Care will be given to what is necessary for the approval of the national church in this process.
5. A budget will be predetermined for the Retro Missionary before retiring and these funds must be available from a positive balance in his account. This budget is not intended to be as extensive as of a full-time missionary. It should provide for minimal necessities only.
6. The budget shall include: Housing, travel costs both to the field and on the field, Insurance and Medical coverage relating to the trip, etc. This will be a very limited budget that does not include personal support or retirement benefits. The retro-missionaries will be responsible for their own taxes/tax related obligations to the homeland. Any taxes, visas, legal fees, etc. relating to the field may be included in the budget.
7. Since deficit spending is not a possibility then it will be important for the Retro Missionary to understand that if he does not have the funds their trips will not be ongoing. At all times, the Retro Missionary must understand that this is strictly on a funds available basis.
8. At any time, the Retro Missionary may withdraw from the program by informing Global Missions in writing of their desire to do so.
9. If, for any reason, a calendar year passes without a Retro Missionary fulfilling their responsibility of going to the field, Global Missions will terminate their status of Retro Missionary.
10. Because this classification of voluntary missionaries is designed for people advanced in years, it is important that sufficient medical coverage be in place to care for them on the field and repatriate them back to the homeland in extreme cases where necessary. Proof of this should be given before departure to field.
11. For the present, there is a need to ascertain the supplements coming from the PIM account to retired missionaries and assure that these funds are kept and not used for travel, etc. At some point in the future, this would no longer apply.
12. A copy of their up to date will needs to be on file with Global Missions. In lieu of this, a letter stating that there is an up-to-date will and whom Global Missions should contact in the event that there is a need to do so may be kept in the file.
13. It is important that the will or some document gives the desires of the Retro Missionary should death occur while on the field. Where is he/she to be buried and how will the expenses be cared for?

14. It will not be necessary to have Inbound or Outbound Orientation sessions for the Retro Missionary. The secretary of Global Missions will be authorized to handle all departure and arrival details. Careful written communication will be available to cover the matters decided.
15. The Retro Missionary should not expect to receive SFC vehicles. Since their annual stay is for a limited time, it should be noted that it is very impractical to try to keep vehicles on the field for retro-missionaries. They should normally plan to use public transportation.
16. The Retro Missionary should not expect to receive Ladies Ministries Appliances. However, if they are living in a missionary residence where Ladies Ministries appliances are present, then they shall have the right to continue to use them with permission from Global Missions.
17. Any funds received by or directed to the Retro Missionary for the purpose of his ministry overseas must be deposited to the account of the Retro Missionary.

Discipline, Demotion or Termination of Missionary Appointment

The General Director of Global Missions has the authority to recall missionaries as directed by the Global Missions Board. All cases involving the minister's ministerial status shall be handled according to the judicial procedure. *See Article XI, Section 4 (e).*

Missionaries who are terminated shall bear their own return fare and freight expense except by decision of the Global Missions Board or the Global Missions Administrative Committee.

- 1) Discipline
 - i) Each case should be reviewed by the General Director and Regional Director
 - (1) Discipline to be determined by the General Director and the Regional Director after meeting with the missionary
 - (2) The Global Missions Secretary shall communicate the disciplinary action to the missionary.
 - ii) If necessary, the case will be referred to the Global Missions Administrative Committee
 - (1) Discipline to be determined by the Global Missions Administrative Committee after meeting with the missionary
 - (2) The Global Missions Secretary shall communicate the disciplinary action to the missionary.
 - iii) If necessary, the case will be referred to the Global Missions Board
 - (1) Discipline to be determined by the Global Missions Board after meeting with the missionary
 - (2) The Global Missions Secretary shall communicate the disciplinary action to the missionary.
- 2) Change in level of missionary appointment
 - i) Letter from missionary requesting change in level of appointment
 - ii) Action from Global Missions Administrative Committee or Global Missions Board on the new level of appointment
 - iii) Communication of Global Missions Administrative Committee / Global Missions Board decision from the Global Missions Secretary
- 3) Termination
 - i) Upon action by the Global Missions Board the Global Missions Secretary will communicate the decision to the missionary.
 - ii) After notification, the missionary will be allowed 30 days for a written appeal to the Global Missions Board *Global Missions must be assured the missionary has received the notification)*

- iii) After termination, the Global Missions Secretary will work on the finances with the missionary and Regional Director in accordance with established Global Missions policy

Chapter Nine

Origination of
Bylaws

National Bylaws

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National Ministers
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America

National
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National Church Organization

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Chapter Nine

National Church Organization

When it is deemed time to organize a national church in any country, it should be accomplished through the missionary Field Superintendent in full cooperation with all other United Pentecostal Church International missionaries laboring in the same field and the national ministers. No specific action should be taken toward such organization without prior consultation with the Regional Director, the General Director of Global Missions and possibly the Global Missions Board.

Origination of Bylaws

It is advisable that missionaries in a field that is to be organized work with their Regional Director in developing a constitution that is suitable to the needs of the field. These needs vary considerably in different countries. In the development of a constitution for a particular field, the following should be considered:

1. The size of the country and its population.
2. The number of missionaries working in the field and projections for the future.
3. The governmental background of the country and what specific requirements it might have regarding such organizations.
4. The number of national ministers and workers immediately involved and the extent to which they are capable of assuming some leadership responsibilities.

National Bylaws

Guidelines for drafting bylaws and/or legal charters can be found in Chapter Eleven and should be studied and utilized in the drafting or amending of any such documents.

Approval of Bylaws

After the constitution and/or bylaws have been written and approved by the missionaries and Regional Director, the Global Missions Board shall then approve them. Action should not be taken to register such constitutions with the government nor should they be presented to the national ministry until the Global Missions Board finds them in satisfactory condition and until the Field Superintendent has been so notified in writing.

If there are enough national ministers in the field being organized to hold a conference, then the constitution and/or bylaws should be presented for their adoption. If any major changes are suggested in this meeting, such changes, when possible, should have the approval of Global Missions before they become effective.

A Guiding Philosophy: The Indigenous National Church

The definite goal of missionary work in any nation is to establish the indigenous church, which means it is completely self-supporting, self-propagating and self-governing. No church is completely indigenous without all three of these characteristics. Yet, the concept of the indigenous national church should never be, either in the mind of the missionary or of the national ministers, one of complete independence from all other organizations and churches of the United Pentecostal Church International. It should be the aim of missionaries to create in the hearts of the national ministers a strong desire for unity and fellowship with all United Pentecostal Churches throughout the entire world.

The highest goal of every missionary is to see the day when they can turn over every phase of work to national leadership whom they have taught, trained, led and developed into God-fearing, selfless, soul-winning men of God. It is not enough that men have the ability to govern and lead the national church. They shall also have the character compatible with their responsibility.

The indigenous church should be the goal of the missionary. However, care should be exercised that the leadership is qualified, trained and has a Christian character before assuming this important responsibility.

Training Programs

Training Programs Abroad

Every mission field should strive to have an effective training program for preparing nationals who are called of God to preach and teach. The work of the Bible school on the mission field should be to:

1. Establish converts in their personal relationship with God by giving them an understanding of the Word of God and the work of the Holy Spirit in their life. Only those workers who are truly established in their own personal relationship with God can be effective as soul-winners and in the establishing of the church.
2. Indoctrinate the believer in the true doctrines of the Word of God. These doctrines give strength to the character and faith of the worker and enable them to teach others so as to establish new works.
3. Teach the worker to discern the spirits so as not to be deceived.
4. Train the worker in soul winning and leading converts into the full experience of following Jesus Christ in Christian maturity.

Types of Training Programs

Bible Schools – A Bible school is defined as a training program having a minimum of twelve weeks of training per year.

Short-Term Training Sessions – These are generally held in different locations to reach the largest possible number of those called to the work of God. These may run for one or more weeks depending upon available instructors and the amount of time the workers can devote in one session to such study. They should consist of intensive teaching along with training in the practical efforts of going out to win the lost. Sometimes it is effective to couple such training sessions with nightly evangelistic services to provide additional practical involvement for the training of the workers.

Night Classes – Some fields have adopted the practice of devoting one, two or three nights per week in a central location for continuing training programs. Such workers and prospective workers as are able assemble at a specified location and are enrolled on a continuing basis for perpetual teaching and training. Ministers already involved in pastoring and evangelizing can frequently be helped by such courses.

Personal Mentoring – The example left by Jesus is possibly the most effective for establishing the new church and expanding its outreach to the lost. Jesus simply called and enlisted twelve men who followed Him in His ministry and received His teaching and training. No one can deny the effectiveness of the training of the twelve by Jesus Christ Himself.

The apostles followed the same pattern. Every missionary should study the apostolic pattern for teaching and training workers. Having studied and understood the manner by which the apostles taught and trained, the missionary should put into practice this same type of Bible training program. Every time the missionary makes a tour of the churches, they should take along some workers whom they desire to teach and train. These workers can be taught as they travel and can be trained by observing the labors of the missionary and putting these things into practice in their own lives.

Required Authorization for Bible Schools

Any missionary or field desiring to operate a Bible school shall first make application to Global Missions through the Director of Education and Associates In Missions. The purpose of the school, the curriculum, the budget, and the instructors should be defined. Missionaries or fields desiring to start other training programs that will require financial subsidy from Global Missions funds shall obtain the approval of the Global Missions Administrative Committee before incurring financial obligations.

The Global Missions Administrative Committee is authorized to approve training curricula that are in general compliance with the Overseas Ministries curriculum already approved by the Global Missions Board. It is understood that training funds will only be made available for training programs that are operating with approved curricula. If at any time a significant change in Bible school curriculum and/or schedule takes place on any Global field, it should be approved by Global Missions.

Overseas Ministries

All correspondence relating to overseas training programs should be directed to the Director of Education and Associates In Missions. Refer to other sections of this manual to coordinate the total training program.

North American Bible College Involvement in Overseas Training

North American Bible colleges may be involved in overseas Bible colleges under a set of guidelines established by the Global Missions Board.

1. Global Missions shall be notified of any desire to become involved with an overseas Bible college.
2. Interested colleges should seek and obtain clarifications and clearances on all legal aspects of working with Global Missions.
3. The proposed plan and program shall be in cooperation with the existing programs of the church within said field.
4. Names of the proposed staff shall be submitted to and approved by Global Missions.
5. A written plan of operation outlining objectives and goals shall be submitted to and approved by Global Missions.
7. All materials and textbooks to be used by the school shall be presented to Global Missions.
6. Evidence of financial responsibility for the proposed operation shall be presented to Global Missions.
7. There shall be a willingness to consult with proper national leadership in selection of students and national staff.
8. For the purpose of communication and cooperation, the Regional Director and national superintendent (or representative) shall be a member of any board and/or governing body of the national school.

Attending National Conferences

Travel expenses may be requisitioned for attendance at the annual conference of the field of the missionary, with the approval of the Global Missions Administrative Committee.

1. Airfare may be requisitioned for the spouse and children of the missionary.
2. Missionaries may receive actual hotel and meal expenses for the exact number of days of the conference.
3. A missionary driving to the conference is entitled to actual expenses not exceeding the cost of airfares. Missionaries driving to the conference may take their children.

4. If children cannot be taken, an additional amount will be granted to cover the cost of reliable care in the absence of the parents attending the conference.
5. Missionaries shall account for income and expenses in their monthly financial report.

Regional and Sub-Regional Meetings

It is recommended that regional and sub-regional meetings be held periodically. The scheduling of regional and sub-regional meetings shall have the approval of the Global Missions Administrative Committee. It is understood that all such meetings shall be self-supporting.

The Missionary's travel expenses to Global Missions Administrative Committee approved regional, sub-regional, area wide meetings, Summits or Global Council will be paid from the Missionary PIM account, providing they have sufficient funds. The Missionary spouse's land package will be paid if they wish to attend but not their travel to the meeting unless they would be an official delegate or speaker.

The Regional Director will furnish the list of Missionary delegates and attendees to the Global Missions Secretary.

Travel expenses for both Missionaries will be paid from the Missionary PIM account, provided they have sufficient funds, to Missionary Field Fellowship meetings and Regional Retreats.

Missionaries with insufficient funds in their accounts may attend at personal expense with the approval of the Regional Director.

Associate Missionaries and AIMers may attend at the discretion of their Regional Director and Supervising Missionary. They may use the funds they receive monthly but not requisition for extra travel. They will have no vote in meetings but may have voice if called upon by the chair.

Any exceptions to this policy should have the approval of the Global Missions Administrative Committee.

Inviting World Headquarters Executives

Missionaries wishing to extend invitations to executives of World Headquarters to visit and minister in their field should seek the approval of the General Director of Global Missions and the Global Missions Board. Global Missions is responsible by General Conference action to provide 50% of travel expenses for World Headquarters executives not employed by Global Missions when traveling abroad. Invitations to the General Superintendent and General Secretary of United Pentecostal Church International are exempt from such approval.

Inviting Missionary Speakers from Other Fields

The Regional Director may grant permission for a missionary to leave his field of appointment and travel within his region. However, if Global Missions funds are involved, permission of the Global Missions Administrative Committee should be requested before making the trip or incurring expense. Missionaries inviting personnel from other fields for special speaking assignments should anticipate paying for the expenses according to the following policy:

1. If the meeting is local, the sponsoring missionary shall pay the expenses from their funds.
2. If the meeting is national, all missionaries within the sponsoring country shall participate in the selecting of the guest missionary speaker from another country and share equally the expenses from their accounts.

National Missionaries and Districts

Regional missionaries are national missionaries approved and sent by the churches of the region. Their field of labors may be within the region or anywhere. Since the region is sending them then they are regional missionaries.

1. Any experienced, productive, licensed minister wishing to serve as a regional missionary may request an application form from his national board.
2. The national board of the country where he is licensed will examine the applicant when the application is completed. If the national board approves the application, the application along with a written copy of their findings and recommendations needs to be sent to their regional director.
3. Once the candidate has been approved by the Regional Commission for Missions, the Regional Commission for Missions shall determine the following:
 - a. The budget
 - b. The departure schedule
 - c. The outgoing orientation
 - d. Any special training requirements
 - e. A complete job description
 - f. The class or category of missionaries (that is "recognized, sent" or "recognized, self-supporting" missionary)

The Regional Missionary

1. Shall work under the direction of the regional director, area coordinator and the superintendent of the country in which he will be working. He shall make monthly reports in writing with copies to all of the above.
2. Shall recognize that his financial obligations are to the nation in which he labors.
3. Shall make monthly reports in writing to the Regional Commission for Missions from which he is sent with copies to the Global Commission for Missions.
4. The tenure of the regional missionary shall be for two years and may be renewed by the Regional Commission for Missions. The Regional Commission for Missions shall hold the right to terminate the tenure of any regional missionary at any time during his term of appointment.
5. The Regional Commission for Missions shall investigate, and if necessary refer matters of discipline affecting the regional missionary's ministerial credential to the national church in which the regional missionary was originally licensed.
6. If a regional missionary desires to work in a region other than the sending region, the process will include the regional director/ regional commission of that region.

In the event that a minister is working a secular job in another nation, he may request the national board and the Regional Commission for Missions to be considered as a regional missionary. He shall be obligated to fulfill the requirements to be a regional missionary.

Literature

Cost

Overseas Ministries materials ordered by the missionaries will be charged to their accounts at actual production cost, plus shipping (materials requisitioned from and produced at the World Headquarters).

Copyrights and Permissions

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Divisional books will be copyrighted in the name of UPCI.

For international publication and distribution, Word Aflame Press shall assign limited non-exclusive rights to approved parties for the purpose of translation, publication, or distribution within a specified geographic boundary, provided that:

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3. The international version does not carry the Word Aflame Press name or logo
4. Word Aflame Press receives a digital copy of the international work

5. Word Aflame Press retains the right to edit, revise, publish, and distribute in North America the international work under its own imprint
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National Ministers Visiting North America

In recognition of the possible benefit it would be to the cause of Global Missions for qualified nationals to visit conferences and churches in North America, the Global Missions Board has established the following guidelines to provide a reasonable accountability and protection for all concerned. Adherence to these guidelines will govern the granting of Global Missions offering credit for any financial contributions resulting from such visits.

1. The tour shall be proposed in detail sufficiently in advance to allow Global Missions Administrative Committee approval.
2. The value of the tour including offerings shall accrue to the benefit of the cause and field.
3. The itinerary shall be planned in close consultation with the Director of Promotion and District Global Missions Directors.
4. The proposed visit and timing shall be approved by Global Missions, the Global Missions Board, the sponsoring missionary and the Regional Director.
5. The pastors of host churches in North America shall be informed by the Global Missions Administrative Committee in advance of guidelines regarding the treatment of nationals and the purpose of the tour.
6. A full accounting of all funds received and expenses paid shall be provided to Global Missions by the sponsor.

National Administration

In countries where there is extreme poverty, it is sometimes necessary to grant temporary financial assistance to national leaders in order for them to give their full time in carrying out their leadership role. Such help should be provided only where there is evidence that the national church is making every possible effort toward self-support.

Chapter Ten

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Global Council

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Chapter Ten

Global Council

Global Council

Preamble

The protection of the message that we hold to be true and the desire to evangelize the world form the basis for the formation of the Global Council of the United Pentecostal Church International.

Purpose

1. To strengthen our unity through closer fellowship worldwide
2. To uphold the International Articles of Faith and standards of righteousness
3. To unite our missionary endeavor worldwide
4. To develop plans for worldwide evangelism
5. To promote the World Network of Prayer

The formation of this Global Council forms the basis for the leadership of all churches around the world that are part of the United Pentecostal Church International family to work together to evangelize the lost. A clearer understanding of fellowship and a plan for working together will involve more people in the performance and financing of the immense task of world evangelism.

The Council will also provide a platform from which to discuss the preservation of doctrinal truths. The International Articles of Faith of the United Pentecostal Church International are the doctrinal foundational basis of all of these churches. By formulating this council, it can be assured that there would be no changes made to these universally held truths without input from all those that would be affected by those changes.

Membership

Every national organization from any country of the world that has its affiliation with the United Pentecostal Church International shall be considered a member of the Global Council of the United Pentecostal Church International. Each member organization shall have the right to send two delegates to the sessions of the Global Council. By virtue of his office, the superintendent or a representative appointed by him, shall be the first delegate. In case the superintendent is a missionary, it would be important that either the assistant superintendent, who is a national or an elected national official be considered as the second delegate to this international meeting. There will be a meeting of the combined membership every five years.

Affiliation Defined

Any national church organization that adopts the International Articles of Faith and maintains an active relationship and working in harmony with the United Pentecostal Church International and other United Pentecostal Church affiliates worldwide, may with the approval of the Global Missions Board and in consultation with the national church concerned, and with the ratification of the Executive Global Council of the United Pentecostal Church International, be an affiliated church organization.

Amendments to the International Articles of Faith

Any amendment of the International Articles of Faith shall be submitted in writing to the Chairman of the Resolutions Committee at least sixty (60) days prior to the next Global Council meeting, and it will require the signatures of five Global Council delegates. Any amendment of the International Articles of Faith shall require a unanimous vote of the Resolutions Committee in order for it to be presented to the Global Council. A two-thirds majority vote of the Global Council delegates present will be required to approve an amendment of the International Articles of Faith.

In addition, all amendments affecting the International Articles of Faith edition shall be taken to the Conference of every Global Council member organization to be voted on in compliance with the provisions of their constitution. However, they must be ratified by a minimum of a two-thirds majority of that organization's voting constituency in session. Further, said resolutions shall require two-thirds of the Global Council member organizations ratifying before they can be implemented.

Regionalization of the Global Council

The Global Council shall be divided into six regions. The delegates within each of these regions may meet as needed, together with delegates from the United States and Canada, for the purpose of organizing their outreach and missions programs. The division of regions shall be as follows:

1. Region A – Africa
2. Region B – Asia
3. Region C – Central America and Caribbean
4. Region D – Europe and the Middle East
5. Region E – Pacific
6. Region F – South America

Each region shall be divided into three sub-regions.

Meetings

Any amendment to the general policy of the Global Council shall be submitted in writing to the Resolutions Committee and will require the signatures of three Global Council delegates. *Roberts Rules of Order* shall be used as the rules that govern the parliamentary procedure of the Global Council. The Executive Global Council shall select the venue for the next Global Council and the next Executive Global Council.

Executive Global Council

Each region will send seven delegates to an Executive Global Council, which shall act on behalf of the Global Council, held between each Global Council meeting (approximately 2½ years after the Global Council meeting). Of these, six delegates will be comprised of three national members and three missionaries of the United Pentecostal Church International. By virtue of the scope of his position, the Regional Director shall be the seventh delegate. By virtue of his office, the General Superintendent shall choose the additional delegates from the United States and Canada.

The members of the Executive Global Council shall be elected at the meeting of the Global Council, and they shall serve until the next Global Council.

During the Global Council meeting, each sub-region shall meet separately to elect its members for the Executive Global Council (one missionary and one national from each sub-region).

As needed, the Global Council shall formulate select committees to deal with special areas of need (Example: the Global Commission for Missions).

Officers

Chairman and Co-Chairman of the Global Council

Because of the influence and world scope of the United Pentecostal Church International and its leadership in world missions, the General Superintendent of the United Pentecostal Church International shall serve as the chairman of the meetings of the membership and Executive Council when possible. If he is unable to attend the meeting for any reason, the General Director of Global Missions of the United Pentecostal Church International shall serve as the Chairman.

Secretary of the Global Council

The Secretary of the Global Council shall be elected by the delegates of the Global Council or Executive Global Council for a term of two and one half (2½) years. He will serve a limit of one term. The election of the position will be done in a rotating manner according to region (Africa, Asia, Central America/Caribbean, Europe/Middle East, North America, Pacific and South America). The rotation will be in alphabetical order.

- 1) Qualifications – In order to hold this office the person must be a delegate of the Global or Executive Global Council, be at least 30 years of age, must conform to the Fundamental Doctrine of the International Articles of Faith, must have been a minister in good standing with us for at least five (5) years, must have been ordained at least one (1) year prior to election and must have proven loyal to the organization by cooperation in the up building of the work.
- 2) Rights and Duties
 - a. To oversee the taking of and preservation of minutes, other documents and business proceedings belonging to the Global or Executive Global Council. These documents will be maintained in the offices of Global Missions at the World Headquarters.
 - b. Together with the Chairman of the Global Council appoint a recording secretary for each meeting.
 - c. Consult with the chairman on Global Council business and planning and assist him as needed.
 - d. The records will be kept in English. Global Missions will assure that the secretary is assisted with translation if necessary.
- 3) Vacancy – If a vacancy occurs by the death or resignation of the Secretary, the Chairman shall appoint a replacement to serve until the next Global or Executive Global Council.
- 4) Method of Election
 - a. All voting for officers shall be by secret ballot.
 - b. The presiding officer shall appoint a committee of not less than three (3) members who shall act as a Tabulating Committee, which committee shall collect the votes after the first ballot, which shall be known as the nominating ballot, and return the names of the three (3) persons receiving the highest number of votes to the presiding officer unless one person should receive at least a two-thirds majority of the votes on the nominating ballot, in which event the presiding officer shall declare an election. In the event that the one receiving the two-thirds majority declines to serve, a new nominating ballot shall be taken.
 - c. In the event that no candidate receives a two thirds majority vote on the nominating ballot, the presiding officer shall present the names of the three (3) persons receiving the highest number of votes for that particular office, together with the number of votes received by each. The Global Council shall thereupon vote upon these three (3) persons, and such vote shall be termed "electoral ballot."

Regional Directors

The duly appointed regional director of the concerned region shall chair any meetings within the regions. Recording secretaries shall be appointed as needed.

Funding

Each delegate shall be responsible for their own funding to attend the meetings.

Global Council Overview and Organization Structure

Full Global Council

1. Membership – United Pentecostal Church International affiliated organizations around the world
2. Meetings – Every five years
3. Chaired by – General Superintendent of UPCI, or in his absence, the General Director of Global Missions
4. Delegates – Two from each member organization and the regional directors.
Note of clarification: Being that North America only has one member organization and the other regions have many member organizations, in order to have proper representation from that region, there will be seven delegates from North America.

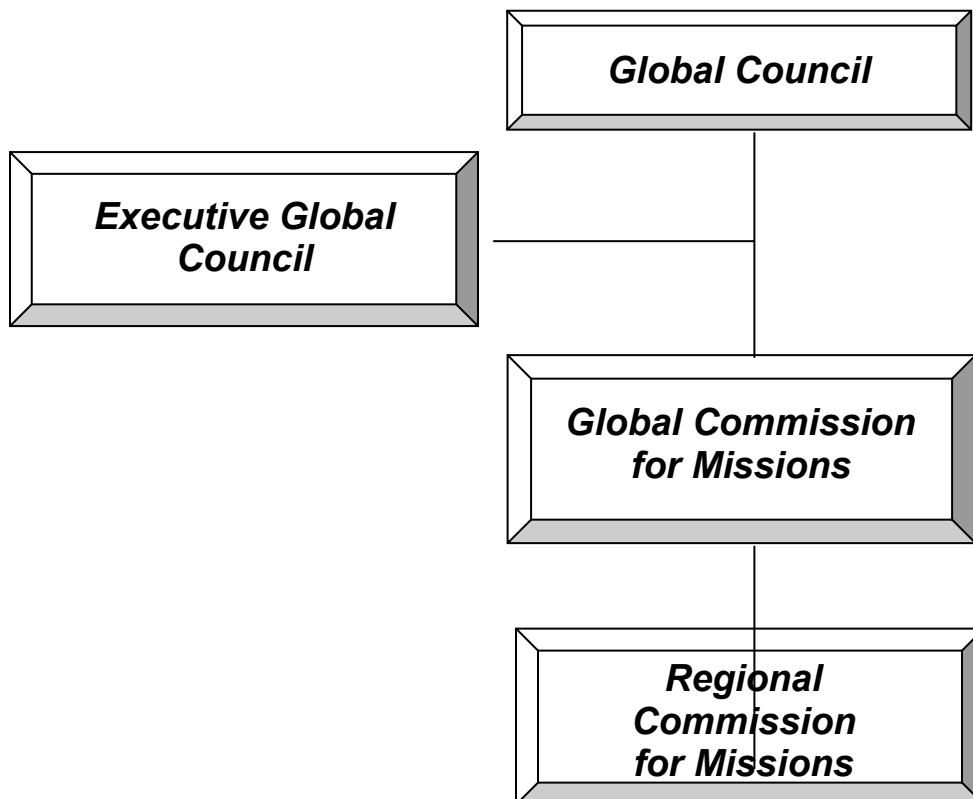
Executive Global Council

1. Membership – The elected delegates from the six regions
2. Meetings – Every 2½ years between the Global Council Meetings
3. Chaired by – General Superintendent of UPCI, or in his absence, the General Director of Global Missions
4. Delegates – Seven from each region, one of those being the regional director and those from the United States and Canada (49 total)
5. Administrative Position – Subject to and reports to the Global Council; serves in the place of the Global Council between Global Council meetings

Global Commission for Missions

1. Membership – Member nations of the Global Council that are sending and/or supporting missionaries or mission works outside their borders
2. Meetings – Every two years
3. Chaired by – The General Director of Global Missions
4. Delegates – Two from each region - the Regional Director and an additional delegate (the delegate to be elected by the members of the Regional Commissions) (12 total)

Global Council Flow Chart



Global Commission For Missions

Purpose

To coordinate our global mission's endeavors to evangelize the world.

Membership

The Global Commission for Missions shall be composed of thirteen (13) members.

1. The General Director of Global Missions by virtue of his office shall serve as chairman of the Global Commission for Missions.
2. The six (6) Regional Directors
3. One delegate from each region, which shall be elected by the membership of the respective Regional Commission for Missions

Meetings

The Global Commission for Missions shall meet during the regular meetings of the Global Council and the Executive Global Council.

Objectives

The work of the Global Commission for Missions shall be as follows:

1. To oversee the outreach between the six (6) regions to assure that all nations of the world will be evangelized.
2. To oversee the efforts of the missions' outreach of the churches sending, the missionaries going and the nations receiving.
3. To receive reports from the six (6) Regional Commissions for Missions.
4. To prepare and furnish a comprehensive report of the global mission endeavors to the full Global Council of the United Pentecostal Church International.

Regional Commission for Missions

Purpose

In order to more effectively organize, coordinate and assure the evangelization of all nations and to facilitate the sending of Regional missionaries to other countries of the world, we are establishing Regional Commissions for Missions for each region of the world. The Regional Commissions for Missions shall endeavor to propagate and protect the preaching and practice of the doctrines of the Bible as outlined in the International Articles of Faith of the United Pentecostal Church International.

Objectives

- A. To assure that all countries within each region will be properly evangelized.
- B. To develop able leadership in each place that shall have a strong loyalty to the foundation laid by the Global Council of the United Pentecostal Church International.
- C. To determine the needs for evangelism within each region and seek ways to supply those needs.
- D. To facilitate the sending of missionary personnel where needed.
- E. To coordinate the missions outreach of:
 1. The churches sending
 2. The nations receiving
 3. The missionaries going
 4. The churches supporting
- F. To establish the guidelines needed for cooperative evangelism effort.

Membership

- A. Each country that is sending or regularly supporting missions outside of their own nation shall be considered a member of the Regional Commission.
- B. Each member country shall send a voting delegate to meetings of the Regional Commission for Missions. The Regional Director shall also be a voting delegate to the Regional Commission for Missions.

Meetings

- A. An annual meeting of the Regional Commission for Missions shall be held.
- C. The Regional Director, by virtue of his office, shall chair all meetings of the Regional Commission for Missions and shall have the right to invite guests to address the Regional Commission for Missions or to attend the meeting, as he desires.
- D. In the event the Regional Director cannot attend the meeting, he shall designate an acting chairman for that meeting.
- E. The venue for the meeting shall be decided and announced by the Regional Director.
- F. Expenses to attend the meetings shall be borne by the country sending the delegate.

Duties of the Regional Commission for Missions

- A. To promote and unify missions outreach within the region.
- B. To examine applications and grant status as Regional Missionaries to those going within or from the region so that support by member nations may be considered.
- C. To receive official requests from nations desiring a Regional Missionary.
- D. To appoint a Regional Mission Secretary/Treasurer who will receive funds from the membership countries and disburse funds to the appointed Region missionaries as approved by the Regional Commission for Missions.
- E. The Secretary/Treasurer shall keep file copies of the minutes of all meetings of the Regional Commission and shall submit an annual financial report.
- F. To decide policies for the working of this mission organization within the region. (Care should be taken that at no time would policies be decided that are in conflict with the policies that are laid down by the Global Commission for Missions of the Global Council.)
- G. To select and send a delegate to represent, along with the Regional Director, the Regional Commission for Missions at the Bi-annual meetings of the Global Commission for Missions.
- H. Due to the vastness of some of the regions, the Regional Commission for Missions may divide its efforts into sub-regional chapters. Careful organization of these efforts will be necessary to assure that we are all working toward common goals. Efforts will be made to hold a combined meeting annually of delegates from each of these chapters. The Regional Commission for Missions will formulate guidelines for the chapters of this commission. Copies of these guidelines will be sent to the national boards of each participating church within the sub-region.
- I. To inform the Regional Network of Prayer of their efforts so that a prayer covering may be made. The Regional Network of Prayer will inform the World Network of Prayer of those areas where prayer supports is needed from the world fellowship.
- J. To send copies of the minutes of all meetings of the Regional Commission For Missions and/or Sub-regional chapters to the General Superintendent of the United Pentecostal Church International, the General Director of Global Missions and the Regional Director of the region.
- K. To prepare a report for each meeting of the Global Commission for Missions.

Approval Process for Regional Missionaries

Regional Missionaries are national missionaries approved and sent by the churches of the Region. Their field of labors may be within the region or anywhere. Since the Region is sending them then they are Regional Missionaries.

- A. Any experienced, productive, licensed minister wishing to serve as a Regional Missionary may request an application form from his national board.
- B. The National Board of the country where he is licensed will examine the applicant when the application is completed. If the national board approves the application, the application along with a written copy of their findings and recommendations needs to be sent to their Regional Director.

- C. Once the candidate has been approved by the Regional Commission for Missions, the Regional Commission for Missions shall determine the following:
 - 1. The budget
 - 2. The departure schedule
 - 3. The outgoing orientation
 - 4. Any special training requirements
 - 5. A complete job description
 - 6. The class or category of missionaries (that is "recognized sent" or "recognized self-supporting" missionary)

The Regional Missionary

- A. Shall work under the direction of the Regional Director, Area Coordinator, and the Superintendent of the country in which he will be working. He shall make monthly reports in writing with copies to all of the above.
- B. Shall recognize that his financial obligations are to the nation in which he labors.
- C. Shall make monthly reports in writing to the Regional Commission for Missions from which he is sent with copies to the Global Commission for Missions.
- D. The tenure of the Regional Missionary shall be for two years and may be renewed by the Regional Commission for Missions. The Regional Commission for Missions shall hold the right to terminate the tenure of any Regional Missionary at any time during his term of appointment.
- E. The Regional Commission for Missions shall investigate, and if necessary refer matters of discipline affecting the Regional Missionary's ministerial credential to the national church in which the Regional Missionary was originally licensed.
- F. If a Regional Missionary desires to work in a Region other than the sending Region, the process will include the Regional Director/Regional Commission of that region.

In the event that a minister is working a secular job in another nation, he may request the National Board and the Regional Commission for Missions to be considered as a regional missionary. He shall be obligated to fulfill the requirements to be a regional missionary.

International Transfer of License – It is recommended that all affiliated UPCI organizations accept the ministerial credentials of a minister from another affiliated UPCI organization, issuing credentials in their organization based on this acceptance. If the following stipulations are met, the receiving country will consider issuing credentials at the same level that the minister held in the originating organization.

- 1. There must be a letter of recommendation from the national board of the UPCI affiliated organization where the minister has been holding credentials.
- 2. The minister must comply with the bylaws of the receiving UPCI affiliated work and be in submission to their leadership.

Chapter Eleven

Structure

Training

Associates In Missions

Associated Ministers

Vocational Missionary

Overseas Ministries, Global Education Committee, Literature & Associates In Missions

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Chapter Eleven

Overseas Ministries, Global Education Committee, Literature and Associates In Missions

Structure

Preamble of Purpose

In order to multiply the ministry of men in accordance with apostolic methods (II Timothy 2:2), and to provide tools for evangelism and indoctrination, a department of Overseas Ministries has been established within Global Missions. Its express purpose shall be to develop a program for the training of national workers, to prepare and publish printed materials and to coordinate and oversee the vernacular radio ministry overseas. All of these ministries shall be in complete harmony with Global Missions programs.

Organizational Structure

The Global Education Committee shall consist of the Director of Education and Associates In Missions, who shall serve as committee chairman, the six Regional Directors, six regional GATS (Global Association of Theological Studies) representatives, and a consultant from Advanced Global Educators. The Overseas Ministries program shall be under the direction of the General Director of Global Missions and the Global Missions Board.

Global Education Committee

The Global Education Committee shall have the responsibility to evaluate the needs of the fields in areas of concern regarding training and literature. They shall set priorities for meeting these needs on an annual basis. Complete implementation of this ministry shall consist of making courses of study available and providing organizational assistance in setting up training programs overseas.

In summary, the challenge shall be accepted to fulfill the implementation of training institutes, coordinate the writing, translation, production and distribution of printed materials.

Financial Plan

The Overseas Ministries program shall be financed with a special Partners In Missions budget account.

The Director of Education and Associates In Missions shall coordinate the allocation of Ladies Ministries student support funds with the regional directors and the Global Missions Administrative Committee.

Missionaries will be given the annual opportunity by the Regional Director to project their needs for funds as they relate to student support, printed materials and other areas of mutual concern. Allocation of Ladies Ministries funds will be allocated based on these needs.

Training

Training Nationals

Training nationals throughout the world is a priority with Global Missions. Each field is encouraged to be part of the Global Association of Theological Studies. Each missionary shall also use their own judgment when planning a training program for their field; each field differs in some respect from others.

The Global Missions Administrative Committee shall approve all schools and curricula. When it is time to implement a study program, requests should be directed to the Director of Education and Associates In Missions. Requests for training material needed for a Bible school should be directed to the Director of Education and Associates In

Missions. Items such as International Alpha Bible Course books, Overseas Ministries training course books, GATS books, reference volumes, etc., are appropriate.

Guest speakers are sometimes invited to give training assistance. This is especially true in fields with limited personnel. Overseas Ministries will try to coordinate teaching assignments through the Associates In Missions program or through Advanced Global Educators. Plan your training program and potential guest teaching assistance well in advance of the need. One year is not too early to make requests. Permission to invite a guest teacher shall be obtained from the Regional Director. Global Missions may be aware of situations a missionary would not.

Financial Assistance

Financial assistance for training is partially funded through the Ladies Ministries (Mothers' Memorial) of the United Pentecostal Church International. These funds subsidize expenses of students who are unable to fully pay their own way. Overseas Ministries supervises the allocation of these funds. Each year a request form is emailed to all missionary personnel so they may request funds for the following year. The requests are reviewed, and possibly revised. At the General Conference, the Global Missions Administrative Committee meets with Ladies Ministries to make a formal request for funds.

Once the allocation is made and funds are designated to the training programs, funds will be disbursed to the respective fields after the Director of Education and Associates In Missions receives the Bible school budget and curriculum form and the Global Missions Administrative Committee gives approval. Individual missionary Partners In Missions funds may be available to help underwrite training costs when approved by the Global Missions Administrative Committee.

When preparing a training budget, keep in mind that students need to be responsible for part of the training costs. Be sure to include rent, if the facility is not owned, food, staff travel and textbooks. If there are more students than funds, the enrollment will need to be reevaluated and necessary adjustments made.

Training Library

A basic training library should include a copy of each textbook and various reference volumes. High cost and shipping of books overseas demand that the volumes remain the property of Global Missions. These books should not be given to staff or students to keep. Each volume should be labeled properly to identify it as property of Global Missions and shall remain a part of the library for future use. Naturally, the students' training material would become their personal property.

Associates In Missions

Associates In Missions is a program to encourage and coordinate the practical and beneficial involvement of dedicated persons (both ministers and laymen) as associates to fully appointed missionaries or national churches on a short-term or continuing basis. It may involve those with spiritual ministries as preachers and Bible teachers, or those with secular skills in business, construction, literature, education, and so forth.

Purpose and Goal

Our goal is to offer needed assistance and skills in fields overseas, to develop greater dedication and vision in the lives of the participants and to gain insight for future missionary involvement.

Categories

Persons interested in approval or appointment as an Associate In Missions missionary should write to the Director of Education and Associates In Missions for an application form. The categories of Associates In Missions missionaries are:

1. Missionary helper, either fully self-supporting or partially self-supporting
2. Overseas evangelist, either self-supporting or needing some financial assistance
3. Member of a missionary family presently on the field who is actively involved in missionary work but beyond the age limit for support and desiring financial assistance.

4. Bible college student desiring to spend a period of time abroad serving as a missionary intern and being fully self-supporting
5. Missionary furlough replacement
6. Educational missionaries
7. Associated Ministers
8. Associate Missionaries

Procedures

The applicant shall submit the following to Global Missions:

1. A complete Associates In Missions application along with a resume.
2. A letter of approval and recommendation from their District Superintendent if they are a minister, or from their pastor if they are a layman. In addition to this, if they are a Bible college student, they shall have a letter of recommendation from the Bible college president.
3. A \$100.00 non-refundable processing fee shall accompany the application.
4. In addition to the above, the following should be on file with Global Missions:
5. A written letter of invitation from the missionary and/or national leader in whose field the applicant would like to serve.
6. A letter of invitation from the Field Superintendent in whose field the applicant would like to serve.
7. A letter of recommendation from the Regional Director of the region in which the applicant would like to serve.

The Global Missions Administrative Committee is authorized to approve Associate in Missions applications and to appoint candidates (as long as the term of service is twelve months or under and the annual budget is less than \$50,000.00). The Global Missions Administrative Committee shall approve any exceptions to this rule. Furlough replacements may be required to meet the Global Missions Board. The Global Missions Administrative Committee is authorized to approve Associates In Missions proposals from missionaries and is authorized to appoint candidates.

Implementation

The initiating missionary or national church shall set forth a planned program or need for the assistance of Associates In Missions personnel. Said proposal should include:

1. A definition of the assistance desired and/or needed, specifying the types of ministry or skills.
2. The duration of the proposed program (normally from two to twelve months).
3. The plan for residence and supervision of the AIMer.
4. The proposed budget which would include estimated costs of round-trip airfare, housing, food, travel on the field, and miscellaneous expenses such as language studies, budget fees, health insurance, payroll tax, and administrative costs where applicable.
5. A detailed job description.

Before the AIMer departs for the field, they shall be in possession of a round-trip ticket or return fare shall be on deposit with Global Missions. At least one-half of the money needed while on the field shall be on deposit and the balance of money shall be fully pledged or proof of sufficient funds provided. If a church(s) is underwriting the AIMer's budget, the pastor(s) shall provide a letter of financial guarantee. Verification of medical insurance coverage is also required.

Basic Concepts

The initiative shall rest with the missionary or national church to set forth the proposed program and invitation. The supervisor who has the oversight shall conduct a thorough orientation with the AIMer upon arrival on the field. The job description shall be clearly understood by all concerned. Provision for room and board for participants should be made outside of the missionary residence. There should be a well-defined code of personal discipline by which AIMers should govern themselves and be supervised.

The program shall be self-supporting. Local congregations providing authorized support to AIMers shall be entitled to Global Missions offering credit for such funds.

Associated Ministers

Licensed ministers of the United Pentecostal Church interested in involvement overseas on a continuing basis are encouraged to apply for an Associated Ministers appointment. If ministers are interested in involvement of two months or more, they should make application for an Associates In Missions appointment.

Ministers planning involvement overseas of less than two months are encouraged to apply for an Associated Ministers appointment. Please contact Global Missions for more information regarding Associated Ministers appointments and to receive application forms.

The following guidelines have been established:

1. Interested parties must complete an application form as provided by Global Missions.
2. Associated Ministers applications will be reviewed and approved by the Global Missions Administrative Committee.
3. Project numbers will be assigned by Global Missions for all approved applicants in order to facilitate donor contributions.
4. Associated Ministers appointments will be reviewed periodically.
5. Associated Ministers appointees that have been inactive in overseas ministry for five years or more will be required to fill out a new application.
6. Associated Ministers should submit a written report of their involvement to the General Director of Global Missions with copies to the Director of Associates In Missions and Regional Director.

Vocational Missionary

Vocational Missionary— This shall be a person qualified in secular fields such as a professional in medicine, education, aviation, agriculture, etc. The Vocational Missionary must meet all qualifications set forth in Section 9, Paragraph 1, except Ministerial license shall not be required.

The following guidelines have been established:

1. Applicants must have the personal experience of full New Testament salvation according to our fundamental doctrine (Acts 2:38) namely, repentance of sins, baptism in water in the name of Jesus Christ for the remission of sins and receiving the Gift of the Holy Ghost, evidenced by speaking with other tongues as the Spirit gives utterance. Candidates must believe this to be essential to salvation.
2. Doctrinal teaching and conviction – Candidates must teach the essentials of New Testament salvation to all converts.
3. Candidates must have a call to Global Missions work.
4. Candidates must be physically, mentally, emotionally and spiritually capable of performing their duties as defined in their job description.
5. Candidates must be of good character and qualified.
6. Candidates must have the recommendation of their local church pastor, Regional Director of the area of involvement and supervising missionary.

7. Vocational Missionary applicants must have a budget as required by Associate In Missions policy and comply with other requirements for appointment.

Chapter Twelve

Faith Promise

Advanced Global
Educators

Multi-Media Ministry

Missionary Kids
Ministries

Missionary Envoy

Leadership
Development
International

Veterans of Global
Missions Association

Stewardship
Department
Representative

Special Ministries

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Chapter Twelve

Special Ministries

Faith Promise

Purpose

In order for the local church to have the necessary finance to meet its Partners In Missions commitments and have funds for missionary offerings, projects, and equipment needs, it is important to have a consistent approach to missionary giving. Global Missions recommends the use of Faith Promise as the most effective means to provide missions income for the local church.

The purpose of Faith Promise Ministries is:

1. To inspire greater vision and burden for missions in the United Pentecostal Church International.
2. To educate the United Pentecostal Churches in Global Missions programs and encourage involvement.
3. To build a stronger base of support for missions through local church Missions Conferences and Sectional and District meetings.

Faith Promise Philosophy

The promotion of Faith Promise shall be based on scriptural teaching and principles as set forth in the Word of God.

We Believe:

1. Spreading the gospel through preaching and teaching is a command to all believers. Matthew 28:19; Mark 16:15, 16; Luke 24:47
2. The Holy Ghost is given to empower believers as witnesses to the uttermost parts of the earth. Acts 1:8
3. Giving is a grace of God. The Apostle Paul described the generosity of the saints in Macedonia as "... the grace of God bestowed on the churches of Macedonia" and encouraged the Corinthians to "... see that ye abound in this grace also." II Corinthians 8:1, 6, 7
4. The scriptural model for Faith Promise is clearly set forth in II Corinthians 8:1-7. This method of giving practiced by the Macedonians provided an example and the other churches were encouraged to follow this principle in raising funds.
5. A Faith Promise commitment should incorporate the following three aspects of giving:
 - a. **Stewardship** – Giving from the wise use of the material blessings the Lord has entrusted to you.
 - b. **Sacrifice** – Giving that requires the donor to deny himself of something to add to his contribution.
 - c. **Faith** – Giving that goes beyond the ability of the donor and requires the exercise of faith in God to supply the funds. Hebrews 11:1, 6

Definition of Faith Promise

1. Faith Promise is a commitment to God to give a specific amount monthly or weekly to the Global Missions offering of the local church as God enables.
2. Faith Promise is a scriptural plan of giving based upon the apostolic method (I Corinthians 16:1-2; II Corinthians 8:1-5; 9:7-11).
3. Faith Promise is a spiritual covenant between the donor and God. Unlike a pledge, which is based on the ability of the donor, Faith Promise is based on the ability of God to provide.
4. Faith Promise is an agreement that, as God provides, the donor will give a specific amount monthly (or weekly) to the missionary offering of the local church.
5. Faith Promise is a spiritual experience that requires the exercise of good stewardship and faith in God.
6. Faith Promise commitments are made for twelve months and should be renewed annually in the local church missions conference.

Faith Promise Works Because:

1. It is based upon a scriptural precedent.
2. It involves the essential elements of faith in God and personal commitment to the Great Commission.
3. It leads to consistent individual involvement. Every man, woman, boy and girl can and should do something. From the dollars of the adults to the dimes of the children, everyone is able to do what God said, "Give."
4. It ensures an increasing return. Based upon the law of sowing and reaping, one can expect a harvest in proportion to his investment (II Corinthians 9:6; Luke 6:38).

Faith Promise giving incorporates the dynamics of faith, love, commitment, consistency and the sure promises of God.

Appointment of the Coordinator of Faith Promise Ministries

The Coordinator of Faith Promise Ministries shall be appointed by the Global Missions Board for a term of two years, with the term of appointment is to run concurrent with the election of the General Director of Global Missions.

Place of Residence, Compensation and Overseas Travel

1. The Coordinator of Faith Promise Ministries shall reside in North America due to the nature of his work. The place of residence is to be approved by the General Director of Global Missions and Global Missions Administrative Committee.
2. The Coordinator of Faith Promise Ministries shall work under the direction of the General Director of Global Missions and supervision of the Director of Promotion and the Global Missions Board.
3. The Faith Promise Coordinator will be compensated with personal support and benefits on the same basis as all missionaries.
4. The Faith Promise Coordinator will receive housing benefits and car allowance in accordance with the policy as set forth for North America based missionaries.
5. In view of the work of the Faith Promise Ministries Coordinator, he shall be further compensated with a performance bonus as approved by the Global Missions Board.

6. The Coordinator of Faith Promise shall be approved to make periodic trips to minister overseas, as funds allow, to stay abreast of the work worldwide.

Organization

1. Duties of the Coordinator of Faith Promise Ministries:
 - a. Shall be responsible for the day to day operation of Faith Promise Ministries.
 - b. Make regular progress reports of the ministry to the General Director of Global Missions, Director of Promotions, Global Missions Administrative Committee and Global Missions Board.
 - c. Keep the General Director of Global Missions and Director of Promotion advised of the work of Faith Promise Ministries and consult with them concerning plans.
 - d. Work in harmony with all other ministries of Global Missions keeping them advised of his work.
 - e. Serve as the Chairman of meetings with the Faith Promise Ministries Representatives.
 - f. Shall be responsible to coordinate the work of Faith Promise Ministries with District Global Missions Directors and District Superintendents.
 - g. Promote Faith Promise Ministries in national and district publications.
 - h. Promote Faith Promise Ministries in national, district and sectional meetings.
 - i. Schedule services and arrange speakers for Faith Promise services being careful to coordinate the same with District Global Missions Directors and the Director of Promotion.
 - j. Arrange for the training of Faith Promise personnel.
2. Faith Promise Representatives
 - a. Faith Promise Representatives may be appointed by the Global Missions Board as needed.
 - b. Faith Promise Representatives will be assigned to promote the ministry within a defined geographical area.
 - c. Representatives should live within their assigned geographical area and should confine promotion to the same unless authorized by the Director of Faith Promise Ministries.
 - d. Faith Promise Representatives will work under the Coordinator of Faith Promise Ministries and in harmony with District Global Missions Directors, district superintendents and district boards in their assigned areas of responsibility.
 - e. Faith Promise Representatives shall be compensated for expenses according to a plan approved by the Global Missions Administrative Committee.
 - f. Faith Promise Representatives should promote Faith Promise in sectional, district and special called meetings as opportunity allows and as requested.
 - g. Faith Promise Representatives should keep the Coordinator of Faith Promise Ministries advised of their work.
 - h. Faith Promise Representatives will not be considered employees of World Headquarters or the United Pentecostal Church International and will not be entitled to housing, insurance and other benefits provided to employees.

- i. Faith Promise Representatives will work under a job description prepared by the Coordinator of Faith Promise Ministries and approved by the General Director of Global Missions and Director of Promotions.
- j. Faith Promise Representatives will be expected to work with an approved budget and will be compensated for expenses on a funds available basis.

Advanced Global Educators

Purpose

The purpose of Advanced Global Educators (AGE) is to:

1. Develop and train teachers and administrators throughout the world.
2. Provide curriculum for the overseas Bible Schools in conjunction with the GEC (Global Education Committee).
3. Teach higher level course materials.

To fulfill its purpose AGE will be administered by Global Missions being directly responsible to the Director of Education and Associates in Missions and the Global Education Committee.

Coordinator of AGE

The Director of Education and Associates in Missions, in conjunction with the General Director of Global Missions, will recommend a Coordinator for AGE to be approved by the Global Education Committee and ratified by the Global Missions Administration Committee. This appointment is for two years.

The Coordinator of AGE will work in harmony with and under the direction of the Director of Education and AIM and will have the following functions:

1. The Coordinator will be the AGE representative to the Global Education Committee
2. He will promote and help coordinate the involvement of the AGE members in Global Missions by providing guidelines and protocol for orienting members.
3. He will coordinate the promotion of AGE.
4. He will coordinate fund raising for AGE involvement in Global Missions.
5. He will receive reports from AGE members of their involvement in Foreign Bible Schools and submit those reports to the Director of Education and Associates in Missions and to the respective Regional Director.

AGE Participants

Involvement as an Advanced Global Educator will be by invitation of the Director of Education and AIM with the approval of the Global Education Committee.

Those desiring to be part of the AGE team, but lack in experience will be known as Associates, whose involvement will be under the supervision of a seasoned AGE.

AGE members will submit a written report to the Coordinator of AGE following each involvement overseas.

MultiMedia Ministry

A great need has long existed to develop more avenues of communicating the tremendous work of God's Spirit overseas to the North American constituency. Global Missions has, therefore, established the Multi-Media Ministry to provide high quality multi-media presentations for our fellowship. These multi-media presentations are produced to show the outstanding results of revival around the world and promote Global Missions events and programs.

Missionary Kids Ministry

Mission Statement

The mission of the MK (Missionary Kids) Ministry is to establish an organized structure within Global Missions by which assistance, help, a source of information and fellowship, and a channel for ministry can be provided to those individuals who were privileged and blessed as young people to have served time on the Global mission field as the son or daughter of a missionary of the gospel.

The Ministry

The name of the ministry shall be "MK Ministries." The principal office of the ministry shall be located at 36 Research Park Court, Weldon Spring, Missouri 63304 USA. This ministry is organized under the auspices of Global Missions and falls under the direction and supervision of the General Director of Global Missions and the Global Missions Board. The ministry shall carry out its mission in accordance with the Articles of Faith and General Constitution of the United Pentecostal Church International.

Purpose

1. To provide a means and channel by which those who have been ministered to and blessed by serving as a young person on the Global mission field as the son or daughter of a missionary may, in turn, minister to and bless others and help to carry out the Great Commission and reach the whole world with the gospel.
2. To provide a framework by which those who have served or who are serving as a young person on the Global mission field as the son or daughter of a missionary can associate for the purposes of fellowship, support and help to one another, and retain a sense of continued belonging to the Global Missions family.
3. To provide the United Pentecostal Church International with a structure by which help, assistance and support may be given to those who have served or who are serving as a young person on the Global mission field as the son or daughter of a missionary.

Activities

1. Institute a framework by which members can minister to others and help spread the gospel to a lost world.
2. Promote the ministry and its mission and carry out its purpose by means of publications, newsletters and other modes of communication.
3. Institute networks for contact, fellowship, help and ministry and establish resources and sources of information for the accomplishment of the mission and purposes of the ministry.
4. Assist with the reentry of returning missionary kids to North American culture and church fellowship.
5. Organize, promote and conduct an annual meeting of the ministry and gather for fellowship at the General Conference of the United Pentecostal Church International.
6. Establish and coordinate any other activities or endeavors that will promote and accomplish the mission and purposes of the ministry.

Membership

1. Anyone who is eligible and desires membership may become a member by completing an application for membership, submitting the same to the Secretary-Treasurer and having their name placed on the Membership List.
2. In order to be eligible for membership in the ministry an individual must be the son or daughter (or spouse of the son or daughter) of past or present Career or Intermediate level missionaries appointed by Global Missions of the United Pentecostal Church International and be in fellowship with the organization.
3. Only qualified members sixteen (16) years of age and older shall be eligible to vote. Voting privileges may be exercised by the members in person at the annual meeting of the ministry.

Administration

Steering Committee – Leadership shall be provided by a steering committee consisting of five members as follows:

1. The General Director of Global Missions
2. A pastoral member of the Global Missions Board
3. The officers of the ministry, shall be the Coordinator, Assistant Coordinator, Secretary-Treasurer, Office Manager and Promotion Coordinator

Members

1. The General Director of Global Missions shall serve on the Steering Committee as Chairman by virtue of his office.
2. The pastoral member of the Global Missions Board shall serve on the Steering Committee by virtue of appointment by the Global Missions Board for a term of two (2) years and shall not succeed himself.
3. The officers of the ministry shall serve on the Steering Committee by virtue of their office.

Duties – The Steering Committee shall coordinate and direct the activities and meetings of the ministry and oversee the management and disbursement of funds in accordance with the mission and purposes of the ministry.

Officers – The officers of the ministry shall consist of:

1. Coordinator
2. Assistant Coordinator
3. Secretary-Treasurer
4. Office Manager
5. Promotion Coordinator

Appointments

Appointed Officers – The Coordinator and Assistant Coordinator, Secretary-Treasurer, Office Manager and Promotion Coordinator shall be appointed by the Global Missions Board upon the recommendation of the General Director of Global Missions and the Steering Committee of the ministry for a term of two (2) years.

In order to be eligible to hold the office of Coordinator, an individual must be a qualified member of the ministry and be at least twenty-two (22) years of age. In order to be eligible to hold the office of Assistant Coordinator, an individual must be a qualified member of the ministry and be at least eighteen (18) years of age.

The appointment of officers will be arranged alternately so that the Coordinator and Secretary-Treasurer will be appointed one year and the Assistant Coordinator, Office Manager and Promotion Coordinator will be appointed the next year.

Terms of Office – Officers shall take office on January 1 of the year following their appointment to office.

Vacancies of Office – In the event of a vacancy in any office of the ministry, the General Director of Global Missions shall appoint an interim officer to fill the unexpired term.

Duties of Officers

1. **Coordinator** – The Coordinator shall oversee and direct the activities of the ministry under the supervision of the General Director of Global Missions and in accordance with the recommendations of the Steering Committee. The Coordinator shall conduct the appointment of officers of the ministry in the absence of the General Director of Global Missions, and shall chair all meetings and appoint committees as needed to assist in accomplishing the mission and purposes of the ministry. The Coordinator shall be responsible to promote this ministry.
2. **Assistant Coordinator** – The Assistant Coordinator shall assist in all matters as directed by the Coordinator, shall perform such other duties as the activities of the ministry demands under the direction of the Coordinator and General Director of Global Missions, and shall chair all meetings and conduct any necessary business in the

absence of the Coordinator.

3. **Secretary-Treasurer** – The Secretary-Treasurer shall assist in all matters as directed by the Coordinator and shall receive and care for all funds and transactions of the ministry as directed by the Coordinator, the Steering Committee and the General Director of Global Missions. The Secretary-Treasurer shall keep accurate records of receipts and disbursements of ministry funds, shall take the minutes and preserve records of any business proceedings, and shall keep and maintain the books, documents, papers and membership list of the ministry.
4. **Office Manager** – The Office Manager shall work under a contract acceptable to the Steering Committee. The duties and compensation of the Office Manager will be detailed in the contract. The Office Manager shall be directly responsible for all e-blast, newsletters and all blogs connected with MK Ministries.
5. **Promotion Coordinator** - The Promotion Coordinator is primarily responsible for the oversight of all promotional needs and to oversee all promotion of MK Ministries on social media.

Regional Coordinators – The Regional Coordinators shall be appointed by the Steering Committee for a term of two (2) years at such time and in such number as deemed necessary by the Steering Committee. The term of a Regional Coordinator shall run from January 1 of the year following appointment; however, the Regional Coordinator may begin service immediately upon appointment. The seven Regions shall be Northeast, Southeast, South Central, North Central, Northwest, Southwest and Special Regional Coordinator for St. Louis.

The duties of the Regional Coordinators shall be to assist the Coordinator and other officers and serve as a point of contact to facilitate the flow of information and to coordinate activities. Regional Coordinators shall work under the direction of the officers of the ministry and the General Director of Global Missions.

Reimbursement

The ministry may make reimbursement to its officers, members or agents for expenses in attending to authorized duties, said expenses to be evidenced by receipt or other proper document.

Finances

Funding – The basic source of financial income to the ministry shall be offerings, donations and Partners In Missions pledges all of which shall be designated to a numbered Partners In Missions account for such purpose.

Management and Oversight – The General Director of Global Missions and the Steering Committee shall be responsible for the oversight and management of available funds. All funds and transactions shall be managed through the structure and accounting procedures of Global Missions and in accordance with the Global Missions policy as set forth in the General Constitution of the United Pentecostal Church International.

Return to the Field Policy

MKs who meet the following qualifications may be approved by the Global Missions Administrative Committee for a one-time round trip return to the field at the expense of their parents' Partners In Missions account:

1. Parents must currently be under appointment
2. The parents' Partners In Missions account must not be in deficit
3. The trip must be taken before age 23
4. Only one round trip may be taken by each MK at Partners In Missions expense

Amendments

The policy of The MK Ministry may be amended by the Global Missions Board upon the recommendation of the General Director of Global Missions or the Steering Committee of the ministry.

Missionary Envoy

Purpose

The Missionary Envoy position was established to reduce deputation time for missionaries on furlough needing to return to the field and allow missionaries, when deemed necessary, to extend their time on the field before beginning deputation. The Missionary Envoy will raise funds for projects deemed to be urgent by the Global Missions Administrative Committee according to priority.

Appointment and Term

The Missionary Envoy shall be an appointed missionary of the United Pentecostal Church International. The Global Missions Board will appoint the Missionary Envoy for a two-year term.

Job Description

The Missionary Envoy will function under the following job description:

1. Shall promote Global Missions to the North American Fellowship
2. Shall aggressively raise Partners In Mission support for assigned missionary accounts
3. Shall raise funds for approved projects as prioritized by the Global Missions Administrative Committee or Global Missions Board
4. Shall represent Global Missions in special meetings and events as requested.
5. Shall coordinate travel and service schedules with the Director of Promotion and approved by the Global Missions Administrative Committee
6. Shall give full time to the work with the exception of allowable vacation and approved official holidays.
7. Shall work under the direction of the Director of Promotion and in harmony with District Global Missions Directors
8. Shall submit a written report monthly to the Director of Promotion with copies to members of the Office Management Team
9. Shall not be entitled to missionary furlough while serving under this status of appointment, due to the nature of the work.
10. Shall be monitored by the Global Missions Administrative Committee as to performance.

Place of Residence

The Missionary Envoy shall reside in North America due to the nature of the work. The place of residence is to be approved by the General Director of Global Missions and Global Missions Administrative Committee.

Compensation

Because of the nature of this appointment, the Missionary Envoy will be supported through the PIM program and his PIM budget shall be reviewed every four years. The compensation package for the Missionary Envoy shall be decided by the Global Missions Board with review annually.

Compensation Package for Missionary Envoy

1. The package will include health insurance.
2. Housing will be provided. – We will use the same housing allowance as would be given to other North American based missionaries. This will be up to \$1,000.00 monthly plus the cost of Homeowners Insurance and Property Taxes. The All Risk line item in the missionary's PIM budget will go toward home owners insurance.
3. Utilities – The missionary will be subject to Global Missions policy as it relates to utilities.
4. Car Allowance – We will follow the same policy as is provided for other North American based missionaries. This is presently in the amount of \$300.00 per month plus an amount equal to the Missionary Furlough Bonus.
5. Salary – The salary base will be the same as foreign compensation with the exception of COLA.

6. All offerings will be deposited to the missionary's PIM account and after expenses have been reimbursed the missionary will be compensated with any remaining balances. All official travels with or without honorariums/offerings will require a D&O report to be submitted to the office.
7. When the missionary is on official travel and no offerings are received, expense reimbursement will be requisitioned from the missionary's PIM account.
8. The missionary will qualify for service bonus.
9. An amount equal to 10% of base plus service bonus will go into the missionary's retirement account (MRF). The missionary will receive Social Security Equalization.
10. The missionary will be allowed two cell phones (self and spouse) at PIM expense as are all appointed missionaries per Global Missions policy.
11. The missionary will be responsible for all income tax and Social Security tax on personal offerings received. These are not paid from the missionary's PIM account.
12. The Missionary Envoy will attend General Conference every year at PIM expense. This cost should be factored into his PIM budget.
13. Performance Bonuses
 - a. All funds will be channeled through the office.
 - b. The missionary will receive a \$ 100 bonus for having a Faith Promise service in any church that is not presently in our Faith Promise database. This will come from the Faith Promise PIM account.
 - c. The missionary will receive a \$ 50 bonus for scheduling a Faith Promise service that is held in any church that is not presently in our Faith Promise database. This will come from the Faith Promise PIM account.
 - d. The missionary will complete a D & O report for all services and tithes will be paid to the district where the funds were received and will be paid from his account.

Travel Overseas

The Missionary Envoy shall be approved to make periodic trips to minister overseas, as funds will allow, to keep abreast of the work worldwide.

Leadership Development International

Mission Statement

To provide advanced training for leaders to facilitate world evangelism.

Goals

1. To provide and promote training and resources in Biblical leadership principles.
2. To develop leaders who can train and reproduce leaders.
3. To establish inter/intraregional LDI communication.
4. To coordinate inter/intraregional LDI opportunities.

Administrative Committee

Duties of the LDI Coordinator

1. To oversee and promote worldwide LDI activities.

2. To work in harmony with and communicate with the General Director of Global Missions, Regional Directors and Regional LDI Coordinators.
3. To coordinate production and distribution of LDI materials.
4. To serve as a liaison to the North American Support Team and translation team.

Duties of the Regional LDI Coordinator

1. To oversee and promote regional LDI activities.
2. To work in harmony with and communicate with the LDI Coordinator and Regional Directors.
3. To coordinate LDI materials at the regional level.
4. To coordinate regional involvement of the North American Support Team.

Veterans of Global Missions Association

Mission Statement

The Veterans of Global Missions Association is dedicated to the cause of supporting, encouraging, and assisting missionaries who have faithfully served on Global fields and have returned to North America. It is our mission to help and assist the veteran missionary and his children to reenter the North American culture and home life. This we do through a variety of programs.

Purpose

1. To help veteran missionaries (those no longer under official appointment) reenter the North American culture and church family.
2. To foster a fellowship and contact with persons who have served as missionaries abroad and give them a sense of continued belonging to the Global Missions family.
3. The Veterans of Global Missions Association will publish a tri-annual newsletter entitled, *The Vanguard*, to maintain communication with missionaries and keep them informed of important information.
4. The Veterans of Global Missions Association will maintain a web site for the benefit of members and as another source of communication, information and fund raising.
5. To provide our United Pentecostal Church International fellowship with an outlet to show appreciation and remembrance for past services to veteran missionaries.
6. To provide veteran missionaries' children with scholarships to attend United Pentecostal Church International Bible colleges or seminars and retreats that will assist them with reentry.
7. To help veteran missionaries with special financial needs during their reentry period.
8. To provide special assistance for emergency medical needs.
9. To give Global Missions a resource to draw from the former missionaries' rich experiences and knowledge.

Membership Qualifications

1. The ministers must hold a current ministerial fellowship card and have been a fully appointed missionary who has served abroad.
2. Persons who are not licensed ministers must be current members of a United Pentecostal Church, having been fully appointed missionaries who have served abroad.

Officers

Steering Committee – Leadership shall be provided by the Steering Committee consisting of five members, namely, three members elected from the membership, the General Director of Global Missions, and one member of the Global Missions Board.

The Chairman, Vice Chairman and Secretary shall be members of Veterans of Global Missions Association and elected by the membership.

1. The General Director of Global Missions shall serve by virtue of his office.
2. The member of the Global Missions Board shall be appointed by the Global Missions Board for a term of two years and may not succeed himself.

Officers Elected from the Association Membership

1. A Chairman, Vice Chairman and Secretary shall be elected by the membership to serve for a term of three years on alternate years and shall not succeed themselves.
2. In the event of a vacancy, the Steering Committee shall be empowered to appoint a replacement to serve until the next annual membership meeting.
3. The Director of Global Missions may invite a member to represent the Veterans of Global Missions Association Steering Committee and sit with the Global Missions Board at his discretion to acquaint officers with the Global Missions Board and Global Missions.

Duties of Officers and Steering Committee

Chairman

1. To conduct the election of officers and to chair all Steering Committee meetings.
2. To call additional Steering Committee meetings as he deems necessary.
3. To have authorization when needed to allocate up to \$500.00 for immediate or emergency needs to any member without prior approval of the Steering Committee.
4. To notify all members of the annual business meeting at least thirty days in advance via "The Vanguard" and arrange for the annual business meeting and banquet.
5. To be responsible for processing applications for scholarships.
6. To arrange for a Veterans of Global Missions Association delegate to attend veteran missionary funerals and arrange for flowers for such funerals.

Vice Chairman

1. To participate in all Steering Committee meetings when possible.
2. To act as Chairman of the Steering Committee meetings in the absence of the Chairman.
3. To assist the Chairman in Association matters when requested to do so.
4. To give the Chairman a report of all Global Missions Board meetings he attends.

Secretary

1. To be responsible to record all minutes in all Steering Committee meetings and annual business meetings, and to hold them in trust as a permanent record. Said records are to be held in a permanent file and passed on to any succeeding Secretary at the end of his term.

2. To send copies of all business and Steering Committee meetings to each member of the Steering Committee within 30 days.
3. To give the Chairman a report of all Global Missions Board meetings he attends.
4. To send all members a current membership list each year.
5. To assist the Chairman in Association matters when requested to do so.
6. To prepare and provide an annual financial report for the Veterans of Global Missions Association Steering Committee and members at the annual business meeting.

Steering Committee

1. To provide the leadership and oversight of all the affairs of the Veterans of Global Missions Association.
2. To be responsible for the management and allocation of all available finances.
3. To have as its primary concern to assist in the reentry of returning veteran missionaries to the North American culture and church fellowship as outlined in our Mission Statement and Purpose.
4. To oversee all publications for the Association including the publishing of our official newsletter "The Vanguard" three times per year (every four months).
5. To make immediate contact with each returning veteran missionary to evaluate their immediate needs, if any.
6. To meet at least twice annually to conduct Association business, if needed.
7. To carry out Veterans of Global Missions Association Steering Committee business, within policy guidelines, between sessions of the entire Steering Committee.

Finances and Funding

The basic source of financial income to this Association shall be Partners In Missions pledges and offerings designated for this purpose. All funding is held in trust by Global Missions in a Partners In Missions account for Veterans of Global Missions Association and disbursed at the request of the Steering Committee Chairman. All allocations and disbursements shall have the Steering Committee approval. However, the Chairman does have authorization to disburse funds up to \$500.00 for any emergency requests or needs.

The Veterans of Global Missions will provide funds for the annual *Christmas Cheer for Retired Missionaries*.

Annual Business Meeting and Elections

The Association shall conduct its annual business meeting each year at the General Conference during the Veterans of Global Missions Association banquet. All elections of officers and all pertinent business including the giving of a financial report shall be given in this meeting. The Chairman shall notify all members as to the specific time and place of this banquet and business meeting at least 30 days in advance of the meeting via "The Vanguard." A quorum will constitute all those present and voting.

Amendments

Any amendment to this policy or its bylaws, shall be approved by a majority of the Veterans of Global Missions Association Steering Committee with all members present, and voting be ratified by a majority of the members present and at the next annual meeting.

The Global Missions Board may at any time send to the Steering Committee through its delegate or through the General Director of Global Missions any proposals or suggestions it deems appropriate for consideration.

Stewardship Department Representative

1. Global Missions representative to the Stewardship Department will be appointed by the Global Missions Board on the recommendation of the General Director of Global Missions for a term of two years.
2. The representative will coordinate his work with the Director of the Stewardship Department and General Director of Global Missions.
3. The representative will promote the endowments of Global Missions and any other authorized fund raising endeavors.
4. The representative will present an annual budget to the Global Missions Board for approval to cover promotion, expenses not covered by hosting pastors and other expenses.
5. The representative will be reimbursed for approved travel expenses incurred in the promotion of Global Missions authorized fund raising endeavors. These expenses will be paid by the inviting pastor. If these expenses are not covered, the representative will requisition for the expenses.
6. The representative will provide an annual written report to Global Missions of activities and progress.
7. The representative will keep the General Director of Global Missions and the Director of the Stewardship Department informed of plans and progress.

Protocol for UPCI Endorsed Ministries Working With Global Missions

1. UPCI Endorsed Ministries desiring to operate outside of North America will communicate and coordinate their efforts with Global Missions.
2. Global Missions will contact the regional director, who in turn will contact the missionary and/or national board concerned to seek their counsel.
3. The missionary and/or national board will communicate back to the Regional Director.
4. The findings will be communicated back to Global Missions.
5. Global Missions will communicate with the endorsed ministry to provide recommendations.

Chapter Thirteen

Guidelines

New Venture Plan for
Raising Missionary
Support

Criteria for Presentation of
Missionaries to Raise
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Chapter Thirteen

Guidelines

This chapter is designed to give a brief overview of Global Missions Board recommended guidelines for establishing and conducting various Global Missions operations. It is written in the hope that it will be a valuable resource for missionary work.

New Venture Plan for Raising Missionary Support

Purpose

The purpose of the New Venture Plan is to appoint or send a new Intermediate or Career missionary to the field on a "funds available" basis upon the retirement, resignation, or death of an existing missionary.

The process of the New Venture plan includes the transfer of Partners in Missions support from the PIM account of the missionary leaving the field to an existing Career missionary and a New Venture appointee.

The New Venture plan should help to maintain the number of missionaries under appointment and is not to take away deputation schedules for furloughing missionaries. If missionaries appointed under the New Venture plan return to the field before deputation can be scheduled, the additional support should be a blessing to them and their work.

Guidelines for PIM transfers

When a missionary retires, resigns, or is deceased, the PIM transfers of said missionary shall be redeemed to help a Career missionary as well as a New Venture appointee. The transfers will be given to the Career missionary that has approved furlough / deputation. The outgoing missionary will be requested to include an appeal in his/her last newsletter for the missionaries who are chosen. The GMAC will review the missionary accounts for deficits and retain the right to make exceptions.

Account Assessments

Appointees will operate under the New Venture plan on a similar "funds available" basis as Associates In Missions appointees. (For more information on financial arrangements for Associates In Missions appointees see chapter 11.) The New Venture appointee will operate on the field with funds available within a budget approved by GMAC. The GMAC will consider account balance, subscription and trend when establishing the New Venture budget.

Insurance Requirements

It is required that New Venture appointees have and maintain proof of adequate health insurance coverage.

1. This requirement is such as any company would require of an independent contractor to be insured and in some cases bonded.
2. This should be clearly explained and agreed before they meet the GMB for interview. When their classification changes and they are classified as employees then this requirement will no longer be necessary.

Official Status

New Venture missionaries will not be considered as employees of the United Pentecostal Church International until the beginning of deputation. The New Venture missionary will be given his/her approximate starting time for deputation at the time of their approval.

Criteria for Presentation of Missionaries to Raise Support at General Conference

1. Missionaries should have \$2,500 or less to raise to fully subscribe their Partners In Missions budget.
2. Missionaries should have no deficit accounts to be an eligible candidate for presentation.
3. Missionaries who are 65 years of age with 30 years of service or 60 years of age with 25 years of service should be the first choice for presentation.
4. Missionaries, who have completed deputation and have not fully subscribed their budgets, may have special consideration if they are still in North America at the time of the General Conference. This would be the decision of the Regional Director and the Global Missions Administrative Committee.
5. Due to special circumstances, the Global Missions Administrative Committee may make exceptions to the criteria. Requests for exceptions should be made in writing and submitted to the committee for consideration.

Involvement of North American Bible Colleges in Overseas Bible School Programs

Required Authorization for Bible Schools

Any missionary or field desiring to operate a Bible school shall first make application to Global Missions through the Director of Education and Associates In Missions. The purpose of the school, the curriculum, the budget, and the instructors should be defined. Missionaries or fields desiring to start other training programs that will require financial subsidy from Global Missions funds shall obtain the approval of Global Missions Administrative Committee before incurring financial obligations.

The Global Missions Administrative Committee or the Global Education Committee is authorized to approve training curricula in general compliance with the Global Association of Theological Studies/Global University of Theological Studies curriculum already approved by the Global Missions Board. It is understood that training funds will only be made available for training programs that are operating with approved curricula. If at any time a significant change in Bible school curriculum and/or schedule takes place on any foreign field, it should be approved by Global Missions.

Overseas Ministries

All correspondence relating to overseas training programs should be directed to the Director of Education and Associates In Missions. Refer to other sections of this manual to coordinate the total training program.

North American Bible College/Training Institutions/Training Programs Involvement in Overseas Training

North American Bible colleges may be involved in overseas Bible colleges under a set of guidelines established by Global Missions.

1. Global Missions shall be notified of any desire to become involved with an overseas Bible college.
2. Interested colleges should seek and obtain clarifications and clearances on all legal aspects of working with Global Missions.
3. The proposed plan and program shall be in cooperation with the existing programs of the church within said field.

4. Names of the proposed staff shall be submitted to and approved by Global Missions.
5. A written plan of operation outlining objectives and goals shall be submitted to and approved by Global Missions.
6. All materials and textbooks to be used by the school shall be presented to Global Missions.
7. Evidence of financial responsibility for the proposed operation shall be presented to Global Missions.
8. There shall be a willingness to consult with proper national leadership in selection of students and national staff.

Constitution or Bylaws

The following suggestion pertaining to the constitution or bylaws of the church being organized will contain most of the points already suggested in the proposals pertaining to the document of legal registration. However, there will be amplifications of some areas, rewording of some areas directed more to the church constituency than to the government and secular world and entire areas of additional information. At all times, the constitution of an organization shall be compatible with the legal requirements as registered in the document of legal registry. Consistency between these two documents is absolutely essential. It is the constitution or bylaws that is considered the document of international organization and control.

This is the document that will be most public to the membership of the organization and will be its guide for the actual functioning of the organization.

Name of the Organization

(Same as previous document.)

Purpose

It is the objective of the United Pentecostal Church of _____ to preach the whole gospel to the whole world, evangelizing and planting churches in unevangelized territories, at the same time taking care of existing churches, striving for the spiritual, moral, intellectual and effective ministry after the pattern of the New Testament church.

Affiliation

(same as Document of Legal Registration)

Articles of Faith

(same as Document of Legal Registration)

Membership

(same as Document of Legal Registration)

General Conference

This is the same as that referred to as the general assembly in the document of legal registry. It may be called the general conference, the national conference or the general assembly. This article should make provision for an annual regular session known as the _____ conference. It probably is not necessary to make provision for the calling of special sessions of the general assembly in your bylaws or constitution. Provision for this can be included in the document of legal registry in event it is needed for business purposes.

The constituency of the general assembly needs to be very carefully spelled out. The wording used in the document of legal registry would be appropriate here thereby making a distinction between the general

membership which includes all members of the local churches along with the ministry and the ministers who will be authorized to participate in the general assembly.

There needs to be a section outlining the order of business in the article governing the general conference. The following is suggested:

The regular order of business shall be:

- *Meeting called to order by the superintendent*
- *Reading of the minutes of the last conference*
- *Reports of officers*
- *Reports of committees*
- *Pending business*
- *Election of officers*
- *New business*

In this article there should also be provision for the processing of resolutions. The following method is suggested: All new business shall be presented to the General Conference in writing as recommended by the Executive Board.

Executive Board

The first section of this article should identify the constituency of the Executive Board. The following is suggested:

The Executive Board shall consist of the superintendent, assistant superintendent, secretary-treasurer, presbyters, and a missionary representative from the United Pentecostal Church International designated by the Global Missions Board of same if the superintendent is not a missionary and if there is a missionary of the United Pentecostal Church International appointed to this country.

The next section should define the duties of the Executive Board. The following is suggested:

The duties of the Executive Board shall be:

- *To have charge of the supervision of all of the activities of the organization, both spiritual and material.*
- *To examine and decide on all candidates for ministerial ordination or ministerial license both as to the granting of same or the removing of same.*
- *To have power to install or remove pastors and workers in local assemblies.*
- *To handle all grievances and complaints against any member or congregation referred to the Executive Board by one of its members.*
- *To administer the receiving and disbursing of all funds.*

Officers

The first section of this article should name the general officers of the organization as suggested in the document of legal registry, for example, superintendent, assistant superintendent and secretary-treasurer. In addition, provision may be made for the office of presbyter at such time as the work is sufficiently developed to make this position advisable.

The next section of this article should deal with the appointment or election of officers. This should be compatible with whatever method is spelled out in the articles of legal registry. Several alternatives are provided in our guidelines for that document. The method set forth in the constitution should be the same. With respect to the appointment of presbyters, it is recommended that presbyters be selected from the ministers in the area to be represented and ratified by the general assembly.

The next section of this article should deal with the qualifications of officers. It is suggested that in order to be an officer of the organization, one should be at least thirty years of age, have a minimum of five years in the ministry, have been ordained one year and have been a member of the organization for the two years prior to placement in

office. The candidate also shall have proven loyalty to the organization by full cooperation and in laboring for the salvation of souls and the building of the work. This section also needs to contain a statement providing that a missionary under full appointment of the United Pentecostal Church International to this country shall qualify for placement in any office by virtue of their appointment as a missionary.

It should be noted that in organizing new fields, provision may need to be made to waive the age minimum and ministerial tenure for an initial period of time until the ministry in this field has opportunity to develop and mature in both age and experience.

The next section in the article on general officers should deal with the method of election. It is recommended that election be as follows:

- *All voting for candidates shall be by secret ballot.*
- *The chairman shall appoint a tabulating committee of not less than three persons whose responsibility it shall be to count the written ballots and report the results of same to the chairman.*
- *Votes cast for candidates shall be "yes" or "no" on the nominees or appointees presented by the Executive Board.*
- *A majority vote in favor of a candidate shall constitute an election or ratification.*

The next section of this article should define the term of office both as to length and when new appointees take office after appointment. It is suggested that general officers be installed for two years unless otherwise specified. It is further suggested that offices terminate at the end of the conference in which the successor is elected or, if feasible, thirty days after the conference should it be necessary for there to be some overlapping of time for the proper transfer of responsibilities.

The final section of this article should deal with the filling of vacancies in officers. The following is suggested: In case of vacancies of office by resignation, death or dismissal, the unexpired term shall be filled by appointment of the Executive Board. Exception shall be if the superintendent or the officer is appointed by the United Pentecostal Church International, the vacancy shall be filled by a new appointment from same.

Rights and Obligations of Officers

The duties and obligations of officers as spelled out in the document of legal registry should be repeated in the constitution and bylaws. In addition, the following suggestions are offered.

Under the section outlining the duties of the president, it is suggested that the following become the second of his listed responsibilities and inserted between paragraphs 1 and 2 of the suggested legal document.

The president shall endeavor to maintain a spirit of harmony, unity and cooperation between this organization and the international work throughout Global Missions of the United Pentecostal Church International.

The subsequent duties of the president as outlined in the document of legal registry shall then follow this insertion in the bylaws.

Under the duties of the assistant superintendent, it is suggested that the following become the first listed duty of this office:

The assistant superintendent shall work in harmony with the superintendent and take charge of the functions as authorized by the superintendent.

The other duties of the assistant superintendent as outlined in the guidelines for the document of legal registry shall be included here.

Duties of the secretary-treasurer as outlined in the guidelines for the document of legal registry can be repeated in the bylaws. No additional suggestion is offered here.

When presbyters are provided for, the duties of the presbyter need to be outlined in this article. The following is suggested as a list of duties for the presbyter:

- *Shall be a member of the Executive Board.*
- *Shall supervise the work in their area of responsibility under the superintendent and Executive Board.*
- *Shall coordinate the work in their area with that of the organization. It shall not be a separate work from the organization at any time but shall be one and the same work.*
- *Shall report any problems to the superintendent.*
- *Shall perform such other duties as may be required of them by the superintendent or Executive Board.*

Ministry

Sample wording for this article is suggested as follows:

1. Qualifications and requirements for ministers.

- A. *Anyone desiring to be affiliated as a minister with the United Pentecostal Church of _____ shall have the baptism of the Holy Spirit with the initial sign of speaking with other tongues as the Spirit gives utterance according to Acts 2:4, 10:46, and 19:1-6; shall be baptized by immersion in the name of the Lord Jesus Christ as in Acts 2:38, and shall believe in, teach and preach same and feel a call to serve in the ministry.*
- B. *All missionaries under appointment of the United Pentecostal Church International to _____ shall automatically be members of the United Pentecostal Church of _____.*
- C. *All applicants for license or credentials shall properly complete a questionnaire that shall be supplied; all questions shall be carefully answered. The same shall have the recommendation of their pastor or another minister of the United Pentecostal Church of _____ and shall have the endorsement of the majority of the Executive Board.*
- D. *The acceptance, deferral or rejections of any application shall be the prerogative of the Executive Board.*
- E. *Annual fellowship cards shall be issued by the secretary and shall bear the signatures of the superintendent, secretary and presbyter in order to be valid. Without a current fellowship card, all credentials and licenses shall be considered void.*
- F. *All ministers shall cooperate with the financial program of the organization in order to remain a member in good standing.*

2. Local license

- A. *A local license shall be issued by the secretary as authorized by the Executive Board and shall bear the signatures of the superintendent, secretary and presbyter.*
- B. *Qualifications for a local license are:*
 - i. *A candidate for local license shall meet the foregoing qualifications for the ministry and have preached an average of one sermon per week for the past six months.*
 - ii. *A candidate for local license shall be examined by two members of the Executive Board along with their pastor and then receive the endorsement of a majority of the Executive Board.*

3. General license

A. A general license may be issued by the secretary as authorized by the Executive Board and shall bear the signature of the superintendent, secretary and presbyter.

B. Qualifications for general license shall be:

- i. One who is actively engaged in the ministry and who has labored faithfully in the work of the Lord for the past two years, having preached an average of one sermon per week for the past two years and having otherwise proved their call as a minister may apply for a general license.*
- ii. A candidate for general license shall appear in person before the Executive Board to be examined before a general license can be issued.*

4. Credential of ordination

A. A certificate of ordination may be issued by the secretary as authorized by the Executive Board and shall bear the signature of the superintendent, secretary and presbyter.

B. Qualifications for ordination shall be:

- i. One who is actively engaged in the ministry and who has labored faithfully in the work of the Lord for the past five years and otherwise proved their ministry may apply for ordination.*
- ii. All applicants for ordination shall appear in person before the Executive Board to be examined before the ordination may be granted.*

Districts

At such time as the organization develops enough to make it advisable, provision may be made for the formation of districts.

Local Assemblies

The following wording is suggested for this article in the beginning stages of the organization:

These bylaws may be amended upon recommendation of the Executive Board by a majority vote of any general assembly.

Obviously, much thought should go into the drafting of an original set of bylaws for a new organization. The preceding suggestions relative to wording have been carefully thought out and approved by the Global Missions Board of the United Pentecostal Church International. Deviations from this wording when it is specifically suggested or deviations from other specific suggestions set forth in the preceding guidelines should be with intent and purpose.

It should be remembered that any proposed articles of incorporation or proposed bylaws for a new organization shall have the approval of the Global Missions Board of the United Pentecostal Church International before being presented to the membership or the government for final action.

International Evangelism

Proposals for Global crusades, seminars or other ministries involving ministers from outside the host field are to originate from the missionary or official in the host field or from Global Missions. The missionaries or officials of the host field shall present to Global Missions for their approval a proposal incorporating the dates, budget and personnel to be involved in said effort. The proposed projection shall be evaluated on the basis of practicality, financial responsibility, stewardship and timing with an overview of world need.

In the interest of harmony and cooperation, it is recommended that individual ministers or groups of ministers with a burden and desire to be involved in sponsoring or participating in International Evangelism efforts shall communicate their desire and burden in writing to the General Director of Global Missions.

All funds for International Evangelism crusades, seminars, etc., are to be channeled through Global Missions. Said funds are to be on deposit with Global Missions before disbursements can be made. Global Missions offering credit shall be granted for all funds designated for the approved International Evangelism programs, and for overseas travel expenses of authorized personnel.

Those visiting and ministering in mission fields should respect cultural variance.

The spirit of teamwork is of great importance and should permeate and be projected throughout an entire effort of this nature. Personnel from outside the host field should work in harmony with the missionaries and national leadership of the host field.

Crusades are for the ministry of evangelism. All preaching related to crusades should be geared to the salvation of the lost. Ministers visiting mission fields are encouraged to respect the divine authority and responsibility invested in the missionary and national ministry.

The responsibility for follow-up and conserving the results of the harvest shall be that of the missionaries or national church. Visiting personnel may be involved in follow-up activity as requested by the missionaries and/or national officials. Determination of evangelistic results shall be the responsibility of the missionaries and the national church.

It is recommended that financial commitments not be made publicly or privately to nationals. In order to continue progressing to indigenous principles, the desire to provide financial assistance should be expressed to the missionary personnel or Global Mission who will assist in facilitating the contribution.

Visitors to mission fields shall receive prior permission from the Regional Director and Global Missions before extending a formal invitation for nationals to visit North America. Such communication shall be conveyed through the proper missionary channels.

Purpose and Definition of Summits

Definition – A summit as defined by Global Missions is a meeting of high level leaders to develop a program of action for a particular language or cultural group.

Purpose – The purpose of the summit is to address evangelistic opportunities and encourage cooperation. This should include coordination of literature, radio and web ministries, training and evangelism.

Organization of Summits – The development, structure and implementation shall be approved by Global Missions.

International Missionary Involvement

Scheduling Evangelists and Teachers

The General Director of Global Missions and the Regional Director shall meet sufficiently in advance to establish an overall plan for the use of the evangelists or teachers working within respective regions. The Regional Director will work out schedules for evangelists and teachers within the region.

The missionary evangelist or teacher should make a proposed itinerary for each region in which they wish to work and submit it to the Regional Director of that region; or the Regional Director can make plans for his region

consulting with missionaries and national leadership and make these suggestions to the missionary evangelist or teacher. The Regional Director will coordinate this with the missionaries and national leaders involved.

The final proposal for travel is to be submitted for approval to the Global Missions Administrative Committee in August for the coming year.

Finances

Travel, seminar, crusade, etc., costs are to be submitted along with the itinerary for approval. Details of supporting their involvement and functions shall be determined ahead of time. Possible sources of help for functions are:

1. Partners In Missions funds
2. Special project funds
3. Ladies Ministries student support
4. Local and national funds
5. Evangelism funds

Job Descriptions

A statement of role and purpose as well as specific job description details is needed. For missionaries with international or inter-regional appointments, they choose a primary region and work under the Regional Director of the primary region. The job description will be written by the Regional Director of the primary region and the missionary.

General Matters

One week in North America will be allowed for every month of service overseas. Proper payments need to be paid to the host missionary or national leader when the missionary evangelist or teacher stays in their home.

Seminar, teaching and training materials are first to be submitted to Global Missions for approval before using them overseas. Copies are to be on file at Global Missions. A policy needs to be developed covering the ownership of seminar, teaching and training materials developed or authorized by missionaries who are under appointment.

Regional Evangelism/International Teaching Ministry

A person appointed to regional evangelism or international teaching ministry shall be a fully appointed missionary to a specific region to do evangelism or teaching. They should have previous proven missionary experience and effectiveness in evangelistic or teaching ministry.

Their area of ministry shall be evangelism, crusades, ministerial seminars and short-term Bible school training. They shall work under the supervision of the Director of Global Missions and Regional Director in cooperation with the Field Superintendent and missionaries on location.

Their place of residence shall be determined by the General Director of Global Missions, Regional Director of their primary region and missionary.

Legal Registration in a New Field

Name of Organization

It is recommended that in every possible situation, the organization be named the "United Pentecostal Church of _____." In the blank should be placed the official name of the country in which the church is being organized. If the church has been registered in other countries with the same official language, the proper translation of the "United Pentecostal Church" in that particular language should be determined by Global Missions.

Purpose

In drafting a statement of purpose, consideration should be given to every aspect of the following suggested statement keeping the paramount religious objective of the church in proper focus. In all probability, the services of an attorney will be necessary to fulfill all the requirements of local law providing for the proper function of the church as a recognized religious organization in that particular country. The following is offered as suggestive of many facets of activities that need to be provided for in the official registration of the church organization:

The purpose of this organization shall be to propagate by any proper means the gospel of Jesus Christ in the country of _____ and elsewhere throughout the world. In fulfillment of this primary objective, this organization may establish and maintain local churches for the benefit of its adherents, establish educational institutions for the betterment of its people and ministry, operate printing presses or otherwise publish church related literature, engage in appropriate social and benevolent programs within the means of the church, buy, rent, sell or by other legitimate means acquire the use of property to be utilized in the fulfillment of the before stated purposes and activities and engage in other activities consistent with the overall objectives of this organization.

Affiliation

In drafting a statement of affiliation, the following is suggested:

The United Pentecostal Church of _____ shall maintain an active affiliation with the United Pentecostal Church International, headquarters in Weldon Spring, Missouri, United States of America, and with other United Pentecostal Churches worldwide, working in harmony with the international organization at all times.

Articles of Faith

Normally, the Articles of Faith would not be considered by a lawyer to be essential for the document of legal registration. However, to protect the future of the United Pentecostal Church in the country being organized and to make it more difficult to alter the Articles of Faith, it is suggested that the concept of the following statement be included in the document of legal registration:

The Articles of Faith of the United Pentecostal Church of _____ shall be the same as the Articles of Faith (international version) of the United Pentecostal Church International, Weldon Spring, Missouri, U.S.A.

Membership

The following statement is intentionally all inclusive of the total membership of the United Pentecostal Church including the members of the local churches in order that they may enjoy any privileges and protections as individuals which would be granted under the recognition of the church to which they belong. It will be noted that the voting constituency or participating constituency in the business affairs of the church will later be defined as members of the ministerial body only. The following statement covering membership in the organization being formed is suggested:

The membership of the United Pentecostal Church of _____ shall consist of all ministers holding a valid ministerial license or credential of ordination from this organization, all duly appointed representatives to this country from the United Pentecostal Church International, Weldon Spring, Missouri U.S.A., and all members of recognized local churches, shall hereafter be called 'the organization'.

General Assembly

This article will make provision for the official body of the organization to meet generally on a minimum of an annual basis to conduct required business according to the demands of the law of the country in which the organization is being formed. The law generally requires the following:

1. The provision for an annual regular session generally called the general conference.

2. The provision for the calling of special sessions. In the case of calling special sessions, it should be determined if notice of business to be dealt with should be included in the call for special sessions, who has the power to call the session and the amount of time and means of advance notice of such session.
3. The definition of a quorum that constitutes a sufficient representation of the membership in a general assembly in order for the conducting of business. It is recommended that the quorum be defined as the number of members present and voting. It is inadvisable to define the quorum as a percentage of the membership peradventure it is impossible to get sufficient cooperation from the membership in order to conduct a business session. If local law requires the establishing of a percentage of membership, caution should be taken to carefully define this in such a manner that progressive action by the organization will not be limited in event there is insufficient cooperation from those who would normally be expected to participate in a business session.
4. A definition of the constituency of the general assembly. This is the place to define those with the right to participate in the conduct of business. It is recommended that this constituency be defined as follows:

Only those members of this organization who are active licensed or ordained ministers shall constitute the membership of the general assembly with the right to participate in the conduct of business.

5. A definition of the powers invested in the general assembly. The following is suggested:

The powers of the General Assembly will be:

- *To approve the amendments of the constitution of the organization.*
- *To vote on elective offices.*
- *To approve, amend or revoke resolutions of the Executive Board.*
- *To approve or disapprove the reports of the officials and the Executive Board.*
- *To conduct such other business as generally would accrue to this assembly.*

Board of Directors

This board will conform to what we would normally think of as our general board or national board. We will call it the Executive Board in these guidelines. It could be called any of the foregoing but will constitute the board of directors of the legal organization. The following is recommended for the constituency of this board:

The Executive Board will consist of the superintendent (president), assistant superintendent (vice president), secretary-treasurer and such other officers as provided for in the bylaws of the organization.

In a separate section under this article, the duties of the official board should be defined. The following is suggested:

The duties of the Executive Board shall be:

- *To have charge of the supervision of all the activities of the organization, both spiritual and material.*
- *To administer the receiving and disbursing of all funds.*
- *To examine and decide on all candidates for ministerial ordination or ministerial license both as to the granting of same or the removing of same.*
- *To have power to install or remove pastors or workers in local assemblies.*

According to the legal requirements of the country in which the church is being organized, provision needs to be made for trustees of the assets of the organization. It is suggested that the officers of the corporation should be the superintendent who shall serve as president, the assistant superintendent who shall serve as vice president, the secretary-treasurer (may be one or two persons), and possibly up to three additional members appointed by the Executive Board and ratified by the general assembly. These officers shall constitute the Board of Trustees of the organization.

Officers

In this article, it is necessary to define the officers necessary for the corporation. It is recommended to begin with only the essential officers necessary for legal recognition. Other officers may be added in the internal bylaws as far as the operation of various church functions is concerned. The following is suggested:

The organization shall have the following officers: superintendent, who shall serve as president; (optional) assistant superintendent, who shall serve as vice president; secretary-treasurer, and such other officers as may be required by law or added as the organization grows. The office of secretary and the office of treasurer may be filled by one and the same person.

The next section in this article should deal with the naming of officers and should define the manner with which the officers will be put into office. The following is suggested in the guideline form as the recommendation in the order of preference as far as the United Pentecostal Church International is concerned. It should be noted that external appointment of officers of the church may not be legally possible in a given country. However, a careful distinction needs to be made in consulting with attorneys on this matter as to whether the attorney is giving specific legal information or is speaking his personal preference with this regard. It will be noted that strong emphasis is placed upon appointment by the United Pentecostal Church International of leading officials at this point in the organizing of a national church and that other offices are filled by nomination or appointment by the existing Executive Board rather than by free election of the general assembly, if at all possible.

Superintendent (President) – The following methods of filling this office are suggested in order of preference:

1. It is recommended that where permissible, this office be filled by appointment from the Executive Board of the United Pentecostal Church International, Weldon Spring, Missouri, U.S.A., upon the recommendation of the Global Missions Board of same.
2. If direct appointment from the United Pentecostal Church International is not permissible, it should be determined if the international body can nominate a candidate to be ratified by the general assembly or electoral body.
3. If nomination from the United Pentecostal Church International is not permissible, nomination should be by the Executive Board of this organization with ratification or election by the general assembly or electoral body.

In the beginning of a new organization, it is generally recommended that the office of superintendent not be filled by open vote of the general assembly if this can be handled otherwise. If open election is necessary, a method of representative vote should be devised. In geographically small fields where fair representation of the voting membership can participate, the general assembly may serve this purpose well. However, in geographically large fields, a representative electoral body should be established for the election of officers in order to give equitable expression of the entire voting membership throughout the fellowship of the organization.

Assistant Superintendent (Vice President) – The following methods are suggested in order of preference.

1. Appointment by the Executive Board of the new organization with said appointment to be ratified by the general assembly or electoral body.
2. Nomination by the Executive Board of the organization to be elected by the general assembly or electoral body.
3. Election by the general assembly or the electoral body.

Secretary

1. They shall take minutes and preserve records of all business proceedings.
2. They shall issue and sign all credentials of ordination, ministerial licenses and fellowship cards.

3. They shall be a trustee and the secretary of the corporation and shall be authorized to sign all official and legal documents, deeds, mortgages and checks as authorized by the Executive Board.
4. They shall perform such other duties as the office may require.

Treasurer

1. They shall receive and care for all funds of the organization and deposit all such funds in a bank for safekeeping.
2. They shall make all disbursements as authorized by the Executive Board and maintain a suitable record of same by check or receipt.
3. They shall keep an accurate record of all said transactions.
4. They shall hold the books open for inspection by the officers of the organization.
5. They shall give a financial report at each General Assembly.
6. They shall give a report to the president or Executive Board when requested.
7. They shall serve as a trustee and treasurer of the corporation and shall be authorized to sign all official documents, deeds, mortgages and checks as authorized by the Executive Board.
8. They shall perform such other duties as the office may require.

Amendments

The following is suggested wording for an article pertaining to amending of the document of legal registry:

Amendments to this document shall first be presented in writing to the Executive Board, which, at its discretion, may present same for consideration to the General Assembly. It shall require a two-thirds affirmative vote of the members present in a general session for approval of same.

Internal Bylaws for National Church Organizations

The following is intended to provide guidelines and model statements to be utilized in preparing documents of legal registry or internal bylaws in the organizing existing national church organizations. Because of the great diversity of circumstances in the worldwide situation, it is impossible to draft one instrument that will serve the purpose in every country without due consideration and adaptation. Careful thought and foresight should be used in drafting the documents pertaining to the particular organization being incorporated. Legal requirements under the government in which the church will operate and the size and maturity of the work being organized will have specific influence upon your choices.

A distinction is made between legal registry and internal bylaws.

Where allowable, legal registration with the government would be accomplished by means of articles of incorporation, a charter, statutes, etc., which should be as simple and concise as possible and still satisfy the requirements of the respective government. Rules governing the internal government of the church should be set forth in a separate document hereafter called the constitution or bylaws. In establishing this difference, it is anticipated that the document of legal registry will be filed with the government and approved by the same to establish the church as a legal entity. Because of governmental involvement, subsequent changes also would have to be filed with the government and approved by the government to be in effect. Therefore, nothing should be included in the document of legal registry that is not required to satisfy the demands of the law or to safeguard the future stability of the church.

The document governing internal government of the church can be lengthier and deal with those matters of more personal nature as far as the church organization itself is concerned. Therefore, they are more easily amended as the development of the church progresses or as changes are desired. The document known by the United Pentecostal Church International ministers as the manual or constitution is actually the bylaws of our organization. The document of legal registry is called the articles of incorporation, which are filed with the State of Missouri in the United States. This particular document of incorporation, whereby the church becomes a legal entity, is very concise and is not generally a matter of concern to the membership of the organization so long as its requirements are fulfilled in the operation of church business affairs.

In dealing with the following guidelines, we will first deal with the document of legal registry in detail. However, to establish an overview of the entire procedure and considerations involved in same, a brief outline of the contents of each document will be set forth before getting into specifics.

The document of legal registry (regardless of the official name) should include or have added to it articles governing the departmental operation of various facets of the church, such as missions, youth, ladies ministries, etc. It is not generally recommended that articles governing departmental functions within the organization be drafted initially but rather be added as the church matures and grows.

In setting forth specific guidelines relative to each of the above-mentioned documents, in some cases explanatory statements will be given without specific patterns of wording, whereas in other areas, model wording will be provided which can be used as a pattern for drafting specific statements in the new document.

Affiliation of National Church Organizations

Definition of Affiliation

Any national church organization that adopts the International Articles of Faith and maintains an active relationship and working harmony with the United Pentecostal Church International and other United Pentecostal Church affiliates worldwide may with the approval of the Global Missions Board and in consultation with the national church concerned and with the ratification of the Executive Global Council of the United Pentecostal Church International, be an affiliated church organization.

Definition of Nationalization

The term "nationalization" shall be defined as the right of a national church to elect its own leadership.

This national church shall be expected to maintain a close association and fellowship with the United Pentecostal Church International and its representatives. It shall also maintain an active membership in the Global Council.

Consideration of the decision to transition to national leadership should include whether or not the national church is self-supporting in administration, self-propagating in training and evangelism, and has ample maturity to be self-governing.

Procedure to Be Followed for Nationalization

Internal Criteria for Global Missions

1. An evaluation may be conducted of the church by the Regional Director and the Missionary Field Superintendent in the following three areas:
 - Is the national church self-supporting in administration?
 - Is the national church self-propagating by having a training and evangelism program in place?
 - Is the national church ready to be self-governing?

2. A request from the national board to the Global Missions Board.
3. Are the roles of the Regional Director and Missionary properly defined within the context of the national constitution?

Field Criteria for the National Church

The following questions should be directed to the National Leadership by the Regional Director or his designate:

1. What procedure has been developed for the proposed transition of leadership?
2. Has the role of the missionary been sufficiently defined in the national constitution?
3. What is the plan for funding the personal support of the national superintendent and expenses related to his position?
4. Is there a national consensus among the ministerial body for this proposal?

Time of Transfer

It is recommended that a special ceremony be held marking the new relationship at the time of transfer to national leadership.

Procedure for Selecting a National Superintendent

When appointing a National Field Superintendent (CEO), the Global Missions Board is not obligated to appoint a missionary, but can appoint a leader from that particular field.

The term or concept of "nationalization" can be perceived as ambiguous, and the request to select a National Superintendent (CEO) is not always the same thing as nationalization. The request to select a National Superintendent (CEO) should not be perceived as separation or exclusion but is merely the exercise of self-determination within the framework of the national constitution, when amended.

In the selection of a National Superintendent, the following procedure is recommended:

1. The process of the election of a National Superintendent (CEO) would be initiated by the governing body (i.e. General Board) of the country wishing to select its own National Superintendent (CEO).
2. The request to select a National Superintendent (CEO) should be provided in writing and be presented to the Regional Director who will provide a copy to the General Director of Global Missions.
3. In their letter of request, the governing body should propose a time-frame for the implement of the selection process.
4. The by-laws of the respective country should be included in the letter of request with proposed changes.
5. Consideration should be given to the role of appointed missionary personnel to the country.
6. Leaders to be considered for selection as the National Superintendent (CEO) should meet all qualifications as set forth in the National Constitution and Bylaws.
7. National churches requesting approval to select a National Superintendent (CEO) should sufficiently demonstrate their ability to self-govern.

Crisis Management Plan

With current situations that exist in the world today, Global Missions strongly recommends that each field and each individual missionary family develop a Crisis Management Plan to deal with emergencies that may arise. These emergencies can be caused by natural disasters or government and civil unrest. To determine if a crisis is imminent, missionaries are advised to maintain close contact with the following:

- a. Embassy contacts by telephone and the warden system
- b. American school or International school contacts
- c. Information from the international community and/or the national church
- d. Airline cancellations
- e. News media – radio, newspapers, internet

Developing a Plan

- a. Designate a country and city (along with an alternate) to which the family would temporarily evacuate in case of an emergency.
- b. Designate a gathering place (specific point) for the entire family in the event of an emergency.
- c. Register at the embassy upon first entering the country and update this registry each year.
- d. Establish contact & rapport with a travel agency, which would facilitate quick travel arrangements in the case of an emergency.
- e. Make a list of all possible steps to take to leave the country in case of an emergency.
- f. Make a list of steps to follow for national church leaders in the event that the missionary needs to leave the country immediately.
- g. Establish a bank account or monetary contact for transfer of United States funds from Global Missions to the missionary in case of emergency.
- h. Set up a schedule and manner of bill payment in the event the missionary needs to leave the country.

Process of Notification

- a. When possible, the missionary should notify Global Missions and the Regional Director about the situation prior to leaving the country, and keep them informed. This could be by telephone, email or fax.
- b. In case the missionary cannot notify the office and must leave the field, it is understood that missionaries are authorized to do so. If missionaries leave the field without notifying the office and Regional Director, they should do so as soon as possible.

Safeguarding Documents and Papers

- a. Make a list of personal document numbers, including credit cards, passports, national identity documents, etc.
- b. Store in a safe place for easy retrieval: passports, birth certificates, marriage certificates, checkbooks, credit cards, powers of attorney, wills, insurance information, contact list of phone & addresses in the country and outside the country, and national and Global bank accounts.
- c. Make photocopies of all personal documents mentioned above and put in a separate, safe place. You may wish to request Global Missions to store copies documents in a sealed envelope to be opened only in case of emergencies.

When registering with the embassy you may wish to ask if they will certify copies of your passport. These copies become a legal document in case passports are lost. Embassies will usually do this free of charge. This can be very helpful in event of the loss of passports or if passports are not accessible. Only certified copies of the passport are considered legal. Personal photocopies of the passport have no real legal value.

- d. Prepare a power of attorney to authorize underage children to leave the country separately and unaccompanied if needed.

Emergency Supplies

- a. Make a list of absolutely essential personal items needed for an emergency trip out of the country and know where to get hold of the items immediately.
- b. Keep a supply of cash on hand for emergencies, or especially when situations become threatening.
- c. Keep an extra supply of necessary medications in a special place ready for evacuation.

Leaving the Country

- a. The first option should be to stay in the Region if at all possible, and go to a neighboring country for 48-72 hours to evaluate the situation from a position of safety.
- b. Notify Global Missions and your Regional Director as soon as possible.
- c. Secure your house and car with a trusted national leader in the church.
- d. Advise national leaders in the church of contact telephone numbers and your destination if possible. If you are unable to contact national leaders immediately, you should contact them as soon as possible.
- e. If possible, you should pay all personal and missions related bills before leaving the country.

Death, Kidnapping and Payment of Ransom

- a. Should a missionary die while on the field, Global Missions and Regional Director should be notified immediately. If possible, the Regional Director should travel to the field to assist the family with needs on the field and other details necessary in cases of this nature.
- b. It should be understood that the United Pentecostal Church International and Global Missions has a policy that we do not pay ransom in case of kidnapping. Should a missionary be kidnapped, Global Missions and Regional Director should be notified immediately. Global Missions will offer all assistance possible.

Terminology for Orientation Sessions

Inbound Orientation - For missionaries returning stateside to give personal evaluation of their missionary activity; to adjust finances that will continue to flow to the field in their absence; set a new financial structure for future need, and to prepare for imminent deputation that will create the necessary budget.

Outbound Orientation - For missionaries having completed their deputation schedule and/or generated their financial budget. The interview will ascertain the fulfillment of stateside responsibilities, necessary documents filed with Global Mission, adjusted the new financial structure for monthly disbursement, and assure approvals for any shipment to the field.

Retirement Orientation - For missionaries, who after lengthy missionary service, decide to retire from the field of missions. The orientation will address the leadership on location, set ethical standards for future interaction in communication and prepare for credentials transfer to the district of the missionary's choosing.

Resignation Orientation - For missionaries, who for personal reasons, make a decision to resign their missionary appointment. The orientation will address the leadership on location, set ethical standards for future interaction in communication, provide counsel for stateside ministry and prepare for credential transfer to the district of the missionary's choosing.

Termination Orientation - For missionaries who violate any terms of their missionary appointment to the extent their appointment has been suspended by a decision of the General Director and/or the General Board. The orientation will address the severity of the termination, set ethical standards for future interaction in communication, receive counsel for stateside ministry providing the credentials of the missionary have not been affected and prepare for credential transfer to the district of the missionary's choosing.

Procedure for Scheduling Outbound and Inbound Orientation

Outbound Orientation

1. Missionaries should communicate with the Director of Promotions when they are nearing completion of raising their budget and together they should agree on a date to terminate deputation.
2. The Director of Promotions will bring the requested date to terminate deputation to the Administrative Committee for approval when he confirms that the missionary has raised their budget.

3. The Secretary of Global Missions will notify the missionaries on furlough of the date they have been approved by the Global Missions Administrative Committee to terminate deputation.
4. The Secretary of Global Missions will contact the General Director of Global Missions when a date has been approved for a missionary to terminate deputation and asked for optional dates for outbound orientation.
5. When the Secretary of Global Missions has optional date for outbound orientation, he will consult with the Regional Director and Global Missions and WHQ calendar of events to assure that the dates do not conflict with existing schedules.
6. When the Secretary of Global Missions concludes that the suggested dates are agreeable with the General Director of Global Missions, Regional Director and GM/ WHQ calendar of events, he may offer to confirm a date for orientation with the missionary.
7. Missionaries will need to keep the scheduled date for orientation unless circumstances make it impossible to do so.
8. If the missionary cannot keep the scheduled date for orientation, he should notify the Secretary of Global Missions, who will begin the process over again to confirm a date agreeable with the General Director of Global Missions, Regional Director and calendar of events for GM and WHQ.
9. If for reasons beyond their control the General Director of Global Missions or Regional Director cannot be present for the missionary orientation, they can authorize the Secretary of Global Missions to proceed without them.
10. If a date for outbound orientation has to be changed, for whatever reason, the missionary, General Director of Global Missions and Regional Director should be advised immediately and another date should be set.
11. When a date has been set for outbound orientation, the Secretary of Global Missions should advise all the staff in an email.
12. The Secretary of Global Mission should schedule time for the missionary to meet with the necessary parties at the office to maintain a good flow to the activities and time of the missionary as well as the staff.

Inbound Orientation

1. The Secretary of Global Missions will notify the missionaries on the field when they have been approved by the Global Missions Administrative Committee to begin furlough.
2. Missionaries should communicate with the Director of Promotions concerning plans to begin deputation.
3. The missionary should allow adequate time for inbound orientation before beginning deputation.
4. The missionary should communicate with the Secretary of Global Missions well in advance of their expected time of arrival for furlough and ask for a date for inbound orientation.
5. The Secretary of Global Missions will contact the Director of Promotions due to the orientation session that will be done and the General Director of Global Missions when he has a date of expected arrival for furlough and ask for date options for inbound orientation.
6. When the Secretary of Global Missions has optional date for inbound orientation, he will consult with the Regional Director and Global Missions and WHQ calendar of events to assure that the dates do not conflict with existing schedules.
7. When the Secretary of Global Missions concludes that the suggested dates are agreeable with the General Director of Global Missions, Regional Director and Global Missions/ WHQ calendar of events, he may offer to

confirm a date for inbound orientation with the missionary.

8. Missionaries will need to keep the scheduled date for inbound orientation unless circumstances make it impossible to do so.
9. If the missionary cannot keep the scheduled date for orientation, he should notify the Secretary of Global Missions, who will begin the process over again to confirm a date agreeable with the Director of Promotions and the General Director of Global Missions, Regional Director and calendar of events for GM and WHQ.
10. If for reasons beyond their control the General Director of Global Missions or Regional Director cannot be present for the missionary orientation, they can authorize the Secretary of Global Missions to proceed without them.
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NEXT STEPS ASSIGNMENT — GUIDE —

BRAZIL
ROMANIA
SIERRA LEONE

2020 EDITION



NEXTSTEPSPROGRAM.NET



2020 Next Steps Program

Global Missions
Short-Term Missions Community
36 Research Park Ct
Weldon Spring MO 63304

Contact Angie for more info:
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Next Steps: Tanzania

NEXT STEPS Assignment Guide



ABOUT

Welcome to the Next Steps Program. Find out what to expect and review the assignment timeline.

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PREP

Assignment Prep. Everything you need to know to get started on your assignment.

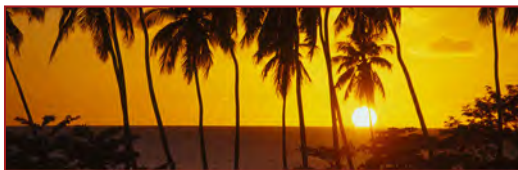
8



ON SITE

On Assignment. Info to tide you over until orientation sessions upon arrival.

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HOME

Upon Your Return. Bringing your Next Steps experience to completion.

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APPENDIX

Appendix. Most of the docs you'll need all in one place.

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Meet The Team

Find out who you'll be connecting with during training and on the field.

PROGRAM DIRECTOR

Jim/Linda Poitras



I've often said, "**The will of God is finding and doing the next right step!**" Congratulations! You're on your way. This trailblazing endeavor will put you in close proximity to missionaries and global missions leaders who have a vast array of experiences. It will allow you to do missions in community with 15-20 like-minded participants. Friendships will be formed that will last a lifetime as you find others in your tribe.

You will find this program provides **instruction** in dozens of cross-cultural and missions-related topics; **interaction** with others that share a similar passion and purpose; **inspiration** from those who have traveled the missions terrain before or those that are traveling with you; and **investment** as more experienced travelers join you on this journey. You've got unlimited potential and we want to help you attain the heights God has planned for you.

You will find our missions mobilization team to be extremely helpful. Feel free to contact us with any of your questions. We are here to make it easier for you to serve.

TRAINING COORDINATORS

**On location for 3 weeks of training.*



Angie Clark
Romania



Jeremy/Katie Durand
Brazil



Rusty/Adriane Riddick
Sierra Leone

TRAINING & APPRENTICESHIP

The Next Steps program consists of 3 weeks of Training and 5 weeks of apprenticeship, experiencing missionary life. Office staff, host and guest missionaries as well as program personnel will be with you during the first three weeks of training. During that time your training coordinators and host missionary will be your main point of contact, helping you acclimate to your new surroundings. During the apprenticeship portion, you'll be directly under the supervision of the host missionary.

Program With A Purpose

This program was designed with someone like you in mind. Whether you're seeking direction for your next step in life or are using Next Steps as a bridge between AYC and AIM, we're glad you're here! We've been tweaking our program here and there to make sure we all have a mutually beneficial experience.

GIVE DIRECTION

One of our primary goals during the first few weeks of the training portion of your Next Steps assignment is to help you find direction concerning your future; how you can use your giftings, calling and skills to benefit the harvest work going on around the world. By the end of your eight weeks on location, we believe you will know more of the person you are in Christ, have a better grasp of the opportunities available, and have gained the practical experience to propel you on to your Next [Right] Step.

PROVIDE CROSS CULTURAL TRAINING

People from different geographical areas and cultural backgrounds see the world differently. It will take an open mind and heart to enter another's culture to bring the good news of the Gospel. During your assignment, you will learn culturally relevant informa-

tion that will help you better communicate, navigate daily life, and begin to understand what makes the people you'll be serving tick. How else would you be able to open conversations to share the gospel? Simply communicating truth isn't the goal; communicating truth so others will understand is the goal. Learning how to hack into another's culture, customs, and worldview is a skill you begin acquiring as soon as you arrive on location.

CREATE MINISTRY EXCHANGE

The exchange between the field, missionary, and participant is designed to be mutually beneficial. We believe you will be a blessing to the work on the field of your assignment, but we also believe we can be a blessing to you as we pour into you our heart for the harvest. But it goes beyond that. We believe in your calling and will find ways to help you match your gifts to as many opportunities to serve as



"The Next Steps program will expand your understanding of what it means to be a "Global Christian."

It will provide you with meaningful relationships, mentorship opportunities, the opportunity to grow in ministry and discover unknown talents. It will prepare you for future paths in ministry on and off the missionary field. It will transform your thinking and push you out of your spiritual comfort zone and into places God has already prepared for you."

Tiffany Sanchez
Next Steps: Sri Lanka

possible. In this way, as we build a community of laborers, everybody wins.

GAIN EXPERIENCE

The apprenticeship portion of your assignment is more than an internship. Yes, you may do chores, or help in ways you've never thought of before; this is because we want you to see a life in missions as it is (keeping in mind it is different from region to region). Just because you go on a Next Steps assignment to Africa, it doesn't mean you must end up there, rather, it will give you a baseline and experiences you could use

there, or in another country or region, or back home.

PRODUCE GLOBAL CHRISTIANS

Should you not decide to progress with an AIM appointment in the future, we believe the training and apprenticing you've done will help you become a Global Christian. A Global Christian is simply a Christian with a heart for the global harvest; whether in North America or the "uttermost parts of the earth." The truth is, we're investing in you for your lifetime, not just the eight weeks you'll be on assignment.

BUILD A BRIDGE

Next Steps has often been called the bridge between AYC and the AIM program. One begins in Youth Ministries, and the other picks

up in Global Missions. It's a perfect fit for those wanting to continue taking trips but are starting to feel the need for something longer, more involved, and challenging.



Next Steps participants team up with a Compassion Services International clinic.



Stop & Think **Questions**

Take a few moments to reflect on what you've read so far.

1. What are a few of your personal goals?

2. How do your goals link up with those of Next Steps?



What to Expect?

We have advertised, promoted and perhaps spoken personally with you about the Next Steps program and its merits, and now, here you are. There is much detail in the following sections, so before you begin pouring over it, we want you to hear from Next Steppers as they describe what you can expect from the program. It truly is worth all the fundraising, sacrifice, and challenges!



Tyler Flemon
Next Steps: Guam

"Expect the unexpected. Expect to be challenged and stretched but extremely blessed at the same time!"

~A. Cox

"Expect your life to be changed, while stepping out of your comfort zone."

~A. Perry

"Be prepared to have every preconceived notion of ministry redefined as you are stretched by new experiences with a group of like-minded people. Your idea of ministry and how YOU do ministry will be greatly transformed by this opportunity."

~J. Bolieu

TIMELINE

**If your application is approved after November, please jump right into finding pricing and routing for your airfare.*

November

Begin looking for airfare within the budgeted amount.

February

Information about vaccines and visas sent to participants, private Facebook group started for each assignment

April

Assignment Overview sent to participants.

May

Online rooming sign-up invitation, Departure phone orientation, Training and Apprenticeship Schedule out to participants.

June

1st 3 weeks training, 4th week begins apprenticeship.

July

June report due to the office, 4 weeks apprenticeship

August

July report due to the office, meeting with pastor.



Assignment Preparations

As you're busy getting your funds raised, documents together, tickets purchased, and bags packed, there are a few other preparations you'll need to consider making that may not be on your radar yet. Take a little time to become familiar with these areas coming up next so you'll be well informed and ready to rumble at departure time.

THE ROLE OF YOUR PASTOR

Before you embark on your 8-week assignment, it is important that you have clear communication with your pastor about the practical (your departure date and when you return home, your activities and schedule

on Next Steps, etc.) and the spiritual (your desire to be involved in missions, your burden, your vision for when you return home). We want you and your pastor to be on the same page throughout your entire Next Steps experience. While on the

Next Steps Program, you will be working under the leadership of the host nation along with the Global Missions team for training; however, it is expected you will continue to submit to the standards of your local church and pastor while away.

Spiritual Disciplines

Part of your Next Steps training will involve instruction on spiritual disciplines to help you develop in these areas during your time spent overseas. However, these vital components of your walk with God cannot be relegated to the mission field; they need to be your lifestyle. If you haven't started diving into the following disciplines, now is the time to start!

THE WORD

Develop daily time in the Word. This involves not only reading the Bible, but also meditating on scripture, memorizing verses and studying the Word. If this is new to you, start small with 5-10 minutes before you start your day, increasing the time as it becomes easier. Try memorizing a few key verses that directly correlate to your assignment.

PRAYER

Make prayer a daily priority. Spend time with God, speak to Him about what you hope to learn from this experience, and ask Him how He wants to use you; the journey of Next Steps doesn't start when you get on the plane. It starts today in prayer. If you haven't embraced this practice, or if you've struggled with it in the past, start small with 10 minutes a day, increasing it as it be-

comes easier. Think quality over quantity.

FASTING

Cultivate a routine for fasting. You may want to begin fasting once a week on a specific day or choose a certain meal once a day. However you decide to fast, it must become an essential discipline if you want to be effective in any type of ministry. Consider a strategy that works for you and could quite possibly

continue working while on assignment. You may find it helpful to get someone to fast with you.

HELPS

Get involved in your local church. This can be as simple as greeting on Sunday mornings to helping with Sunday School to cleaning the church. Get experience at home you can use on the field. As with the other disciplines, this one starts now.



Stop & Think Questions

Take a few moments to reflect on what you've read so far.

1. Which disciplines am I growing in now?
2. What's my plan between now and departure to incorporate or up all of these disciplines into my life?

Financial Information

Fundraising and dealing with assignment finances is part of any missions endeavor. One benefit of the Next Steps program is we help guide you at just about every step along the way. Become familiar with these topics, but if you have any questions, we are available for you.



FUNDRAISING TIPS

For downloadable PDFs, please go to nextstepsprogram.net/assignmet.

ANATOMY OF MY BUDGET

- Contains your tuition payment schedule and budget breakdown.
- 3 Areas are: 1) Airfare, 2) Tuition, and 3) Incidentals.
- Watch for a tentative version to be emailed in November.
- Watch for the finalized version to be emailed in February.

FUNDING FOR MY ASSIGNMENT WORKSHEET

- See Appendix A in the back of this guide.
- Please reach out if you have questions concerning these options.

WHAT IS MY UPCI ACCOUNT?

Every Next Steps participant receives a UPCI Account Number, also called a project code. Funds sent to World Headquarters for your assignment will be directed to this account.

It is important to use it on all financial communications with Global Missions personnel. You can find this number in the approval letter sent in your welcome packet.

HOW DO I CHECK MY ACCOUNT BALANCE?

To find out your account balance and details of payments received, please visit upciministers.com to log in with the email you provided on your application and the temporary password: **UPCITEMP2019 or UPCITEMP2020**.

Once logged in, you will be able to run various reports on your account. Please bear in mind it can take up to 7 days for funds received to be posted for your review. If needed, please visit: nextstepsprogram.net/assignmet for a video tutorial.

RELEASE OF FUNDS

If funds have been sent to Global Missions and you need them before departure, please contact Rachel Zehm (rzehm@upci.org) to begin the

process. A PDF version of a W-9 form will need to be completed and submitted, as well as your banking info in order for funds to be disbursed (wired directly into your bank account).

BANKING INFO REQUIRED

1. Bank name
2. Routing number
3. Full account number
4. Exact name on the account

**Please call your bank for exact information if in doubt.*

BEWARE OF 3rd PARTY FUNDING

Please be aware that ALL money sent through 3rd party funding (i.e. PayPal, GoFundMe, etc.) will be reported to the IRS for tax purposes, unless this is done through your church (non-profit). For example, if you personally receive \$4,000 from GoFundMe.com toward your assignment, it will be considered as taxable income before any deductions by the IRS.

MOBILE CAUSE, THE SOLUTION

Next Steps has partnered with Mobile Cause, a non-profit online and text-to-give fundraising solution. Funds contributed through Mobile Cause go directly into your UPCI account with very few fees and the funds are tax-



Please write your UPCI account number here for future reference, located in your approval letter.



deductible for your assignment investors. To set up a Mobile Cause account, please see Appendix B at the back of this guide to start the process of setting up this text-to-give and online processing option.

TUITION PAYMENTS

In the Spring you will be sent a link to pay your non-refundable tuition payments online. If you prefer to pay by check, please contact us for further instructions.

The amount of each payment will be clearly indicated on the budget document, available after November.

1st TUITION PAYMENT
MARCH 6, 2020

2nd TUITION PAYMENT
APRIL 19, 2020

CANCELLATION

In the event you cancel after having paid your tuition fees, unused funds may remain in your account for a future Next Steps or AIM appointment within 12 months. If these funds are

not used within 12 months, they will be rolled into the Next Steps Program general fund.

\$1,500 SFC SCHOLARSHIP

Youth Ministries offers a \$1,500 SFC scholarship each year to 8 Next Steps participants who meet their requirements. If you apply and are a recipient of the scholarship, \$1,500 will be deducted from your second tuition payment and the funds transferred from Youth Ministries directly into your UPCI account. To find out more, please visit their website.

10% ADMINISTRATION FEE

The 10% deduction from each transaction paid to Global Missions is an automated administrative fee (not tithes). We have included this in your tuition budget, but all other funds from Mobile Cause or mailed in to your account will be subject to this fee.

TITHES

The money you raise for your Next Steps assignment is not considered income or personal funds. Therefore, you are not required to pay tithes on these funds. However, if you decide to

pay tithes on the money raised, you will need to add 10% to your total Next Steps budget.

GENERAL TAX IMPLICATIONS

Please be aware that all funds not "reimbursed" over \$600 is required to be reported to the IRS, whether the funds come from Global Missions disbursement, or your local church. A form 1099-Misc will be generated from each source and considered taxable income before deductions by the IRS. Keeping track of expenses while you're gone may be a way to mitigate your tax liability. If in doubt, please consider consulting a tax adviser who is familiar with missions travel.





Travel Prep

Following are a series of things you need to consider when making preparations for your assignment.

TRAVEL DOCUMENTS

- Passport good until at least **February 2021**.
- Entrance Visas, if required
- Accommodation Address, provided 2 months in advance of departure in the Assignment Overview.
- Phone Number of contact in the nation, provided 2 months in advance of departure in the Assignment Overview.
- Physical Copy of insurance documentation
- Physical Copy of passport

BOOKING YOUR FLIGHT

As a Next Steps participant, you will be responsible for booking your own flights to the final destination unless instructed otherwise. We will let you know when to book, and which route may be the most economical.

We generally suggest participants begin checking airfare once approved and pay special attention to fares starting in November. A travel agent may be used to find a good fare with a reasonable travel route.

For destinations more than 5 hours ahead of Eastern Standard Time, please pay attention to total travel time. Also, you'll most likely notice the cheaper fares have much longer traveling times. For a tutorial about booking your flight, please visit nextstepsprogram.net/assignment.

VACCINES

Participants will be informed by January of any vaccines required for an assignment. The cost of any required vaccines will be budgeted as an incidental.

REQUIRED MEDICAL INSURANCE

Medical insurance is required for all participants from the time of departure until arrival back home. A few medical insurance companies in North America have extensive overseas coverage, but most do not. When checking on your options, please compare it to the included *Gallagher Risk Management Service* option available for a very reasonable cost. You want a coverage for \$500,000-\$1,000,000 in the country you'll be visiting. Please refer to the Required Medical Notice (Appendix C) at the back of this guide. For a direct link to your *Gallagher Risk Management Service* options: [Click here.](#)

GENERAL TRAVEL TIPS

- Change \$50-\$100 en route unless instructed otherwise in the Assignment Overview.
- Bring a light jacket, sweater or shawl for long plane rides.
- Elevate your feet to keep your ankles from swelling.
- Make sure to inform any of the debit/credit cards you'll be using of your international travel before departure, otherwise, they may put a hold on a transaction, which may be difficult to reverse while on assignment.

STARTER PACKING LIST

Be careful not to overpack! There are YouTube videos out there giving tips on how to pack, so check them out. Also, pay attention to the Assignment Overview which will be sent out during the first week of April.

With regard to personal care and hair products, bear in mind you may find similar products/brands while on assignment to help save on luggage weight. Until then, here is our suggested starter packing list.

- Dress clothes: 2 sets
- Casual clothes: 6 sets
- Work clothes: 1 set
- Shoes: wear 1, pack 2
- Sunscreen
- Medications
- Non-drowsy Dramamine
- Personal care items
- Light rain jacket
- Bible
- Laptop or Tablet
*Carry-on only
- Camera
*Carry-on only
- Plug adapters
*TYPE: _____
- Small umbrella
- Travel iron
- Spending money
- Offering money
- Thank you cards
- Small snacks



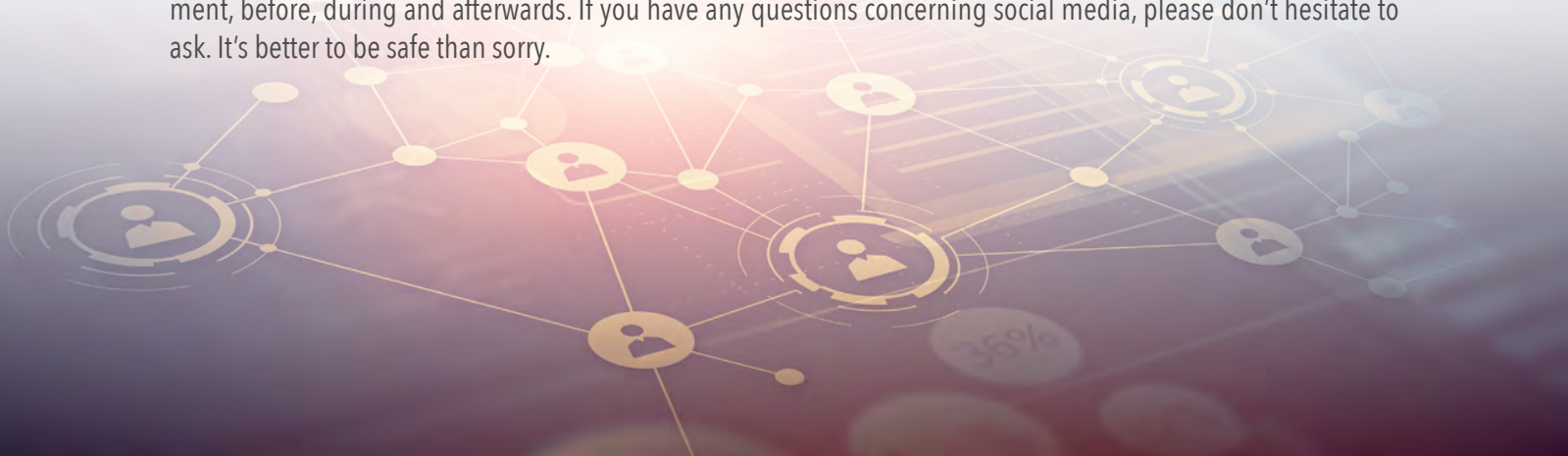
Social Media Protocol

Social Media has become an excellent resource for raising funds; however, you will need to be careful about your social media posts (Facebook, Instagram, Twitter, YouTube, etc.) before departure for your assignment. The following are a few points to help you wrap your head around this challenge.



1. **Educate your supporters, and potential supporters, before departure** that you may be limited in the kind of posts you can make while on assignment. You can do this via email, private message on Facebook, with a newsletter...even a courier Pidgeon if you're into that kind of thing. This way your supporters will sleep easier knowing you're not using their donations to take an extended vacation.
2. **Consider using a code phrase** to represent the country you're going to. For example,
 - 👍 I'm going to the land where elephants roam.
 - 👎 I'm going on a missions trip to Tanzania.
3. **Go through any previous posts** and swap out things like "missions trip" for "summer travel", "overseas travel," or something similarly vague.
4. **Educate your supporters, and potential supporters, before departure**...no this isn't a typo. We want to be sure you're getting the message, even if you're skimming.
5. **Creatively explain/report** on what you'll be doing while on assignment being sure to avoid criticism of the country or religion of the country (i.e. Buddhism, Hinduism, Islam, etc).
6. **Do not specify the time you'll be gone.** For now, trust us on this one. (You'll understand more when we send out information concerning applying for an entrance visa.) For example,
 - 👍 I'll be on assignment for a while.
 - 👎 I'll be on assignment for two months/8 weeks.
7. **Do not use "Next Steps" in posts**, rather consider using NS or NSP in reference to this program.
8. **Words to avoid:** missionary, missions, witnessing, God, Jesus, Next Steps
9. **Upon arrival on the field** host missionaries will give you further details and helps concerning posts while you're in country. In some cases, all restrictions may be lifted.

As countries clamp down on religious activities by "visitors," the monitoring of social media accounts is growing as they are especially wary of foreigners coming in with a religious purpose. We feel it is good for you to know in advance that you may not be able to share as openly as you may have expected on social media about your assignment, before, during and afterwards. If you have any questions concerning social media, please don't hesitate to ask. It's better to be safe than sorry.



On Assignment

Now that you've become familiar with what it will take to get you there, let's spend some time on those things you'll need to know while you're on assignment.

Schedules

From the moment you are met at the airport, your assignment begins. Plan to arrive on Saturday before training sessions begin on Monday. This will allow a little extra time to adjust if time changes are more than 4 to 6 hours.

TRAINING (WKS 1-3)

Your first three weeks on assignment will consist of intensive training and light ministry work which is intended to assist you in obtaining direction while acclimating you to your new cultural surroundings. Each week you will grow in knowledge and understanding about who you are in Christ, the area you're assigned to, and how you can continue down a pathway towards a longer STM commitment. You'll discover these sessions to be practical, interactive, and definitely impacting. All sessions will be taught by Global Missions personnel, and on occasion a special guest.

To facilitate building relationships with Global Missions personnel, there will

be a few weekend outings or events planned so that members of the training team and participants may mingle. Getting to know each other outside of the training environment is what takes this program to a whole other level.

APPRENTICESHIP (WKS 4-8)

At week four, your apprenticeship begins in earnest. Although the details of each assignment are different due to country and cultural dynamics, you can count on a few generalities. Knowing these general ideas will help those who applied earlier in summer with their fundraising. As we receive details from missionary hosts concerning any special activities not listed at right, we will inform you.



General activities may include any of the following:

- Children's ministry
- Chorale/Singing
- Music
- Service Schedule Prep
- Preaching/Teaching/ Sharing
- Interaction with local schools
- English as Second Language classes
- Community service
- Painting churches
- Construction
- Evangelism
- Outreach efforts
- Prayer walking
- Bible Studies
- Misc camps
- Misc meetings and conferences
- Team initiatives

Finances & Budget

BUDGETING

Keeping track of spending in a different currency can be a challenge. Therefore, we urge you to **come prepared with a budget and system to track your daily spending.** See the sample Daily Budget Worksheet (Appendix D) at the back of this guide.

In the Assignment Overview there will be a section further spelling out the budget amounts for all incidentals. Please take time to do a little projecting about the cost of your total 8-week assignment. If finances are a challenge to you at home, there is a good chance

they will be a challenge when on assignment too. Why not enlist someone to help you get a workable framework in place before departure? It will help to minimize unnecessary stress while navigating a new schedule, culture, and spiritual dynamic.

INCIDENTALS

The “Anatomy of My Budget” document gives a general idea of what items you will be responsible for while on assignment. Most likely it will include any entrance visa expenses, laundry, personal transport in country, food, offerings, and a few other items.

It will not include souvenirs or gifts for assignment investors.

CASH AND DEBIT/CREDIT

Instructions concerning the best way to use money while on assignment will be sent out to each group. In some countries, it's best to bring in dollars to exchange for the local currency. In others, it's best to bring a small amount of currency exchanged en route, then withdraw funds as needed from an ATM. Watch for these details in the Assignment Overview sent a few months before departure.

Communication

SOCIAL MEDIA

Depending on what host nation you are in, there will be specific protocols for social media while on assignment. Please adhere to these protocols carefully, using wisdom about each post.

Now for the fun part. With regard to hashtags, each assignment will either be assigned or vote on a hashtag for the assignment. Please use this hashtag religiously for your Next Steps related posts. We love seeing all the pictures and videos. Additionally, we are very interested in using these pictures and footage for promotional purposes. So, if you're into photography or videography, it's a great way to get on our radar.

We will also provide a way to collect the best photos and videos you're willing to share with the world. Please label any images and videos with your name so we can be sure to credit you when they are used.

PHONES, WIFI, SIM CARDS

Unlocked phones, whether iPhone or Android, are what is required to get a local number while on assignment. Information will be sent out in the Assignment Overview giving you an idea of pricing for suggested plans. Generally, Verizon phones past iPhone 7 are unlocked and the sim card can be swapped out while on assignment for a local number. ATT phones would need

to be unlocked. Please check with your carrier regarding an “unlocked” phone. Also, it's best to avoid getting an international plan as they are generally quite expensive. *If there is an exception to this general information (such as for Puerto Rico), it will be covered in the Assignment Overview sent out in April.

WiFi connectivity varies from assignment to assignment, so, we will let you know in the Assignment Overview what to expect, especially for those without an unlocked phone. Generally speaking, however, we try to find accommodations that include free WiFi.

(continued from page 16.)

GLOBAL MISSIONS PERSONNEL

Your Next Steps assignment is an incredible opportunity to mingle with training and apprenticing staff who have Global Missions experience! We encourage you to build relationships with these individuals as they have the potential to become mentors and your biggest fans. The all-star line-up will include a representative from Global Missions on location during the entire 3-week training cycle, the Regional Directors, missionaries, AIMers, the Director of Education/STM, and quite possibly the Global Missions Director. It's no time to be shy!

FELLOW NEXT STEPPERS

Within a month or two before your

assignment begins you'll receive an invitation to our online database. From there you can contact fellow Next Steps participants. Additionally, a private Facebook group is started about 2 months before departure for each assignment. In that environment, you can share pictures, coordinate, and begin getting to know each other before arrival on the field.

PRAYER PARTNERS

While on assignment, you will find an excellent source of strength and encouragement from those who partner with you in prayer. Seek out prayer partners you can rely on and get a commitment from each of them to cover you in prayer on a regular or daily basis. Then, go a step beyond, by committing to communicate with them

regularly, giving them insight on how to pray for you.

You'll find that as you grow spiritually while on assignment and participate in ministry with authority, you will face spiritual opposition in many shapes and sizes. Having a team covering you during this time can help you stay focused and strong.

ASSIGNMENT INVESTORS

In your excitement to post all your exciting discoveries, sights and sounds to social media, please take a little time to reflect on how to post content with an "investor" in mind. Ask yourself what stories will resonate with those who invested in you and your dream to participate in Next Steps? And then post some of that too.

Conduct

BASICS

As a participant of the Next Steps program, you will need to keep a few things in mind about your conduct.

- You are an ambassador first and foremost for the Gospel.
- You are a representative on the field of the Next Steps Program.
- You are representing your local church back home.

DRESS CODE

For all assignments, the common denominator will be modesty for both genders.

- During training sessions: business casual.
- During church services, depending on the location and type of event, you may want to dress up just a bit more for the girls and a shirt and tie for guys (no jean skirts/jeans).
- During free time: modest apparel that fits the activity.

Further details concerning this area will sent out in the Assignment Overview tailored for your assignment.

DATING

No dating is allowed on the field during Next Steps without the consent of the supervising missionary.

CONFLICTS

The Next Steps Program does not have chaperones. In the event a conflict arises, participants are encouraged to seek council from either the assignment coordinator during the three weeks of training, or an appointed field representative, such as the supervising missionary.



Sao Paulo, Brazil

Upon Return

Saying goodbye never gets easy, but once you come home there are ways to stay connected to Global Missions!

UPGRADING TO AIM

Being a Next Steps participant has its perks. Instead of completing an AIM application from scratch, you have the option to inform Global Missions (pmorgan@upci.org) that you would like to "leave my file open", pending an upgrade to AIM in the near future. *(You can expect your file to be closed within 12 months of your return if this is not activated.)*

To take advantage of this perk you will need to initiate the AIM upgrade process within 9-10 months of your return home from Next Steps. To initiate the process, simply send in an AIM application complete with references, your resume and a new pastoral recommendation form. The **application fee will be waived** and your Next Steps file will be converted to an AIM file. From there our AIM file proces-

sor will begin working on the file to prepare it for appointment.

UNUSED FUNDS IN GM ACCOUNT

At the conclusion of your Next Steps assignment, any unused funds in your GM account will be reserved in the account until such time as you are appointed as an AIMer, or your open file is closed (time lapsed). Any remaining funds will be moved into the general Next Steps Program account.

DIRECT OFFERING CREDIT

Please forward the Direct Offering Credit Form (Appendix Eww) to any church that contributed toward funding your assignment if they gave funds directly to you, not through Global Missions. The purpose for this is to give that church Global Missions giving credit for district accounting purposes if we did not receive the

funds here at World Headquarters.

THE IMPORTANCE OF DEBRIEFING

When you get back from Next Steps, you need to tell your story in more than one setting; to more than one demographic. Schedule a meeting with your pastor to talk about this concept, asking if you can share a report with the church, your youth group and even share your stories and pictures with children in classes or children's church. You will need to tell your story more than once to help reconnect with your church back home.

During your meeting with your pastor, explain what you have learned and experience on assignment, asking for opportunities to plug in. And don't forget to share your vision for your next [right] step.

Living As A Global Christian

PERSONAL EVANGELISM

Just do it! Part of being a Global Christian means that wherever you are in the world—overseas or in North America—you are actively involved in reaching souls with the Gospel and discipling them in the faith.

Oftentimes we hear, “I don’t know where to start.” The most logical way might be to start at home and work your way out into the world.

Think back to week two of your assignment and maybe review your notes from the Personal Evangelism session.

1. How do those notes encourage you now that you’re back home?
2. Who can you hang out with who has this as a priority?
3. How are you doing with any “rebranding” efforts?

You don’t have to take these next steps alone!

IN THE LOCAL CHURCH

Here are some questions to ask yourself to get ideas on where to start when you arrive home:

- Are there any people attending my church that need or want a Bible study?
- Are there young people that would like a Bible study in my church?
- Do I have friends that I can speak to about the Gospel?

IN THE DISTRICT

Every district has a District Global Missions Director who is often looking for help. Are you the help he’s been waiting for? Get in touch with your “DGMD” as soon as you return to offer any of your skills as a way to be

involved. If you don’t know who he is, contact us and we’ll share his deets.

SHORT-TERM MISSIONS PROMOTION

There are events held in every district that gather various groups of people together. Women, kids camps, youth camps, conventions, and so on. Are there any you plan to attend? Would you like to help promote Global Missions short-term missions in some way? If so, make the arrangements with the event coordinators, then contact Short-Term Missions staff for materials. Be sure to give us as much warning as possible so we will be able to get the materials to you when they’re needed.

We need first-hand experts like you to help us get the word out about programs now available through Short-Term Missions.

Bucharest, Romania





TIPS FOR FUNDING YOUR NEXT STEPS ASSIGNMENT

PERSONAL FUNDS | THE LOCAL CHURCH | YOUR GM ACCOUNT | GIFTS

Before you begin preparing a strategy to fund your Next Steps Assignment, please become familiar with the types of funding options and possible tax related responsibilities.

MY GM/UPCI ACCOUNT NUMBER IS: _____

SENT TO YOUR GM ACCOUNT...

TUITION FOR YOUR ASSIGNMENT IS \$_____. (This includes accommodations, meals, transport on the field, and program fees.)

TUITION FEES ARE **DUE IN YOUR GM/UPCI ACCOUNT BY:** March _____ --\$_____ and April _____ --\$_____

TO BE SPENT BY YOU IN ADDITION TO TUITION...

AIRFARE EXPENSE: \$_____ (Funds not spent on airfare will reduce your overall budget...consider using frequent flyer miles if you can.)

INCIDENTALS: \$_____ (This includes visa, optional GSM sim card, meals, medical insurance, vaccines and incidentals.)

PERSONAL FUNDS	LOCAL CHURCH FUNDS	GLOBAL MISSIONS ACCT	GIFTS
<p>Any personal funds you are contributing for your assignment may not need to be processed through your local church or your Global Missions Account.</p> <p>We suggest you first deduct this amount from the funds needed for airfare and incidentals (to save on taxable income later).</p>	<p>We strongly recommend having a conversation with your pastor regarding the collection of funds for your assignment by the local church.</p> <p>By handling funds in this way, the local church would 1) receipt donors, 2) track your fundraising status, 3) send tuition payments needed to your GM/UPCI account-providing you have raised the funds, and 4) receive district/national missions giving credit with Global Missions.</p> <p>Funds released to you for non-tuition expenses such as airfare, insurance and incidentals during your assignment, may be subject to taxation. <i>It is possible your airfare could be handled as a reimbursement.</i></p>	<p>As a Next Steps participant, you have been assigned a Global Missions UPCI account number. If your local church won't be handling the collection of your funds, we are happy to assist you in this area; however, there are additional, but minimal, transaction fees associated with this level of processing by Global Missions.</p> <p>Funds used for the tuition portion of your budget are not returned to you as taxable income.</p> <p>Funds released to you for non-tuition expenses such as airfare, insurance and incidentals during your assignment, may be subject to taxation.</p>	<p>Any funds given to you directly by a person (not through your church or Global Missions account) that will be used for your assignment which you have not in any way solicited, are considered a gift.</p> <p>Please confer with a tax specialist familiar with short-term missions for any further details concerning a potential tax liability.</p>

Don't forget! Youth Ministries is providing eight \$1,500 Next Steps Scholarships!. Check it out!

sheavesforchrist.com > SFC Scholarships (A SFC Scholarship recipient will deduct \$1500 from the second tuition payment amount.)



MobileCause

NEXTSTEPS

has teamed up with

MobileCause

We now offer you a way to
solicit funds from donors via the web
through **credit/debit card** transactions as well
as a special **“Text to give”** feature.

Please contact
Laura Gohdes
lgohdes@upci.org
to get signed up!



NEXTSTEPSPROGRAM.NET

REQUIRED

MEDICAL INSURANCE FOR YOUR ASSIGNMENT

There are two options for your medical coverage while traveling overseas. Option 1 will be the most comprehensive **and the expense for it is built into your budget**. However, you may choose Option 2, depending on how good the medical coverage is for travel outside the US/Canada.

OPTION 1

Take advantage of special pricing from Gallagher Risk Mngmt Svcs specifically for you as a US or Canadian citizen. The benefit of this reasonably priced insurance is that it is one of the most complete you will find and is a trusted partner we have used for many years.

See attached.

OPTION 2

You may be covered with medical insurance through a work policy (or your parent's policy) while traveling outside the US/Canada, but you will need to investigate the limitations of policy coverage. Please compare it to what is offered in Option 1.

PLEASE BOOK YOUR COVERAGE **TWO WEEKS PRIOR**
TO DEPARTURE FOR YOUR ASSIGNMENT.

PLEASE NOTE:

The **Insurance Liability Waiver** you signed at the time of your application is not related to medical insurance. The waiver you signed states Global Missions, United Pentecostal Church International is not liable for any loss, damage or injury suffered, either directly or indirectly, as a result of your service in behalf of said church, and you waive the right to demand action against the United Pentecostal Church for any such loss, damage or injury suffered.



ARTHUR J. GALLAGHER RISK MNGMT. SVCS., INC.

Telephone: 803-758-1400

Email Address: gcbenefits@ajg.com

Web site: www.TravelwithGallagher.com

Partner Link Plan

Medical insurance for families and individuals

Addresses the insurance needs of U.S. citizens and non-U.S. nationals who need temporary medical insurance while traveling for international outreach anywhere outside of their home country.

Highlights:

- Short-term travel medical insurance
- Coverage for individuals and dependents
- Two plan designs - one for U.S. citizens and one for non-U.S. citizens traveling outside their home country
- Maximum Limits from \$100,000 to \$1 million
- Deductible options from \$0 to \$2,500
- Available in monthly and daily rates
- Renewable up to 36 months if three months or more are purchased
- Freedom to seek treatment with the hospital or doctor of your choice
- Universal Rx pharmacy discount savings
- 24 hour secure access from anywhere in the world to manage your account at any time

Who the plan is designed for:

- Missionaries and churches traveling abroad on short-term outreach

You have enough to worry about when you're traveling. Don't let your medical coverage be an uncertainty. IMG has developed two Partner Link Plan plans that offer a complete package of international benefits available 24 hours a day. **PLP Plus** provides coverage for U.S. citizens traveling outside the U.S. with coverage for brief returns to the U.S., while **PLP America** provides coverage for non-U.S. citizens traveling outside their home country. Both plans are available for a minimum of five days up to a maximum of two years.

Additionally, the plans offer excellent benefits and services to meet your global needs. You have access to international, multilingual customer service centers, claims administrators who process claims from all over the world, handling virtually every language and currency, and 24 hour access to highly qualified coordinators of emergency medical services and international treatment. You can also choose from a wide range of deductibles, several Maximum Limits, and you have access to more than 17,000 providers through our International Provider AccessSM (IPA) when seeking treatment outside the U.S. You can also reduce your out-of-pocket costs when seeking treatment in the U.S. by locating providers through the independent Preferred Provider Organization.

All amounts shown are in U.S. dollars.

PLAN INFORMATION

Maximum Limits	\$50,000, \$100,000, \$250,000, \$500,000, \$1,000,000
Individual Deductible	Your choice of \$0, \$100, \$250, \$500, \$1,000 or \$2,500
Benefit Period	Six months

MEDICAL BENEFITS

	Usual, reasonable and customary charges, subject to deductible and coinsurance when applicable.
Emergency Evacuation	Up to \$500,000 lifetime maximum when coordinated through the plan administrator (IMG)
Political Evacuation	Evacuation up to \$10,000 when coordinated through the plan administrator (IMG)
Emergency Reunion	Up to \$50,000 when coordinated through the plan administrator (IMG)
Return of Mortal Remains	\$50,000 when coordinated through the plan administrator (IMG)
Returning Minor Children	\$50,000 when coordinated through the plan administrator (IMG)
Coinsurance	As described below
Home Country Coverage	As described below
Trip Interruption	Up to the Maximum Limit Up to \$5,000
Hospital Room and Board	Up to Policy Maximum for average semi-private room rate
Intensive Care	Up to Policy Maximum
Medical Expenses	Up to Policy Maximum
Outpatient Medical	Up to Policy Maximum
Local Ambulance	Up to Policy Maximum
Emergency room	As described Below
Dental	As described Below
Non-commercial Air Travel	As described Below
Sports & Activities Coverage	As described Below
Identity Theft Assistance	Up to \$500 per Period of Coverage
Accidental Death & Dismemberment	\$25,000 principal sum
Common Carrier Accidental Death	Additional \$25,000 to beneficiary; maximum of \$250,000 per family
Natural Disaster	\$100 per day for five days

** This Web page contains only a consolidated and summary description of all current benefits, conditions, limitations and exclusions. A certificate containing the complete Certificate Wording with all terms, conditions and exclusions will be included in the fulfillment kit. IMG reserves the right to issue the most current Certificate Wording for this insurance plan in the event this Web page, application, and/or brochure has expired, is modified, or is replaced with a newer version. Current Certificate Wordings are available upon request.*

Link to Online Enrollment with Partner Link Program

https://purchase.imglobal.com/Quote/partner_link_plan/pre-quote?

NEXT STEPS ASSIGNMENT DAILY BUDGET

DAY	FOOD	TRANSPORT	LAUNDRY	INCIDENTALS	GIFTS	NOTES
Wks 1, 3, 5, 7	\$ /day	\$ /day				
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Week Total						
Wks 2, 4, 6, 8	\$ /day	\$ /day				
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Week Total						
Running Total						



Global Missions Direct Offering Credit Form

Dear Pastor/Local Church Treasurer:

You're receiving this *Direct Offering Credit Form* because a member of your church participated in the Next Steps program this year. Please note the following...

- 1) If your *church* sent funds directly to Global Missions for deposit in a participant's account, your missions giving has already been credited to your local church. There is nothing more you need to do.
- 2) If your *church* gave funds directly to a Next Steps participant, please tally those funds and note it in the appropriate section below. Then, include this form with your next Partners In Missions payment or send to the address along the bottom of this form. This step is necessary in order for your church to receive giving credit for these funds as we did not physically receive them at World Headquarters.

Thank you so much for your support of this great training and development program. We trust you continue reaping the rewards of this investment.

Blessings,
Angie Clark
Next Steps Coordinator
UPCI Global Missions



Next Steps Participant—Global Missions Direct Offering Credit

Church Name: _____

Church PIM Acct #: _____ **Mailing Address:** _____

Today's Date: _____

Total amount given directly to _____ for his/her Next Steps assignment: \$



Freetown, Sierra Leone

FiveFeature



In Their Own Words

I anticipated a good amount of in class room training, but honestly I did not know really what to expect. Nothing could have prepared me for the wisdom that was shared with us from all teachers during the training. I expected to have a jammed packed schedule but...the team did a great job of giving us much needed free time and rest time! ~*V. Hoffmann*

Confirmation, clarity and direction. Next Steps has surpassed my expectation with preparation, connection, and facilitation while utilizing apostolic leaders. Focusing on identifying attendees in Christ, equipping the saints to perform the work, and providing practical application to assure

God's call is an invaluable structure to preparing the next generation. ~*M. Ehler*

The trip surpassed all my expectations. The classes were so impactful and life changing! I love how the focus was on growing mature missionaries and preparing us for whatever mission field God calls us to. It not only prepared us for when we eventually go on to be missionary but it also prepared us for the time in between. ~*J. Duarte*

Next Steps is the greatest thing I could have ever done for my walk with God. I have been challenged, caught a burden, and received greater direction for my life. This program has opened me

up to so many aspects in ministry, and I feel that I have made life long connections with friends, missionaries, and great leaders. ~*M. Gaddy*

My favorite sessions were the missionary stories. Not only were they uplifting but also real. They are things that we might end up facing and also things that we never hear when missionaries come to just speak for a service. ~*C. West*

This program has equipped me & prepared not only for these last 5 weeks on the field but the rest of my journey in God! ~*J. Braga*



NEXTSTEPSPROGRAM.NET



globalmissions



UPCI
UNITED PENTECOSTAL CHURCH INTERNATIONAL

GLOBAL MISSIONS | NEXT STEPS | 36 RESEARCH PARK CT | WELDON SPRING MO 63304

T: 636.229.7944

The background of the cover is a photograph of two people from behind, looking towards a church. On the left, a man wears a straw hat with a dark band and a blue t-shirt with a backpack. On the right, a woman wears a blue headscarf and a colorful checkered shirt. In the background, a church with a large arched window is visible. An orange rectangular overlay is at the top, and a dark blue rectangular overlay is at the bottom.

Associates Guidebook

STM

Short-Term Missions

2020
**Associates
Guidebook**

**ASSOCIATES IN MISSIONS and
ASSOCIATE MISSIONARY PROGRAMS**

Global Missions
Short-Term Missions Community
36 Research Park Court
Weldon Spring, MO 63304

A ministry of the United Pentecostal Church International

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Welcome to the Short-Term Missions Associate Programs

Three and one half minutes rocked the world. The memorable rendezvous was January 21, 2009. It was the day that, out of obscurity, Susan Boyle, with her Celtic twang, encumbered by learning difficulties and shyness, stepped onto the stage of Britain's Got Talent in Glasgow. She literally shocked the panel, and mocking crowd, when she started to sing eight words, "I dreamed a dream in time gone by..." One of the judges gave her the biggest yes ever awarded in three years of the contest. She arrested and then liberated the hearts of millions. There have been more than three hundred million hits on the YouTube capturing of those short moments. Susan's "I Dreamed a Dream" holds the global record for the most pre-ordered albums of all time. It was the most watched video during the year it was released. She defied preconceptions, probabilities, and set the stage for anyone and everyone with a dream. If you've never watched the video clip, do yourself a favor, and watch it. Right now!

All I ever wanted was to make a difference! To take my talents and place them in the Master's hands, use them for His glory, and hear Him say, "Well done!" That aspiration took me to West Africa over thirty-six years ago, on the AIM program, a week before my twenty-third birthday. I was armed with a degree in education, only three years in the United Pentecostal Church International, deficient of religious pedigree, but with a vision of "teaching all nations" beginning in thickly populated Nigeria, later, Ghana, then Africa, and now the world.

I was so naive back then. I had never traveled overseas, but did prepare my last will and testament before departure (thankfully and obviously I have never had the mishap of using it). I couldn't sleep that first night thinking that a powerful python was going to crash through the hotel window robbing me of my dream and my life. I survived! Hopefully, this Associates Guidebook will aid you in not worrying about the spiders and snakes and direct you as you step into the unknown.

A couple years later, in the jungles of Africa, I met my wife, a teacher from Alabama. We've been on a journey ever since. Both our children were taken to the mission field when they were seven weeks old and grew up there. Our mutual heartbeat has been unwavering: teach others so they can reach their own people.

My relentless dream is to entrust, empower, and equip the next generation. I still dream of taking God's Word to the world, touching people, transmitting truth, and transforming nations. More than that, I get to live out that dream, thanks to my leadership in Global Missions, on a minute by minute basis. They have graciously allowed me to serve as the Director of Education/Short-Term Missions. My wife and I served as global missionaries of the United Pentecostal Church International for twenty-eight years before moving to our World Headquarters in St. Louis. People ask me if I see myself returning to the field as a missionary. I really don't. If I could live my life over again, I would want to live it being a missionary. Since I don't have that opportunity, I know God has called me to help others to fulfill their dream, vision, and calling. That is an exciting adventure. It includes you! I want to mentor the next generation of members, ministers, and missionaries in Global Missions. We—you and me—are only here for a split second in eternity. Let's make the optimal best of it in reaching and impacting our world.

The Short-Term Missions team, here at World Headquarters, is a group of focused missions mobilizers, visionaries, creatives, and activists bent on empowering you to serve. We provide a pathway to the harvest, tailor-made for you, as much as we can, and we are creating a community of global laborers. We navigated the path before and want to assist you on your journey. The harvest is big; the opportunities endless. Welcome to our community; our tribe! Meet you in the field.

Director of Education/Short-Term Missions

List of Abbreviations

AIM

Associate in Missions

AMP

Associate Missionary Program

DGMD

District Global Missions Director

GMAC

Global Missions Administrative Committee

GM

Global Missions

GMB

Global Missions Board

OMT

Office Management Team

STM

Short-Term Missions

WHQ

World Headquarters

What are the Associate Programs?

Associates in Missions (AIM) and the Associate Missionary Program (AMP) are the two associate programs of the Short-Term Missions department of Global Missions, United Pentecostal Church International. AIM is the entry-level associate program. AIMers then advance to AMP if they desire a longer overseas commitment.

Mission & Vision

Global Missions

Mission Statement:

“Send the message of Jesus to every tribe and nation by training messengers, producing self-supporting, self-propagating, self-governing churches, and establishing fellowship in truth and holiness.”

Short-Term Missions

Mission Statement:

“Providing a pathway to the harvest and creating a community of laborers.”

Short-Term Missions

Vision:

Short-Term Missions seeks to fulfill the mission by making space for people with varying levels of experience and education in short-term programs allowing them to work on the field. The associate programs seek to build community through hosting various events, mentoring through missionaries and staff, and associate training.

- Produce under God, self-supporting, self-propagating, and self-governing national churches in every country according to the apostolic pattern.
- Establish an international fellowship of the United Pentecostal Church.
- Create, by the power of the Word of God and the working of the Holy Spirit, a love for truth, peace and holiness.

See a [Brief History of Global Missions and the Biblical Principle of Missions](#) (pg 32) for more information.

Purpose

The purpose of the AIM and AMP programs is to provide needed assistance to the field while also developing a greater burden and vision in the lives of the participants. Associate programs are the training ground of Global Missions. STM seeks to prepare missionaries for tomorrow by training Associates today.

Objectives of Global Missions

- Send God-called missionaries into all the world to preach the Gospel.
- Train national workers and ministers.

Under the Umbrella of Short-Term Missions

How Associate Programs Fit into the Big Picture

In 1981, the very first AIMer went to the field. Since that time, AIM has grown exponentially and now includes the Associate Missionary Program (AMP). AIM was the pioneer STM program. Its success made room for more programs that allow people to be involved in missions around the world.

The AIM and AMP programs are instrumental in training up new missionaries. More than 90% of currently appointed career missionaries have previously been a part of one or both Associate Programs.

Associates All Shapes & Sizes

Approved associates are dedicated ministers or laymen, young or old, working alongside fully-appointed missionaries or national churches on a short-term continuing basis. Missionaries need many types of associates including but not limited to:

- Missionary helpers that are either fully or partially self-supporting
- Overseas evangelists, either fully or partially self-supporting
- Members of missionary families - desiring financial assistance - who are presently on the field, actively involved in missionary work, but beyond the age limit for support
- Bible college students serving

as missionary interns for short periods of time abroad

- Furlough replacements
- Ministry of helps
- Humanitarian aid workers
- Youth workers
- Professionals (educated in specific area)
- Media/Technology
- Administrators

Associates may be single, married, a family, or team working together with a missionary on the field.

An associate may also hold a paid position locally on the field. He or she can fulfill the requirements of the job and assist the missionary in that area at the same time. This also allows for an extra income and is useful in fundraising. For more information about bringing your work with you, see [Employment on the Field](#) (pg 21).

Associate Appointment Description



AIM

vs



AMP

LENGTH OF
STAY

2-12 months (renewable)

12 months
(automatically renewed)

BUDGET

Up to \$50,000 in one year

Up to \$60,000 in one year

MINISTER'S
LICENSE

Not required, but encouraged

Required

Minimum Two Months Stay

Associate appointments are to a specific field for a minimum of two months. An appointment, or "term," may last up to 12 months. If an associate wishes to stay longer than the appointed term, he/she may apply for an [Extension](#) (pg 26). Approved associates may not receive funds for short trips under 2 months to the field or to fields other than the field of appointment.

For those wishing to travel to the field multiple times per year but not stay for a minimum of two months, please see the Associated Minister Program online at www.GMstm.net/am.

General AIM Application Process: PARTICIPANT

- Application completed and sent to Global Missions
- Insurance Waiver completed and mailed to Global Missions (with Application)
- Professional resume sent with Application
- Processing fee - \$100 - sent with Application
- Pastoral Recommendation Form sent to Global Missions - Pastors may access the form on the website or write a personal recommendation letter on church letterhead to mail or email to Global Missions



Licensed Minister?

Needed: Recommendation from your District Superintendent or District Board.



Bible College Student/Recent Grad?

Needed: Recommendation from a Bible College official.

General AIM Application Process: SHORT-TERM MISSIONS

1. STM receives all documents from the applicant and the additional Pastoral Recommendation Form from the pastor.
2. All information is reviewed and references are contacted. Missionaries and Regional Directors give an official letter of recommendation based on the application as well as a budget/job description.
3. The Global Missions Administrative Committee (GMAC) is authorized to approve AIM applications and to appoint candidates. They review all data and make an appointment decision.
4. Applicants are contacted via email once a decision is made and also receive an approval packet in the mail with additional information and resources.
5. A tentative budget is sent to the AIMer. If filling an opportunity from the Go! Center, a tentative budget is provided online with the listing; however, the AIMer should wait for the approval packet that includes an official budget from the supervising missionary.

Who's in the GMAC?

The Global Missions Administrative Committee is comprised of four Global Missions executives and all five Regional Directors.

AIM Application Procedure and Process

There are different procedures and processes depending on the level of appointment for an associate. For information on AMP appointment, see [Upgrading to the Associate Missionary Program \(AMP\)](#) (pg 30).

General AIM Applications may be accessed online at www.aim2go.org/apply or in person at UPCI WHQ.

AIM Applications take between 8-12 weeks for approval!

Short-Term Missions maintains a comprehensive file for each associate. All approved requisitions, correspondence to and from the AIMer, and his/her monthly reports are kept in this record. Files are separated according to one of three identifiers: application *in process*, *active*, or *inactive*.

AIM App Checklist:

- ✓ Application
- ✓ Pastoral Recommendation
- ✓ Insurance Waiver
- ✓ \$100 App Fee
- ✓ Resume

What happens if I get denied?

If an associate is denied approval for AIM, it does not mean he/she can never apply again. Often, it is due to lack of proper recommendations or an issue with timing. Associates should always address this situation with their pastor first and submit to him. There are many ways to be involved in Global Missions and maintain a global vision locally. See [Global Goer](#), [Global Christian](#), or [Global Missionary?](#) (pg 28) for specific examples.

What to Expect as an Associate

You have felt the call to overseas ministry. You acted on that call. Now you are an approved associate! All the questions of what, where and when are over, but now there is the great "how?" Before you get there, thank God for this moment. Look to see below what others have said about their AIM or AMP experience and hear, in their words, what you can expect in the coming months.



Brett Potts
Japan

"Going on AIM is one of the most important decisions I've ever made right up there with college and whom to date/marry. AIM is not only a pathway to ministry, it IS ministry! God can and will use you to do incredible things in your country, but you must have faith and be expectant!"

"Your heart will open in ways you cannot imagine to people you have never met before and to cultures and languages you've never experienced. Your understanding of the Gospel in action will never be more transformative than the journey you are about to embark on."



Allison Mitchell
United Kingdom



Dahleen Devenport
Ireland

"AIM will be one of the most rewarding and challenging steps you decide to take, causing you to grow and branch out in places you never thought possible."

AIM Timeline

This is a *general* idea of the flow of events from AIM approval onward. The timeline can differ with different situations.



Preparing to Go



Spiritual Disciplines

Associates are not just ambassadors for Global Missions, they are ambassadors for Christ. As such, spiritual preparation is vital! Do not wait for spiritual training, start right at home.

The Word

Spend daily time in the Word of God. Don't just read the Bible, but meditate, memorize and study. If this is a new concept, start with 5-10 minutes each morning before starting the day and increase the time as it becomes easier. Try memorizing scripture that relates to the type of work you will be doing on the field.

Prayer

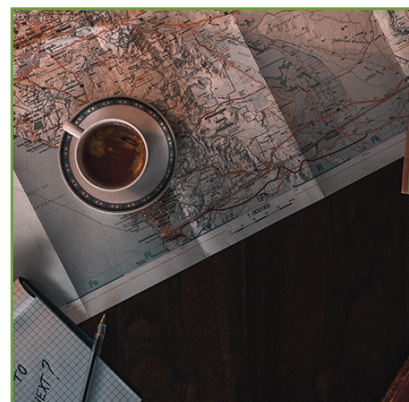
Make prayer a priority. Spend time with God. Speak to Him about what you hope to learn from this experience. The journey of AIM doesn't begin when you get on the plane. If you haven't embraced this practice, or if you've struggled with it in the past, start small with 10 minutes a day, increasing it as it becomes easier. Think quality over quantity.

Fasting

Cultivate a routine for fasting. You may want to begin fasting once a week on a specific day or choose a certain meal once a day. However you decide to fast, it must become an essential discipline if you want to be effective in *any* type of ministry. Consider a strategy that works for you and could quite possibly continue working while overseas. You may find it helpful to get someone to fast with you.

Helps

Get involved in your local church. This can be as simple as greeting on Sunday mornings to helping with Sunday School to cleaning the church. Get experience at home you can use on the field. As with the other disciplines, this one starts now.



Budget and Finances

Every associate receives a budget and it is expected that he/she live within the confines of this budget as much as possible while on the field. There are various ways to raise and track finances as well as procedures for sending, reporting, and managing funds.

What's included in the budget?

Each budget is made specifically for the individual associate and may differ due to job description while on the field, skills of the associate, and/or the specific host country costs. See the Sample Budget in the [Appendix](#) (pg 32).

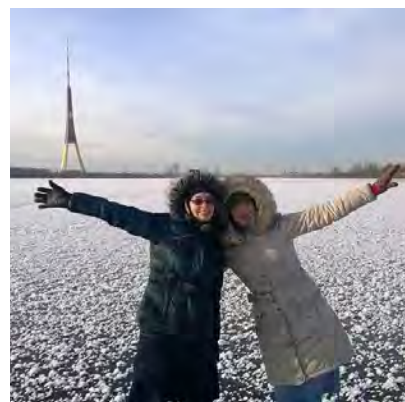
Administration, IT and Credit/Debit Fees

There is a 10% administrative deduction from all monies received through Global Missions. This amount will already be calculated and added to the budget before the associate receives it. Additionally, credit/debit transactions through Mobile Cause – an online giving and text-to-give platform option for associates - will be subject to a 2.5% credit card processing fee per transaction. However, donors can choose to cover this fee for an associate upon checkout.

Additionally, a monthly projected data processing amount of \$30.00 is added to all budgets unless an associate is fully self-supporting and funds do not come to WHQ. This expense covers general account maintenance fees as well as credit card handling fees incurred when donors or churches pay via credit card (over the phone or otherwise) directly to WHQ. This credit card handling fee is calculated based on the size of the donation and will vary from one transaction to the next. Please note: the \$30 data processing amount is in addition to the 10% administrative fee and is only a projected – not actual – amount.

Tithing

AIM and AMP tithes are not directly written into the budget, but should be accounted for and paid to the Missionary Field Fellowship, an account for field-related expenses/operating costs. This is arranged through the supervising missionary. Tithing applies no matter how funds were raised or collected. However, tithes are paid only on personal support



budget items such as food or personal expenses. Housing, airfare, and local transportation are included as work-related items and thus, are not considered personal support. *The 10% administrative deduction on all funds sent through GM is not a tithe.*

If an associate is traveling to churches to fundraise, he/she should tithe on the personal offering received and send it to the District GM Director in that district with a [District & Office Report](#) (pg 31). Many AIMers do not need to use this process because it oftentimes does not apply; however, all AMPers are required to submit these reports and tithe to districts where they receive offerings.

Budget Acquisition

Budgets are created by the supervising missionary. A copy of the budget is shared with the associate via his/her approval packet. If an associate is filling an opportunity on the Go! Center, the temporary budget is already available online with the listing. However, for a full budget breakdown and confirmation of expenses, the associate must await approval to see the official budget.

Your UPCI Number

Each associate will be assigned a UPCI number which will be used as the associate's Global Missions account number. If you already have a UPCI number, every effort will be made to use that as your GM account number. All funds sent to World Headquarters will be directed to this account. This number is included in the approval packet. **Please note: the GM account number is not a banking account number.**



Raising Support

Associates should not depart to the field until 50% of the budget is in hand or in the associate's GM account (with remaining funds pledged). This is verified in the [Outbound Orientation](#) (pg 18).

Raising Funds

This can sometimes be the most daunting part of missions, but don't worry! In our experience, God always provides the right amount at the right time. Associates can find numerous fundraising ideas online or through others who have done it before (ask other AIMers through the AIM Forum: see [Connect with Short-Term Missions Online](#), pg 22). It is also advisable to ask what has been done in your church in the past – successful or unsuccessful.

Many associates have been successful by sending personal letters to family, friends, coworkers, businesses, and more. For a sample letter, see [Appendix C](#) (pg 33). Please note: It is not permissible to raise funds for anything other than an AIM or AMP budget. *Raising project funds for various needs on the field (i.e. a new Bible College building) is limited to missionaries under full appointment.* Above all, handle relationships with potential and current donors with much thanksgiving. See [Supporters](#) (pg 23).

Partners in Missions (PIMs)

Associates are able to fundraise Partners In Missions, or PIMs. These are donors who sign up to give a certain amount monthly. PIMs set up their monthly giving through Global Missions via a credit card or withdrawn through their bank account. Donors can also choose to send in a monthly check to WHQ. Associates will need to obtain personalized PIM forms from STM in order to enroll donors as monthly partners. Once a PIM form is requested and emailed, it is the responsibility of the associate to print and distribute to potential donors. The associate should return filled forms on behalf of the PIM to Global Missions ATTN: Andrea Sanders. To see any donations through PIMs, visit your [UPCIministers.com](#) portal.

Potential PIMs are also able to enroll themselves through an online portal without assistance from the associate. These enrollments are sent directly to Andrea Sanders who handles all PIM enrollments for GM. Find the online enrollment at <http://aim2go.org/give/enroll/>.



Third-Party Funding

Beware that ALL money sent through third-party funding (i.e. Paypal, GoFundMe, etc.) will be reported to the IRS for taxation unless this is done through the associate's church (non-profit). The UPCI can receipt donations only when the funds come directly to World Headquarters. Should an associate choose a third-party option, it is appropriate to inform the donor of this action. The use of third-party funding is discouraged by GM.



The associate programs have partnered with Mobile Cause, a non-profit online and text-to-give fundraising solution. Funds given through Mobile Cause go directly to the associate's GM account with limited fees and are considered tax-deductible contributions. Associates should contact STM if they wish to activate Mobile Cause for their fundraising. See [Appendix F](#) (pg 36).



Social Media Protocol

Social Media can be a great resource in raising funds; however, associates should be careful about their posts (on any network) before departure. The following are a few points to keep in mind:

1. Educate your supporters, and potential supporters, before departure that you may be limited in the kind of posts you can make while on assignment. You can do this via email, private message, with a newsletter, etc. This way, your supporters will know you're not using their donations to take an extended vacation if you aren't allowed to post anything ministry related.
2. Consider using a code phrase to represent the country you're going to.
3. Go through any previous posts and swap out things like "missions trip" for "summer travel," "overseas travel," or something similarly vague.
4. Creatively explain/report on what you'll be doing while on assignment being sure to avoid criticism of the country or religion of the country (i.e. Buddhism, Hinduism, Islam, etc.)
5. Words to avoid: missionary, missions, witnessing, God, Jesus
6. Upon arrival on the field host missionaries can give you further details and helps concerning posts while you're in country.

Raising Friends: Partnership with the Public and Prayer Partners

It is important to look at fundraising not just in monetary terms, but as a partnership with donors, churches, and the public in general. These partners in your missions journey can last longer than an AIM/AMP term if you cultivate a network. Ultimately, building a partnership with someone lasts longer than a one-time-donor situation. Donors don't just give funds, they are investing into the associate. Investors are long-term, forward-looking folks who are continually blessed for their finances, time, or whatever they invest in the AIMer/AMPer. Associates can add to the blessing investors receive by fostering a good relationship with them. It is a mindset of raising friends, not just funds. STM recommends the book [Friend Raising: Building a Missionary Support System That Lasts by Betty J. Barnett](#) (available on Amazon.com) to explain this concept further.

Associates (and their appointed fields) benefit from prayer and advocacy just as much as they do from finances. These "friends" can become prayer partners and advocates for the cause. It is important that associates learn how to communicate these types of needs to their supporters and prayer partners. For more information on communicating, see [Supporters and Monthly Reports](#) (pg 23).

Fund Disbursement and Accessing Financial Data

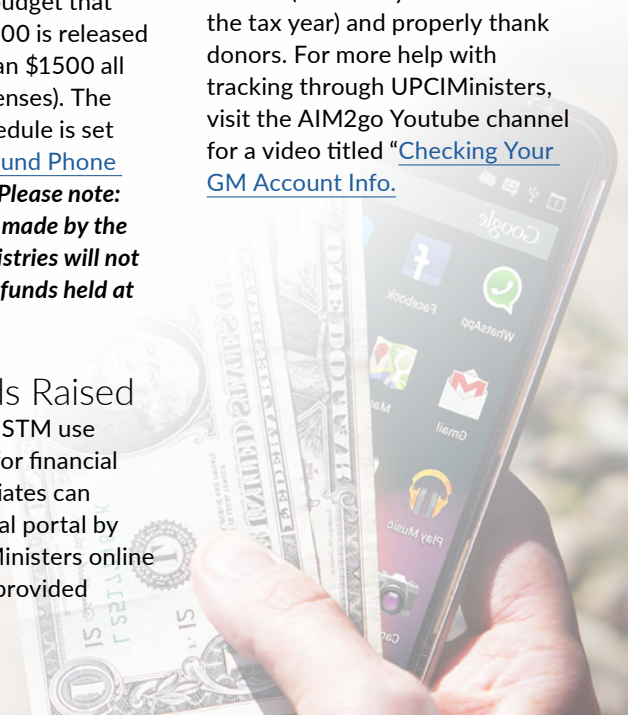
Release of Funds

Funds for associates held at World Headquarters are released as requested and as funds are available according to the approved budget. Although funding for the entire length of the term may be available at one time, funds will be disbursed in alignment with the budget that was provided (i.e. \$500 is released per month rather than \$1500 all at once for rent expenses). The release of funds schedule is set up during the [Outbound Phone Orientation](#) (pg 18). **Please note: any personal pledges made by the AIMer to various ministries will not be fulfilled out of the funds held at WHQ.**

Tracking Funds Raised

Global Missions and STM use [UPCIMinisters.com](#) for financial data tracking. Associates can access their individual portal by logging on to [UPCIMinisters](#) online with the email they provided

on the AIM/AMP application and the temporary password: **UPCITEMP2020** (current year). This allows an associate to see the project balance, project listing, donor support, and project details. Tracking funds raised is important because it gives associates the ability to keep track of taxable income (i.e. money released in the tax year) and properly thank donors. For more help with tracking through [UPCIMinisters](#), visit the AIM2go Youtube channel for a video titled ["Checking Your GM Account Info."](#)



UPCIMinisters Reporting

Once logged in, a menu option for "Missionary Services" with a drop-down menu of "Projects" appears. There are four project reports that should be listed on the menu:

- Project Balance - summary report of the associates most up-to-date project balance.
- Project Listing - list of all projects of the UPCI. Global Missions projects begin with "GM."
- Donor Support - list of donors that pledged monthly support to the project via the Partners In Missions (PIM) program including: donor contact information, amount of pledge, and the last time the pledge was paid.
- Project Details - detailed transactions related to the project. Use narrow date ranges to expedite the report processing time. This report includes: 1) balance information, 2) posted transactions, and 3) donor gift detail. Posted transactions will reflect the original gift less any rate of exchange for foreign currency and the administrative allocations.

Ministerial License Fees

Associates holding a ministerial license are expected to transfer their license to Global Missions if they plan on being out of the country more than six months. To do this, an associate should contact the District Secretary in the district where he/she is licensed. Once the associate returns home, the license should be transferred to the district where they will reside. If intending to return to the field soon after the completed term, the license can remain with Global Missions. While on the field, ministerial license fees can be paid from the associate's account. *Once the associate returns home, the ministerial license fees cannot be covered through their AIM/AMP account.*

Love Offerings

If an associate should receive a personal offering not being used for budget expenses, this is considered a personal or "love" offering. This can be used however the associate desires and is exempt from the 10% GM administration fee because it is a personal gift; however, this type of giving will still be considered taxable income. Love offerings turned in to GM must be indicated on all paperwork (e.g. write "love offering" on checks turned in to GM) to be considered as such.

Tax Information

The following paragraphs summarize the procedures for handling disbursements to those serving under the associate programs of Global Missions, United Pentecostal Church International. Global Missions must comply with requirements set down by provisions of the Internal Revenue Code and Canada Customs and Revenue Agency in addition to the opinion of the headquarters' independent auditors. These procedures are in the best interest of all associates concerning their obligation under the tax laws of the United States and Canada.

U.S. Citizens Under Appointment

Disbursements made direct to a U.S. citizen associate will be considered non-employee compensation reportable on Form 1099-MISC at the end of each calendar year. All tax obligations, including but not limited to self-employment taxes, federal income taxes and state income taxes, are the personal obligation of the U.S. citizen associate. Global Missions is not responsible for any taxes on amounts disbursed that are deemed non-employee compensation. It is recommended that an U.S. citizen associate set aside sufficient funds from each disbursement to cover his/her



"The mark of a great church is not its seating capacity, but its sending capacity."

— Mike Stachura

federal and state tax obligations. Amounts disbursed will be handled according to instructions on file (i.e. direct deposit to your stateside bank account, through the mail via a check, or wire transferred to the field). Please note that direct deposit is the preferred method of disbursement. Any other arrangements for handling disbursements must be clearly identified prior to time of departure to the field. Disbursements are processed monthly. Additional time must be allowed for the actual crediting to a bank account, and/or mailing of the check or wire transfer process.



Canadian Citizens Under Appointment

In compliance with the joint venture agreement in operation between the United Pentecostal Church International and the United Pentecostal Church of Canada, all disbursements made direct to a Canadian citizen under appointment will be attributed as gross wages received subject to proper Canadian Pension Plan withholdings. All CPP taxes associated with Canadian Citizens will be funded from the associate's account through the United Pentecostal Church of Canada for remittance to the government. The procedure for disbursement of funds to Canadian citizen associates is the same as referenced in the U.S. Citizens under appointment section above.



FORM W-9/TD-1

Global Missions must have a completed W-9 (or TD-1 Form for Canadian citizens) in the associate file prior to processing any disbursement. A Form 1099-MISC will be issued at the first of each calendar year and mailed to the address of record provided on the form. This form identifies the amount of non-employee compensation paid by the United Pentecostal Church International to the STM worker for the calendar year. This includes payments to IMG for group insurance, any expense "reimbursements," payments to a 3rd-party travel company and any payments to the STMer. Form 1099-MISC reflects the amount of income each STM worker must report on his/her personal income tax return.

The 2019 W-9 Form can be found on the United States IRS website online at www.irs.gov/pub/irs-pdf/fw9.pdf/.



FORM TD1

This form will be supplied from the office of the Director of Education/Short-Term Missions. This form must be completed and returned to us prior to the disbursement of compensation funds. Form T-4 will be issued by the United Pentecostal Church of Canada at the first of each calendar year advising of gross wages and CPP taxes withheld. It is important to keep the office updated with a current address to assure this form reaches the right place once prepared.

The 2019 TD1 Form can be found on the Government of Canada's website at www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-fill-19e.pdf/.

Specific questions concerning Form TD1, Form T-4 and Canadian tax return preparation should be addressed to:

Rev. Albert Foster, CGA
 United Pentecostal Church of Canada
 P. O. Box 406
 Maple Ridge, BC V2X 8K9 CANADA
 Telephone/Fax: (604) 466-5000
 E-mail: albert@afcga.ca



What Documents Do I Need?

Passport

A passport is required for all travel outside the country. It is an internationally recognized travel document that verifies citizenship and identity. A passport should be valid for a minimum of six months from the end of the term. This ensures that in case the associate would need to stay for a period up to six months after the term has ended, his/her passport would still be valid to leave the country. Most immigration services will not let anyone enter the country without this qualification.

Visa

Many countries require visas to enter. Depending on the location, visas can be purchased in the airport of the destination country, or may need to be procured in the home country ahead of time. Consult with the supervising missionary for details. It is important to consult specifically about what should be listed as the purpose of the visit on the visa application. Associates should begin this procedure early as some visa procurement processes can take weeks – sometimes months.

World Visa Travel

This company is located right in Washington, D.C. and provides reliable visas services. Go to www.worldvisatravel.com for the application.



Travel Tip: Make photocopies of travel documents. Leave one set at home and keep another in a separate piece of luggage or separate location from where the original documents are kept.

Travel

Health and Medical

Vaccinations

Some countries require visitors to have a “Yellow Card” (International Certificate of Vaccination) or proof that the visitor has had the appropriate vaccinations. Visit the Center for Disease Control and Prevention online (<https://wwwnc.cdc.gov/travel/>) to see what vaccinations are recommended for the host country. Associates should also consult their primary care physician.

Medication

The associate should strive to bring all their necessary medication with them to cover the *length of stay* overseas. However, sometimes that is not possible, so follow these medical packing tips:

1. Pack medications in carry-on in their original packaging or containers.
2. Ask a doctor for the generic name for medication so it can be purchased in the destination country if needed.
3. Obtain a letter from the doctor detailing the nature of medication. It may be required for a doctor in the destination country to determine the equivalent or prescription needs.
4. Bring an extra set of eyeglasses if applicable.

Insurance

Some insurance policies cover everything from the loss of credit cards to medical evacuation. Associates should verify what their current insurance covers or research before selecting a provider. The minimum requirement for associates is to have medical insurance that covers them while overseas; however, associates may also get travelers insurance if desired.

Required Medical Insurance

Associates should verify their health insurance provides overseas coverage. Few companies pay medical evacuation which can easily cost above \$10,000.00 depending on the location and the condition of the patient. Consider purchasing a short-term policy that covers internationally and provides medical evacuation. STM recommends Gallagher Charitable International Insurance Services (<https://www.travelwithgallagher.com/>). Get a quote at https://purchase.imglobal.com/Quote/partner_link_plan/. A secondary recommended option is Allianz Travel (<https://www.allianztravelinsurance.com/>).

International Driving Permit (optional)

If an associate plans to drive overseas, he/she may need an IDP (International Driving Permit). Check with the supervising missionary to know if an IDP is acceptable or desirable in the destination country. For more information about IDPs or how to get one, visit AAA (<https://www.aaa.com/vacation/idpf.html>).





Research Your Flight

Travel Agents and Opportunities

UPCI Global Missions does not endorse any travel agent, airline, or website promoting or procuring tickets. Each associate's itinerary and situation is different, so the associate is encouraged to use the best option according to his/her circumstance.

Check with the supervising missionary before booking the flight. Associates need to confirm if their arrival date on the field is acceptable to the representatives on location. The supervising missionary may also advise which airline is best for travel or deals in the destination country. The missionary can verify the correct airport name/location. For more help with booking the flight, visit the AIM2go Youtube channel and watch the video titled ["Next Steps HOW TO: Airfare Purchase."](#)

As You're Booking Your Flight

Tips and Info:

- The budget gives an idea of the anticipated cost of airfare. Please note this does not take into consideration exactly where the associate is departing from in North America; therefore, the price could be affected.
- Book in advance. Some recommend buying tickets four months before departure. Airlines do not usually release cheaper fares before that time.
- Compare prices found on search engines, online travel companies, etc. with various airlines. Compare prices based on different days of departure and return.
- Check multiple times. Prices change from day to day.
- Check for sales. They come and go quickly. Sale tickets are usually released on Monday night.
- If the associate lives in a rural area, it is advisable to depart from and return to a bigger airport nearby.
- During peak seasons, airline tickets are higher. This may be unavoidable.

As you book, double-check:

- Spelling of name
- Date of departure
- Date of arrival
- Date of return
- Plenty of transition time between flights
- Correct airports for departure and arrival



After You've Booked the Flight

Once the flight is booked, associates need to send their itinerary to the supervising missionary and to STM. The missionary will need to send a confirmation so the associate will not be left without instructions in the host country upon arrival.

DO I PACK THAT?

Packing Tips

1. Use covered luggage tags to avoid observation of identity and nationality.
2. Avoid packing identification, tickets, and pertinent documents in backpacks or outside pockets of bags.
3. Be careful not to overpack!
4. When it comes to personal care and hair products, many similar brands/products can be found overseas.
5. Pack needed prescription medications

Many more tips and suggestions can be found online and packing videos for longer trips can be found on YouTube.com!

Leave it at home:

1. Photocopy of passport and of other pertinent documents
2. Copy of itinerary
3. Credit cards not to be used during the term overseas
4. Jackknife, penknife or any sharp object that could be a weapon



Travel Tip: Check with your supervising missionary for any specific items he/she needs you to bring!



Baggage and Departure

Baggage

Most airlines allow two bags maximum of fifty pounds each for international flights. Associates should verify what their specific airline provides.



Travel Tip: It is best to check bags all the way through to the final destination.

Cash

The supervising missionary can give tips on carrying cash while traveling. Questions to ask the missionary include:

1. Is there anything to keep in mind in bringing cash? Larger bills? Newer bills?
2. Are credit cards commonly used in the host nation? Which card is preferred?
3. Are ATM machines available and considered a safe way to get money?
4. Is it advisable to change money at the airport upon arrival? If so, how much?

Many countries require travelers to declare how much cash is brought into the country. Be careful never to discuss financial matters in public. Keep cash out of sight and avoid counting it in public.

Departure

Associates should coordinate with the supervising missionary all throughout the preparation process before landing in the destination country. Items discussed during this time include who is to pick-up or meet the associate on the field and supervising missionary contact information. This is sometimes needed for immigration and customs forms. It is advised that associates remind their supervising missionary of the arrival date, airline, and time of arrival at least two weeks before departure. Never send ONLY the arrival date and time as multiple flights arrive at the same time in certain places. If flights are delayed, this allows the missionary to track what is going on.



The Role of Your Pastor

Associate to France, Mike Long, suggests one of the first steps someone should take, after God has birthed a dream in his/her spirit concerning short-term missions is to talk about it with his/her pastor. "One reason for involving your pastor," he states, is that "He's still your pastor: Just because you may find yourself on the other side of the world, does not mean that a father in the faith ceases to be your pastor. Your leadership structure may change, but your pastor should always be able to speak into your life or ministry."

Associates who begin their missions journey walking in step with their pastor benefit from the pastor's wisdom and resources throughout the entire STM process.

Your Pastor and the Application

The STM team depends heavily on the pastor's recommendation when considering an application. Applications are not approved without the positive recommendation of your pastor.

The associate's pastor must sign the application and submit one of the following two types of recommendation:

1. A recommendation/evaluation form
2. A detailed letter concerning the associate sent by e-mail or paper mail on church stationary/letterhead



Immigration and Customs

Associates should consult the supervising missionary for best practices on immigration and customs in the host country. As a general rule, an associate should only answer questions asked and refrain from volunteering information.

“JUST BECAUSE YOU MAY FIND YOURSELF ON THE OTHER SIDE OF THE WORLD, DOES NOT MEAN THAT A FATHER IN THE FAITH CEASES TO BE YOUR PASTOR.”

— Mike Long, AMP France

Pastoral Transition



Sometimes an associate opts to leave his/her home church or the pastor changes during the time the associate is fundraising or abroad. If the pastor informs the STM office to withdraw his/her pastoral recommendation, the associate's file is referred to the Global Missions Administrative Committee (GMAC), and the approval is rescinded for a lack of pastoral approval and recommendation.

The associate will be notified by STM, and a letter of recommendation will be requested from the associate's new pastor. Once the new letter is received, the associate's application will be reviewed again by the GMAC. In the review, it is understood the STM office will reconfirm the recommendations of the Regional Director, Supervising Missionary, and anyone else deemed necessary to consult.

When possible, it is standard protocol for the associate to solicit and receive a letter of transfer from one church to another. This can be achieved by requesting this from the pastor. In the event the associate left his/her home church because of conflict, it is expected that the Biblical approach to conflict resolution be followed and every effort made to resolve the conflict (even if the associate chooses not to return to his/her former church). See [Conflict Management](#) (pg 24).

If an associate changes churches/pastors when returning from the field and plans to return to the field again, a letter of recommendation from the new pastor is required for the extension or return to the field approval process.

Your Pastor and the Preparation Process

It is important and beneficial for all parties when you and your pastor are in good communication while you're preparing to leave for the field. Associates should be in contact with their pastor about practical matters (departure date, return date, activities, and job description) and spiritual matters (desire to be involved with missions, burden, your vision after you return). Take time to pray with your pastor in preparation. Let him be your guide.

Your Pastor and the Field

While overseas, you will be working under the leadership of your supervising missionary and Global Missions; however, it is still expected you will continue to submit to the standards of your local church and pastor while away. Prayer, moral support, and pastoral advice are still able to be received in most cases, even over long distances.

Your Pastor and the Return Home

It is important for associates to debrief when they return. Set up a meeting with your pastor once you return to explain what you have learned through your AIM/AMP experience. Ask for opportunities to plug in and share your vision for your future. Debriefing is very important for reconnecting with your local church.





Emergency Preparedness Mandatory Training

All associates are required to go through an emergency training course online before traveling overseas through the associate programs. This is for all associates regardless of the country to which they are appointed. Please find directions below for the online course:

1. Navigate to www.fsa.thinkific.com.
2. Click on the View Course button on the Traveling Saint Level A course – the first course in the list.
3. Once the page opens, click on the “Buy \$48.00” button.
4. Create a new account by listing name & email and creating a password. Click on “Sign Up.”
5. You will be taken to a checkout page. VERY IMPORTANT – Click on the blue hyper link that says “Have a Coupon?”
6. Enter “shield365” in the “Coupon Code” field and click on “Apply.” This will give you the partner discount rate of \$29. You then need to enter your credit card information to complete the purchase.
7. Click on “Enroll Now” and then on “Start Learning.” You are now ready to begin the training!

Upon completion of your course, you will receive a Certificate of Completion via email. Please forward your certificate on to the Executive Secretary to the Director of Education/Short-Term Missions.



Outbound Phone Orientation

Within 2-3 weeks before departure, associates must call STM for an Outbound Phone Orientation. This meeting includes important information given to the associate concerning finances, documentation, various protocols, release of funds, etc. It is suggested to email the Executive Secretary of the Director of STM ahead of time to schedule.

Executive Secretary
Phone: (636) 229-7920
Hours: Tuesdays-Thursdays,
8:00AM-4:30PM CST

Arriving on the Field

Associates should consult the supervising missionary about meeting or providing directions for arrival. See the section on [Departure](#) for more information (pg 16). See also [Immigration and Customs](#) for arrival instructions (pg 16).

Arrival in the Host Country

Soon After Arrival

- The associate should inform STM via email of arrival and provide any needed contact information.
- Meet with the supervising missionary for an orientation.

A detailed job description based on the associate's skillset, desires, and supervising missionary's vision will be provided during the orientation with the supervising missionary on the field.

Safety and Emergency Contacts

Associates should register online through the State Department with the consulate or embassy in the host nation. This gives an additional layer of protection in case of emergency, natural disaster, or unrest in the host country. A North American emergency contact number and email should also be provided to the supervising missionary. As a safety precaution, females are encouraged not to be out at night alone. If this situation is unavoidable, exercise caution.



Culture SHOCK

This information has been adapted from the Next Steps Program curriculum.

Travelers may experience culture shock if staying in the host country for longer than 6-8 weeks, especially if the culture is very different from North America. Our goal as missionaries is not to colonize or Westernize a culture, but to help others become part of the kingdom of God, bringing their culture and "flavor" with them. If a culture runs parallel to Bible culture, it is acceptable; when it crosses Bible culture, it has to be adjusted according to the Word - including our Western culture. We are all one in Christ as we walk parallel to the culture of the Bible.

Learning to appreciate and respect the culture in which we are called to serve while keeping our bearings through Scripture are skills we must acquire through prayer and the Word. Successfully navigating culture shock is one of the first steps in acquiring these skills. If you find you're having a difficult time navigating culture shock, discuss it with your supervising missionary.

Compare North American culture with your host culture via the Hofstede Insights Country Comparison tool at <https://www.hofstede-insights.com/>.

Being an Associate

Relationships Within Short-Term Missions

You and the Supervising Missionary

These guidelines are expected when mentoring or counseling the opposite sex and in other similar relationships:

1. The relationship must be guarded to avoid the appearance of evil.
2. Emails or correspondence should be copied to the spouse if applicable.
3. It is inappropriate to expect to travel with the missionary (of the opposite sex) alone to activities.
4. Never be alone, at the same time, in the same car or office. Always keep a third party.
5. Nationals sometimes have difficulty telling the difference between two Americans. For example: it is easy for them to think that an associate is actually the missionary's wife.
6. Keep physical distance.
7. Keep conversations and mentoring to appropriate topics only.
8. Assignments may be received best from a missionary or senior short-term worker of the same gender.
9. Correspondence may come from the missionary of the same gender on behalf of the supervising missionary if needed.

You and Other Short-Term Workers

Protocols, Etiquette and Code of Conduct

It is important for associates to maintain proper etiquette and a code of conduct in every relationship. Note the following beatitudes of relationship building:

1. Be friendly: Friendship is a two-way street. "A man that hath friends must shew himself friendly; and there is a friend that sticketh closer than a brother" (Proverbs 18:24).
2. Be caring: Like the saying goes, "People don't care how much you know until they know how much you care." Margaret Mead said "Never believe that a few caring people can't change the world. For, indeed, that's all who ever have."
3. Be helpful: Go out of your way to be helpful. Don't wait to be asked to help. Cultivate a culture of helpfulness.
4. Be respectful: A little respect goes a long way to accumulating some. It is imperative that associates respect their fellow workers on the field as well as their supervising missionary, other missionaries, national leaders, and others to whom they are accountable. Additionally, respect the laws of the land.
5. Be courteous. Practice humility and think of others first. Act on it.
6. Be trustworthy. This means being reliable. Do what you say you are going to do.
7. Be appreciative. Be sure to find the time to say thank you through words and actions.
8. Be sensitive: Consider the thoughts and feelings of others. Before you speak: THINK. T: Is it true? H: Is it helpful? I: Does it inspire confidence? N: Is it necessary? K: Is it kind?



Dating as an Associate

Dating or becoming romantically involved while under appointment should be avoided. Any exception requires the approval of the supervising missionary(s).

Guidelines:

1. Be friends showing no partiality.
2. Never be alone with someone of the opposite sex, regardless of their age or status.
3. Be careful when/where you entertain guests – never in a private area.
4. Stay in groups as much as possible.
5. Always keep at arm's length.
6. If you encounter problems in relationships, consult with your supervising missionary and take his/her advice.
7. Gestures and communications among Americans can be interpreted differently by those in the host country.

If single associates should meet someone of serious interest, they should be disciplined to their missions commitment until the term is complete. Associates may consult the supervising missionary to further investigate their interest *after the term of service is complete*.

What Happens if I Get Married?

Change of Marital Status While Under Appointment

If marital status should change during the tenure of participation, associates must notify STM. The associate will be informed of any special procedures.

General Guidelines:

- A single associate marries a person not previously approved for short-term service: an application should be submitted covering both individuals once the marriage has taken place, and the husband should be the primary applicant.
- Two single associates marry: dating on the field is only allowed with the approval of both supervising missionaries. When STM is notified of the status change, the associates' file, including budgets and finances, will combine to one file (the husband's account by default unless otherwise noted). If the wife's account has associated Partners In Missions (PIMs), it is encouraged that the couple contacts them and asks them to switch to the husband's account (which will now be for both associates). Otherwise, the system will automatically cancel the PIMs associated with her account.

Working Within the Host Country

Working With Nationals

Associates should be accessible to whatever degree is accepted practice in the host culture and among the local missions community. Some nations are "nationalized" with fully self-supporting church government systems that operate without the direct hand of the missionary. Above all, associates should follow the direction of their supervising missionary and learn to trust and submit to him/her.

Associates should always communicate wisely concerning the associate's position and positively reflect the missionary to nationals. For example, an associate should avoid conversations regarding perceived wealth of the missionaries in comparison to the host culture. If the associate should

encounter a disgruntled national speaking against the work or missionary, he/she should not engage in debate, but speak in love and always reflect positively on the missionary.

Employment While on the Field

Some AIMers or AMPers go overseas for employment or use a side job to help supplement their budget. In cases where the associate is working for a local employer, it is understood that the job is his/her first priority. AIM/AMP work is done as the job allows, not the other way around. Being a good employee is a great witness. If conflict should arise with the balance of employed and missionary work, associates should speak with the supervising missionary to make any needed adjustments.



Na-tion-al-ized Work
/'naSH(ə)nə,līzd wɜrk/
noun

Meaning a work in a nation that is, under God, a fully self-supporting, self-propagating, self-governing church after the Apostolic method.



Connect with STM Online!

@nextstepsgm



nextstepsprogram.net



@AIM2go



aim2go.org

GLOBAL CONNECTIONS
DISCOVER > PREPARE > GO

@globalconnext @global_connext



globalconnections.org

You'll get to:

- Request to join the "AIM Forum" on Facebook, a crowdsourcing group that helps answer questions and build connection between short-term associates.
- Receive The Short-Term Missions Update, a quarterly newsletter with information like newly approved STMers, articles written by STM staff or associates, major events, testimonials from the field, and more.
- Receive the GM Director's Communique.

Communication

Missionary & Team

Maintaining communication with the supervising missionary is imperative. It begins as associates prepare for departure and continues while on the field. Associates are not expected to know everything about the field, culture, and work upon arrival, so they must communicate with the supervising missionary. If in doubt about any activity or assignment, ask. Upon arrival, associates will be given an orientation and a detailed job description.

Should associates discover they have agreed to do too much or too little after the initial orientation, they should freely communicate this to the supervising missionary in the right spirit. Revaluations of the job description may be necessary.

Short-Term Missions Team - Home Office

Contact Information

Each associate is responsible for providing updated contact information to the home STM office throughout the entire AIM/AMP process. This includes: name, permanent North American address, email address and any other general contact information.

Mail

Due to high costs, STM rarely sends mail to associates overseas. Communication is handled primarily through email. Special consideration to send mail is charged to the associate's account.

Email

STM strongly suggests using a secure email service while you are overseas. There are many options out there including protonmail.com and swissmail.org as suggested places to start your research. In addition to secure email, we suggest using a VPN connection on your phone and computer while under appointment. In many places this is becoming a required minimum level of secure access to the Internet. Using a VPN such as ExpressVPN.com or StrongVPN.com creates a secure tunnel to the Internet for browsing, searching and checking your secure email.

Social Media

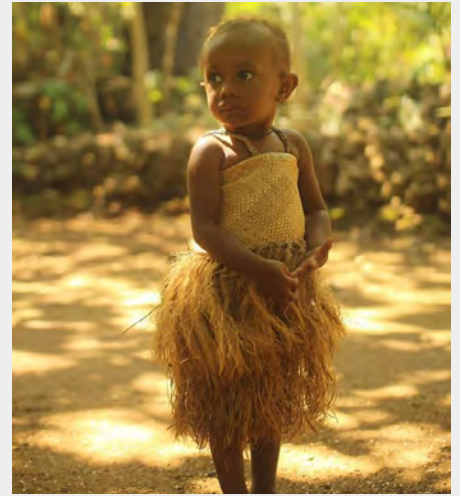
Social media is used from the very beginning of an associate's relationship with the office. STM will review an applicant's social media when processing the application for approval. After approval, social media is a viable form of communication. Be careful that social media always reflects and exemplifies the role of missionary. *Please note: It is never okay to post negative statements concerning host countries or cultures.*





Supporters

Effective partnership with supporters calls for effective and consistent communication concerning activities and progress. This can be done through newsletters, monthly reports, social media, postcards, text messages, brief videos or any combination of these. Supporters should see and hear about the cause they have given to. It is also best practices to express thanks for their investment.



Monthly Reports

It is required of each approved associate to send a brief monthly report. Bullet points of activities are okay, but pictures enhance the report and increase the likelihood of content being used on STM social media. Monthly reports should be sent to the Supervising Missionary, Regional Director, and Executive Secretary to the Director of Education/Short-Term Missions. Associates should also copy other members of the host missionary team if applicable. Reports are uploaded to AIM2go.org and sent to the STM Update editor and STM promotions for possible inclusion.

Monthly reports are maintained in the associate's file. These and any other updates during his/her tenure are considered whenever an associate expresses interest in moving to a different position with Global Missions. Short-Term Missions supplies the GMAC and Global Missions Board with monthly reports when making decisions related to the associate. Short-Term Missions also provides a recommendation for the candidate's appointment as a missionary – a recommendation that comes from reading monthly reports and seeing a faithful associate. *Social media updates do not take the place of the monthly report.*



Why Express Thanks?

1. It motivates both in life and in work.
2. It expresses the giver has value.
3. It is a common courtesy.
4. It recognizes the giver had a choice. The recipient was not entitled to the gift or the act of kindness.
5. It signifies respect. It is a way to acknowledge our relationship with the giver.
6. It indicates care for the other person.
7. It shows you understand the giver made a sacrifice.

How and When?

1. Be sincere, personal and don't overdo it.
2. Be specific.
3. A verbal "thank you" is sometimes enough.
4. Send a "thank you" note.
5. Place a special message or acknowledgment on social media.
6. Make your own digital "thank you" greeting card.
7. Be prompt (within 24 hours).
8. Do it yourself. Don't delegate the task to others.
9. Spice it up a little. Say thanks in different languages. Give your gratitude the missionary touch.

Conflict Management

This information has been adapted from a Conflict Management lesson by Missionary Nicky Sisco.

Conflict Provides an Opportunity to Glorify God

When someone has a different opinion than you or when someone does not do what you want done, do you become angry with them? If so, you need to ask yourself “why?”

- Why am I reacting this way?
- Is my anger justified? Or more importantly, “Am I expressing my anger in a way that is pleasing to God?”

When modeling God’s love and pleasing God becomes more important than pleasing our carnal lusts and holding onto worldly things then it becomes more natural to respond to conflict graciously, wisely, and with self-control. A biblical view of conflict demonstrates that we are not Christian in word only but we are Christ-like in action.

A biblical view of conflict reminds us that our focus is on bringing glory to God.

- It is not about getting in the last word.
- It is not about being right.
- It is not about winning the argument.
- It is about glorifying God.

A great way to keep yourself focused on the Lord during conflict is to ask yourself two questions:

1. How can I please and honor God in this situation?
2. How can I bring God praise by showing he has saved me and is changing me?

Four Main Causes of Conflict

As a spiritual leader we need to know why conflict happens. Here are four main causes of conflict.

1. Misunderstandings due to poor communication
2. Differences in values, goals, gifts, callings, priorities, expectations, interests, or opinions
3. Competing for limited resources
4. Many conflicts are caused by sinful attitudes and habits that lead to sinful words and actions.

Peacemaking Responses

1. **Overlook an Offense:** Many disputes or disagreements are really not all that serious. So they should be quietly and deliberately overlooked (Proverbs 19:11; 12:16; 17:14; Colossians 3:13; 1 Peter 4:8).
2. **Reconciliation:** If an offence is too serious to overlook or has damaged the relationship, we need to resolve personal or relational issues through confession, loving correction, and forgiveness (Matthew 5:23-24; Proverbs 28:13; Galatians 6:1; Matthew 18:15).
3. **Negotiation:** Even if we successfully resolve relational issues, we may still need to work through material issues related to money, property or other rights. This will require open, honest discussion where the two people negotiate until a suitable solution is reached and agreed upon by both sides (Philippians 2:4).

When a conflict cannot be solved by one of these three “personal peacemaking” responses, God then calls us to use one of the next three peacemaking responses known as “assisted peacemaking.” These three responses require the involvement of other people from our church or Christian community.

1. **Mediation:** If two people cannot reach an agreement in private, they should ask one or more objective outside people to meet with them to help them communicate more effectively and explore possible solutions (Matthew 18:16).
2. **Arbitration:** When you and an opponent cannot come to a voluntary agreement on a material issue, you may appoint one or more arbitrators to listen to your



Dress Code

The dress code must be followed at all times during the trip, including while traveling, sightseeing, and attending church services. Specific guidelines are included for those who are involved in platform ministry. Supervising missionaries may have additional requests. This code reflects the Articles of Faith issued by the UPCI.

Gentlemen

1. No extremely short sleeves.
2. No tight fitting pants, or shorts of any kind.
3. Modest necklines.
4. No long hair below the collar or reaching over the ears or down in the eyes. No outlandish hair styles are acceptable.
5. No facial hair.
6. No jewelry of any kind except a wedding ring.
7. Platform Guidelines: No denim. Long-sleeve shirts and a tie are to be worn. A coat is recommended. (Exception: when casual attire is allowed by the missionary, ties and suit coats are optional, and sleeves should be to the elbow.)

Ladies

1. No extremely short or capped sleeves.
2. Modest necklines, front and back, not low cut.
3. Hem length is to be below the knees, both while standing and sitting down. Splits in the skirts must end below the knee. Skirts should completely cover the knees (even when seated).
4. No attire that immodestly draws attention to the body by being too tight fitting. No sheer material that immodestly exposes the body.
5. Hair should be uncut and fixed in a neat fashion.
6. No jewelry of any kind except a wedding ring (and in some locations an engagement ring).
7. No make-up, no colored fingernails/toenails.
8. Platform Guidelines: No denim. Sleeves to the elbows. You are to be modest even when raising your hands.



arguments and give a binding decision to settle the issue. In 1 Corinthians 6:1-8, Paul shows us that this is how Christians should resolve even their legal conflicts with one another.

3. **Accountability:** If a professing Christian refuses to be reconciled and do what is right, Jesus commands church leaders to formally hold him or her accountable to Scripture and promote repentance, justice, and forgiveness.

Our goal must always be to glorify God in the middle of every conflict so in the end, we do not bring a reproach upon the name of Christ nor ruin our testimony as a Christ follower. Conflict provides an opportunity to glorify God.



Returning from the Field



Disbursement of Funds Upon Return

When an associate returns home, all disbursements from his/her GM account will cease. Therefore, *funds should not be requested*. Funds are kept for on-the-field or traveling-to-the-field expenses only. Exceptions require the approval of the GMAC.

Expenses for leaving the field and traveling home need to be requested *in advance* of departure. In extenuating circumstances, the associate may request funds within *thirty days* of arriving home.

Evaluations

All associates are evaluated by their supervising missionary at the end of their term. This evaluation form is sent directly to the Short-Term Missions office (not the associate) to be placed with the associate's file. Likewise, associates are also given the opportunity to turn in an evaluation on their overseas experience. These evaluations help to better the AIM and AMP programs and determine areas for growth in the future.

Term Extension

Term approvals from the GMAC are given for a *specified length of time*. It is the responsibility of the associate and supervising missionary to initiate the extension process no less than one month before the end of term. It is imperative the process below is followed if the associate intends to stay on the field longer than the previously approved term limit.

The following are required for a term extension:

1. A letter from the associate requesting an extension and indicating the number of months.
2. A letter or recommendation from the supervising missionary asking for an extension and indicating any change in job description or budget.
3. A recommendation from the Regional Director.
4. A recommendation from the Field Superintendent if different than the Supervising Missionary.
5. A letter or recommendation from the associate's home pastor. *If the associate is licensed with Global Missions, a pastoral recommendation is not required.*

Change of Field

If an associate wishes to change fields (either during or when the term in the country is complete), it is his/her responsibility to initiate the process by communicating with the supervising missionary and the new (depending on the new field) supervising missionary. If the associate wishes to change fields while still on the field, it is important to begin this process early.

The following are required:

1. A letter from the associate stating the reason for the request.
2. A letter of evaluation from the supervising missionary to be shared with the prospective supervising missionary and Regional Director.
3. A letter, recommendation, or authorization from the associate's home pastor.
4. A recommendation from the prospective supervising missionary.
5. A job description and budget from the prospective supervising missionary.
6. A recommendation from the Field Superintendent (if different from the Supervising Missionary).
7. A recommendation from the current Regional Director or new Regional Director if the field is in a different region.

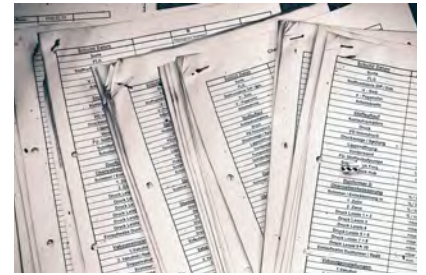
File Closure

If an associate intends to return to the field, STM needs to know in order to keep the account open. Otherwise, the account will be placed in inactive status and any Partners in Mission's pledges coming to GM will be cancelled. Without a term extension, change of field, or request to keep it open, files will be closed within 4-6 weeks after the associate returns home. *It is imperative that associates notify the STM office when they return home.*

An associate's status is inactive when:

1. The returning associate notifies STM they will not be returning to the field. PIMs are cancelled with the next billing.
2. The returning associate does not communicate their future desires with STM. PIMs are cancelled with the next billing.
3. The approved associate does not travel to the field within eighteen months of approval notification. It is important to keep STM notified of progress towards departure.
4. The returning associate notifies STM of his/her intention to return to the field, but after eighteen months has not done so. The associate should send periodic progress reports during a period at home between two terms overseas where he/she remains active.
5. The associate remains on the field after the approved term length and he/she does not fulfill the extension process.

Short-Term Missions and/or the GMAC retains the right to move an associate account to inactive status even if none of the above requirements are met.



Reactivation of Associate File

If an associate's file is inactive, but the associate wishes to go back overseas, STM may request a new application, and the fee is waived. All reactivated files are sent to the Office Management Team (OMT) for review and GMAC for approval. Please see [AIM Application Procedure and Process](#) (pg 6). Please note: Associates should contact STM for instructions on reactivating AIM files.

Proposal and Presentation of AIM Needs

To effectively recruit and send associates, STM seeks requests from appointed missionaries. These opportunities are then advertised through various channels. To find a current listing, visit the Go! Center on the AIM website: www.aim2go.org/go. Requests from the field typically include:



1. An overview description of the assistance needed specifying the types of ministry or skill required.
2. The duration of the proposed program (from two to twelve months).
3. The plan for accommodations and transportation. Provision for room and board should be made outside of a missionary residence.
4. The proposed budget including housing, food, travel/transportation, visa, language study, budget fee, health insurance, taxes, and administrative costs as applicable.
5. A brief job description.

Global Goer, Global Christian, or Global Missionary?

A Letter from the Director of Education/Short-Term Missions, Jim Poitras

"GO YE therefore..." (Matthew 28:19).

"Go YE into all the world..." (Mark 16:15).

You've heard the whisper or roar of God and you are fulfilling the vision of God. You've prayed, consulted with spiritual leaders and mentors, and realize the will of God is finding and doing the next right step. You've made yourself available to go!

A 'goer' is a person that goes in a specified way. He goes! She goes! That's the bottom line!

How do you know if you are a goer? You possess a burden or desire for people from other cultures to come to God. You have a desire to take the truth to them.

You have heard the statistics, understand that people are lost, and you bring their need for salvation to God in prayer. Then, you become the answer to the prayer you are praying. You've stated the problem and have become part of the solution. You go forth in obedience to God's command and plan. (Goer or Sender? Find Your Role in God's Plan <https://worldim.com/goer-or-sender-find-your-role-in-gods-plan/>).

The Associates programs of Global Missions are excellent programs to assist you in determining whether you are called to go and stay or go, fulfill your assignment, and return. Our programs are like global missions' boot camps. Short, rigorous, sacrificial, training programs for recruits, hopefully without too much strict discipline. Of course, those on our Associates programs, are short-term missionaries.

In my office here at Headquarters I have a globe—well I have lots of globes—with an inscription on it that reads "912011; The Day our World Changed)." I sometimes introduce myself this way, "My name is Jim and I'm addicted to Global Missions." I thought I would live and die in West Africa. That all changed on September 1, 2011 when I was asked to be the Director of Education/Short-term Missions. But I still thought of myself as a global missionary. Afterall, I never resigned. My wife, on the other hand, was convinced we were no longer missionaries and always a teacher at heart, endeavored to enlighten me.

I know it's popular to say everyone is a missionary. Gordon Olson said, "If every Christian is already considered a missionary, then all can stay put where they are, and nobody needs to get up and go anywhere to preach

Staying Connected

Short-Term Missions is committed to creating and fostering missions community. We want to stay connected even if your Global Missions journey ends after taking part in one of the associate programs. Missions is life-changing and if you're connected to STM, it helps that life-changing effect live on in you even louder like "yes and amen."

Short-Term Missions is at many national events (e.g. North American Youth Congress, UPCI General Conference, CMI Awakening, and more) promoting or supporting ministries. Find us and stay connected! Additionally, keep up online through social media and the www.gmstm.net website. STM hosts many events where you can volunteer or, in some cases, host. These events include: Global ConNEXTions Weekend, GoNEXT Seminars (in districts), GoNEXT Kids, TESOL Certification and other trainings.



the gospel. But if our only concern is to witness where we are, how will people in unevangelized areas ever hear the gospel? The present uneven distribution of Christians and opportunities to hear the gospel of Christ will continue on unchanged."

Stephen Null said, "When everything is missions, nothing is missions."

Denny Spitters and Matthew Ellison in their timely book *When Everything is Missions* describes missionaries as "those who are sent to plant the gospel within a target culture until it expands throughout that culture and perhaps beyond...In the traditional sense the term missionary has been reserved for those who have been called by God to a full-time ministry of the Word and prayer (Acts 6:4), and who have crossed geographical and/or cultural boundaries (Acts 22:21) to preach the gospel in those areas of the world where Jesus Christ is largely, if not entirely unknown (Romans 15:20).... All Christians are called to participate in the Great Commission – globally as well as locally, we would say. All are included in God's global mission. But not all Christians are called to be apostolic missionaries....If we nevertheless choose to call every Christian a missionary, then we will

need to create a new term for the Christian who is specially called, gifted, and commissioned for cross-cultural mission....Broad definitions of "who is a missionary" may also create a kind of "tone-deafness" among church leaders, preventing them from recognizing and equipping those God is calling into apostolic missionary roles."

I know I've returned from the field and probably am not a global missionary in the truest sense of the word. I am a global Christian. I'm convinced that all Christians are called to be global Christians. We are called to pray globally, give globally, and go globally. Every missionary is a goer but not every goer becomes a full-time missionary. Every missionary is a global Christian but not every global Christian becomes (or remains) a global missionary.



I mention this because I want us to be clear in our definitions and thinking. While you are on the associate programs, you are a missionary. However, I think it is liberating not to put pressure on our short-term missionary personnel that they are expected to be missionaries for the rest of their lives. Associate programs are training grounds, places for us to give two to twelve months of our lives and consider a lifetime of service.

We also want to send a clear message that once you are off the field, we still anticipate you being involved in missions as a Global Christian. Pray. Give. Go. You are part of the community. We need those on the field, and we need those off the field. Together, we are global Christians.



Being a Global Christian

Personally

Part of being a Global Christian means that wherever you are in the world – overseas or North America – you are actively involved in reaching souls with the Gospel and discipling them in the faith. Oftentimes we hear, "I don't know where to start." The most logical way might be to start at home and work your way out into the world.

In the Local Church

Here are some questions to ask to get ideas on where to start once you arrive home – 1) are there any people attending my church that need or want a Bible study? 2) Are there young people that would like a Bible study in my church? 3) Do I have friends that I can speak to about the Gospel?

In the District

Every district has a District Global Missions Director (DGMD) who is often looking for help. Are you the help he's been waiting for? Get in touch with your DGMD through the approval of your pastor as soon as you return to offer any skills as a way to be involved. If you don't know who he is, contact your pastor or Short-Term Missions.

Short-Term Missions Promotion

There are events held nationally and in every district that gather various groups of people together. Women, kids camps, youth camps, conventions, and so on. Are there any you plan to attend? Would you like to help promote GM STM in some way? If so, make the arrangements with the event coordinators, then contact STM staff for materials. Be sure to give us as much notice as possible so we will be able to get the materials to you when they're needed. We need first-hand experts like you to help us get the word out about programs now available through STM.

Upgrading to AMP

The Associate Missionary Program was added to give recognition and benefits to dedicated, long-term AIM personnel. The Associate Missionary works under a supervising missionary and is still considered volunteer status, like AIMers; however, there are certain financial, networking, and responsibility benefits to this status. Appointments are for one-year increments and are automatically renewed annually by the GMAC.

Requirements and Benefits

Requirements for AMP application:

- Previously approved under the AIM program having served for a minimum of one year on the field
- Be in good standing with the current supervising missionary
- Licensed minister with the UPCI
- Completed the Continued Missionary Education reading (can be accessed through STM)

Benefits of Associate Missionary status:

- Eight months of AMP service are required before an associate can apply for intermediate missionary appointment
- Potential deputation
- Budget increase of \$10,000
- Elevated responsibility and recognition

Procedures and Processes

Application Process

1. Contact the Regional Director and receive approval.
2. Request an AMP application from STM, fill out, and submit.
3. Receive a recommendation from the current (or most recent) missionary you've worked with (STM initiates this process after the associate applies).
4. Receive approval from your pastor and, in some cases, the district board in which you are licensed (STM initiates this process after the associate applies).
5. Interview with the GMAC. The GMAC can "appoint" AMPers, but this decision is ratified by the Global Missions Board which meets three times per year. Applicants are notified of this decision via the Secretary of Global Missions.

In the case of working in a nationalized work, STM will secure a letter of invitation from the national leadership of the host country on behalf of the AMPer.



Budget and Finances

Budgets are determined by the Regional Director and resident missionary and must not exceed \$60,000 per year. Like AIM, funds are disbursed on a "funds available" basis. See [Release of Funds](#) (pg 11) for more information. *Please note: Associates are not given SFC vehicles, Ladies Ministries' appliance, COLA, retirement benefits or other amenities provided to intermediate and career levels of appointment. Additionally, **all funds** or support raised must be sent to Global Missions.*



Deputation

Associate Missionaries are allowed to deputize up to 2-3 months every two years. If an AMPer has a good relationship with a DGMD, he/she may request services from him; however, AMPers must not expect services to be given to them. As an added bonus, if the schedule in a district is light with a limited amount of missionaries traveling through, or a deputizing missionary has canceled a service(s), empty slots may be offered to AMPers. AMPers should notify STM for deputation consideration when making plans to return to North America.

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District & Office Report (D&O)

When an AMPer on deputation speaks at a church, he/she must file a District & Office Report (D&O). This report is important because it keeps the AMPer and the District Global Missions Director in contact and properly pays the district's "booking fee" for hosting a guest speaker. A D&O must be filled out and any booking fee paid whether the DGMD booked the service or not. Funds going straight to WHQ as AIM/AMP funds are not subject to a booking fee. *Please pay special attention to tax implications for all funds raised and contact STM if you have any questions regarding your tax situation.*

You can find the D&O Report form in [Appendix G](#) (pg 37).



APPENDIX



A Brief History of Global Missions and the Biblical Principle of Missions

The Global Missions Policy Handbook states:

"In the year 1945, two major Pentecostal organizations embracing the doctrine of the apostles united to form the United Pentecostal Church. The purpose of this church as stated in the Forward of the United Pentecostal Church International Manual is "to preach the gospel of Christ Jesus; to publish and distribute religious literature; to establish new churches; to send forth missionaries; to perform any other duties connected with religious work, and to help in any way possible to meet the needs of local churches." The same document goes on to declare, "To this end we now pledge our prayer, our faith, our life and love, our earthly means of support, and our time, in the fear of God and for His glory alone."

"The objective of the United Pentecostal Church in organizing Global Missions is to proclaim the whole Gospel to the whole world by sending forth God-called men and women in obedience to the Great Commission. "Go ye into all the world and preach the gospel to every creature" (Mark 16:15). It is further "the purpose of the United Pentecostal Church to seek out and to carry the Gospel to the whole world, and to help establish self-supporting, self-governing and self-propagating national churches" (Article XI, Section 1, Paragraph 1, United Pentecostal Church International General Constitution).

"The ultimate goal and aim is the preparing of the church for the coming of Jesus Christ as His bride, "That he might present it to himself a glorious church not having spot, or wrinkle, or any such thing; but that it should be holy and without blemish" (Ephesians 5:27). To this end it is the absolute responsibility of this God-instituted body to teach the oneness of the godhead in Jesus Christ, repentance from sin, water baptism in the name of the Lord Jesus Christ for the remission of sin and the receiving of the gift of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance. Thereafter it is the responsibility of the ministry to teach all baptized believers that they must "follow peace with all men, and holiness, without which no man shall see the Lord" (Hebrews 12:14).

B

Sample Budget

One-Time Purchases	
Description	Amount
Approx. Travel to/from Field	\$1500
Visa Costs (including travel to renew)	\$300
Local Conferences	\$500
Monthly Reoccurring Purchases (x months on the field)	
Description	Amount
Housing	\$500
Food	\$400
Local Transportation	\$100
Personal/Phone/Internet	\$250
Language Study	n/a



Sample Fundraising Letter

Street Address, City, ST ZIP Code

Telephone

Email



Date

Dear <Recipient Name Here>,

Use this first paragraph to tell a little about what's going on in your life right now. This is especially important if you haven't talked with this person in a long time. What has led you to go on an AIM trip? Let them know you want them to share in this exciting time and opportunity in your life.

"For the past few weeks and months, I have been thinking and praying about going overseas as an Associate In Missions to <DESTINATION>." Use this paragraph to tell them a little about your destination country. What is it like there? What will you be doing there to help? Who are the missionaries you will be working with? How has any training or personal experiences led you to be a help in that way? You may need to explain what the AIM program is as some may not know it is an endorsed UPCI ministry.

Use this paragraph for your big "ask." Share the cost of your term and give them specific amounts they could donate. For example: "The cost of this term overseas is \$6,500 total. Any amount would be great, but if you would be willing to give \$20, \$50, or \$100, it would really help me towards my goal." Also, give them the opportunity to support you through prayer.

If you will be giving updates to your supporters, let them know here you will be in contact or how to sign up.

Warm regards,

Your Name

Title

Email



Church Giving Credit Form



Global Missions Direct Offering Credit Form

Dear Pastor/Local Church Treasurer:

You're receiving this *Direct Offering Credit Form* because a member of your church participated in one of the Global Missions Short-Term programs this year. Please note the following...

- 1) If your church sent funds directly to Global Missions for deposit in a participant's account, your missions giving has already been credited to your local church. There is nothing more you need to do.
- 2) If your church gave funds directly to an AIM or AMP participant, please tally those funds and note it in the appropriate section below. Then, include this form with your next Partners In Missions payment or send to the address along the bottom of this form. This step is necessary in order for your church to receive giving credit for these funds as we did not physically receive them at World Headquarters.

Thank you so much for your support of this great training and development program. We trust you continue reaping the rewards of this investment.

Blessings,
Short-Term Missions



UPCI
UNITED PENTECOSTAL CHURCH INTERNATIONAL



globalmissions

AIM/AMP—Global Missions Direct Offering Credit

Church Name: _____

Church PIM Acct #: _____ Mailing Address: _____

Today's Date: _____

Total amount given directly to

for his/her AIM/AMP appointment: \$

Field

[illegible]



AIM & AMP

have teamed up with

MobileCause

We can now offer you a way to **solicit funds** from donors via the web through **credit/debit card** transactions as well as a special “**Text to give**” feature.

Please contact
Laura Gohdes
lgohdes@upci.org
to get signed up!

Service Date	Day of Week	Church Name	City	State Province	Pastor	Field PIMs	New PIM Amt	# of PIMs Rec'd	Funds Received	
									Honorarium/Expenses (Funds made out to me.)	Project/STM Account (Funds made out to Global Missions)
1-Jan-00	TUE									
2-Jan-00	WED									
3-Jan-00	THU									
4-Jan-00	FRI									
5-Jan-00	SAT									
6-Jan-00	SUN AM									
6-Jan-00	SUN PM									
7-Jan-00	MON									
8-Jan-00	TUE									
9-Jan-00	WED									
10-Jan-00	THU									
11-Jan-00	FRI									
12-Jan-00	SAT									
13-Jan-00	SUN AM									
13-Jan-00	SUN PM									
						TOTALS	\$0	0	\$0.00	\$0.00

INSTRUCTIONS:

FOR SIMPLIFIED ACCOUNTING, REQUEST 2 CHECKS FROM THE CHURCH IN ADVANCE: 1 for you, 1 for Global Missions.

BOOKING FEE SENT TO DGMD

TOTAL ABOVE SENT TO GLOBAL MISSIONS

1. Complete and send report immediately after a district schedule/visit is completed.
2. Send to DGMD and District Superintendent. Updated lists found at www.aim2go.org/appointment.
3. Send the required Booking Fee to the DGMD made payable to the district; mark it clearly, "BOOKING FEE".
4. Send this file and electronic versions of printed receipts (included with thank you notes to churches) to bjabernathy@upci.org for proper crediting.
5. Send PIMs and checks made out to Global Missions via regular mail to Global Missions, ATTN Andrea Sanders, 36 Research Park Ct, Weldon Spring MO 63304

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Global Association of Theological Studies



Policy and Training
Manual
2019 Edition

Introduction to GATS

Our journey began with a Global Education Network meeting at World Evangelism Center in October 2006. Two of our visionary Regional Directors, Rev. Robert K. Rodenbush and Rev. Jerry Richardson had presented a proposal for such a gathering. At the invitation of the Director of Education/AIM, Rev. L. Shirley, an educational representative from each region joined our Regional Directors for three days of meetings to discuss various aspects of improving the way we go about theological training globally. In that meeting the Global Education Committee, Global Association of Theological Studies, and the Global University of Theological Studies were envisioned. They were later approved by the General Director of Global Missions, Rev. Bruce Howell, Planning for Progress and finally the Global Missions Board in February 2007. That was the easy part. Undertaking the global educational advancement program is a gigantic task and has not been accomplished overnight. It is an ongoing process. It evolves!

Let me share a story about a lady I've worked with. Her name is Sister Else Lund. She symbolizes a host of dedicated Bible school teachers across the globe. Where would we be without them?

Arnold Cook once said, "Those that live in the past are blind in one eye. Those who never consult the past are blind in both eyes." As we look at the future let us pause to look at the past.

**"A student... who
is fully trained
will be like his
teacher."
(See Luke 6:40)**

**"The true test of
Bible school
relevance is like a
well.
Someone has
said, 'It's only
what is in the
well,
that will come up
in the bucket.'"**

**Bryan D. Abernathy
Director of Promotion**

The odds of success were against Sister Lund but could not stop her - childhood polio, a lady in a man's world; she walked on despite coups, church problems, and tropical diseases. She has climbed hills to mission stations and walked miles down jungle paths to preach and teach hungry souls. She spent over forty-two years teaching on foreign soil. She has sometimes been on the last plane out of a war-torn nation. What kept her? What were her weapons?

Armed with the assurance of a still small voice, she held two weapons in her hands—in one, a tattered Bible—and in the other, a set of notes—not the recent release of the newest resource—no, a set of notes, treasured for nearly a half a century.

She has stood in front of eager to learn students and whispered: "They can take anything from me, but please not my Bible."

"You need a study Bible of your own. Underline that Bible verse. It is very important. Have you underlined it?"

What caused her, and Bible school teachers everywhere to go on?

Introduction to GATS

“Brother Richardson,” she once respectfully remarked, “I still have a lot of TEACH in me.”

Is not that the reason why Bible school teachers spend a lifetime in preparation for the classroom? That same burden grips the heart of every one of them. They all have one thing in common—their strong belief in the training of laborers for the worldwide harvest. They are pursuing ministerial excellence.

A Bible teacher’s greatest joy is to leave the trace of eternity on the hearts of men and women—the privilege of investing in the future. They take what they have been taught and pass it on to others. What is it that we see in this lady—Sister Else Lund? It is passion, a passion to teach. The same passion can be seen in every Bible school teacher. Their passion to train and love for students guarantees success in life’s classroom. There is some TEACH left in the soul of every teacher. But there is another side of passion and the willingness to teach.

We cannot teach unless someone is willing to be taught. God has placed within the human heart the natural desire to learn. It is also a spiritual thirst, a desire to know God. We see the passion to be taught in the eyes of countless people. It is seen in each of our students in our overseas Bible schools.

**“Teach them
to WIN
them.
Teach them
to SEND
them.”**

James Poitras
Missionary

That passion was manifested in village pastors—untrained—who walked fifty-five kilometers to attend a short-term training program. It was seen in a young man who begged for a copy of a Bible school textbook, and then clutched and treasured it close to his heart when he received it. Our passion to teach is only equaled by their passion to learn. They deserve our best—a quality training whether they are in a poor nation or a rich one, regardless of how developed or undeveloped the church in their nation may be. And that summarizes the quest of the Global Association of Theological Studies.

There is a lot of TEACH left in us. Let us just say, “We’ve been brought into the classroom for such a time as this!”

Enjoy the GATS Journey,



James G. Poitras, Coordinator
Global Association of Theological Studies

Introduction to GATS

The Global Association of Theological Studies and its membership nations develop and equip men and women to reach their maximum potential in apostolic ministry.

Scriptural Mandate for GATS

“The Teacher searched to find just the right words, and what he wrote was upright and true” (Ecclesiastes 12:10, *NIV*).

“Go and make disciples of all nations” (Matthew 28:19, *NIV*).

Go...teach all nations...Teaching them to observe all things whatsoever I have commanded you” (Matthew 28:19-20, *KJV*).

“And the [instructions] which you have heard from me along with many witnesses, transmit and entrust [as a deposit] to reliable and faithful men who will be competent and qualified to teach others also” (2 Timothy 2:2, *AMP*).

Motto of GATS

“Pursuing Ministerial Excellence”

Comprehensive Objectives of GATS

Our comprehensive objectives (expected results) include:

Preserving the Message. Nurture a faith community and a center of life-long learning to preserve apostolic doctrine for generations to come (2 Timothy 2:2; Philippians 3:1; 2 John 1-2). Equip ministers to continue steadfastly in the apostle’s doctrine (Acts 2:42; Hebrews 2:1); and to defend it within their cultural context (Jude 3; 1 Peter 3:15).

Providing the Methods. Explore the needs of a diverse and ever-changing society, and develop innovative print and non-print training and learning resources that are relevant to our cross-cultural environment. At the same time such resources remain biblical; faithful to God’s Word.

Producing the Ministry. Prepare Spirit-filled, Spirit-empowered, and Spirit-directed students for excellence in apostolic ministry (Ephesians 4:11-12).

Propagating the Mission. Train and motivate students to possess a vision for, and participation in, global evangelism—preaching and teaching the whole Gospel to the whole world (Proverbs 29:18; Luke 24:47). Cultivate leadership development to facilitate, and sustain the harvest the Lord continues to give His Church.

Introduction to GATS

You may be wondering, "What is the motivation behind GATS?"

Let's begin with a few things that the motivation behind GATS is not. It's not about a quest for degrees, or an effort to be like any other church or organization. It's not about moving toward secular or liberal arts education. It's more about preserving and propagating apostolic truth.

**It's all about
souls!
"Souls
rescued.
Souls
rooted.
Souls
readied."**

Bruce A Howell,
General Director of
Global Missions

It's not about drawing a circle, and keeping other approved training programs out of the picture. It's about drawing a circle, and bringing in all who want to join this effort.

We want all of our schools to be part of the Global Association of Theological Studies and will do our best to assist in reaching their training goals.

GATS is about encouraging each other to press ever higher and closer to God. It's about UNITY. It's working together to develop training programs that meet our needs. For students, studying God's Word with brothers and sisters around the world is exciting. Unity of purpose (one mind) increases learning possibilities. God blesses unity, especially for one of His own ideas – "Studying to show ourselves approved unto Him" (2 Timothy 2:15). The connection with others of like precious faith will bring joy and hope to everyone involved.

It's about LOOKING BACK over the history of training programs globally and admitting, "It's not what it ought to be. It's not all that it can be. But, by the grace of God neither is it what it was. It's come a long way, thanks to men like Ralph Reynolds, author of the *International Alpha Bible Course*; Rev. Robert K. Rodenbush responsible for the *Overseas Ministries Training Course*, and others too numerous to mention. They set the pace.

"Since it is not granted us to live long on this earth, it is logical to give our best and our most to something that will last eternally ... reaching sinners and training saints."

Robert K. Rodenbush,

Introduction to GATS

We press on toward the goal they established. It's about LOOKING FORWARD. It's about VISION, and COMMITMENT to reaching the world with the apostolic message.

It's about MINISTRY – meeting the needs of an advancing global society and EQUIPPING laborers to be able to minister effectively in the 21st century.

It's about a CALLING – those who work with GATS believe that we have been called into the kingdom for such a time as this. This is the next step in what God would have us do with our training programs.

It's about SERVICE – serving God and others by using talents, skills, and expertise to help missionaries, national leaders, and students to reach their maximum potential, and effectiveness in the kingdom of God.

It's about SHARING – what we have learned, and what works best for us – and being willing to share it with fellow missionaries and nationals around the world.

It's about PREPARATION – for the future, and preparing leaders for the great harvest that the Lord has promised in these last days.

It's about RELEVANCE – developing a curriculum, a training program, a staff, and students designed for, and relevant to, our needs while remaining faithful to God's Word.

It's about IMPROVING – raising the standard of ministerial excellence throughout the world.

It's about ACCESS – providing a distance education program especially in areas where training is not available.

It's about QUALITY, and EQUALITY – that students around the globe would have equal opportunity to receive the same quality training regardless of how rich or poor the country may be, or how developed or undeveloped the United Pentecostal Church International may be in that country.

Paul confessed, “Not that I have already obtained all this, or have already been made perfect...I do not consider myself yet to have taken hold of it. But one thing I do...I press on toward the goal...” (Philippians 3:12-14, *NIV*)

**“The depth of
Bible teaching
determines the
width of people
reaching.”**

Roger Buckland
Missionary

Introduction to GATS

**“Bible education is all about
Learning & Doing,
Knowing & Going,
Understanding & Growing always
closer to HIM.”**

Linda Poitras
Missionary

This attitude permeates the Christian life, and is an important premise with the Global Association of Theological Studies. We strive for excellence—for quality—and we accomplish this through continuous improvement. We want to do better—to be better. Our purpose is to prepare (and be) quality leaders. Let us push toward our goal!

The way we operate:

- 1) GATS is Administrated through the Global Education Committee.
- 2) GATS Membership Nations agree to use the GATS curriculum and comply with GATS policy as stated in the GATS Manual.
- 3) GATS offers a core curriculum in four levels.
- 4) Advance Faculty Education programs help train Bible School faculty.
- 5) Regional GATS Representatives promote GATS and give assistance to GATS nations in their region.
- 6) Oversee textbook/curriculum development for courses where we do not have an adequate resource available. This is coordinated through the GATS Curriculum Development Committee.
- 7) Develop and maintain websites in major world languages that include individual subject course objectives, course outlines, recommended textbooks, course packs and other important documents and information.
- 8) Translation is a major component of GATS. We are working to make our courses available in major world languages. Our immediate priorities are English, Spanish, French, Portuguese and Russian.
- 9) The bachelor degree program is currently being launched in several nations.
- 10) Course Packet Resources providing supplementary material for all of our courses are currently being compiled and translated.

Benefits of GATS

Everyone benefits with GATS. Here's how:

Benefits to the Students

- 1) Being involved in a global training program, rather than merely a local, national, or regional program.
- 2) Being connected globally to other students in the GATS program.
- 3) Having equal opportunity to receive the same quality training regardless of how rich or poor the country may be, or how developed or undeveloped the United Pentecostal Church International may be in that country.

"An educator is an archer who holds the bow of knowledge and propels students to a designated target."

Lloyd Shirley
Director of Education/AIM

4) The GATS student's Certificate/Diploma/Degree is recognized (and understood) in other nations.

5) In some nations, this Certificate/Diploma/Degree qualifies GATS students to teach religion in public schools in that particular nation.

6) For most students, the GATS program is the most economical avenue for receiving a Certificate /Diploma/Degree in Theological Studies.

7) Through the GATS distance education program students can have access to training when a Bible school is not available in their country, or where distance or responsibilities prevent them from attending a centralized, residential, or full-time school. This program is still in the development stage.

Benefits to the Missionary

- 1) GATS provides the missionary with a high quality, doctrinally accurate, curriculum for use in training.
- 2) Participating in the GATS program saves the missionary valuable time compiling curriculum for use in his/her training program. GATS is available to assist them in organizing and administrating a Bible school program.
- 3) The missionary is globally connected with missionaries and students around the world involved in the GATS program.

**Pursuing His
Purpose...
Go...
Reach...
Teach.**

Benefits of GATS



- 4) Any Bible School approved by GATS is not required to submit a curriculum and staff listing with the annual budget and curriculum form since this will already be on file at Global Missions.
- 5) The vision of distance education is that where applicable, appropriate, and advantageous, GATS saves travel and boarding funds as students study through this program. Distance education students are bonded with missionaries as they serve as program facilitators and educational mentors in their respective nations.

Benefits to the Nation

- 1) The GATS membership nations are connected globally as all nations involved receive the same quality of education.

**“Training tomorrow’s leaders
is not an option, it is a
command, it is the heart of
God, and it is the future of
the church.”**

*Joseph Bir
Missionary*

- 2) A nation receiving a regional missionary (or a minister from another country) that has completed the GATS program, whichever level (Certificate/Diploma/Degree), will know precisely the minimum standard of his/her education.
- 3) For nations having multiple Bible schools, those enrolled with GATS will have standardized curriculum and hours.

- 4) GATS membership nations are greatly benefited by the staff training program which impacts each teacher, and in turn elevates the level of education for that nation.
- 5) Strong, effectively trained local pastors, in strong local churches, produce a strong national church.

Benefits to the Regional Directors and Global Missions

- 1) GATS influences Bible schools and nationalized churches when there is no resident missionary.
- 2) GATS provides a system of measurement for nations and regions to understand how they compare their training with other nations.
- 3) GATS establishes a standard to ascertain the level of training being done in each nation, and charts a course for improvement or development.

Benefits of GATS

- 4) GATS is determined to lift the standard of ministerial preparation globally. The dividend is that ministers in each region are better equipped to facilitate revival and the harvest of souls the Lord is giving us.
- 5) Through the distance education program GATS is instrumental in training potential ministers in unreached areas throughout the region or where we do not have Bible schools.
- 6) GATS provides a highly developed bachelor degree program for training top level leaders for national administration and teaching in our Bible schools.
- 7) GATS is instrumental in training regional missionaries.
- 8) In the midst of diversity and wide variations in people and philosophy GATS brings uniformity to the basic Bible curriculum being taught in our Bible schools throughout the world.
- 9) GATS allows us to network with education specialists around the globe producing synergy. Like the old proverb says, "Many hands make a light work!"

**"Train pastors and
national leaders
NOW
for the revival and
growth of
TOMORROW."**

**Carl Varnell,
Former Secretary of Foreign
Missions**

Administrative Structure

The Global Education Committee is the governing body of GATS and it consists of:

- 1) General Director of Global Missions – Ex Officio
- 2) Director of Education/Coordinator of GATS (Chairman)
- 3) Assistant Coordinator of Global Association of Theological Studies (Co-Chairman)
- 4) Global Missions Regional Directors
- 5) Regional GATS Representatives
- 6) Global Educator Representative (Consultant rotating – 2 year term/alternating)

Appointments to GATS

The Director of Education and Short Term Missions by virtue of appointment, serves as the “Coordinator of the Global Association of Theological Studies.” This office is currently filled by Rev. Jim Poitras. The Global Missions Board, at their discretion, may appoint an “Assistant Coordinator of Global Association of Theological Studies”. In 2017, Rev. Brad Thompson was appointed to this position.

The Global Educator Representative is included as a consultant with a voice, but no vote.

Regional Representatives (as of 2019)

Region	Regional Representative
Africa	Rev. Gerald McLean
Asia	Rev. Prince Mathiasz
Central America/Caribbean	Rev. Brad Thompson
Europe/Middle East	Rev. Mark Shutes
Pacific	Rev. Troy Wickett
South America	Rev. Joseph Anthony Bir

Communication with GATS Administration

All communication concerning GATS can be sent to: GATS@upci.org or directly with your Regional GATS Representative.

Job Descriptions

Regional Representative of the Global Association of Theological Studies:

1. Will be selected by the Regional Director in ways deemed best for the region.
2. Will serve as a member of the Global Education Committee.
3. Will facilitate the goals of the Global Association of Theological Studies to the Bible Schools in his respective region:
 - a. By working with the Bible Schools in his region to ensure the quality of education.
 - b. By promoting and coordinating faculty education within his region.
 - c. By implementing the core curriculum of each level of recognition as approved by the Global Association of Theological Studies.
 - d. By maintaining the level of education expected by the Global Association of Theological Studies.
 - e. By ensuring that membership nations receive their membership certificate and that membership re-evaluation is completed every three years.
 - f. By receiving, verifying and approving student transcripts and certificate/diploma/degree request forms and sending them to the Assistant GATS Coordinator in a timely manner.
 - g. By fulfilling other responsibilities as requested by the Global Education Committee/Coordinator.

Assistant Coordinator of the Global Association of Theological Studies:

1. Works in cooperation with the Director of Education/Short Term Missions.
2. Maintains his Global Missions appointment with these responsibilities added.
3. Serves as the Vice-Chairman of the Global Education Committee and co-chairs meetings with the Director of Education/Short Term Missions.
4. Facilitates the goals of the Global Association of Theological Studies to each region, via the Regional Director and the Regional Representative of the Global Education Committee:
 - a. By working with the Representative of each region to ensure the quality of education.
 - b. By promoting continuing Faculty Education opportunities.
 - c. By coordinating the implementation of the core curriculum for each level of recognition by the Global Association of Theological Studies.
 - d. By maintaining the level of education expected by the Global Association of Theological Studies.
 - e. By giving endorsement to each student when signing, along with the Director of Education/Short Term Missions, any certificate/diploma/degree to be issued.
 - f. By coordinating the expansion of curriculum development.
 - g. By coordinating the translation of all GATS materials.
 - h. By fulfilling additional responsibilities as deemed by the Director of Education/Short Term Missions.
5. Travels as necessary to the different regions as coordinated by the respective Regional Director and Regional Representative for the betterment of the schools.

Membership Nations

~Why do you use the term membership nation rather than membership school?

There is only one application to GATS per nation. This application covers all training programs within the said country, rather than submitting an application for each school and/or training program.

We also want to make sure that the school or training program has the permission of its national board before processing an application. A local church could be authorized/approved while other schools in a nation are not involved. However, we would still need an approval from the national or general board in the nation.

~What are the requirements for becoming a membership nation of GATS?

“Training is the most effective way to reach any country”

Brad Thompson
Missionary

Any nation can apply, but the application usually would come from and through the national board.

Application is made through completing the provided application forms. Application forms are available on the GATS website under the “Resources” tab.

Each membership nation pledges to adopt the GATS curriculum. For GATS purposes “curriculum” is defined as all required subjects, suggested electives, total classroom hours, and course objectives/concepts.

Membership nations need to comply with the teacher qualifications stipulated by GATS. All required reports and fees must be provided to maintain membership.

~What are the teacher qualifications required by GATS?

Teachers must have a godly character and adhere to the International Articles of Faith of the UPCI.

They should demonstrate competence in one’s discipline (area of instruction).

Teachers should demonstrate evidence of ability to communicate effectively, aptitude for progress, and maintain a genuine spiritual life.

They should have academic and/or work life experience credentials. Although, it is recommended that each teacher is a Bible school graduate, this is not always possible or practical.

“The progressive church is committed to training men and women around the world to take their gospel to their own people.”

James Poitras

Membership Nations

A personal growth plan for each teacher, including present credentials, and future academic plans, is required with the application to GATS.

GATS Faculty Education Programs should be provided in each region, sub-region, cluster-nations, or within individual countries to elevate teachers throughout the region.

~What is the procedure for obtaining membership status?

Intent Status ~

To initiate the application process, a potential membership nation or school should send a “letter of intent” to the Director of Education/Short Term Missions at GATS@upci.org. The nation could also begin this process by sending the application form and other pertinent documents.

Applicant Status ~

Upon receipt of application in GATS, the forms will be screened by the coordinator. If any adjustments are needed, the coordinator will make appropriate comments and return the application or explanation letter to the applying nation.

If the application seems complete, a letter will be sent to the applying nation stating that the application has been received, is on file, and will be reviewed by the Global Education Committee for approval into membership status. Applications received throughout the year, when the Global Education Committee is not in session, are approved by the Application Review Committee. This is made up of the Director of Education/Short Term Missions, Assistant Coordinator of the Global Association of Theological Studies, appropriate Regional GATS representative and Regional Director.

Once the application has been received, and until it is approved, the applying nation is viewed as having applicant status with GATS.

Membership Status ~

When approval is given, a certificate verifying membership will be sent to the applying nation.

Status is subject to reevaluation every three years for continued compliance with GATS requirements. At which time a letter of affirmation is to be sent to each individual Bible School affirming they are still using GATS. It must be signed by the president of the school and superintendent of the country. This communication should be copied to the GATS representative of said region and returned to the GATS representative, who then sends it to the Director of Education and Short Term Missions at Global Missions.

If problems become evident at any time, the membership nation and its training programs will be given advice and opportunity to correct the problems as per the recommendations of the GATS administration. The membership nation will be given three months to comply.

Membership Nations

Failure to maintain the standards of GATS may result in removal of membership status.

Inactive Status ~

1. A training program that becomes inactive or non-compliant will be termed “inactive.”
2. Should the period of inactivity exceed two years a new application must be presented for approval.
3. If the inactivity covers less than two years the membership nation would need to confirm compliance with GATS, provide a scope and sequence, and a list of faculty with their qualifications.

Annual Report ~

An annual report is required (and an optional format is available on the website) to verify compliance with GATS standards. This report allows membership nations to reaffirm they are operating according to GATS guidelines. Any changes in curriculum, faculty, and/or faculty qualifications should be indicated.

~What provision is there for applying nations that may need a period of time to transition to GATS?

Membership status will not be withheld as long as the applying nation indicates a transitional process, and is working diligently toward it.

~How can we receive a copy of the GATS membership application?

E-mail GATS@upci.org or visit <http://gatsonline.org> to receive an electronic copy. The current application fee is \$100.00 USD and should accompany the application.

~Where do we send the application?

Rev. James Poitras, Coordinator
Global Association of Theological Studies
36 Research Park Ct
Weldon Spring, MO
USA 63304

Or: JPoitras@upci.org

GATS Quest for Excellence

Our staff at GATS takes developing cutting-edge curriculum seriously. Jim Poitras in *Achieving Excellence in Bible School Administration* stated, “There is tremendous value in a well-conceived curriculum. It forces us to focus on the needs, objectives and reasons for the school’s very existence. Jesus said, “Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost...” (Luke 14:28, *NIV*). Someone has said. “If you fail to plan, you plan to fail.” Excellence is never an accident. A carefully planned curriculum ascertains what the school is trying to accomplish; and determines:

- (a) why?
- (b) when?
- (c) where?
- (d) who? and
- (d) how?

It ensures that there is a balance between curriculum content and experience; between learning and doing. Truth transforms (John 17:17). D. L. Moody said, “The Bible was not given to increase our knowledge but to change our lives.” A good curriculum and comprehensive objectives require careful planning, implementation, evaluation, and continuous improvement. Curriculum comes from a Latin word that means “race course” and shares the same root word as “current” –the flow of water moving in the same direction. A well planned curriculum will enable students to run the race, move in the right direction, reach their goals, and say with Paul, “...I have finished my course...” (2 Timothy 4:7).

At GATS we are also involved with the pursuit of quality curriculum. In that race there is no finish line. It is a daily quest for continuous improvement. A school armed with a vision, solid objectives, excellent curriculum, a quality academic dean or principal, dedicated faculty, and diligent students that explore academic excellence can one day say, “I have fought a good fight, I have finished my course, I have kept the faith” (2 Timothy 4:6-7, *KJV*). They will hear the Master Teacher respond, “Well done!” (Matthew 25:21).

Levels of Study

GATS offers four levels of education with a core curriculum based on required classroom hours, clearly stated course objectives, and recommended textbooks.

Certificate of Theology in Foundational Biblical Studies	Basic Bible Knowledge	150 Classroom Hours
Diploma of Ministerial Development	Ministerial Development 1	600 Classroom Hours
Associate of Theology Degree	Ministerial Development 2	750 Classroom Hours
Bachelor of Theology Degree	Future Educators/Leaders	510 Classroom Hours

A total of 1,500 classroom hours would merit an Associate Degree; a total of 2,010 classrooms hours would earn a Bachelor degree. This is in keeping with the standard requirements of colleges.

The bachelor degree program includes credit for various options of work life experience; (the GATS Associate Degree or its equivalent and thesis). The bachelor degree level is currently being launched in several nations.

"GATS brings uniformity while allowing you to be unique."

Nick Sisco
Missionary

Curriculum Structure

Below, find the courses that make up each level of education.

First Level

Certificate of Theology In Foundational Biblical Studies

Course	Description	Classroom Hours
Acts		24
Bible Introduction	General overview of Bible	24
Christian Living	Christian living as it pertains to the mind, heart, and actions. Incorporates aspects of prayer, fasting, and giving	24
Pentecostal Doctrine	Oneness, repentance, baptism in Jesus name.	30
Life of Christ		24
Evangelism		24
Total Hours		150

This would be the minimum required standard for the Certificate Level issued and signed by Global Missions. A membership nation or school can offer these courses with more classroom hours (it would just be considered elective hours).

Second Level Diploma of Ministerial Development

Course	Description	Classroom Hours
Bible Survey	Old Testament	24
Bible Survey	New Testament	24
Biblical View of Missions		24
Spiritual Leadership I		24
Life of Christ II		24
Tabernacle		36
Ministerial Ethics		24
Ministerial Development		24
Evangelism II		24
Bible Doctrine I		36
Bible Study Methods		24
Church Planting		24
Christian Education		24
Family Life		24
Homiletics		24
Prayer and Fasting		24
Practical Holiness		24
Spiritual Gifts		24
Stewardship		24
Core Curriculum Hours		480
Elective Hours		120
Total Hours		600

Intermediate Diploma

Upon completion of 300 classroom hours of Diploma Level study, (which may include up to 60 elective hours), an Intermediate Diploma can be requested.

GATS Curriculum

Third Level Associate Degree Level

Course	Description	Classroom Hours
Old Testament History	Old Testament Historical Books	36
Spiritual Leadership II		24
Romans		36
World Missions		24
Major Prophets		24
Minor Prophets		24
Hebrews		24
Pastoral Duties		24
Pentateuch I (Genesis)		24
Pentateuch II		24
Daniel and Revelation		24
Bible Doctrine II	Oneness of God	24
Church Growth		24
Pastoral Epistles		24
Pauline and General Epistles		24
Pentecostal History		24
Church Organization and Administration		36
Church History		24
Comparative Religions		24
Hermeneutics		12
Pastoral Counseling		24
Revival Principles		24
Wisdom Literature		24
Writing Techniques		24
Core Curriculum Hours		600
Elective Hours		150
Total Hours		750

Fourth Level Bachelor of Theology Degree

Mission Statement for the Bachelor's Degree Program:

Preparing leaders and training educators to achieve maximum potential in apostolic ministry.

Goals of the Bachelor Degree Program:

- 1.) Prepare for apostolic service
- 2.) Provide effective ministry tools
- 3.) Identify and develop roles in present and future church leadership
- 4.) Cultivate primary calling through concentrated study

Requirements for Entering the Bachelor Degree Program

- 1.) GATS Associate of Arts degree or approved equivalent.
- 2.) Recommendation from National Board or Superintendent/President.
- 3.) Recommendation from Bible College where the student attended and graduated.
- 4.) Two years of active ministry in the United Pentecostal Church International.
- 5.) Successfully passing a comprehensive examination covering the Associates degree curriculum.

Bachelor Degree Classroom Hours/ Credits Overview

15 classroom hours = 1 credit

Total classroom hours = 510

Total credit hours = 34

Core Curriculum	240 hours (16 credits)
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Bachelor Level Concentration	150 hours (10 credits)
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Electives	120 hours (8 credits)
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* Work/ Life Experience is included under electives

Bachelor degree Curriculum

The Bachelor degree Program is made up of 510 classroom hours or its equivalent of 34 credit hours. They will consist of the following:

1. A Core Curriculum consisting of:

- a. Thesis (90) (6 credits)
- b. Thesis Research and Development (30) (2 credits)
- c. Advanced Ministerial Development (30) (2 credits)
- d. Professional Christian Ethics (Integrity) (30) (2 credits)
- e. Acts Applied (30) (2 credits)
- f. Oneness of John (A New Testament Book Study) (30) (2 credits)

Bachelor Degree Program



2. Bachelor Level Concentrations: Organizational Leadership

Education
Missiology
General Studies

Organizational Leadership	Education	Missiology	General Studies
Teaching Strategies (30) (2 credits)	Introduction to Biblical Languages (30) (2 credits) Interchangeable with: Educational Psychology (30) (2 credits)	Strategies of Cross-Cultural Communication, Church Planting, and Church Growth (30) (2 credits)	
Principles of Leadership (30) (2 credits)	Teaching Strategies I (30) (2 credits)	Indigenous Church and Leadership Development (30) (2 credits)	
The Corinthians (Doctrinal) (30) (2 credits)	Teaching Strategies 2 (30) (2 credits)	Intercultural Studies (30) (2 credits)	
Organizational Administration (30) (2 credits)	Teaching Strategies 3 (30) (2 credits)	Trends and Current Issues in Global Missions (30) (2 credits)	
Leadership and Team Dynamics in a Global Setting (30) (2 credits)	Educational Administration (30) (2 credits)	Leadership and Team Dynamics in a Global Setting (30) (2 credits)	

Theology is not mentioned here because the whole Associate Degree is theological. These concentrations are for the specialties in the last year after you have the foundation completed. The word “concentration” works well with translation and educational circles also.

Bachelor Degree Program



Electives (120 classroom hours)

Work/Life Experience

Up to 90 classroom hours for the initial program. Up for discussion in three years. Specifically designed for the initial target group, after which it drops in half to a maximum of 45 classroom hours.

- Christian Psychology (30) (2 credits)
- Religions, Cults, and the Occult (30) (2 credits)
- Spiritual Warfare (30) (2 credits)
- Bible Geography (30) (2 credits)
- Biblical Culture (30) (2 credits)
- Expository Preaching/Advanced Homiletics (30) (2 credits)
- Accounting (30) (2 credits)
- God's Pattern of Worship (30) (2 credits)
- Additional elective courses approved by the GATS academic review committee

Electives may be chosen from any other concentration or the elective list.

The Bachelor degree program totals 510 classroom hours or 34 credit hours.

Bachelor Degree Program

Work Life Experience can include:

Preaching	100 sermon titles, and scriptures, 10 sermon outlines, with results of preaching.
Teaching	100 lesson titles, with scriptural basis, 10 sample outlines, and results.
Evangelism	Includes street preaching, where did you preach, when, what kind of message did you preach? Includes revival and evangelism meetings outside your local church.
Church Planting	Document 100 hours of activities involved in actually planting a church, explain your plan, and how you arrived at it.
Church Growth	Document what you have done to promote the growth of your church. Do you have a prospect list? We would like to see a graph charting the growth of your church.
Literature Development	Writing of tracts, Sunday School lessons, lessons, booklets, etc.
Leadership Service	Document 100 hours of work as a presbyter, national department leader, etc.
Pastoral Duties	Document 100 hours of counseling, visitation, weddings, funerals, baptisms, and dedications. Include information on when you did it, for whom, where, etc.
Personal Growth Plan	Document your personal growth plan for the next ten years.
Church Construction	We would like to see your plans, cost analysis, budget, etc.
Mentoring	Document information on how you have developed leaders under your ministry.
Literature Translation	Document the work that has been done, and submit one of the documents.
Distance Education	This could be done online, or through correspondence classes.
Advanced Credits from other Institutions	This should be at the post-secondary level.
Organize and Implement Christian Education programs	These could be in the local church, nation, or region. Document what you have done.
Equipment Operation	Do you operate equipment used in the church? Do you type? Do you have a computer? Show us some of the resources that you have printed.

Bachelor Degree Program

Thesis

A thesis is the crowning achievement of the Bible school's Bachelor Program that will propel students into their future. It will require them to focus on not only what they have accomplished, but what they envision for their future in ministry. This will serve as a strategic plan to guide the student forward in effective ministry.

1. Historical Review of the church in their home town/section/district/nation (2,000 – 2,500 words)
2. A personal assessment of how their Bible school education has equipped them mentally and spiritually for ministry (2,000 – 2,500 words)
3. A personal vision (the next five years) of how they believe God will use their ministry in the future of the growing church in their nation (2,000 – 2,500 words)

This computes into a paper consisting of:

- 6,000 words minimum to 7,500 words maximum
- 24-30 pages (double spaced) maximum with a font size of 12 (Times New Roman)
- Those working on a thesis must submit reports periodically to their supervisor. The time of meeting with the supervisor will be determined by the administration.
- Work on the thesis should commence at the start of the final year of Bachelor Degree study.
- The thesis must be completed at least 2 months before the graduation date. This gives time for evaluation of the thesis work.
- In the progress report and final assessment, the supervisor should provide the student with one of the following comments: Excellent, Meets Requirements, Needs Improvement, or Failed.
- The final evaluation will be pass/fail.
- Thesis would cover 90 classroom hours.

GATS Curriculum

Our Delivery System

The curriculum for the Global Association of Theological Studies will be:

Biblically-rooted,
Cross-cultural,
Values-driven,
Objectives-based,
Criteria-referenced,
Transformation-oriented.

*Globally connected
Academically stretched
Truthfully based
Strategically developed*

*Becky Buckland
Missionary*

~Where can one find the detailed program of study for the various levels?

The program of study for the various levels is in the portion of this manual marked “Curriculum Structure for GATS.” While the bachelor degree program is in formulation, available material can be found in this manual.

~Where can one find the course outlines for each course, along with copies of recommended textbooks?

These will eventually be included in the *GATS Policy and Training Manual* but for now are posted on the password protected portion of www.gatsonline.org. There are links to the Spanish and French website on the main page of our English website. We are developing a Portuguese and Russian website.

~How does a membership nation receive copies of recommended textbooks?

Recommended textbooks are available to download from the GATS websites. These materials are password protected on the website and are only for use outside of North America. If there is no book available on the website please contact bradethompson@aol.com to see what materials we have to offer or recommend.

GATS has an agreement with Africa Aflame and Global Missions to print any of their books without royalty being paid.

The Pentecostal Publishing House has an agreement with nominal fees for printing some of their books. Terms of this agreement include:

1. The published products can only be distributed overseas.
2. Each product must carry the appropriate logos, copyright notices, credit lines and the location where these items were printed.
3. Each item can be translated and the artwork can be altered to make the material relevant to each culture, but the doctrinal message cannot be altered in any way.
4. Five copies of each finished work must be sent to the Pentecostal Publishing House for the files of those departments involved.
5. One electronic copy of the translated work shall be sent to the Pentecostal Publishing House for possible use in the future.

Most of our recommended textbooks are uploaded to our English GATS web site and the applicable replica web sites in major world languages.

GATS Curriculum

GATS will also provide an overview showing each textbook, its cost, and where it is available from. Contact our office for updated information on all books. We also serve as a resource center for your training needs. Contact us with any questions you have about textbook materials, supplementary resources, or Course Packet Resources for any of our courses. We are here to help you.

~What is the passing grade for the GATS programs?

The passing grade is 70%. To qualify for certificates and or degrees students would need to successfully (pass) complete the required number of classroom hours of instruction.

All core curriculum courses would need to be passed or repeated until passed. When a student fails (or appears to be failing) a core curriculum course a provision can be made for remedial exercises or testing. The highest grade a student could achieve on a remedial exercise, test, exam or course would be 70%.

~What is the attendance policy of GATS?

Students are not permitted to miss more than 10% of the classroom hours. Beyond that a doctor's excuse is required. This should be brought to the administration of the school. School administration would certify/verify the condition of the student and how much time will be required for him/her to be away. Any variation to this policy would have to be presented to the Regional GATS Representative and approved by the GATS Academic Review Committee.

Attendance records should be kept for each subject. Students missing more than the permissible number of classroom hours will receive "incomplete" on their transcript for the applicable course.

~What are the minimum requirements for evaluation for each course?

Instructors should implement various methods of evaluation including (but not restricted to) exams, tests, quizzes, essays, papers, assignments, homework and practical exercises. One test or procedure is not adequate to determine that a student has learned the material.

~Are examination weeks considered as classroom hours?

The examination hours can be counted as part of the required hours for the course.

**"GATS
purposefully
promotes the
pursuit of
excellence by
raising the
academic
standard in this
world-class,
innovative
program."
Roger Buckland
Missionary**

GATS Curriculum

~What happens when a nation does not have a fulltime training program but would like to be part of GATS?

That is the beauty of GATS. It is based on classroom hours and not on credit hours, number of years to complete the program, and so forth.

Even small nations or those where the UPCI is just getting started can be involved in GATS. In such cases one or more courses could be taken at a time, and record of grades kept.

~How often should we send student transcripts to GATS?

It is required that completed student transcripts be sent to the GATS office six weeks prior to when the certificates or degrees are needed for graduation. Provision is made by policy for transcripts to be released in the final semester of an academic program with the understanding that the academic credential will be withheld by the local school if the student fails to meet the requirements. The local administration should write “pending” in place of a course that is being undertaken in the final semester and not available at the time of sending the transcript.

Care should be taken to indicate the course names, classroom hours attempted, classroom hours achieved, and the final grade for each course indicated on the transcript.

It is also required that the completed transcript be sent to GATS administration quickly after the completion of the final semester.

We need to know the name of each student as it should appear on the academic credential/certificate/diploma/degree; the name of the school; the country; and the graduation date. The form may be found on the GATS website under the resource tab. Please be advised that the head office will copy and paste names and all information exactly as sent.

~Is it required to use the student transcript form provided by GATS?

Schools may opt to design their own student transcript forms and send those to us.

When using a local school’s transcript it is important to indicate course names as used by GATS or some comment of interpretation. Otherwise, the release of transcripts could be delayed in back and forth correspondence trying to verify how the school’s selection of course names match the content of the GATS curriculum structure.

GATS Curriculum

The important thing is:

1. E-mail transcripts to GATS@upci.org.
2. The courses need to be clearly marked using terms easily understood by our staff. We need to verify that all core curriculum subjects have been covered using the required classroom hours.
3. Transcripts should verify that each required subject has been passed with a minimum of 70%.

~Is a fee for certificates and degrees required?

There will be a nominal fee for the cost of certificates or degrees, folders, and shipping.

If special shipping is needed (DHL, etc.) the membership nation and/or its training programs is required to pay for this.

~Are you obligated to use electives provided in the listing by GATS?

A listing of possible elective courses is provided for you. You may easily receive approval to add electives to this list to use in your training programs.

From the GATS Coordinator

Planting People; Growing Giants

I'm often asked, "What business are you in?" I sometimes ponder what reaction I'd get if I said, "I'm in the people-growing business." Ministers are grown. Students don't arrive in our Bible school classrooms as spiritual giants. They come with willing hearts and pass through a spiritual formation and maturation process. Effective Bible school programs enable students to reach their maximum potential. We're equipping others for works of service in God's kingdom (Ephesians 4:12) and in apostolic ministry. Like Robert Dale once said, we're "sowing seeds of ministry and growing believers toward leadership." That is the sole purpose behind the Global Association of Theological Studies. Like a sign I saw, "We build Pentecostal leaders to grow Pentecostal churches." Spiritual growth is one of our four core values. We value helping people grow!

GATS is made up of five academic programs, in multiple languages, with a growing edge: certificate, intermediate diploma, diploma, associate degree, bachelor degree; distance education and faculty development are also being undertaken. I guess you could really say we have seven academic programs and endorse one or two others. It's a gigantic project encompassing nearly one hundred subjects that are being revised, written, and translated into major world languages. I used to think of it as a mountain to chip away at; an obstacle. Now, I'm changing my attitude. It's an opportunity, a mighty tree that we are growing. Its encircling shade provides a global education covering. GATS causes us to stretch heavenward to our supplying God; outward to a waiting, wanting world. It calls us to continuously improve.

In classes and among staff we must create a "culture of growth." It's the way we do things around here. Involvement with the *Global Educators Series* (GATS) provides over fifty opportunities to grow. Other faculty education courses are planned for the future. Instructors only truly help others reach maximum potential when they have attempted to reach it themselves.

I sometimes lament when I see other churches with more developed educational programs than ours. We can make a difference. John Maxwell in *Go for Gold* mentions a nursery in Canada that displays a sign on its wall: "The best time to plant a tree is twenty-five years ago...The second best time is today." We hope you will avidly support GATS and its programs. Come, grow with us!

Our work will affect long after we're gone. A Greek proverb says, "A society grows great when old men plant trees whose shade they know they shall never sit in." Be deliberate at leaving a mark on this planet, to do something that imparts seeds of truth to the next generation, and impacts eternity for our world. Someone once said, "If your vision is for a year, plant wheat; if your vision is for a decade, plant trees; but if your vision is for a lifetime, plant men." Because of your help with GATS, when a friend asks, "What have you done today?" thankfully respond, "I saw someone grow today and I helped. I've been planting people; growing giants!"

Jim Poitras, editor and primary author of the *Global Educators Series*

Faculty Development

Global Educators Series

Faculty education is crucial to an excellent Bible school program. To get started we have developed a basic level course that will assist Bible school teachers everywhere. This includes the lessons listed below:

Achieving Excellence in Bible School Administration

The Teacher and The Big Picture (The school's vision, over-all purpose – introduction to GATS)

Effective Teacher Assessment

Teacher and a Fresh Look at the Great Commission

Teacher and Authority, Responsibility and Delegation

Teacher and Biblical Educational Principles

Teacher and Biblical Theology Formation in Culture

Teacher and Biblical View of Conflict Resolution

Teacher and Building a Positive Learning Culture

Teacher and Core Values

Teacher and Course Planning

Teacher and Creating an Island of Excellence

Teacher and Creative Impact

Teacher and Critical Thinking

Teacher and Critical Thinking in Spiritual Development

Teacher and Educational Psychology I

Teacher and Educational Psychology II

Teacher and Effective Student Assessment

Teacher and His Family

Teacher and the Bible School Going Local

Teacher and Helping Students Discover the Will of God

Teacher and His Calling

Teacher and His Lecture

Teacher and His Responsibility

Teacher and Increasing Student Learning

Teacher and Leadership Training Commitment

Teacher and Lesson Preparation

Teacher and Breaking Content into Chunks and Time Processing

Teacher and Mentoring

Teacher and Motivation

Teacher and Overcoming Temptation

Teacher and Personal Development and Evaluation

Teacher and Personal Growth Plan

Teacher and Priorities

Teacher and Religious Education Begins at Home

Teacher and Remaining True to Apostolic Doctrine

Teacher and Teaching Methods of the Master

Teacher and His Values of Education

Teacher and the Life Long Learner

Teacher and the Role of the Holy Spirit in the Classroom

Teacher and Assisting the Unique Learner

Teacher and the Well Driven Nail

Teacher and Thinking, Teaching and Learning Styles

Teacher Loves Doctrine

Teaching with Principle and Passion

Teamwork in Education I

Teamwork in Education II

These ninety-minute lessons are developed in print and digital format, some have power-points available as well. Each lesson contains clearly outlined lesson objectives, the lesson text, as well as an evaluation. At the end of the first eighteen lessons, we will provide a certificate for successfully completing the course.

Faculty Development

Jim Poitras, in *Achieving Excellence in Bible School Administration*, wrote: “Ongoing faculty development is a priority. Each staff member needs to be involved in life-long learning, and have a personal growth plan. A faculty member should strive for excellence in his area of concentration. Specialization is essential in current educational trends. Continuing education produces faculty that are experts, content specialists, who are both effective and on the cutting edge of theological education within the culture. New technology, improved teaching methods, and understanding the learning styles of adult learners, all serve to better train the trainer. In faculty education, we ask: (a) What are we doing? (b) How well are we doing? (c) How can we improve what we are doing? (Rita J. Wolotkiewicz, 1980, 210) Approaches to faculty development may include: (a) distance education options; (b) faculty retreats; (c) seminars; (d) professional development days; (e) sub-regional faculty education programs; (d) mini-courses; (e) visits to other schools (to learn what they are doing); (f) educational sabbaticals; (g) taking courses at local institutions of higher learning; (h) discussions/and brain-storming; and (i) articles, cassettes, or books—anything that promotes continuous improvement.”

~What are some of the subjects that could be studied in a Faculty Education program?

Such subjects may include: Christian education for adults, communication skills and methods, curriculum/instructional design, Bible school administration, educational measurement and evaluation, education psychology, hermeneutics, Bible study methods, ethics (professional conduct), cultural anthropology and cross-cultural communication, culture and the Bible, and so forth.

Any course that would assist in faculty development could be considered for a faculty education program.

“Developing leaders with a purpose and for a purpose.”

Nick Sisco
Missionary

~Can credits earned in faculty education result in any certificate or degree?

Credits achieved in faculty education programs may be used for teachers that are pursuing the GATS Bachelor degree program.

They may also be used to satisfy the education option under work life experience (to a maximum of 100 classroom hours).

An advanced certificate may be awarded for a given number of classroom hours and subjects completed.

~How may we find instructors for a faculty education program?

**“The people perish
for a lack of
knowledge.
Teachers are the
antidote.”**

E.J. McDougall
Global Training Institute

There is a team of Global Educators available to assist you. Contact your regional director, your regional GATS representative, or the GATS administrative team (the Assistant Coordinator of GATS or the Director of Education and Short Term Missions) for the list of qualified Global Educators who are ready to serve in this capacity.

GATS Administrative Team email: gats@upci.org

~How is a faculty education program organized?

There are many variations and possibilities. Bible school teachers in some nations meet for one week per year. A course of study is planned in such a way that a minimum of twenty-four classroom hours is covered. This is equivalent to the classroom hours required for many GATS courses. The basic faculty education course is known as the Global Educator Series.

Cluster nations (nations in close proximity) or sub-regions may come together with such programs. Of course, individual nations can bring their teachers together on a regular basis for professional development. We strongly encourage this.

GATS textbooks, course packs, and faculty development lessons will be translated into major world languages as approved by the Global Education Committee. The process for translation is as follows:

1. It is highly recommended that the translators used be translating into their mothertongue.
2. The translation must be faithful to the original manuscript.
3. The translation should avoid colloquialisms/clichés.
4. The original format must be maintained through the translation.
5. Once the translation is complete, it must be carefully edited. It must be proofed on its own merit (without comparison to the original manuscript) by a second party, to ensure proper grammar, continuity and clarity.
6. Final Review: After the completion of steps one through five, a final review will be done by someone who is qualified to check the translation for content accuracy with the original manuscript.
7. If discrepancies are found in the document, it will be returned to the original translator for corrections and then steps five and six will be repeated.

Translation Textbooks needs to be copyrighted by GATS. Once completed they will be returned to GATS for this procedure to be done.

All translations are in the GATS master file and may be available on request to GATS@upci.org

Changes to GATS Policy

1. All requests for a change of GEC policy will be sent to the Coordinator of GATS.
 - a. The Coordinator of GATS would filter the policy changes, and if needed, forward them on to the Director of Education.
2. The Coordinator would create a standing committee for change of policy, consisting of five members:
 - a. Director of Education
 - b. Coordinator of GATS
 - c. One Regional Director
 - d. One Regional GATS Representative
 - e. One other member from the GEC appointed by the Coordinator
3. The Report of the Committee would be sent to the Coordinator upon the date that the Coordinator will set.
4. The Coordinator requests the Committee to present their report during the GEC meeting as the GEC is the approving body for changes to the GEC Policy.
5. The committee would be encouraged to use electronic methods to reduce the committee's operational expenses. The committee could be requested, by the Coordinator, to meet one day prior to the GEC meeting. Additionally, a meeting could be held one day after the GEC meeting if the Coordinator feels it is necessary.

Global Curriculum Development Committee

Mission Statement: To create, assess, and re-evaluate all written materials needed for Global Bible Schools.

Objectives of the Curriculum Committee:

1. To identify the needed materials for primary and secondary textbooks for each of the courses. To research and locate any possible existing materials that could be used for that course.
2. To set course objectives and textbook components.
3. To assign the writing of textbooks giving a deadline date and tracking the progress of each writer within that specified time frame.
4. Evaluate the written manuscript and see that the editing is completed. This would include taking it through the Editorial Division of the UPCI.
5. To determine the needed materials of the course packs for each course depending on each course and its objectives.
6. To coordinate the translation of all materials into the major world languages as decided by the GEC.
7. To receive and evaluate quality materials in languages other than English, to determine if they would meet the objectives and could be used by GATS Bible Schools for a specific course. Determine if said material should be translated into English and into other approved languages.

The Curriculum Committee shall consist of:

Permanent members.

1. The chair of the committee will be the Director of Education and AIM
2. The Co-Chair will be the Assistant Coordinator of GATS
3. Bro. Dorsey Burk – Textbook editor
4. The Translation Committee Coordinator
5. Sis. Darline Royer, Consultant
6. Sis. Linda Poitras, Consultant

Rotating Members:

1. One Regional Director as appointed by GEC Committee
2. One of the Regional GATS Representatives (This person will also personify the voice of the missionary)
3. One North American Bible College/Seminary Representative
4. Up to two Professional Educators selected by the Chairman (taking into consideration AGE representatives)

The five rotating members be appointed for a two- year term, but not to exclude the possibility of being reappointed for another two-year term. These members shall be appointed in alternating years.

The Chairman has the right to invite others whom he desires to carry forth the needs of this committee, as he deems necessary.

The chairman shall bring a neutral person into the meeting to act as recording secretary, and not use one of the members themselves for the purpose of taking minutes of the meeting. This person would be there for the sole purpose of taking the minutes, which would leave all committee members free to be able to enter into the decisions being made, and discussion taking place.

Writing for the Curriculum Development



Thank you for accepting the challenge of writing a textbook or lesson material for GATS (Global Association of Theological Studies). Your involvement will have a far-reaching impact as God's Word is spread around the globe. You are truly taking the things you have learned and passing them along to faithful men and women who will be able to teach others (2 Timothy 2:2).

The writing guidelines contained in this document were proposed by the GATS Curriculum Development Committee and then approved by the Global Education Committee.

Some Things to Keep in Mind:

- ✂ The pronoun "I" should be avoided in writing lessons. Many different instructors may teach your material in different parts of the world. This will allow the Instructor to teach it easily.
- ✂ Words like "Africa" or "Ghana" should be minimized to give a broader perspective for your material. Making constant references needlessly, may limit the use of your material. It would be difficult to use a lesson constantly making reference to Ghana in another country, for example, Guatemala.
- ✂ Illustrations should be chosen carefully in order to be relevant cross-culturally.
- ✂ Maximize the use of Bible Scriptures, themes, and stories.
- ✂ The level of writing should be geared to being simple. Write at the Grade Six to Grade Eight level or below for the Certificate and Diploma programs. The high school level will work best for Associate, Bachelor, and Faculty education programs.

The Apostle Paul was an educated man. He sat at the feet of great instructors. He was intelligent. However, he was still able to get down to the level of understanding of the people he ministered to. I think that is a true test of intelligence; the ability to get on the level of the people you are instructing.

Paul confessed, "...that in simplicity and godly sincerity, not with fleshly wisdom, but by the grace of God, we have had our conversation in the world, and more abundantly to you-ward. For we write none other things unto you... (2 Corinthians 1: 12-13, Emphasis mine)

"Seeing then that we have such hope, we use great plainness of speech" (2 Corinthians 3: 12)







Writing Curriculum

“And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power” (1 Corinthians 2:4, Emphasis mine).

There is a world that is waiting to hear from you. “Write...and make it plain” (Habakkuk 2:2).

1. Avoid clichés and “play on words” phrases.
2. All quotations or other sources must be properly documented.
3. You will want to use the same fonts throughout your resource to make it look professional. You might want to work on a style guide in the beginning. A template option is available in Microsoft Word. This would help you keep material layout uniform and consistent.
4. Microsoft Word is equipped with a “readability statistics” option. The Flesch-Kincaid Grade level score is determined by rating the average number of syllables per word and words per sentence. It rates the text on a U. S. grade-school level. This is part of the spelling and grammar check. Using this option will enable you to check the grade level of your material. Lower the grade level by going back and shortening a few sentences.
5. The King James Version is normally used. It is appropriate to use another translation also, but (where appropriate) maintain both versions within the document.
6. Times New Roman is used and easily identified globally. Times New Roman 12 should be used for the body of the lessons. A complementing font can be chosen for headings, call-outs, and title.

Checklist for Simplifying Material:

-  Eliminate ‘hard words’ (words three syllables or more in length.)
-  For technical words that you feel readers will not understand, explain their meanings in a sentence or a phrase.
-  Shorten sentences that appear too long. Trim the fat from your writing. Don’t use three words when one word would do. Big minds use little words; little minds use big words.
-  The most familiar words are ten short ones: the, of, to, a, in, that, it, is, I. They make up twenty-five percent of all that is written and spoken in English.
-  Put action in your verbs.
-  Write to express, not impress.

Writing Curriculum

- ✂ Make use of variety.
- ✂ Look at your writing from the point of view of the reader.
- ✂ Write unto others as you would be written to.
- ✂ Simplicity is hard to achieve. It is often the result of several drafts.
- ✂ Use short sentences, and everyday words. Fifteen words per sentence would be a good goal. Some suggest 8-10 words per sentence.
- ✂ Repeat your main points to enhance comprehension.
- ✂ Avoid statistical data, graphs, and complex charts. Readers may find them difficult to understand.
- ✂ It is much harder to simplify than complicate.
- ✂ Very basic readers need some white space, but more advanced readers can handle the densely packed text.
- ✂ Left justification is considered easier to read than full justification.
- ✂ Use upper case and lower case normally. Typing text in all upper case letters is difficult to read.
- ✂ Edit and re-edit. Leave a couple of days between when you first write something and when you edit.
- ✂ Limit the amount of information that you present. Delete all information that is just nice to know. Too much information will turn the reader off. This does not mean that you should provide “skeleton” material without any meat. Skeleton is too slim. Some meat is just right. Too much meat tends toward too much fat. Inform but don’t over-inform.
- ✂ Get others to proofread your material. The “tracking” option in Microsoft Word will allow others to proofread and make suggested changes to your document. When the document is returned, you will be able to accept or reject each change.

Avoiding Plagiarism:

So, you are ready to write. You have diligently searched for information, read books on your subject, and are trusting God for inspiration. Your file folder is bulging with the goodies you have collected. Now it is time to start writing. Which quotes will you use? Will it be a direct quotation? A paraphrase? Something translated into your own words? When do you provide credit? Use quotation marks?

Writing Curriculum

In writing we take ideas and words from other people. Proper credit should be given for all borrowed material. A large percentage of research material comes from information gathered from other sources and collected in the form of quotes. The remaining information comes from personal experience and knowledge. The writer's task is to weave the research as he crafts it into a lesson, story, or book that will become interesting, active, informative and a blessing to the reader.

Since most research involves the ideas of other people it is important to know how to properly quote, paraphrase, or credit the information we use from other sources. Proper credit should be given for information taken from both spoken and written sources, whether the information is considered copyrighted or not.

When quoting beyond what would be considered as fair use the author must obtain written permission from the owner of the copyright, usually the publisher. The individual author is responsible for requesting permission to quote from a copyrighted source.

There are no specific numbers of words that can be quoted without permission. The interpretation of "fair use" is subjective. However, writers and editors have established guidelines. Quoting 100- 250 words from a book without permission seems to be a common practice. (*Writer's Encyclopedia*, edited by Kirk Polking).

Guidelines for Quotations:

A quotation is using someone's words. When an author quotes and cites his source(s) he adds strength to his writing. Place the words within quotation marks and document the source.

✂ It is common practice among most publishers and writers to quote a maximum of fifty consecutive words from a copyrighted source without obtaining permission. ("Word Aflame House Rules") This can be done several times in your manuscript as long as you do not quote more than two hundred total words.

✂ David K. Bernard in an e-mail dated November 8, 2001 states the following concerning "fair use": "In general it means using a relatively small portion of a total work, giving proper credit, and representing the work properly (i.e., not misrepresenting what it says). For a book, one could probably use several pages, but for a poem or song under copyright perhaps only one line or so." Word Aflame Press (United Pentecostal Church International) specifically asks that permission be secured for "quotation(s) totaling more than 200 words from any work in copyright. This means the total number of words quoted from any one source, no matter how small any individual quotation."

✂ GATS endeavors to follow established guidelines (from Word Aflame Press and Word Aflame Publications) concerning quotations, plagiarism, and generally all "Word Aflame House Rules."

Writing Curriculum

Some variation may result in guidelines needed to reach readers in developing nations of the world.



When quoting from a song or poetry, only two lines should be used without obtaining permission.



The *Word Aflame Writer's Booklet* says it best: "We strongly encourage you to use extreme discretion in your use of other's works. In editing we have no way of eliminating material that has been unethically copied from other sources unless by coincidence we happened to be familiar with the source and would accidentally recognize it."

Give Credit to Who Credit is Due:

Plagiarism is a big word that refers to a big problem. It is using someone's work or writing, pretending it is one's own, and not giving proper credit to the source. It is wrong to take and use writing that does not belong to us without giving the owner credit. Where the information comes from should be clearly acknowledged.

An Internet resource entitled "Avoiding Plagiarism, Mastering the Art of Scholarship" (<http://sja.ucdavis.edu/avoid.htm>, accessed 10/27/01) explains how to avoid plagiarism:

1. If the exact words are used you must use quotations marks and cite the source. This refers to both the spoken and written word.
2. Paraphrase is restating the author's information in your own words. Credit should be given to the original author but quotation marks are not needed. Paraphrase: using someone's ideas but putting them in your own words. Read over your research carefully. Cover the text with your hand, or close your research completely. Write out the idea in your own words without peeking. Use your own words and still allow the reader to know the source of your information.
3. Making minor changes (changing or rearranging a few words) in the original material keeps the work essentially the same as the original and credit must be given.
4. A good practice would be to cite and give credit to words, information, and ideas you use that are new to you regardless of where you find them. This includes speeches, messages, Internet, book, etc. "When in doubt, cite."
5. You do not have to document material that is considered to be common or general knowledge. This refers to information that is generally known.

Writing Curriculum

One common method of giving credit to a source is identifying the information within the text. Example of giving credit within the document: James Poitras in *Acts God's Training Manual for Today's Church* says, "We can write tracts and gospel messages in various languages for the people to understand. Even though God may not have called all of us to be pastors, evangelists, or missionaries; each of us can distribute the paper preachers."

A bibliography should be attached to all textbooks or lessons. Our Editors will decide if the bibliography needs to be included in the publication (or maintained in our files). We follow a style listed in the *Chicago Manual of Style*, with the following information and order:

- ✂ Name of author (last name first)
- ✂ Title of book (in italics)
- ✂ City of publication
- ✂ Publishing Company
- ✂ Date of publication (year)
- ✂ Page number of quotation

Example:

Poitras, James. *Acts: God's Training Manual for Today's Church*. (Andalusia, AL; Writehand Publishing, 2001) p.24.

GATS Course Development Basics:

The GATS Curriculum Development Committee (2010) envisioned the following for each of our courses being written:

- ✂ Courses should be user-friendly for students and should possess a strong instructional design.
- ✂ There should be a logical progression from point to point.
- ✂ Major points and sub-points should be easy to locate and to follow.
- ✂ Short lessons are preferred over long ones.
- ✂ There should be questions at the end of each lesson.
- ✂ Clip art, graphics, and diagrams can be used. Be careful of copyright requirements or restrictions for such use.
- ✂ Remember that the curriculum will be used cross-culturally.

Writing Curriculum

- ✂ Suggested homework assignments or cooperative learning exercises should not merely be busy work but bridge the gap between learning and doing.
- ✂ Avoid mere personal opinion. Keep writing biblically rooted.
- ✂ We will use 8 ½ by 11 as the page format or size.
- ✂ Measurements should have the metric conversions beside them.
- ✂ Writers should let us know if resource materials need to be purchased to assist in writing courses.

Components for Each Lesson:

The lesson structure for our courses is as follows:

- ✂ Lesson Number.
- ✂ Title/Topic.
- ✂ Key Scripture (as appropriate).
- ✂ Lesson objectives. It is preferred that this be kept within three objectives per lesson. Objectives serve as advance organizers and allow the student to know what is covered within the lesson.
- ✂ Citations should be within the text, with a bibliography at the end of the lesson or the book.
- ✂ Lesson length should be three to five pages of material not including the study questions. This is a general guideline for lesson length. Some lessons may be a little longer if needed.
- ✂ Lengthy scriptural passages should be a reference only.
- ✂ There should be a strong introduction and conclusion. This allows the student to know where we are going, and once going there, it allows the student to know where he has been.
- ✂ Study questions should be provided at the end of each lesson. Avoid fill-in-the-blank type of questions. This causes difficulty when the material is translated into other languages.
- ✂ Answer keys should be provided by the author for all lessons written.
- ✂ Double-spaced is preferred for editing purposes.
- ✂ An agreement will be made with writers that their work is under our copyright.
- ✂ An agreement could also be made for a writer to receive an honorarium.
- ✂ If previously written work by a writer is used, there should be an agreement on file.

Writing Curriculum

Cover Design:

- ✂ There will be a common cover for each level. The colors used and/or the graphic used could change based on the level or the book.
- ✂ The following should be identified on the cover: GATS, level, and course name.
- ✂ The design of the cover and the textbook will be handled by a designer so isn't the major concern of the individual author.

GATS tries to follow the Word Aflame Rules as much as possible.

Course Outlines

Acts – BB. 112

Classroom Hours:

24 (minimum)

Description/Overview:

This course reveals the continuing ministry of the Lord Jesus Christ in the world through the Holy Spirit, and God-called men and women. It assists the student in understanding the historical and doctrinal value of the Book of Acts. The Church marches forward despite persecution, personal setbacks, trials, and difficulties. The unchanging truths and principles gleaned from Acts will be taught to better equip the students for the task of world evangelism. Acts is God's training manual for today's church and will motivate believers to evangelize, receive understanding of the apostles' doctrine, and to share it with others in supernatural power. Students will start out studying the Book of Acts, and will hopefully end up living it.

Objectives:

At the end of this course of study, students will be able to:

1. Explain Luke's intent in writing Luke-Acts; identify and be familiar with the major event(s) of each chapter of the Book of Acts.
2. Prove, using Scriptures from Acts, that speaking in other tongues, as the Spirit gives the utterance is the initial, physical evidence of receiving the baptism of the Holy Spirit. Understand this is normative (expected, will happen) in every instance of someone being baptized in the Spirit from the Day of Pentecost to the second coming of Jesus Christ.
3. Trace the advance of the gospel throughout the Book of Acts and understand the role(s) of the Holy Spirit in accomplishing this.
4. Outline or identify church growth, church planting, evangelism, leadership development, missionary, cross-cultural outreach, prayer, gifts of the Spirit principles and strategies found in Acts. Incorporate these into your ministry. Move beyond merely studying Acts to putting these strategies and principles into life practice. Practicing New Testament principles will produce New Testament results.
5. Show, explain or defend that Acts has a didactic (instructional, teaching) purpose rather than being merely a historical record of the early church. Acts is God's training manual for today's church.
6. Recall instances in Acts where baptism was done in the name of the Lord Jesus Christ. Adopt this practice personally. Defend its necessity.

Course Outlines

7. Locate examples where preachers supplied further truth to serious seekers. Refuse to compromise apostolic doctrine. Speak the truth in love, taking people from where they are spiritually and showing them a more excellent way. Know the way, go the way, show the way.
8. Study the fellowship of the believers in Acts 2:42 – 47. Identify the pillars of the apostolic church, and express their continuing relevance in the contemporary church today.
9. Luke reveals what Jesus began to do and teach while on earth. Acts reveals what Jesus continues to do through His disciples. Possess a firm understanding of what Jesus longs to do in you and through you.
10. Acts tells of the journey of missions or evangelism. Identify the journeys of Peter, Phillip, and Paul.

Topics/Concepts:

- Background information on Acts and its author.
- Overview of the twenty-eight chapters covering major events in each chapter.
- Birth of the Church at Pentecost.
- Salvation in the Book of Acts.
- Character studies or basic understanding of the lives of Peter, Barnabas, Stephen, Paul, Phillip, Timothy, Aquila, Priscilla, and Apollos.
- Missionary Journeys of Paul.
- The role of the Holy Spirit in advancing the Gospel throughout the world.
- Unfold or discover missionary, cross-cultural evangelism, church growth, church planting, leadership development, prayer, gifts of the Spirit, principles strategies, and examples that can be incorporated into one's personal life and ministry.
- Maps will need to be used in tracing the advance of the Gospel especially during Paul's missionary journeys. This incorporates a Bible Geography element into this course.

Recommended Primary Textbook(s):

ACTS (Overseas Ministries Training Course) Darline Royer and Ralph Vincent Reynolds
As it is in many of our courses the Holy Bible is a fundamental and pivotal textbook for this course.

Recommended Alternatives:

Acts I, II (IABC), Ralph Vincent Reynolds
Acts, Jet Witherspoon Toole
Acts, J. P. Hughes

Course Outlines

Acts: Arlo Moehlenpah

Acts: God's Training Manual for Today's Church, James Poitras (Level A, C, T, S selected lessons available in English, Spanish, French, and other languages)

Overview of Lessons available in the Recommended Primary Textbook:

- The Church is Born
- The Church in the Jewish World
- The Church in the Gentile World

Languages Available:

IABC is available in Spanish and French

Course Packet Resources:

The Journey of the Spirit in Acts, James Poitras

Baptism of the Holy Spirit Revealing Evidence that Demands a Verdict, James Poitras

Debate, Defense, and Experience of the Baptism of the Holy Spirit

Comments:

Date of Last Revision:

October 11, 2010

HANDBOOK FOR GLOBAL EDUCATORS



**Global Association of Theological Studies
Global Missions of the United Pentecostal Church
International**

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Editor's Note: This is a Handbook for the Advanced Global Educators referred to throughout this manual as Global Educators.

INTRODUCTION

The journey of Global Association of Theological Studies (GATS) began in October 2006 with a Global Education Network meeting at World Evangelism Center, Hazelwood, Missouri. Two visionary regional directors of UPCI's Global Missions, Robert K. Rodenbush and Jerry Richardson, had presented a proposal for such a gathering. At the invitation of the director of Education/AIM, Lloyd Shirley, an educational representative from each region joined the six regional directors for three days to discuss improving how Global Missions, UPCI, conducts theological training globally. In that meeting the Global Education Committee, Global Association of Theological Studies, and the Global University of Theological Studies were envisioned. They were later approved by the General Director of Global Missions, Rev. Bruce Howell, Planning for Progress, and finally, the Global Missions Board in February 2007. That was the easy part. Undertaking the global educational program was a gigantic task. It is an ongoing, evolving process.

The development of GATS gave birth to the Global Education Committee (GEC), composed of the Regional Directors, the regional GATS representatives, and the director of Short Term Missions/Education (GATS Coordinator), Coordinator of GATS Translations and the Assistant GATS Coordinator. The Global Curriculum Development Committee (GCDC), comprised of selected educators, was formed. These committees recognized the need to improve on-site education by training faculty members of local Bible Schools.

Such training would demand instructors who are qualified academically, sound doctrinally, relevant culturally, stable financially, and driven missionally. These people are Global Educators who facilitate faculty training in United Pentecostal Bible colleges around the world.

GLOBAL ASSOCIATION OF THEOLOGICAL STUDIES

The Global Association of Theological Studies and its membership nations aims to develop and equip men and women to reach their maximum potential in apostolic ministry. The dual motto for GATS is “Pursuing Ministerial Excellence”, and “Taking the Word to the World”.

The Scriptural Mandate for GATS is:

“The Teacher searched to find just the right words, and what he wrote was upright and true” (Ecclesiastes 12:10, *NIV*).

“Go and make disciples of all nations” (Matthew 28:19, *NIV*).

Go...teach all nations...Teaching them to observe all things whatsoever I have commanded you” (Matthew 28:19-20 *KJV*).

“And the [instructions] which you have heard from me along with many witnesses, transmit and entrust [as a deposit] to reliable and faithful men who will be competent and qualified to teach others also” (2 Timothy 2:2, *AMP*).

GATS was established to standardize Bible School Training throughout the world. Every student should have access to a quality training program. It does not matter if it is a new work, a nationalized church or a developing nation, GATS provides structure, materials and training to ensure that Bible School administrators, teachers and students are equipped to achieve excellence in education.

Please go to the GATS website: www.gatsonline.org to discover all that GATS has to offer.

A strength of GATS is the training of faculty. Global Educators serve as instructors to train the trainers.

PURPOSE STATEMENT OF GLOBAL EDUCATORS

Global Educators (GE) provides qualified instruction and approved curriculum to facilitate continued faculty education in the United Pentecostal Bible college overseas (outside of the United States and Canada). Specifically, GE is designed to

1. Train the trainers.
2. Create lesson material.
3. Equip Bible school administrators.
4. Teach courses on location at the Bachelor level.
5. Re-evaluate national GATS membership.

HISTORY OF GLOBAL EDUCATORS

The Global Educators program began in 1998 under Lloyd Shirley's leadership as the director of Education/AIM. Global Training Institute (GTI) was a select group of ministers with academic qualifications and/or missionary experience. Such instructors would ease the load of the local faculty members by teaching one or two core curriculum courses or hold an intense seminar relating to an area of their teacher/training expertise, such as prophecy, hermeneutics, or evolution.

While GTI was a blessing, it became evident the real need of overseas Bible schools was developing and encouraging local faculty members. Thus, the focus of GTI became faculty development and the name was changed to Advanced Global Educators (AGE). In 2018 *Advanced* was dropped from AGE and it simply became Global Educators (GE).

QUALIFICATIONS FOR GLOBAL EDUCATORS

Global Educators are North American educators and/or missionary personnel.

1. GEs must be apostolic in doctrine and practice. They should wholeheartedly embrace the UPCI's Articles of Faith.
2. GEs should be committed to the Great Commission. World evangelism should be their passion.
3. GEs should be culturally relevant and adaptable. They should be excellent cross-cultural communicators.
4. Academically, a GE should have a master's degree in a GATS field of study to teach bachelor level courses. This academic requirement may be waived if the GE has extensive on-field missionary experience or expertise in the courses they may be teaching. They should have an effective, proven teaching ministry.
5. GEs are expected to fund their teaching ministry from their own finances or donor support.

DUTIES AND RESPONSIBILITIES

Global Missions expects GEs to

1. Read and be familiar with the GATS manual and overall program.
2. Comply with the GE Handbook and follow ethical standards and comply with the GATS manual guidelines.
3. Communicate clearly with the field representative where you will be ministering, copying the Regional GATS Representative, Regional Director, Area Coordinator and Assistant GATS Coordinator
4. Be sensitive to the on-site cultural issues and needs.
5. Submit documents requiring translation six weeks prior to seminar.
6. Be flexible to "last minute" assignments.
7. Teach the GATS lesson content
8. Work within the planned schedule and available resources

9. Answer questions and make recommendation in accordance with GATS policy.
10. When inviting others to travel with you, obtain prior approval from GATS Coordinator and the contact person on the field.
11. Only GATS-approved Global Educators and missionary personnel are to teach in GATS seminars.

Global Educators can expect Global Mission to:

1. Provide ministry opportunities overseas Bible Schools
2. Provide lessons
3. Maintain a master calendar of International Faculty Development Seminars
4. Provide necessary forms for evaluations
5. Promote GEs to GATS member nations and in the North American fellowship.
6. Provide approved GE's PIM account numbers.

FUNDING FOR GLOBAL EDUCATORS

Global Educators are responsible for funding. However, they qualify for a Partners In Missions account and can solicit donors to support their overseas ministry. PIM funds can only be used for the personal expenses of the Global Educator as related to overseas ministry travel. These funds cannot be used to help a Bible School pay for seminar expenses. GE PIM funds cannot be used for personal expenses in North America.

It is recommended that Global Educators have adequate medical insurance coverage for traveling overseas.

PROTOCOL FOR INVITING A GLOBAL EDUCATOR

The protocol below should be followed by both the inviting nation or region (regional official or missionary) and the invited Global Educator (GE):

1. The regional official or missionary may contact the GATS assistant coordinator or the individual Global Educator to request a GATS seminar. During this initial contact, the requesting Regional Official or missionary should use the most efficient means of contact (email and/or telephone). The requesting Regional Official or missionary should “courtesy copy” the regional GATS representative, the Regional Director, the Area Coordinator and the GATS Assistant Coordinator.

The initial request should include the following minimum information:

- a. The Bible school(s) involved and their GATS level;
 - b. The anticipated number of Bible school administrators, faculty and missionaries attending the seminar;
 - c. The specific training needs (lesson content) of the Bible schools.
 - d. The proposed seminar location(s), dates and length.
2. Upon receipt of a seminar request, the GATS Assistant Coordinator and/or Global Educator will review the master calendar for date conflicts and availability of seminar instructor(s).
3. The GATS Assistant Coordinator and/or Global Educator will closely coordinate with the requesting regional official or missionary to:
 - a. Confirm the seminar location(s) and dates;
 - b. Confirm the seminar theme or special emphasis that will be reflected in the seminar lesson content;
 - c. Resolve issues that may arise.
4. Both the requesting Regional Official or missionary and the GATS Assistant Coordinator and Global Educator work closely with each other to ensure effective and continuous communication and coordination possible.

5. After the seminar is completed, both the requesting Regional Official or missionary and the GATS Assistant Coordinator and/or Global Educator will send after-action reports to their regional officials and the GATS Assistant Coordinator.
6. At the seminar site both parties should make preliminary plans, if possible, for the next two year of GATS seminars, establish tentative dates, location(s), and specific seminar needs.

GUIDELINES TO HOST A FACULTY DEVELOPMENT SEMINAR

Each nation should establish an annual date for a Faculty Development Seminar to ensure continued growth.

1. To initiate the process for holding a Faculty Development Seminar, please contact your regional GATS representative and copy the Assistant Coordinator of GATS at *gats@upci.org*.
2. Establish a date for the seminar and provide a schedule.
3. Determine the best location for the seminar, taking into consideration access for the attendees, lodging, feeding, and adequate space for teaching.
4. The seminar should be held where attendees can be seated at tables with space for student/teacher interaction.
5. A white board, chalk board or flip chart should be provided.
6. Electricity is preferred as instructors may use a projector.
7. Handouts for attendees will need to be prepared in country and be ready before the seminar starts.
8. If translation of materials is required, English materials will be available to you at least 6 weeks in advance. Please advise if more time is need.

9. If interpretation is required for the teachings, please ensure that the translator is fluent and effective. The host nation will be responsible for any cost involved.
10. Recommend lodging, food and transportation needs for visiting instructors. Clearly communicate with them. Provide transportation provided to and from the airport/hotel and place of the seminar. GE instructors do not need the most expensive arrangements unless requested by them. Please communicate.
11. Communicate to the Global Educator estimated expenses for hotel, food, visa entry and incidentals.
12. Instructors will pay their own airfare, lodging, and personal food expenses. They will not come with extra funds to help pay for the seminar or additional requests. Anything done to lighten the load of their financial investment will be greatly appreciated.
13. The Global Educator, together with the regional GATS representative and local Bible school administrator will make the final decision on which lessons will be taught. 90 minutes are preferred for each lesson.
14. Only GATS approved lessons are taught in Faculty Development Seminars.
15. The host Bible School is responsible for a complete list of attendees and for keeping record of the evaluations for each student.
16. The host Bible School is responsible to provide the lesson material for each student as well as ensuring that they have writing instruments and note paper. The funding of the program is up to the host Bible School.
17. Following the seminar, please fill out an evaluation form and send it to the regional GATS representative and a copy to gats@upci.org. Provide a list of attendees, comments or recommendations you may have.
18. Send a thank you to the special guests who ministered during the seminar.

Faculty Development Lessons

One of the strengths of the GATS program is the ongoing development and growth of Bible School faculty. Over 50 faculty education lessons have been designed to take Bible School teachers and Administrators to a higher level of excellence.

Every GATS nation is encouraged to offer an annual Faculty Development Seminar for their teachers and staff. This not only ensures continual growth of their teachers and will have a direct impact on the students, local Bible School programs and thus the growth of the national church.

Global Educators travel throughout the world teaching seminars, mentoring teachers and administrators. Some Global Educators also write new lessons for Faculty Development.

Available Lessons:

These are currently available in English, French, Spanish, Portuguese and Russian languages

1. Achieving Excellence in Bible School Administration
2. Teacher and Core Values
3. Teacher and Family
4. Teacher and Mentoring
5. Teacher and Priorities
6. Teacher and Creative Impact
7. Teacher and Creating and Island of Excellence
8. Teacher and His Responsibility
9. Teacher and Overcoming Temptation
10. Teacher and Lesson Preparation
11. Teacher and Authority, Responsibility and Delegation
12. Teachers and Critical Thinking
13. Teacher and the Big Picture
14. Teacher and Thinking, Learning, and Teaching Styles
15. Teacher and Course Planning
16. Effective Teacher Assessment
17. Teacher and Motivation
18. Teacher and Building a Positive Learning Culture
19. The Teacher and Helping Students Discover the Will of God
20. Teacher and His Lecture
21. The Teacher and His Calling
22. The Teacher and Bible School Going Local

23. The Teacher and a Fresh Look at the Great Commission
24. The Teacher and The Well Driven Nail
25. The Teacher and Critical Thinking in Spiritual Development
26. Teaching Strategies, Book 1 by James Poitras
27. The Teacher and Conflict Resolution
28. The Teacher and Teaching with Principle and Passion
29. The Teacher and Increasing Student Learning
30. The Teacher and Christian Education Begins at Home
31. The Teacher and Educational Psychology I
32. The Teacher and Educational Psychology II
33. The Teacher and Effective Student Assessment
34. The Teacher and Leadership Training Commitment
35. The Teacher and Personal Development and Evaluation
36. The Teacher and His Personal Growth Plan
37. Teamwork in Education I
38. Teamwork in Education II
39. The Teacher and Breaking Content into Chunks and Time Processing
40. The Teacher and His Values of Education
41. The Teacher as a Life Long Learner
42. The Teach and Patience

English: www.gatsonline.org

French: www.agetenligne.org

Spanish: www.agetenlinea.org

SAMPLE FACULTY EDUCATION LESSON

THE TEACHER AND THE BIG PICTURE

KEY VERSES

“And the [instructions] which you have heard from me, along with many witnesses, transmit and entrust [as a deposit] to reliable and faithful men who will be competent and qualified to teach others also” (II Timothy 2:2, AMP).

“Go . . . teach all nations. . . . Teaching them to observe all things whatsoever I have commanded you” (Matthew 28:19–20).

LESSON OBJECTIVES

At the conclusion of this lesson, the student will be able to accomplish the following:

1. Recite and explain the purpose or vision of the Global Association of Theological Studies.
2. Demonstrate through personal, administrative, and instructional example the motto of GATS, which is “Pursuing Ministerial Excellence.”
3. Implement the four objectives of GATS in your Bible school.
4. Develop ministerial experience and expertise in one’s subject matter.
5. Set an example worthy of emulation by students.
6. Establish a personal growth plan and ministry action plan for one’s life.
7. Comment on the type of students needed in the Bible school. Recruit the same.
8. Express how GATS intends to develop the faculty.
9. Relate how students are like seeds and wet cement.
10. Explain the benefits of a well-planned curriculum.
11. List the four primary academic programs in GATS curriculum and recall the required classroom hours for each.
12. Outline the curriculum standards or requirements requested by GATS in order to be successfully involved in one of the academic programs.

INTRODUCTION

Finding the big picture reminds one of the old story of the six blind men and the elephant depicted in a poem by John Godfrey Saxe.

Once upon a time there lived six blind men in a village. One day they were told, “An elephant is in the village today!”

They had no idea what an elephant was. Even though they could not see it, they decided to feel it. Each blind man touched a different part.

“An elephant is like a wall,” said the first man that touched the elephant’s side.

“On no, the elephant is like a rope,” said the second man that touched the tail.

“No, the elephant is like a snake,” said the third man that touched the long, wiggly trunk.

“It is like a tree,” said the fourth man that touched the elephant’s rough, hard legs.

“Excuse me. But, the elephant is like a big fan,” said the fifth man that touched the elephant’s ears.

“Oh, you are all wrong. The elephant is like a spear,” said the sixth man who touched the smooth, sharp tusks.

The six blind men started to argue. It’s like a wall. It’s like a spear. It’s like a rope. They did not agree. The king had been watching and listening. He said, “You only touched part of the elephant. You did not feel the whole animal.”

The men continued disputing. A little girl heard them and said, “Each of you is right, but all of you are wrong” (Adapted from “The Blind Men and the Elephant” by John Godfrey Saxe).

There are various versions of this story. However, the point remains the same. Each one touched a different part, but only one part. The elephant did have all of the features that each of the blind men said. Each was right, but all were wrong! None were looking at the big picture. In this lesson, our focus is looking at the overall purpose of our Bible schools, our objectives, and how to build a great Bible school program.

The Global Association of Theological Studies and its member schools develop and equip men and women to reach their maximum potential in apostolic ministry. Our motto is “Pursuing Ministerial Excellence.” Our comprehensive objectives and statement of purpose (expected results) include:

Preserving the Message. Nurture a faith community and a center of lifelong learning to preserve apostolic doctrine for generations to come (II

Timothy 2:2; Philippians 3:1; II John 1–2). Equip ministers to continue steadfastly in the apostles' doctrine (Acts 2:42; Hebrews 2:1); and to defend it within their cultural context (Jude 3; I Peter 3:15).

Providing the Methods. Explore the needs of a diverse and ever-changing society, and develop innovative print and non-print training and learning resources that are relevant to our cross-cultural environment.

Producing the Ministry. Prepare Spirit-filled, Spirit-empowered, and Spirit-directed students for excellence in apostolic ministry (Ephesians 4:11–12).

Propagating the Mission. Train and motivate students to possess a vision for, and participation in, global evangelism—preaching and teaching the whole gospel to the whole world (Proverbs 29:18; Luke 24:47). Cultivate leadership development to facilitate and sustain the harvest the Lord continues to give His church.

How is the vision of GATS and our member schools achieved? How are objectives met? It is through pursuing ministerial excellence in establishing and maintaining a great Bible school. What are the basics of a great Bible school program? Is it the students? Is it the faculty? Is it the facilities? Or is it the curriculum? Obviously, the best answer (based on our opening story) is that all are needed. We will look briefly at the staff, students, and studies.

STAFF WITH EXPERIENCE AND EXPERTISE

Instructors should be experts in their courses, combining a balance of knowledge of the course content and on-the-field ministerial experience. Pastoral, church planting, and evangelism courses should be taught by those that are actually involved in the field. Instructors should be examples (to be followed) in the courses they represent. Each instructor should develop expertise in his or her specialized area of instruction and a variety of evaluation tools for each course. Specialized talents should be developed. Provide continuous education opportunities for staff including faculty education, books, and courses to develop expertise. Regular staff meetings are needed to promote communication and growth. Instructors should set an example in holiness, faithful participation in regional and national events, and with national financial policies and requirements. The instructors should demonstrate a strong love for the doctrine and the Word of God. In the unlikely event that a staff member does not show improvement in classroom ministry, that staff member should not be asked to teach in the new semester.

To raise the standard of educational and ministerial excellence, encourage instructors to be engaged in lifelong learning and have a personal growth plan. Instructors should take part in the Ministry Action Plan and project 3-5 growth goals per year. This is an annual listing of personal and ministerial goals.

An outstanding instructor is a growing instructor. One cannot grow others unless he is willing to grow himself. In classes and among staff we must create a “culture of growth.” It’s the way we do things around here. Read, read, read, and study, study, study. No escape. Be determined to be the best instructor possible. Strive to be an expert in your subject. Continuous education opportunities abound. We truly help others reach maximum potential only when we’ve attempted to reach it ourselves.

STUDENTS EAGER TO LEARN AND GROW

Seek out students with aptitude, a genuine call into the ministry, educational qualifications, and a preferred history of active involvement with the United Pentecostal Church International. Every school has poor students, but they should not set the standards for the school. Students should be encouraged to discover answers on their own, and to write, read, research, and communicate. Provide mentors for our students that supply guidance. Respond to lack of discipline quickly. The time a student is in school is the time to work on behavior and attitude problems. Once the student has launched into ministry, it is too late to correct these things. Develop relationships with the students’ families if they are married, and provide opportunities for training their spouses. Take an active part in the placement of students within the church in your nation.

The following is taken from a lesson by Randy Adams (used by permission):

His name may be David, John, Kofi, William, or one from a host of names from anywhere around the globe. He has come to the Bible school looking for help. He steps into the classroom representing great potential. He comes, hopefully, having already experienced the full new birth and likely feeling that God has called him to some area of ministry. He no doubt has aspirations of doing a work for the Lord. He may not know when, where, how or even why, but hopes to find answers to all these questions in Bible school. Can you (Bible school teacher) help him? He is like a seed—complete yet undeveloped, full of untapped and possibly unknown potential.

His dormant and undiscovered talent may be that of a dynamic and effective evangelist, or that of a wise and compassionate pastor. He may become a Sunday school teacher or the dean of the Bible school.

He could have the potential of being the future national leader of the church, or become a missionary to some far away land. One thing is certain, he represents the potential of reaching untold multitudes of lost souls.

He has come to Bible school because he needs help—help that only God-called, Spirit-filled, Holy Ghost anointed teachers can give. He needs men and women to come into his life that have given themselves to the purpose of God and prepared themselves for such a challenge.

In many ways he is like wet cement, waiting for someone to shape his life. He wants to be first of all like Christ, but also wants to preach like Peter, pray like Daniel, prophesy like Isaiah, and win souls like Paul. He needs a teacher to identify his strengths and understand his weaknesses. He needs compassionate counsel; he yearns for a friend; he seeks answers but also wants to express his own ideas.

He is a Bible school student and he is yours for two years. What will you do with him? What changes will you help bring about in his life? Will you make a difference? Or, will you leave him as he is? What will he learn from you? Will the time and money spent for his Bible School education be a waste or a good investment?

He is a seed, and seeds are destined for the field and not to be kept in the barn. He desperately needs to fall in good ground, take root, grow and develop, and bring forth much fruit. His family needs this to happen. There is a town somewhere that needs this to happen. An un-evangelized region is waiting for his ministry. Perhaps an entire nation waits in darkness for him to come with the light of truth. Teacher, can you help him?”

The growth of a tree starts with a seed—a promise. Years ago, an American was travelling through a farming area in Russia. It had experienced brutal famine. People were starving. Piles of seed wheat for the next year’s planting stood in the village square. The American asked, “Why don’t you eat the seed wheat?” The Russian host answered, “You never steal from the future!” (Dale, *Seeds for the Future*, 2005, Preface xii). Specifically, our students are seeds for the future. Handle them with care. Preserve them for God’s desired future.

Students don’t arrive in our classrooms as mighty oak trees. They come with willing hearts and pass through a spiritual formation and maturation process. As instructors, we need to be growth oriented. How do the course objectives fit into the overall curriculum; the route God has planned for this student to reach his

maximum potential? The purpose for being here is clear. We're equipping others for works of service in God's kingdom (Ephesians 4:12) and in apostolic ministry. Like Robert Dale once said, we're "sowing seeds of ministry and growing believers toward leadership." That is the sole purpose behind the Global Association of Theological Studies. It is like a sign I saw: "We build Pentecostal leaders to grow Pentecostal churches." Spiritual growth is one of our four core values. We value helping people grow!

As teachers we understand that "the only thing that endures over time is the law of the farm: I must prepare the ground, put in the seed, cultivate it, weed it, water it, then gradually nurture growth and development to full maturity" (Covey, *Principle-Centered Leadership*, 1991, 17). Covey encouraged leaders to "see the oak tree in the acorn and understand the process of helping the acorn become a great oak" (35). We are in the agricultural business; we plant seeds and help others grow to their maximum potential.

We will sow seeds, grow believers, and reap the harvest. The Bible school's primary reason for existence is to train and equip workers for the ripened fields (Mark 16:15; Luke 24:47; John 9:4). It stands in the gap for a lost world (Ezekiel 22:30). On one side of the divide are those whom God calls into the ministry. Waiting on the other side is a ready harvest. We (in Bible school ministry) serve as middlemen guiding workers-in-progress as they cross the bridge.

It is a joy and an overwhelming responsibility to be involved in training workers for the harvest. Training the next generation of leadership in God's kingdom is a great privilege. John Maxwell said, "A leader who reproduces followers limits his success to what his direct, personal influence touches. . . . A leader who produces other leaders multiplies his influence, and he and his people have a future. . . . True success comes only when every generation continues to develop the next generation" (*Developing the Leaders Around You*, 1995, 197–198). Not only are we involved in the ministry of multiplication—reaching and teaching others—but in passing on the baton of truth and leadership to future generations. Christa McAuliffe said (and I wholeheartedly agree), "I teach; therefore, I touch the future."

STUDIES GEARED TO CHANGING MINDS AND HEARTS

A carefully planned curriculum ascertains what the school is trying to accomplish and determines: (a) why? (b) when? (c) where? (d) who? and (e) how? It ensures that there is a balance between curriculum, content, and experience; between learning and doing. Truth transforms (John 17:17). D. L. Moody said, "The Bible was not given to increase our knowledge but to change our lives." A good curriculum and comprehensive objectives require careful planning, implementation, evaluation, and continuous improvement. *Curriculum* comes from a Latin word that means

“racecourse” and shares the same root word as *current*—the flow of water moving in the same direction. A well- planned curriculum will enable students to run the race, move in the right direction, and reach their goals.

At GATS we are also involved with the pursuit of quality curriculum. In that race there is no finish line. It is a daily quest for continuous improvement. A school armed with a vision, solid objectives, excellent curriculum, quality academic dean or principal, dedicated faculty, and diligent students that explore academic excellence can one day say, “I have fought a good fight, I have finished my course, I have kept the faith” (II Timothy 4:7). They will hear the Master Teacher respond, “Well done” (Matthew 25:21).

When GATS references curriculum, it is important to understand what is meant. It provides academic programs on four levels:

Certificate	Basic Bible Knowledge	150 Classroom Hours	Total of 150 Classroom Hours
Diploma	Ministerial Development 1	600 Classroom Hours	Total of 750 Classroom Hours
Associate Degree	Ministerial Development 2	750 Classroom Hours	Total of 1500 Classroom Hours
Bachelor Degree	Advanced Ministerial Development	1500 Classroom Hours	Total of 3000 Classroom Hours

GATS academic programs are based upon classroom hours rather than credit hours. Completing the required classroom hours can be done anytime—night, day, weekends, once a month, full time, part-time—whatever fits the local needs.

Member schools in one or more of these programs have agreed to teach the required courses (called core curriculum) for a minimum required number of classroom hours, in adherence to attendance and passing grade policies, and follow a predetermined set of course objectives. The selection of a course textbook is at the discretion of the local school. However, GATS provides an academic database of recommended textbooks for each course on its website(s). Textbooks help build a personal library for each potential preacher. Encourage students to make use of the library. Textbooks should be those written by United Pentecostal Church writers, or those of like precious faith, when such a textbook is superior or equal to any found on the subject by any other writer. No courses should be “just read the textbook” (the text is a reference). No teacher should just stand in the front of the class and read the textbook to the student.

We also provide two additional academic programs: distance education and faculty development. It should be noted that it will be some time before the distance education and bachelor degree programs are functional. All other programs are presently in use. All certificates, degrees, and diplomas for the six types or levels of studies are issued by the Global University of Theological Studies and are issued from our international office in St. Louis, Missouri, USA. Member schools merely send the transcripts. Once we ensure the GATS standard has been met, the appropriate certificate is released.

The following adapted story, originally written by John Mbiti, and quoted in *Christianity in Africa* by Kwame Bediako, brings an interesting (yet sad) point.

He had learned from all kinds of courses with heavy-duty, Greek names. It was his big day, Bible school graduation. His family and friends excitedly gathered. As his Associate of Arts in Theological Studies degree was being given, you could hear them chanting, “Kofi, Kofi, he’s our man. If anyone can do it, Kofi can!” After graduation, he packed his bags and quickly departed for his village. At home relatives, friends, and neighbors gladly welcomed him, “Kofi, Kofi, he’s our man. If anyone can do it, Kofi can!” Everyone was so thrilled. Jubilation was the order of the day. In the midst of the celebration, a scream was heard. Kofi caught a glimpse of his sister wallowing on the ground and rushed to her. Kofi yelled urgently, “Let’s take her to the hospital.” Those that gathered stared at him in disbelief. No one helped. Finally a schoolboy said, “Sir, the nearest hospital is eighty kilometers away.” Someone screamed, “She is demon possessed. Hospitals will not help her.” The village elder added, “You have been studying theology. Now help your sister. She is troubled by the spirit of her great aunt.” The crowd echoed, “Come on, Kofi! Kofi, Kofi, he’s our man. If anyone can do it, Kofi can!” But Kofi couldn’t. He turned slowly and went for one of his college textbooks on spiritual warfare. He searched the pages, looking for the needed answers. People continued to shout, “Help your sister! Kofi, Kofi, he’s our man. If anyone can do it, Kofi can!” He shouted back, “My sister is not possessed because my textbook says so.”

The moral of the story is that instructors should strive to balance theory with practical application and experience. This begins with carefully planning each course, making sure it is geared to maximum impact in the lives of students, and is related to the overall big picture. That is a topic for another lesson.

CONCLUSION

Our teaching ministry will affect others long after we are gone. A Greek proverb says, “A society grows great when old men plant trees whose shade they know they shall never sit in.” Be deliberate at leaving a mark on this planet; do something that imparts seeds of truth to the next generation and impacts eternity for our world. Someone once said, “If your vision is for a year, plant wheat; if your vision is for a decade, plant trees; but if your vision is for a lifetime, plant men.” And that, dear friends, is our big picture!

THE TEACHER AND THE BIG PICTURE

LESSON IN REVIEW

NAME: _____

NATION: _____ DATE: _____

1. What is the purpose of the Global Association of Theological Studies generally and of your Bible school specifically? _____

2. What are the four objectives of GATS?

A. _____

B. _____

C. _____

D. _____

3. According to the GATS objectives, how do we go about preserving the message?

4. How can instructors develop expertise? _____

5. Why is it important for instructors to be good examples? _____

6. How does GATS assist in faculty development? _____

7. Comment on the type of students needed in our Bible schools. _____

8. Identify what is meant by a “Ministry Action Plan.” _____

9. Relate or explain how a student is like a seed. _____

10. Relate or explain how a student is like wet cement. _____

11. In which ways are we as teachers in the agricultural business? _____

12. What is the Bible school’s primary reason for existence? _____

13. Explain the law of the farm. _____

14. According to John Maxwell, when does true success come? _____

15. According to D. L. Moody, why was the Bible given to us? _____

16. What are the benefits of a well-planned curriculum? _____

17. Define or explain *curriculum*. _____

18. What are the four primary academic programs provided by GATS? How many classroom hours are ascribed to each?

- A. _____
- B. _____
- C. _____
- D. _____

19. What are the GATS requirements or expectations regarding curriculum or academic programs of study? _____

20. Once all requirements are met by students, who issues certificates, diplomas, and degrees? _____

2019 GATS Administration Contact Information

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Assistant Coordinator of GATS

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Coordinator of AGE/Sub-Coordinator of GE

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Secretary of Global Educators

FORMS FOR GLOBAL EDUCATORS

GLOBAL EDUCATOR APPLICATION FORM

Name : _____

Street Address: _____

Telephone/Cell: _____

City, State Zip Code: _____

Email Address: _____

Church You Attend/Pastor: _____

Age: _____ Marital Status: _____

General Summary of Academic, Educational, and Ministry Experience

ACADEMIC CREDENTIALS

PROFESSIONAL AND/OR TEACHING EXPERIENCE

UPCI MINISTERIAL CREDENTIALS / EXPERIENCE

Credentials (Circle highest credentials)

Ordained minister General-licensed minister Local-licensed minister

Ministerial Experience (Pastor, evangelist, minister, teacher, missionary, etc.)

National, District and Global Missions Experience

LETTERS OF RECOMMENDATION

Attach pastoral recommendation (if applicable), plus two others

Please submit this form to GATS@upci.org

GATS MEMBERSHIP NATION RE-EVALUATION FORM

Name of Evaluator: _____

Nation: _____

Date of Membership: _____ Date of Re-Evaluation: _____

Name of School: _____

Address: _____

Name of Bible School Administrator: _____

Contact Information

Email: _____

Phone number: _____

Address: _____

GATS Program(s) Offered:

☐ Certificate ☐ Diploma ☐ Associate ☐ Bachelor

Please fill out a Curriculum Comparison Form for the corresponding program(s)

Is the membership nation compliant with the curriculum requirements for the programs they offer?

Certificate ☐ YES ☐ NO

Diploma ☐ YES ☐ NO

Associate ☐ YES ☐ NO

Bachelor ☐ YES ☐ NO

Comments: _____

Does the nation offer GATS Faculty Development Seminars? ☐ YES ☐ NO

If yes, what is the frequency of the seminars? _____

What are the desired dates for a yearly GATS Faculty Development Seminar?

Does the administration maintain adequate student records and transcripts?

☐ YES ☐ NO

Comments: _____

Please attach academic catalog and/or school handbook.

How can GATS better support the Bible school program in this nation?

Additional Inquiries not needed for Re-Evaluation:

1. Please describe student ministry involvement following graduation:

2. Evaluation of Facilities

Using a scale of 1-10, 10 being the best, evaluate the following and add any comments necessary.

Classroom Space: _____

Décor and Lighting: _____

Administration: _____

Food and Lodging: _____

Printed Materials: _____

3. Additional Comments:

CURRICULUM COMPARISON FORM

CERTIFICATE LEVEL

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Acts		24				
Bible Intro- duction	General overview of Bible	24				
Christian Living	Holiness, prayer, fasting, sacraments, tithing	24				
Pentecostal Doctrine	Oneness, repentance, baptism in Jesus' name.	30				
Life of Christ		24				
Evangelism		24				
Total Hours		150				

DIPLOMA LEVEL

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Bible Survey	Old Testament	24				
Bible Survey	New Testament	24				
Biblical View of Missions		24				
Spiritual Leadership I		24				
Life of Christ II		24				
Tabernacle		36				
Ministerial Ethics		24				
Pastoral Duties		24				
Evangelism II		24				
Bible Doctrine I		36				
Bible Study Methods		24				
Church Planting		24				
Christian Education		24				
Family Life		24				
Homiletics		24				
Prayer and Fasting		24				
Practical Holiness		24				
Spiritual Gifts		24				
Stewardship		24				
Core Curriculum Hours		480				
Elective Hours		120				
Total Hours		600				

ASSOCIATE DEGREE LEVEL

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Old Testament History		36				
Spiritual Leadership II		24				
Romans		36				
World Missions		24				
Major Prophets		24				
Minor Prophets		24				
Hebrews		24				
Ministerial Development		24				
Pentateuch I (Genesis)		24				
Pentateuch II		24				
Daniel and Revelation		24				
Bible Doctrine II	Oneness of God	24				
Church Growth		24				
Pastoral Epistles		24				
Epistles		24				
Pentecostal History		24				
Church Organization and Admin.		36				
Church History		24				
Comparative Religions		24				
Hermeneutics		12				
Pastoral Counseling		24				
Revival Principles		24				
Wisdom Literature		24				
Writing Techniques		24				

Core Curriculum Hours		600				
Elective Hours		150				
Total Hours		750				

ADDITIONAL COURSES

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours		Recommendations
Total Hours							

Faculty Development Assessment Form

To be completed by the Global Educator

General Information

Host

Facilitator: _____

Location: _____

Nations Participating: _____

Date of Seminar: _____

Names of Instructors: _____

Number in Attendance (attach list of participants) _____

Special Participants: _____

Lessons Taught:

By Whom:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Types of Evaluation for the Lessons (Objective? Subjective? Assessments):

1. _____
2. _____

Did you do a GATS membership re-evaluation? ☐ YES ☐ NO

Did you do Bible school administration training? ☐ YES ☐ NO

Lessons Taught:

By Whom:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Evaluation of Overall Seminar

	Excellent	Satisfactory	Needs Improvement
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Please complete the following evaluation using a scale of 1 to 5. '1' being poor and '5' being excellent.

Evaluation of Individual Instructors

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Comments/Reflections: _____

Recommendations: _____

Faculty Development Assessment Form

To be completed by the National Host Representative

General Information

Reporting Person and Position: _____

Location: _____

Nations Participating: _____

Date of Seminar: _____

Names of Instructors: _____

Number in Attendance (attach list of participants) _____

Special Participants: _____

Lessons Taught:

By whom:

Type of Evaluation for the Lessons (Objective? and Subjective? Assessments):

1. _____

2. _____

Did you have Bible School administration training: ☐ YES ☐ NO

Lessons Taught:

By Whom:

_____	_____
_____	_____
_____	_____

Evaluation of Overall Seminar

	Excellent	Satisfactory	Needs Improvement
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Communication from GATS representatives prior to the seminar:

☐ Excellent ☐ Satisfactory ☐ Needs Improvement

Comments: _____

Please complete the following evaluation using a scale of 1 to 5.
'1' being poor and '5' being excellent.

Evaluation of Individual Instructors

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Name: _____ 1. 2. 3. 4. 5.

Lessons Taught:

Was Spirit-led	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Engaged the audience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Encouraged interaction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was easily understood	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Taught key points of lesson material	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Respected schedule	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was adaptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments: _____

Comments/Reflections:

Recommendations:

***World Network of Prayer Suggested Guidelines
for National, District, Sectional, Local Church,
Pastors Prayer Force, and Prayer Net.***



***World Network of Prayer
A National's Perspective***

By

James Poitras

Leonard Fiatsuwo – Togo, West Africa

Leonard Fiatsuwo is a gentle-spirited, quiet national minister in Togo, West Africa. Having the privilege of teaching him during his three years of Bible School in Ghana heightened my interest in hearing what he had to say. He was speaking concerning the World Network of Prayer at the National Convention in Togo. Leonard serves as the National Coordinator of WNOP in this French-speaking nation. I intently listened as he explained this worldwide prayer

ministry from a National's perspective. I was challenged by what he had to say. I hope that you will be too!

PRAYER is the language of someone's burden. We cannot carry these burdens alone. We need a united prayer effort. United Prayer is when people join together in intercession. When two or three gather together in prayer something happens. "Again I say unto you, That if two of you shall agree on earth as touching any thing that they shall ask, it shall be done for them of my Father which is in heaven." (Matthew 18:19) United prayer produces results.

United Prayer helps us to lift burdens. Isaiah said, "And it shall come to pass in that day, that his burden shall be taken away from off thy shoulder, and his yoke from off thy neck, and the yoke shall be destroyed because of the anointing." (Isaiah 10:27) Some burdens are a heavy load. Alone the burden will not be removed. It can be done when we work and pray together. We are all looking for a city where there will be no more burdens. Until then we must keep the unity of prayer. It is a must. If we fail to pray, it becomes a sin.

The early church was blessed with this type of unity. They were of the same mind. As a result, God was able to pour out His Spirit upon them. They continued as a united force with just one goal - the progress and expansion of the church.

Prayer affects circumstances and situations. In Acts 16: 25-26 Paul and Silas prayed together and the foundations of the prison were shaken. They were able to be released. When the Early Church Network of Prayer met in Acts 12, Peter was released and came knocking on the Prayer Room door.

In the early church "prayer" was the ingredient that brought about the successful spreading of the gospel. We want to see this duplicated in the modern day church.

The disciples gathered together in the Upper Room. They focused their prayers and the Holy Ghost fell. From house to house they prayed and revival spread like wild fire. The church prayed, together, and signs and wonders were performed. "Prayer" is mentioned more than thirty times in the Book of Acts.

Why the World Network of Prayer? The World Network of Prayer is not another program or project. It is a way that we can place prayer in its proper priority. It is a ministry where people from around the world can be connected together in prayer. Together, as one body, we can collectively take our burdens to the Lord.

The **World Network of Prayer** has been established to serve as a hub for receiving and distributing prayer needs among our fellowship. It is an instrument to help the UPCI to focus prayer with one accord. It is to provide the prayer agenda for producing the power of agreement.

The World Network of Prayer is a “network.” We have to be unified to make up this “network.” Our plan is to destroy the enemy. “For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places.” (Ephesians 6:12) Did you notice who does the wrestling? It is not one person alone. You have to be very wise to track down and destroy the enemy. WNOP gives us unity of purpose and action. We come together, from around the world, to ask God for the answer. Do you remember God’s mathematics of spiritual warfare? “And five of you shall chase an hundred, and an hundred of you shall put ten thousand to flight: and your enemies shall fall before you by the sword.” (Leviticus 26:8)

Together our prayers are a strong force. We remember the needs of other people and countries because we are part of the one body (1 Corinthians 12:18). Prayer changes situations. Without using this avenue of prayer, we can be defeated. WNOP is the strategy we use to pray for our leaders, missionaries, so that the power of God will work in their fields of service. Missionaries are sent to people and a land that they don’t even know. They need us to uphold them in prayer. They need our HELP and cooperation! Prayer is the answer. It allows us to see what they are facing in their lives. When the church comes together in prayer, we are always stronger as a result. Burdens are lifted and problems solved.

WNOP opens our minds to how we can share the burdens of others. Sometimes a Christian or Preacher faces the enemy alone. It is not necessary. World Network of Prayer is there to share the burden. It ministers like Aaron and Hur when Moses was in battle. WNOP lifts up the burdened hands so that we can prevail against the enemy.

Thanks, Pastor Leonard for putting it in perspective. Prayer is the language of a burden and the mother tongue of the World Network of Prayer.

Every National Church should set up a National Network of Prayer that will be an arm or an extension of the World Network of Prayer. The National Network should strive to:

1. Coordinate prayer prior to all national meetings.
2. Cover all national officials and leaders with prayer, daily.
3. Promote each region, district, or section of the national church, as the network expands in their country, to have a prayer leader.
4. Organize specific times of prayer for different groups to unify in prayer, i.e. ministers and wives, young people, ladies groups, etc.
5. Encourage each local church to appoint a prayer leader within their church who will be in contact with the National Coordinator to network the local church with the National network.

THE NATIONAL COORDINATOR OF PRAYER

In order to achieve the goals of the World Network of Prayer, each country will appoint a National Prayer Coordinator who will coordinate the prayer efforts of the National Church and be responsible for networking with the World Network. The name and address of each national prayer coordinator will be given to the Regional Director who will in turn make sure that it is given to the World Network of Prayer Coordinator.

The National Prayer Coordinator will have as his responsibilities the following:

1. Work under the supervision of the National Superintendent and/or National Board, to help keep people involved in focused prayer.
2. To assist in organizing prayer groups/meetings on a national level.
3. To disperse prayer needs among individuals/churches/groups, to receive and record answers to prayer (praise reports).
4. To raise awareness of world-view praying (praying beyond local work—for national requests, for missions, governments, other cities, other nations, etc.)
5. To assure prayer covering for all efforts of the national work
6. To assist in planning, promoting, and to be responsible for setting up and maintaining a prayer area that would be inspirational to prayer at national functions
7. To plan for special times/days of prayer, such as;
 - a. National Day of Prayer (For example, the first Thursday of May is the National Day of Prayer for the North American church),
 - b. UPCI World Day of Prayer (Wednesday before the scheduled General Conference in America),
 - c. Special week of prayer and fasting (first week of January), etc.
8. To offer suggestions to pastors and local prayer coordinators which will enhance prayer in their churches.
9. To develop prayer evangelism in the national church.
10. To work in harmony and cooperation with the World Network of Prayer and its specific goals.

- 11.To relay requests of an international nature to the World Network of Prayer. To also relay any praise reports to the WNOP.

PRAYER COORDINATOR

According to the size of the National Church and as the National church grows, other prayer coordinators will need to be established for a District. Their work will be much the same as that of the National Coordinator but shall be limited to the area within which they are assigned.

Their job description should be as follows:

1. Work under the supervision of the District Superintendent and/or District Board, to help keep people involved in focused prayer.
2. To assist in organizing prayer groups/meetings on a District level.
3. To disperse prayer needs among individuals/churches/groups, to receive and record answers to prayer (praise reports).
4. To raise awareness of world-view praying (praying beyond local work—for national requests, for missions, governments, other cities, other nations, etc.)
5. To assure prayer covering for all efforts of the District work
6. To assist in planning, promoting, and to be responsible for setting up and maintaining a prayer area conducive to prayer at District functions.
7. To plan for special times/days of prayer, such as;
 - a. National Day of Prayer (For example, the first Thursday of May is the National Day of Prayer for the North American church),
 - b. UPCI World Day of Prayer (Wednesday before the scheduled General Conference in America),
 - c. Special week of prayer and fasting (first week of January), etc.
8. To offer suggestions to pastors and local prayer coordinators which will enhance prayer in their churches.
9. To develop prayer evangelism in the District.
- 10.To work in harmony and cooperation with the National Prayer Coordinator and the World Network of Prayer and its specific goals
- 11.To relay requests of a District nature to the National Network of Prayer. To also relay any praise reports to the National Coordinator.

SECTIONAL PRAYER COORDINATORS

If the work within the District grows sufficiently that the Network needs further coordinators then a prayer coordinator could be appointed on a sectional level or on as many levels as is practical. In each case the above job description would be adapted to fit.

LOCAL CHURCH PRAYER COORDINATORS

Each local church should have an established network of prayer to cover the church, the pastor and other members of the ministerial staff, and the outreach.

The job description for the Local Prayer Coordinator could be as follows:

1. To work under the supervision of the pastor, assisting him in keeping people involved in focused prayer.
2. To assist in organizing prayer groups/meetings.
3. To assure that all prayer requests receive serious prayer.
4. To disperse prayer needs among individuals/groups, to receive and record answers to prayer (praise reports).
5. To raise the awareness of world-view praying (praying beyond local work - for missions, leading governments, other cities, other nations, etc.)
6. To assure prayer covering for the local community and city.
7. To assure prayer covering for all efforts and meetings of the local church.
8. To assist in planning, promoting, and to be responsible for setting up and maintaining a prayer room that would help create an atmosphere of prayer.
9. To plan for special times/days of prayer, such as National Day of Prayer or other days as may be promoted from the District or National Prayer Coordinators.
10. Any other responsibilities that the pastor might assign in relationship to the Prayer ministry.

PASTOR'S SPECIAL PRAYER FORCE

The pastor in the local church may wish to establish a special prayer force for the purpose of supporting his ministry in prayer. He will need to establish a job description of this special force. It will probably need to include the following:

1. To assure that at least one person is praying/fasting each day specifically for the pastor and his family.
2. To develop a prayer agenda or offer instructions and suggestions on praying effectively for the pastor.
3. To be responsible, if the pastor desires, for having a small group of Prayer Force to meet with the Pastor prior to each service for special prayer.
4. To assign at least one prayer warrior to be in prayer for the Pastor and his ministry throughout each service.

PRAYER NET

The united praying church interceding, covering the world with prayer. Each church praying for the church directly north, south, east and west of its location. A net of prayer will cover the world if:

1. Every church will pray for the church to its north, south, east, and west
2. Every nation should also pray for revival in the nation(s) to its north, south, east, and west.

What is a Prayer Ministry? **World Network of Prayer**

Prayer Ministry is a broad term that encompasses many different organized activities, but the best general description used is getting serious about prayer.

Why is it necessary to tell Christians to get serious about prayer? One study has shown that the average professing Christian spends less than 2 minutes a day in prayer. Another study reported that 28% of church leaders spent less than 10 minutes a day in prayer. This percentage significantly increases when Pentecostal/Charismatic leaders are excluded.

How to Get Started: PRAY! The proper way to begin anything in the church is in prayer, and prayer ministries are no exception. Pray often, pray regularly, and pray with others who understand the need for prayer.

Pastor and Staff Support: No ministry within a congregation is likely to survive without the genuine endorsement of the pastor. A prayer ministry is no exception.

Choosing a Leader: The selection of a leader is very important and can be a critical turning point even before the ministry begins. The person must have the gift of leadership and the endorsement of the pastor. Seek this person in prayer.

Practical Tips

Beware of Satan

- When you start a prayer ministry, Satan will oppose you. You can rest assured that if you are making progress, he will increase his attempts to distract you. It is crucial that you pray for protection. That you pray for your family, and those close to you. Pray for others who are involved in

building a prayer ministry. Prayer will cause Satan concern, and prayer is our best defense.

- Church work is no threat to Satan, but the work of the church is deadly to his goals and plans. Through prayer, we will advance the work of the church. Satan cannot stop prayer, so he will attempt to stop the pray-er.

Don't Organize God out of your Ministry

- Leave room for God's hand in all that you do, but do not sit around doing nothing.
- If you have done the things above, you will already have assembled a group of like-minded Christians. If you meet regularly to pray for your congregation, its needs, and the needs of its members, then you have already, successfully, implemented a very important prayer ministry.

Teach Prayer

- This may include a special class for your prayer ministry inner circle.
- A Sunday school class for adults as well as one for children.
- Use vacation Bible school as a forum to teach children to pray
- Prayer must be taught from the pulpit to reach a segment who will attend only Sunday worship services.

Don't start too many things at once

- People will be overwhelmed by too many changes and it will stress your resources as well. It is much better to begin one or two new things at a time, and allow them to become established before adding another activity.

Build Leaders

- One person cannot effectively run a multifaceted ministry. The leader should recruit, encourage, mentor, and DELEGATE. You will build more leaders by having a different person in charge of each activity, and you are not as likely to burn anyone out. By giving a person ownership of an activity, they will generally do a better job. A good leader must know how to say no to additional work before it becomes too much. Work closely with your pastor in choosing this committee.

Report what you are doing

- One of the aspects of getting serious about prayer, is for your group to not become obsolete. People are not going to get excited about something

they do not know about. Use available avenues to tell the staff, leaders, and congregation as a whole of what the Lord is doing within your midst.

Allow for a variety of commitment in your activities

- Much has been written about the shift in the population. One trait consistently brought to the front, is that people are less willing to commit for long periods.

There are a growing number of people who will not make long-term commitments to anything. Keep this in mind as you implement activities. Keep a mix of things that allow a short-term commitment or even no commitment in addition to those things that require a longer term. There are people who will make *ONE* commitment for *ONE WEEK 52 times in a row*, but they would not consider making a commitment for a year to the same activity.

- Not all are at the same point of Spiritual maturity, and not all will grow at the same rate, or even with the same stimulus.

This may be an obvious point; it is very easy for us to forget. In forgetting, we open ourselves to the pitfall of narrowing the scope of our ministry, in falling prey to pride, and self-righteousness. This can create opposition to our ministry and contention in our congregation.

A Prayer Ministry Model

The Prayer Support Group

- This is the inner circle or steering committee.
- This group initially met weekly for about a year, and then began to meet semi-monthly.
- This was a small group of 12 people who were interested in stronger prayer within the congregation.
- The first six meetings were centered around a prayer class, with video and workbooks.
- At every meeting, time is reserved for small group prayer.
- The members from this group become leaders of the various activities. A person takes responsibility for the task, and recruits help from the group and from the congregation. No one is pressured to take a leadership position, most have done so.

Children's Sermon / Object Lesson

- Children are brought to the front of the sanctuary for an object lesson during worship services. After the object lesson, before returning the children to their seats, the pastor leads the group in a prayer related to the subject just covered and then has the children pray for the need.

Church Board Prayer Needs

- We called each church board member monthly, and asked for their prayer needs. These needs were distributed to all the saints who were asked to pray for their needs.
- These prayer needs were circulated selected individuals in the congregation as well as the prayer support group. Prayers of thanksgiving were solicited in response to the answers to previous months' prayer needs.

This activity, serves several purposes. It brings God's power and wisdom to the activities of the congregation. It keeps the lay leadership aware of the prayer ministry, and of the importance of prayer. It allows you to remind the leadership of the results of prayer. It encourages the leadership to pray for their activities, and for the activities of others.

Every Member Prayer

- An early activity was to insure that all members were lifted to the Lord in prayer on a regular basis. This activity has a group of people, who agree to pray for one person each day, and send that person a note telling them that they have been in their prayers. There are enough people that every person (adult and children) in the congregation is prayed for, as an individual, two times during the month.
- This activity brings immediate benefits and blessings to those for whom prayers are offered, it brings greater joy and blessing to those who offer the prayers, and it serves to bring the congregation closer together.

Prayer Bulletin

- A weekly bulletin insert is created as a separate page folded to create a four-page bulletin.
- The back page contains devotional materials related to prayer.
- The front special prayer needs for missionaries, and for the local congregation.

Prayer Care

- This program is designed to encourage the congregation in intercessory prayer. An 8 x 11 sheet is prepared with the prayer need of one person. Other individuals are included on additional sheets.
- At the end of Sunday services, the sheets are passed out by the ushers to whomever wishes to take one. The person who takes a sheet is agreeing to pray for that person during the week, and to fold the sheet into quarters making a small greeting card. The card is sent with a note of encouragement to the person.

Prayer Line

- This is a traditional calling tree of people who have agreed to receive intercessory prayer needs.
- Prayer line phone number can be published in the phone book and Yellow Page ad.
- Electronic devices can be used to extend the reach and make the prayer line more effective.
- The prayer line must not degenerate into a gossip line.



Reaching the World One Child at a Time

*Introduction to Global Children's Ministries
Global Missions, UPCI*

Introduction

A basic knowledge of God's Word is essential for anyone trying to share it with others. Children's Ministry teachers have a greater responsibility than average saints. While a university degree is not required, there are some serious spiritual obligations: "*My brethren, be not many masters, knowing that we shall receive the greater condemnation*" (James 3:1). In this verse, the word "masters" means "teachers." This includes pastors, church leaders, missionaries, preachers of the Word, or anyone who gives instruction to a group of people.

We are striving to get as many people as possible involved in reaching Africa's children. At the same time, we must be sure they are sharing the gospel with the Bible as their major source of information and inspiration. It is also important that the fundamental doctrines of the church are taught in a clear manner. This can only happen when those who express a desire to work with children's ministry have a foundation in the following areas:

1. Their personal walk with God shown by:

- Obedience to the gospel plan of salvation (what is the gospel?)
- Evidence of the Fruit of the Spirit in your life (what is the Fruit of the Spirit?)
- Being a living example of godly conduct (what is godly conduct?)
- Seeking God's wisdom for each lesson taught (how is God's wisdom found?)

- Spending personal devotion time asking God for direction (how does God give direction?)

2. Their vision for the salvation of children's souls shown by:

- Presenting the gospel message to all ages (how do you share the gospel?)
- Teaching children they are valuable to God and can speak directly to Him in prayer and praise (how do we know God cares and listens?)
- Giving opportunities for children to ask questions about repentance, water baptism, and receiving the Holy Ghost (when do children have the chance to ask questions about God?)
- Praying with children to fulfill the gospel plan (does God fulfill His gospel in the lives of children? Memorize and study Acts 2:38-39.)

3. Their understanding of how children learn shown by:

- Recognition of needs of different age groups (why not teach all ages the same way?)
- Ability to work with students according to their needs (what do children need?)
- A willingness to learn new and varied ways of teaching (what are some different teaching methods?)

4. Their commitment to memorizing (getting “user friendly” with) God's Word by knowing:

- Divisions of Old and New Testaments (what are they about?)
- 66 books of the Bible (in order)
- The six days of creation and the reason for their sequence (plants then animals)
- The Lord's Prayer - as a guide for praying (not just for memorizing)
- Psalms 1, 23, and 100 (songs of worship and praise)

5. Their love for the doctrines of this church expressed through:

- Knowledge and ability to share the truths of the International Articles of Faith (what is that?)
- Giving students opportunity to share these truths with others (students can evangelize?)

Strategies for Training

Pastors, children's ministry leaders, and church officials should encourage teachers to follow this plan for training. Every soldier knows he must go through training before he fights his first battle. Every children's ministry teacher needs training before he fights the devil for the souls of his students. The simple guidelines listed for training children's ministry teachers are easy to follow, but for training to be successful, someone must be in charge, and hold the trainees accountable. This is why pastors and children's ministry directors and secretaries are so important.

There is also a need for rewards for effort. The greatest reward is watching the life of a student transformed by God and His Word. However, it is always good to have proof of successful training. Certificates (a small one for each section of the training, and a large final certificate for all who successfully complete all five sections of teacher training) go to every volunteer who finishes all requirements for

teacher training. This serves as a reminder to you (and others) that you are equipped for battle.

Pastors are the first authority to get involved. They need to be sure the army of sergeants (teachers), captains (secretaries) and generals (directors) who are fighting in the battle against the devil are ready:

Conclusion

It is obvious that we need helpers to reach our children. It is also obvious that they need training. This teacher training will help busy pastors to be sure their children's ministry teachers have a solid foundation before they begin reaching out for the souls of children.

Qualifications for Sunday school Teachers – All those involved in training should be:

- A faithful, proven member of your congregation who has already repented, been baptized in Jesus' Name, and has received the Holy Ghost with evidence of speaking in tongues. This is the gospel of Jesus Christ that brings salvation to all ages, as recorded in Acts 2: 38-39 and confirmed by the Apostle Paul in 1 Corinthians 15: 1-4. This is the most important requirement for any teacher of God's Word.
- Someone who is doing his best to live a life above reproach
- Someone who is willing and eager to be used in the work of God
- Someone who is prayerful and careful with the souls placed in their charge
- Someone who is a student of the Bible – always striving to learn more from God's Word
- Someone who is living a separated life – different from the worldly influences around them
- Someone who is committed to winning souls to Christ by sharing the gospel and giving opportunities for all students to fulfill the salvation message of Acts 2:38

God Cares and Listens

Does the great big, almighty God care for children? YES, He does! No matter how young, children are special in God's eyes. His plan is for them to have a godly father and mother (God designed marriage – Genesis 2:3, 18), and to be nurtured and loved until they were grown and taking care of themselves (Psalm 128:1-6).

That does not sound like the life plan most children experience. However, it is God's plan.

- 📖 He is the giver of life, and cares for every child born into the world (Jeremiah 29:11).
- 📖 He pays attention even when they are still in their mother's womb (Psalm 139:13-16).
- 📖 After their birth, He notices them so closely, He knows how many hairs are on their head – even knows when one falls out and keeps the count going (Matthew 10:30-31).

All that attention is before they say their first word, and forever after. Always remember, you are teaching God's children – He gave them life.

When Jesus walked on earth, He was a busy man. His ministry touched so many lives, and His disciples thought He was important. But Jesus was never too important to bless children.

“Then were there brought unto him little children, that he should put his hands on them, and pray: and the disciples rebuked them. But Jesus said, Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven. And he laid his hands on them, and departed thence”
(Matthew 19:13-15).

“And they brought unto him also infants, that he would touch them: but when his disciples saw it, they rebuked them. But Jesus called them unto him, and said, Suffer little children to come unto me, and forbid them not: for of such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child shall in no wise enter therein” (Luke 18:15-17).

In case you did not catch it, Jesus took time to touch and bless the smallest child. *“And he took them up in his arms, put his hands upon them, and blessed them”* (Mark 10:16). How small does a child have to be for Jesus to take them in His arms? By three or four years, it is not easy to take a child in your arms. Jesus was handling the babies. He rebuked His disciples for sending their parents away, because these little ones were (and still are) precious to Him.

Does Jesus listen when we talk to Him? Jesus notices every time someone talks to Him. His ears are always open. We do not need a big booming (mature) voice. We just need to speak our thoughts and needs to Him in prayer. He is listening, and He cares.

Thanks to Sis. Angie Clark for the following points from her lessons *7 Essentials of Kids Prayer* used in Ghana, West Africa, September 2005.

The Lord values, encourages and requires the prayers of His children – no matter what age.

- 📖 Jesus at age 12 said that He had to be in His Father's house (Luke 2:46-52).
- 📖 Samuel was dedicated to the Lord before he was born and learned to discern the voice of God at a young age (I Samuel 3:1-21).
- 📖 As an 8 year old boy, Josiah became king of Israel. As a teenager he wept before the Lord in repentance for the actions of his ancestors and renewed the covenant with the Lord (II Kings 23:25).

It is clear that God uses the prayers of children.

- 📖 **Joel 2:28** – God is not a respecter of gender, age or maturity. He uses everyone to do supernatural things.
- 📖 **Matthew 19:14** – Children are already prepared to receive the kingdom as a gift of God.
- 📖 **Matthew 18:1-4** – Children are humble in spirit. Their hearts are full of simple trust.

- 📖 **Matthew 18:5** – When we welcome children, we welcome Jesus.
 - 📖 **Matthew 11:25-26** – God is pleased to reveal some mysteries of the kingdom only to little children rather than to the wise and learned.
 - 📖 **Psalms 8:2** (Psalms 18:24-27; Matthew 21:15-16) – the Lord has ordained the prayers and praises of little children for the purpose of spiritual warfare.
 - 📖 **Malachi 4:5-6** (Luke 1:17) – The Lord is releasing a spirit of Elijah by preparing the intergenerational army walking in unity to make way for the king and His kingdom.
 - 📖 **Proverbs 22:6** – We have the opportunity to intentionally train up a generation that knows Jesus!
 - 📖 **Matthew 28:18-20** – The Great Commission forces us to define the word “them.” 52% of the world’s population is under the age of 15. We are commanded to go to “them,” so we had better recognize this divine set-up by the Lord.
-

Children Need Training.

Waiting for children to become teenagers before allowing them to walk in the power of the Holy Spirit robs the church of its vital energy. Children need training now, not just teaching, to help them reach their potential as members of the Body, no matter their age.

Why is it that children are recruited for military training at young ages? It is because they can learn to shoot, be taught to hate, and engage in intense battles at very young ages. The prince of darkness knows their value and understands that by mobilizing children he can have access to them for life. How are we, in the kingdom of light, doing at training our children to intercede, show love to others, and engage in ministry at very young ages? Are we missing a vital part of the body by neglecting them?

Areas of Spiritual Training for Children

All of the areas listed below involve prayer.

- Worship
- Hearing God’s Voice
- Healing
- Intercession (Kingdom Praying)
- Praying in the Spirit
- Evangelism

Our goal is to witness the day when people from every tribe and tongue gather around the throne to worship (Revelation 7:9). This will only be possible once Matthew 24:14 is fulfilled, so we need the help of children to pray for the harvest with us. It is exciting to know we could double or triple our prayer for the harvest overnight if all the children in our churches join our prayer force.

At this moment you are being beckoned to raise up children, perhaps your own, who will pray and be a part of bringing the harvest into the kingdom. You have a growing sense that your children need to join the prophetic fervor that is rising among the nations for the return of Jesus. So, do not be afraid to begin. You need not be the world’s foremost prayer warrior to train children in prayer, just someone

with a heart for children, the harvest, and an anointing to carry you through. God is pouring out His spirit on *all* flesh. Sons and daughters will prophesy (Joel 2:28). Don't you want the "sons and daughters" to be children you know? Following are seven essential core values to make it so.

1. WORSHIP – PSALM 8:2 – God's enemies are silenced when children praise/worship.

"Out of the mouth of babes and sucklings hast thou ordained strength because of thine enemies, that thou mightest still the enemy and the avenger" (KJV).

"You have taught children and nursing infants to give you praise. They silence your enemies who were seeking revenge" (NLT).

- The number one job of children is to worship. Why? Because when they do, the enemies of God (spirits, demons, people) are silenced. Imagine an enemy of God having a large piece of tape placed over its mouth by a child.
- Satan is known as the "accuser of the brethren," which means he is constantly bearing false witness against saints to God. If he is silenced by the worship of children, his main weapon is canceled.
- This "job" allows children the ability to have a place in the church body; to be included. There is no scripture that promises such power for adults who worship and praise the living God – therefore if the enemies of God are to be silenced, children must be trained in worship.
- Consider that worship is not something we do, it is a way of life. Anything we do as a worship to God is worship to Him.

CHILDREN IN ACTION

- Teach this verse to children and allow them to put it into practice every time they meet for classes, prayer meetings, crusades, etc. You want them to know that their "number one job" is to worship Jesus and that when they do, something supernatural happens.
- Introduce songs of worship that can be set to motion – let children worship with all their heart, mind, spirit, and body.
- Let worship songs focus on "compliments" to Jesus for His great love, His sacrifice, etc. Consider the current "children's songs" that are being sung – if they do not worship God, giving Him compliments, then do not spend as much time singing them. The power to silence God's enemies comes through true worship...not just singing.
- Teach children to understand that worship is not just singing at church. It is a way of making everything they do give glory to Jesus. Let children think about this and give answers as to what kind of things they can do daily as worship.

2. KINGDOM PRAYING – MATTHEW 6:33 – Seek first the kingdom of God, even in prayer.

"But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you" (KJV).

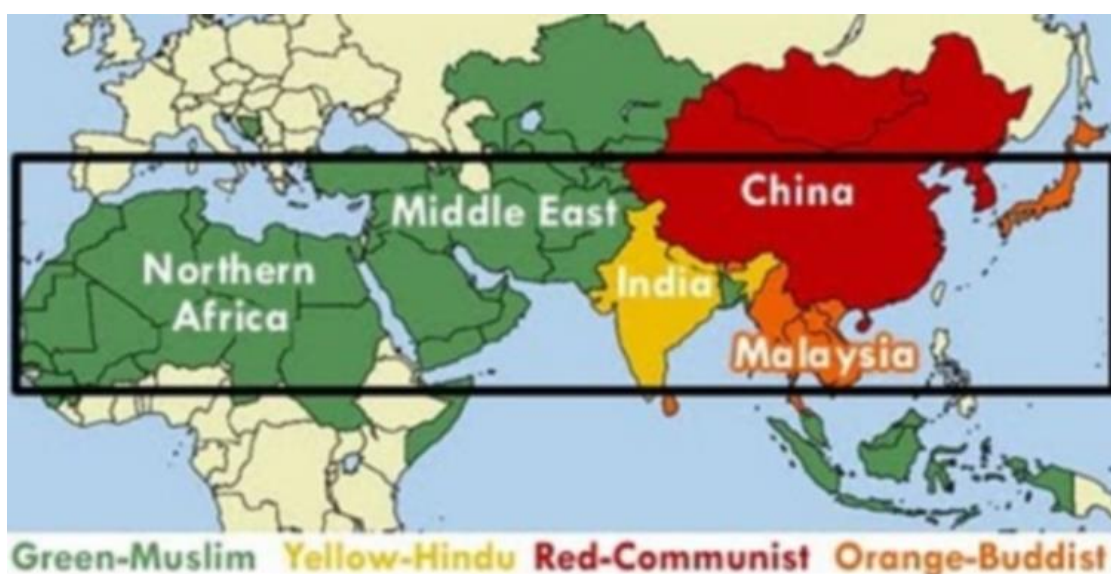
"And he will give you all you need from day to day if you live for him and make the Kingdom of God your primary concern" (NLT).

- The number two job of children is to pray for others. When they do they are answering the only prayer request of Jesus found in Matthew 9:37-38, NLT. *He said to his disciples, "The harvest is so great, but the workers are so few. So pray to the Lord who is in charge of the harvest; ask him to send out more workers for his fields."*
- Training children to pray for others helps them stop thinking only of themselves; it helps to weed out selfishness and encourages them to prefer others ahead of themselves.
- When children begin to put the kingdom of God first in their prayers, they will begin to put the kingdom of God first in other areas of their lives as well. Other areas may include: finances, time, service, social awareness, etc.
- Training children in this area produces people who see the sick and care for them. People who will feed the hungry, and care for orphans and widows. Do not be surprised when children begin praying for the kingdom, if they become interested in “doing” something to help others in need.

CHILDREN IN ACTION

Be aware that many times children do not pray for things they do not know about. You may need to become informed so that the children you are training may become “informed intercessors.”

- Children like to hear about the condition of other children from other countries, even villages, that are different from their own.
- This is a kind of praying that “shapes the world” because it is bigger than one’s personal, church, village or country’s needs. It is praying for others, *first*.
- There are several areas to focus on to start with:
 - ✓ The “10/40 Window” – This is an area of the world that has the most people living in it, but the least amount of Christians and/or missionaries. It is located 10 degrees north of the equator and runs up to 40 degrees north of the equator. It spans from Korea through Northern Africa.



- ✓ T. H. U. M. B. Praying – “Thumb” prayers help children pray for particular people groups by religion. These false religions are spiritual strongholds

and are currently blocking efforts of Christians to evangelize this area of the world. THUMB prayers cover the major religions found in the 10/40 Window.

- T = TRIBAL
- H = HINDU
- U = UNRELIGIOUS
- M = MUSLIM
- B = BUDDHIST

✓ Children at risk – this segment of society covers a large percentage of the world's population.

- Child slavery is on the rise in many Asian and North African nations. Since the great tsunami hit in December 2004, untold thousands of Pacific rim children are being sold, auctioned off as sex slaves and domestic help.
- Child labor is a major problem in developing nations. It keeps children from getting an education and continues a cycle of poverty and crime.
- Child soldiers are being forced into military roles at increasingly younger ages. "Today, as many as 300,000 children under the age of 18 serve in government forces or armed rebel groups. Some are as young as eight years old...orphans and refugees are particularly vulnerable" (www.hrw.org – human rights watch organization). This problem plagues children from Central to South America, Africa, Asia, the Middle East and parts of Eastern Europe.
- Orphans, street children, and child refugees all need prayer for protection, provision, and the love of Jesus. (For example, in sub-Saharan Africa some 500,000 children under the age of 15 died of AIDS in 2004, according to the United Nations. This is in addition to the large number of children orphaned due to the AIDS virus around the world.)
- Unborn children who are unwanted by their mothers are at a high risk of being aborted.

This is the result of informed intercession:

"After this I saw a vast crowd, too great to count, from every nation and tribe and people and language, standing in front of the throne and before the Lamb. They were clothed in white and held palm branches in their hands" (Revelation 7:9, NLT).

3. LISTENING – John 10:27 – Children need to learn to know Jesus' voice and obey.

"My sheep hear my voice, and I know them, and they follow me:" (KJV)

"My sheep recognize my voice; I know them, and they follow me" (NLT).

- Many times when children are in prayer training, the practice of listening is often overlooked. It is important for children to be trained to hear the Holy Spirit so they may obey.
- Listening for God's voice takes practice and discipline – however, the younger the children, the quicker they will sense things (hear) in their spirit.
- This will teach children to become aware of their spirit, and train them to hear the voice of the Holy Spirit.

- A good biblical example is of Samuel (I Samuel 3:1-21). Samuel heard the voice of God, but it was Eli, his elder, who helped guide him to understand the experience.

CHILDREN IN ACTION

- ✓ Children are spiritual beings, living in earthly bodies. God – who is a spirit (John 4:24) – will most often communicate through their spirit, not through the natural world around them (hearing an audible voice, etc.).
- ✓ Children need to listen with their spirit for the impressions, thoughts, pictures, words, and feelings given to them by the Holy Spirit.
- ✓ Take time to allow children to listen after a lesson to hear what the Holy Spirit is saying to them about how the lesson needs to be used in their lives – individually and as a group. Too many times teachers rush through the stories, but do not have “impact time” for the children to really hear what the Spirit of God is saying to them. This is different than an altar call.
- ✓ Participate with children in sharing what you hear from the Holy Spirit during quiet times together. Sharing from your personal fresh encounters with Jesus will create a true bond with the children as you train them in this area of crucial spiritual development.
- ✓ When children “hear things in their spirit” that they do not understand, guide them to scriptures, or simply make note of their impressions and save them for a later time.
- ✓ Sometimes children are like little “echos.” They repeat what they hear from someone else just so they can participate – this is okay. Eventually, they will feel confident and comfortable to share their own personal experience. As their trainer, your role is to encourage them and make them hungry for more of Christ.

4. HEALING – JOHN 14:12, JAMES 5:15 – Children have faith to do works of Jesus.

John 14:12, KJV – “Verily, verily, I say unto you, He that believeth on me, the works that I do shall he do also; and greater works than these shall he do; because I go unto my Father.”

John 14:12, NLT – “The truth is, anyone who believes in me will do the same works I have done, and even greater works, because I am going to be with the Father.

James 5:15, KJV – “And the prayer of faith shall save the sick, and the Lord shall raise him up; and if he have committed sins, they shall be forgiven him.”

James 5:15, NLT – “And their prayer offered in faith will heal the sick, and the Lord will make them well. And anyone who has committed sins will be forgiven.”

- When the Church releases the faith of children and begins to accept the work of the Spirit through them, extraordinary things begin to happen. When children are led pray for the sick with faith, the sick recover.
- Although there is no formula for answered prayers, there is a technique that can be taught to children that trains them to participate in the plans God has for the entire Body of Christ.

CHILDREN IN ACTION

- ✓ The same Holy Spirit that fills adults, fills children – they do not get a “Holy Spirit, Junior” version.
- ✓ Since children will be doing the works of Jesus, relate stories to them of how He was moved with compassion for others and what that might feel like. Tell stories of some of the miraculous things He did too, and how it impacted other people. This will help prepare them for how their prayers will be answered and what to expect.
- ✓ Being able to “listen” for the voice of Jesus will be very important in developing this aspect of their ministry. Their sensitivity to God’s voice will allow them the opportunity to obey in every situation.
- ✓ Many times we, as teachers, do not give training in this area because we are afraid that “God might not answer the child’s prayer, and they will become disappointed in God.” Be sure to understand that this teaching in Scripture is for all believers, and that God does not need us to worry about His reputation. Perhaps there is a deeper personal issue that may require examination, such as pride, fear, or unbelief. However, this does not have to keep us from transmitting this valuable information to children. If in doubt, focus on the Word.
- ✓ Praying specifically is important in this area because it allows children and those who receive healing to know beyond a doubt that the prayer for healing was answered. Imagine specific praying as a smart-bomb that can be used at precisely the right place at the right time. Praying specifically expands our faith.
- ✓ Do children need to be filled with the Holy Spirit to pray for the healing of others in Jesus’ name? Not necessarily. Healing comes through the stripes Jesus took before His death, through the use of His name in prayer, and through faith.

5. SCRIPTURE PRAYERS – Psalm 119:89; II Timothy 3:15 – God’s Word is a spiritual weapon that impacts eternity.

Psalm 119:89, *KJV* – “For ever, O LORD, thy word is settled in heaven.”

Psalm 119:89, *NLT* – “Forever, O LORD, your word stands firm in heaven.”

II Timothy 3:15, *KJV* – “And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus.”

II Timothy 3:15, *NLT* – “You have been taught the holy Scriptures from childhood, and they have given you the wisdom to receive the salvation that comes by trusting in Christ Jesus.”

- Praying Scripture is a powerful way to apply God’s written Word to our life.
- Scripture praying is speaking out the will of God for all things because His Word is never wrong and is eternal. Those who struggle with understanding the “will of God” for their life can greatly benefit from praying Scripture, His will written down.
- Reading and meditating on the Scriptures is a good practice, but speaking the eternal Word of God aloud causes things to happen in the spirit realm. The spoken Word of God is powerful when mixed with faith.
- When children begin to pray Scripture, they are taking part of the prophetic element of the Body of Christ, which in itself is fulfillment of Joel 2:28 (your sons and daughters will prophesy).

CHILDREN IN ACTION

- ✓ Choose passages of Scripture that deal with topics such as offerings, healing, salvation, forgiveness, power, blessing and adoration in order to train children to pray the content of the passages as short one or two sentence prayers. Add to your topical list as needed.
- ✓ Train children to find their own “topic” by using the concordance in the back of the Bible and then writing their own prayers based on Scripture.
- ✓ Give children opportunity to pray these Scripture prayers in corporate prayer settings (with other children or adults). Feature children who pray Scripture as often as possible so they can begin to use what they are learning immediately.
- ✓ Memorizing is good, but for those who struggle with memorizing, understanding the content is most important – being able to pray the content of Scripture back to God is just as powerful as “quoting Scripture.” In learning to pray the content, children learn to apply the Scriptures to their personal lives.

Children will need their own Bible at some point to begin personally applying the principles of Praying Scripture. Until they have their own Bible or have access to one at home, they need to rely on materials (index cards, etc) provided by the church/class/teacher.

6. HOLY SPIRIT – Mark 16:17-18; Acts 1:8 – Children need to stay full of the Holy Spirit.

Mark 16:17-18, KJV – *“And these signs shall follow them that believe; In my name shall they cast out devils; they shall speak with new tongues; They shall take up serpents; and if they drink any deadly thing, it shall not hurt them; they shall lay hands on the sick, and they shall recover.”*

Mark 16:17-18, NLT – *“These signs will accompany those who believe: They will cast out demons in my name, and they will speak new languages. They will be able to handle snakes with safety, and if they drink anything poisonous, it won't hurt them. They will be able to place their hands on the sick and heal them.”*

Acts 1:8, KJV – *“But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth.”*

Acts 1:8, NLT – *“But when the Holy Spirit has come upon you, you will receive power and will tell people about me everywhere--in Jerusalem, throughout Judea, in Samaria, and to the ends of the earth.”*

- It is when people are full of the Holy Spirit that they do the works of Jesus and greater works. *“The truth is, anyone who believes in me will do the same works I have done, and even greater works, because I am going to be with the Father” (John 14:12, NLT).*
- The Holy Spirit is poured out on all flesh for five major reasons: 1) greater way to glorify and worship Jesus, 2) sign to the unbelievers, 3) prayer language, 4) build up inner man, 5) and power.
- The Holy Spirit is more than a “ticket to heaven.”
- People in the New Testament who were filled with the Holy Spirit:

- ✓ John the Baptist – Luke 1:15
- ✓ Elisabeth – Luke 1:41
- ✓ Zachariah – Luke 1:67
- ✓ Simeon – Luke 2:25
- ✓ Jesus – Luke 4:1
- ✓ First Church – Acts 2:2, 4; 4:8; 4:29-31
- ✓ Stephen – Acts 6:3, 5, 8; 7:55
- ✓ Paul – Acts 9:17; 13:9; 13:51-52; Romans 15:13-14; Ephesians 5:18-20
- ✓ Barnabas – Acts 11:24

CHILDREN IN ACTION

- ✓ Allow time for intercession and praying in the Holy Spirit (tongues) for the needs of others. Time for this is needed in the home as well as in the classroom or children's services.
- ✓ Help children develop their sensitivity through "listening" for Jesus to give them a word, sentence, picture, feeling, and then praying through it on behalf of someone.
- ✓ Encourage children to pray in tongues when they run out of words in English – when they don't know what to say, they can allow the Holy Spirit to pray through them in "code," to accomplish God's purposes.
- ✓ Talk much and often about the Holy Spirit to children. Answer questions and follow the leading of the Holy Spirit in every part of their training. The children need to know first-hand the power of the Holy Spirit and that it is more than a ticket to heaven.

Qualifications for Sunday school Teachers – All those involved in training should be:

- A faithful, proven member of your congregation who has already repented, been baptized in Jesus' Name, and has received the Holy Ghost with evidence of speaking in tongues. This is the gospel of Jesus Christ that brings salvation to all ages, as recorded in Acts 2: 38-39 and confirmed by the Apostle Paul in 1 Corinthians 15: 1-4. This is the most important requirement for any teacher of God's Word.
- Someone who is doing his best to live a life above reproach
- Someone who is willing and eager to be used in the work of God
- Someone who is prayerful and careful with the souls placed in their charge
- Someone who is a student of the Bible – always striving to learn more from God's Word
- Someone who is living a separated life – different from the worldly influences around them
- Someone who is committed to winning souls to Christ by sharing the gospel and giving opportunities for all students to fulfill the salvation message of Acts 2:38

How Do We Find Sunday school teachers?

Church leaders should be careful and prayerful about choosing Sunday school teachers. The basic requirement is not teacher training, but obedience to the gospel, and a burden for souls. Faithfulness is also a must, as Sunday school should be a

part of regular Sunday worship. If it is difficult to find those in your congregation with the above qualifications, try the following:

- Meet with the local church board to explain the qualifications needed for Sunday school teachers. Seek their counsel about who could teach.
- Make the announcement during services that you are looking for those with the above qualifications to work in Sunday school. Make the announcement exciting! Winning souls is the most rewarding thing you will ever do.
- Call for special prayer and fasting in the local church, asking God to call out those with a burden for the souls of children of all ages.
- Have special times of training to help those who show an interest to know what is expected of them.
- Understand that the Sunday school department is growing and learning, but our foundation must be based on Holy Ghost-filled teachers. Do not compromise or settle for anything less.
- Be willing to set the example of enthusiasm needed for Sunday school teachers. Let everyone know how important this work is. It is a blessing to give yourself to sharing the gospel with others.

How Many Classes Should We Have?

It is important to note that every church needs at least two different Sunday school classes – adults and children. However, to be really effective, there are several divisions that should be made of these two:

Children

- Infants (Beginners) – up to 6 years (usually not yet reading and writing more than the basics)
- Primary – 7 – 12 years (advanced enough to read and eager to learn)
- Teenagers – 13 – 19 years

Adults

- Mature saints
- New converts
- Young adults – considering/beginning marriage and family life

Those just beginning a church should look over their congregation and see which of these groups are present. Always consider the needs of your saints so you will know where to begin. If your church is new, there will be no need for a class of mature saints, and if all the children are older, there will be no need for a Beginner Class. This will vary from church to church, but the individual needs of each group must be dealt with.

Feed God's Children Right

Be careful to feed God's Word to your congregation in a way that will not choke or starve them. This means different age groups have different needs, and the Word should be presented in different ways to different age groups.

How Do Children Learn?

DEFINING THE NEEDS OF DIFFERENT AGES

Are the lessons you teach meant to help everyone? There are people in your congregation, sometimes the majority, who cannot sit still long enough, or who do not have a vocabulary big enough, to understand. Even though the text is fine, and the lesson is clear to you, it does not speak to them. Who are these people? Both children and adults fall into this category.

"Children" does not necessarily mean "babies." "Children" are those from birth to adulthood. Adulthood is defined at different ages, according to cultures. Basically, "adulthood" means one has reached the age where he is able to take care of himself, apart from his parents. This will vary from family to family, and even from child to child. Children have different needs than the adults your lesson is usually intended to reach. As children's bodies and minds develop, they have different needs and abilities. How do you separate your congregation into divisions of people with the same needs?

Preschool Division—smaller children who have not started school. They are just beginning to learn, so called Beginners.

- They will not be able to sit still for long. The teacher needs to use many different activities to keep them moving and learning as they go.
- They need lots of memory work and singing.
- They are extremely curious, and want to see, hear, touch and taste everything.
- They are very "me" oriented and understand things only in concrete terms, such as how God provides their daily food.

Primary Division—These children have started their formal education and can range anywhere from Class One to Class Four (Primary School).

- They should be able to read, but they will need lots of activity and visual reinforcement to retain what they are taught.
- They LOVE involvement, and this should be encouraged whenever possible.
- The most often asked question of this age group is "Why?"
- They are cooperative and look to their teachers as role models.
- These children are old enough to understand the plan of salvation and obey it as the Spirit draws them. The teacher of this class is developing faithful church members.

Junior Division—Children in this age group are developing their muscles (both mentally and physically) and beginning to shine in certain areas of their schooling. This group can range anywhere from Class Five to Class Eight.

- They still need lots of activities and are happy to participate. They are also more willing to sit still than younger children.
- Juniors often question your teachings, but are quick to obey when they understand.

- At this age they can develop personal relationships with God.
- They want to know “how?” and “why?” and enjoy competition in the form of games, puzzles, and contests.

Youth Division—This age group (from Class Nine through Class Twelve) is one of the most important groups in your Sunday school. Why? These young people are making life decisions.

- Some will be preparing for marriage during this period.
- Others will determine whether they will continue schooling or begin a career.
- This is a crucial time in the development of their Christian walk. At this age they need to seek the will of God for their lives—not just follow the traditional path others have chosen. These young people need much attention and prayer.
- They need to learn how to find answers in God’s Word for the major decisions they will be making. Sunday school is a great place to help them find the answers for the perplexing problems that they face daily.

Young Married Couples/Career Division—This age group is important also, because these young adults are living with the choices they made in recent years, and they must cope with real life circumstances/situations.

- They need to use the Scriptures daily for direction and make it a habit to check God's Word before making any new life decisions.
- Their teacher should be able to help them understand that God’s Word is the guidebook for every choice along life’s road.

Adult Division—This group should be divided into at least two different areas.

- **New Converts**—A special class for those who have just been born into the family of God is vital to a growing church. **This is so important that a failure to work with this group can lead to the loss of most of your new saints.** Even though you are still teaching on Wednesday night, and even though there is a general Sunday school lesson taught on Sunday morning, new converts need special care. To teach them the same thing you teach the mature saints is like putting your newborn baby up to the table with your ten-year-old and expecting him to eat the same meal. It just does not work. Newborns in Christ need milk (I Peter 2:2; I Corinthians 3:1-2).
- **Mature Saints**—These saints need the meat of God’s Word (Hebrews 5:12-14). They should be able to practice the life truths they have been taught. They should be faithful givers, strong witnesses, and committed soul winners. In this division you will find and develop the leaders/workers for your church.
- Both of these adult groups have special needs. They need a different approach (different types of spiritual food) to the truths that are so vital in their lives. **Do not neglect either group, or you will regret it as a pastor.**

REVIEW – CLASSES NEEDED FOR A GROWING CHURCH

- **Beginners**
- **Primaries**
- **Juniors**
- **Youth**
- **Young Married/Career**
- **Adult (New Converts)**

- **Adult (Mature Saints)**

For each age division carefully choose a teacher who understands that level's needs. If you don't have one to choose, begin today training Sunday school teachers for each and every age group.

CONCLUSION

In Sunday school, make the needs of the students the number one priority. When people have their needs met, they will continue to come to God's house. When you teach them that God's Word has the answer to their needs and how to find those answers, they will grow in grace and knowledge. This is the purpose of the Sunday school.

Job Description for Children's Ministry Teachers

Sunday school (children's ministry) is the school of the church. It meets on Sunday, and uses the Bible as its text. (It doesn't have to meet on Sunday, but this is the day most churches meet for the main service of the week.) This simple tool of the church reaches all ages and helps them understand and practice the life that leads to heaven. It does not require a college degree or a ministerial license to be part of an army of committed men and women who are leading others to follow Jesus. This job description is basic for any age group. It is designed to help teachers begin their fulfillment of the Great Commission - "*Go and teach*" (Matthew 28: 19).

"Winning souls of every size, and training them to live Bible-wise"

1) *Children's Ministry teachers must be regular in attendance.* God has promised the crown of life for faithfulness. "*Well done, thou good and faithful servant (Matthew 25: 21).*"

- Commit yourself to always being present for your class - except for extreme emergency (personal sickness or death in the family).
- If you have to miss a Sunday, it should be reported to the pastor (or person in charge) far enough in advance for a replacement to be found. The replacement needs plenty of time to prepare for the lesson.

2) *Children's Ministry teachers must be punctual.* This is not optional. It is important for the teacher to be present before the students arrive. This will give time for preparation of the class setting (arrangement of chairs, benches, tables, etc.). It allow the teacher an opportunity for prayer for that particular day and lesson. Arriving at class to find the teacher present gives the students a sense of trust and confidence that the teacher is excited and ready to share God's Word with them.

3) *Children's Ministry teachers should be prepared to teach the Word of God effectively.* Lessons should be planned in advance. The church leaders should have a plan of lessons to be presented – either in a book, or according to the needs of the students. The basic doctrines of the church are a priority. Here are a few of them:

- What should I believe?
- Where does Faith come from?
- The Bible is God's Word.
- The Bible is true.
- The Bible is for my life.
- The Bible has the answer for every problem and need.
- God made everything – even me.
- God is love and He loves me.
- There is One God & His name is JESUS.
- Everyone is a sinner.
- How can I be saved from my sins?
- Jesus died for my sins.
- Salvation is for me.
- What is repentance?
- How do I repent?
- What is baptism?
- How and when should I be baptized?
- What is the Holy Ghost?
- How do I receive the Holy Ghost?
- How can I live a life that makes Jesus happy?
- How do I worship God?
- Why do I worship God?
- When and where do I worship God?
- What is holiness?
- How can I be holy like God asks me to be?
- Why is giving important to God?
- What is tithing?
- How do I pray?
- Does God answer my prayers?

The Bible has something to say about each of these teachings – and so many more – including all doctrines of the church. What God's Word has to say is the foundation of a lesson that is needed by every age. The pastor can make his own list of needs, or you can have your own. This will mean more study for the children's ministry teacher, but is very helpful. If the lessons are provided in a book, the teacher must study the lesson well enough to present it without reading directly from the book. The Word of God should be presented from the heart.

4) *Children's Ministry teachers must understand that the different ages of students will cause the teaching methods to vary.* It is the responsibility of the teacher to know something about how students learn. Different ages have different physical and emotional needs. Children's Ministry teachers must be observant and

careful to treat students according to their age group. This will require some extra effort and study, but will be well worth it, as students will respond well to the use of this understanding. The *Christian Education (Ministerial Development Series)* textbook provides a basic understanding of this principle, and gives some suggestions for teaching methods of the different age groups.

5) *Children's Ministry teachers must be students of the Bible.* Teaching school on Sunday will require reading God's Word (your textbook) throughout the week. Reading and studying go hand in hand, as there is always a new lesson to be learned from the reading of the Scriptures. Keep an open mind and heart that can hear God speak, "*Your students need to know and understand this.*" Then, with prayer and more study, see what God will lead you to hide in the hearts of those you are leading to follow Him. Children's ministry teachers do not have to be scholars, but they must be lovers of God's Word.

6) *Children's ministry teachers must be prayerful and careful with the souls placed in their charge.* Most of your teaching is done by example. Do you walk and talk daily according to the lessons you teach? If you are a true child of God who loves souls, your students will know that by your life. The most important thing to remember as a children's ministry teacher is that these are eternal souls you are dealing with – not just children who cannot sit still or adults too tired to stay awake.

7) *Children's ministry teachers must be a personal witness.* Visitation and concern for your students is vital to the growth of Sunday school (children's ministry) in the local church. Teachers should develop the habit of at least the following:

- Greet all your students by name, giving special attention to any present need they might have (mother is sick, father traveled, grandmother is dead, brother or sister getting married, etc).
- Always show concern for the family members and friends of your students.
- Do everything possible to let students know they are important to you. Always be friendly and caring – no matter where you meet them.

If you want to "go the extra mile" in witnessing to your students, you could:

- Commit yourself to finding out where students live, work, or attend school.
- Get acquainted with their family members by showing concern and by prayer.
- Visit and pray for the sick in your class.
- Check on them after any absence from Sunday school.
- If at all possible, attend any major event in their life (family funerals, school functions, etc.).

8) *Children's ministry teachers must work closely with the pastor and church leaders.* Submission is a must for children's ministry teachers. Direction and guidance are necessary to help lead souls to Jesus.

- Be very careful to follow the leading of the pastor in every area of children's ministry work.
- Make sure he is informed of any plans or change of plans that you have (moving the class location, changing the lesson topic, bringing in additional helpers, etc).
- Discuss all ideas for programs and children's ministry presentations with the church leaders. (This will mean advance planning on your part, as it should be done before you begin working on any program with the students.)
- Seek advice and help from the pastor for any problems encountered by the children's ministry. It is good to have your own ideas of ways to correct such problems, but never act on your own. Submission to the pastor and working closely with him is your best source of protection and support.
- Set an example of submission for students to follow. *"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you"* (Hebrews 13: 17 - NIV).

9) *Children's ministry teachers should know how to lead others to Christ.* This involves a basic understanding and obedience to the plan of salvation as found in Acts 2: 38 - 39, and confirmed by the Apostle Paul in 1 Corinthians 15: 1-4.

- Be committed to leading students to experience this salvation personally.
- Help students know and do what God's Word says is necessary - for eternal life in heaven, and daily life here on earth. This is the vision of children's ministry: *"Winning souls of every size and training them to live Bible-wise."*
- Encourage student involvement in visitation, witnessing, and all church activities. Children's ministry teachers not only help the understanding of students, but also encourage the practice of what has been understood.
- Look at every student you teach as a potential children's ministry teacher, pastor, evangelist, or missionary. God sees us all as one of His chosen generation of believers. *"But ye are a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should show forth the praises of him who hath called you out of darkness into his marvelous light"* (1 Peter 2: 10).

"And all thy children shall be taught of the Lord; and great shall be the peace of thy children"

Isaiah 54:13.

Job Description for Regional Children's Ministry Secretary

This position involves ministry to all ages of students at any regional or national event of the church. It includes working with the regional children's ministry director to help train teachers to enable them for ministering to the different age groups in the local church.

Qualifications: It is important to have regional leaders with a burden for children's ministry. This burden will be shown in the following ways:

- Obedience to the gospel found in Acts 2:38-39, including repentance, water baptism in the name of Jesus, and the infilling of the Holy Ghost with evidence of speaking in other tongues is a must for any leader in God's church.
- A love for the truths of God's Word - expressed in a life of holiness as an example to others;
- A love for children's ministry in the local church, expressed in active teaching and working with students, especially concerning spiritual needs;
- A love for God's Word shown by consistent study to improve and live by its principles;
- Faithfulness and loyalty to God that is without question - in the church, community, and family;
- Knowledge of how the children's ministry should operate in a local church setting;
- A willingness and ability to work well with the pastors, presbyter, and other church leaders;
- Appreciation of the value of a soul - no matter what age;
- Enjoys sharing the gospel with others, as children's ministry is *fun* too; and is
- A true disciple of Jesus whose spiritual maturity is best measured by faithfulness, obedience to God's Word, and the ability to get along with others well. *"Your love for one another will prove to the world that you are my disciples"* (John 13:35 - NLT).

Use these qualifications as a guide to train potential children's ministry secretaries. If the church (at the local level) is too young to find people of this spiritual maturity, do not compromise, but work with faithful members and train them on a regular, continuing basis. It may require more work on the part of leadership, but the foundation of any church is built on the willingness of the men of God who lead the way to prove their burden and vision for growth by the development of those who follow them. The Regional Children's Ministry Secretary will help carry out the vision for children's ministry:

"Winning souls of every size and training them to live Bible-wise."

Duties:

1) *Regional Children's Ministry Secretaries will work under the direct supervision of the Children's Ministry Director and presbyter for that region, with the approval of the National Board.* Regional secretaries are appointed by the regional board, and are accountable to the church leadership for supervision and instructions. Much of his instruction comes from the regional director of children's ministry.

2) *Regional Children's Ministry Secretaries should be involved in any seminars or training sessions offered for children's ministry.* Periodically, there are seminars, workshops, and other helps made available to those involved in the training ministry. The regional secretaries should be present, especially if the director is not able to attend. They will assist the regional director in passing all

information along at the regional, zonal and local level. This will take place using the same type seminars (lessons) at these various levels of church meetings.

3) *Regional Children's Ministry Secretaries will assist the director with his plan for ministry during all regional functions.* One of the major purposes of a regional children's ministry secretary is to assist the regional children's ministry director with all programs for children during regional conventions and zonal functions. Children are always a part of these meetings, and ministry to their needs is vital to the growth of the church. The regional secretary should begin working with the regional director far enough in advance to enlist the help of numerous (as many as local pastors will allow) local teachers who plan to attend the function. The secretary will not only assist in the region but will help the director obtain necessary information and guidance from the national children's ministry director or secretary about programs used across the country.

4) *Regional Children's Ministry Secretaries will assist the Director in his travels around the region promoting the work of children's ministry in local assemblies.* The itinerary is submitted to (and approved by) the Regional Presbyter (with a copy sent to the local churches involved). The travels of the secretary should be in a different direction than the director's, but for the same purpose. Each local church will be responsible for the transportation, housing, and feeding of the regional children's ministry secretary.

5) *Regional Children's Ministry Secretaries will work in close harmony with the local pastor, at the request (and in the absence of) the Regional Children's Ministry Director.* Children's Ministry Secretaries should always work under the leadership of the regional director, and with the local pastor. The regional secretary may be asked to give advice and encouragement for the growth of local assemblies through the work of children's ministry. He may be called upon to help in the absence of the regional director. He may be asked to help appoint children's ministry teachers from the local assembly to work with various age groups. He should be careful to choose teachers who are faithful and obedient to the gospel message of Acts 2:38-39 and 1 Corinthians 15:1-4.

6) *Regional Children's Ministry Secretaries will assist pastors in setting up children's ministry classes in the local assembly, if the Regional Director is not able to do so.* Regional secretaries should be able to assist pastors in making the children's ministry of his local church the best it can be. This means they should look at the needs of the local assembly, and work together to find the best possible answer to those needs.

8) *Regional Children's Ministry Secretaries will help train local children's ministry teachers in methods of sharing the salvation plan with all ages.*

9) *Regional Children's Ministry Secretaries are expected to keep up-to-date on all available resources for the training of students of all ages.* A consistent resource for all children's ministry personnel is the TOTs newsletter (volumes 1-17 currently available). This is made available once every two months (bi-monthly). The regional secretary should work with the regional director to make sure all local children's ministry teachers have their copy, and encourage putting the helps into practice. *Path to Righteousness (New Convert's course)* - by various authors

10) *Regional Children's Ministry Secretaries will keep in consistent contact with the Regional Director, and any local children's ministry teachers that he needs them to.* Regional secretaries should assist the regional director to motivate teachers for better understanding and information about any children's ministry related events, such as workshops, meetings, or planning for children's ministry at regional and national events.

- This will include lessons to be taught and suggested schedule.

- Secretaries will assist the director by keeping accurate records of all decisions made at such planning meetings.
- He will assist the regional director in finding volunteer teachers from the region to fill teaching assignments, determine age groups, assign the number of lessons per teacher, and find out where classes will meet.
- He will be responsible to remind those involved (in writing) of their duties and job descriptions.

On the local level, he is to assist the regional director by encouraging and uplifting the children's ministry with as many visits as possible for the purpose of:

- Sharing new information and methods of teaching;
- Helping local children's ministry teachers with any new available training for discipline and personal growth; and
- Encouraging local pastors to continue training more children's ministry teachers to support continual growth in the church.

“And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men who shall be able to teach others also”
(2 Timothy 2:2)

Job Description for Regional Children's Ministry Directors

This position involves ministry to all ages of students at any regional or national event of the church. It includes working with children's ministry teachers to equip and enable them for ministering to the different age groups in the local church.

Qualifications: It is important to have regional leaders with a burden for children's ministry. This burden will be shown in the following ways:

- Obedience to the gospel found in Acts 2: 38, including repentance, water baptism in the name of Jesus, and the infilling of the Holy Ghost with evidence of speaking in other tongues is a must for any leader in God's church.
- A love for the truths of God's Word - expressed in a life of holiness as an example to others;
- A love for children's ministry in the local church, expressed in active teaching and working with students, especially concerning spiritual needs;
- A love for God's Word shown by consistent study to improve and live by its principles;
- Faithfulness and loyalty to God that is without question - in the church, community, and family;
- Knowledge of how the children's ministry should operate in a local church setting;
- A willingness and ability to work well with the pastors, presbyter, and other church leaders;
- Appreciation of the value of a soul - no matter what age;
- Enjoys sharing the gospel with others, as children's ministry is *fun* too; and is
- A true disciple of Jesus whose spiritual maturity is best measured by faithfulness, obedience to God's Word, and the ability to get along with others

well. *"Your love for one another will prove to the world that you are my disciples"* (John 13: 35 - NLT).

Use these qualifications as a guide to train potential children's ministry directors. If the church (at the local level) is too young to find people of this spiritual maturity, do not compromise, but work with faithful members and train them on a regular, continuing basis. It may require more work on the part of leadership, but the foundation of any church is built on the willingness of the men of God who lead the way to prove their burden and vision for growth by the development of those who follow them. The Regional Children's Ministry Director will help carry out the vision for children's ministry:

Duties:

1) *Regional Children's Ministry Directors will work under the direct supervision of the presbyter for that region, and with the approval of the National Board.* Regional directors are appointed by the national board, and are accountable to the church leadership for supervision and instructions. Much of his instruction comes from the national director or secretary of children's ministry.

2) *Regional Children's Ministry Directors should be involved in any seminars or training sessions offered for children's ministry.* Periodically, there are seminars, workshops, and other helps made available to those involved in the training ministry. The regional directors should be present, as they are expected to pass this information along by planning the same type seminars (lessons) at the regional, zonal, and local level.

3) *Regional Children's Ministry Directors are expected to have a plan for ministry during all regional functions.* One of the main purposes of a regional children's ministry director is someone who will take charge of children's ministry during conventions and zonal meetings. Children are always a part of these functions, and ministry to their needs is vital to the growth of the church. The regional director should begin planning and preparation far enough in advance to enlist the help of numerous (as many as the local pastor can recommend for such work) local teachers who plan to attend the function. This will require getting information and guidance from the national children's ministry director or secretary as to any plans that need to be across the country.

4) *Regional Children's Ministry Directors are expected to travel around the region, promoting the work of children's ministry in each local assembly.* The itinerary is submitted to and approved by the Regional Presbyter (with a copy sent to the local churches involved). Each local church will be responsible for the transportation, housing, and feeding of the regional children's ministry director.

5) *Regional Children's Ministry Directors will work in close harmony with the local pastor.* Children's Ministry Directors should always work under the leadership of the local pastor. The regional director is appointed to give advice and encouragement for the growth of each local assembly through the work of children's ministry. It may include helping appoint children's ministry teachers from the local assembly to work with various age groups. Be careful to choose teachers who are faithful and obedient to the gospel message of Acts 2: 38-39 and 1 Corinthians 15: 1-4.

6) *Regional Children's Ministry Directors will assist pastors in setting up children's ministry classes in the local assembly.* Regional directors should be able to guide the pastor in making the children's ministry of his local church the best it can be. This means they should look at the needs of the local assembly, and work together to find the best possible answer to those needs.

7) *Regional Children's Ministry Directors will help train local children's ministry teachers in the methods used for different age groups.* The regional directors can use lessons from the *Christian Education - MDS* textbook for this task. Lesson Five deals specifically with different age groups and their needs. Lessons Thirteen and Fourteen give different methods of instruction with suggestions for the needs of various ages.

8) *Regional Children's Ministry Directors will help train local children's ministry teachers in methods of sharing the salvation plan with all ages.*

Some of these materials have been available for some time, and may be in current use. If not, the regional director should make sure they are placed into the hands of all children's ministry teachers in his region. He should use these materials as a guide for training teachers in the local assembly.

9) *Regional Children's Ministry Directors are expected to keep up-to-date on all available resources for the training of students of all ages.*

10) *Regional Children's Ministry Directors will keep in consistent contact with local children's ministry teachers.* The regional director should motivate teachers for better understanding and information about any children's ministry related events, such as workshops, meetings, or planning for children's ministry at regional and national events.

- This will include the lessons to be taught and suggested schedule.
- He will also determine teacher assignments, such as which age group, how many lessons per teacher, and where classes will meet.
- These decisions will be made according to the recommendation of the regional/national leadership.

On the local level, he is to encourage and uplift the children's ministry with as many visits as possible for the purpose of:

- Sharing new information and methods of teaching;
- Helping local children's ministry teachers with any new available training for discipline and personal growth; and
- Encouraging local pastors to continue training more children's ministry teachers to support continual growth in the church.

"And the things that thou has heard of me among many witnesses, the same commit thou to faithful men who shall be able to teach others also"
(2 Timothy 2:2).

Global Campus Ministries Guidebook

The Help You Need to Begin

A Ministry of Global Missions
United Pentecostal Church International
Website: <http://www.globalcampusministries.org>



GLOBAL CAMPUS MINISTRIES

Campus Ministry Guidebook

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Preface

Each of us labor together for the evangelism of our world, in whatever way we can. Campus ministry is an area of evangelism that we must take advantage of during these last days.

Reaching students is a valid Biblical ministry that opens up doors for the Gospel, present and future. Paul himself is a great example of this in Acts 19:9-10:



“But when divers were hardened, and believed not, but spake evil of that way before the multitude, he departed from them, and separated the disciples, disputing daily in the school of one Tyrannus.”

“And this continued by the space of two years; so that all they which dwelt in Asia heard the word of the Lord Jesus, both Jews and Greeks.”

FACT: More than 80% of all those being converted to Evangelical Christianity around the world today are between the ages of 18 to

24 years of age.

The reasons are varied but what is clear is that our most effective evangelism is focused on this age group.

There are two main areas of focus that we must think about through this ministry:

The first is reaching students, faculty and staff with the Gospel. These students are future leaders as well as future business people and will be a great blessing to the church now and in the future.

The second is providing needed fellowship, support and training to Pentecostal students while they attend college.

Thank the Lord, our churches and works overseas are advancing and we are seeing many of our people blessed beyond measure. As our works advance, many more of our youth will attend institutions of higher learning. Many times, our own Pentecostal Students are lost during their years of study due to the heavy bombardment of anti-biblical teachings that dominate most classrooms. Through fellowship, training and providing a means of sharing their faith, we can change these danger years into productive growth years for our Pentecostal youth. We must move them from a defensive stance to an offensive one. We must change their mentality from thinking of themselves as the world’s “mission field” to one of viewing themselves as the “missionary” to their campus. An evangelism focus is a major key to this change. Fellowship alone without evangelism only grieves the Holy Spirit in us. He filled us to make us witnesses in the entire world, which includes college and university campuses, students, faculties and staff in all nations of the world.

Global Campus Ministries includes five dimensions of ministry involvement:

1. Evangelism to students on campuses outside of North America.
2. Organizing groups of students for beneficial fellowship and personal discipleship.
3. Equipping students for leadership and the ministry of the gospel in all aspects of life.
4. Sending qualified teachers and students as laborers to reap the harvest of souls on colleges and universities in nations where public missionary work is not possible.
5. Sending qualified ministers as students to be evangelists to other students, faculty and staff, while also receiving the benefits of advanced education to enhance their future leadership potentials.



Friendship International

Many times universities do not allow any type of Christian activities. Friendship International is the arm of Global Campus Ministries that is designed to operate in places where Christian activities are not allowed. We use “friendship evangelism” to reach out to students and there by sharing personally with them our relationship with God.

Universities everywhere, the US included, are looking for volunteers to help in the orientation of foreign students coming to study from other nations. They need a friend to help them get adjusted to life in the new country.

FACT: Amazingly, 60% of International Students will convert to the religion of their closest contact or of the host country within the first 2 years of their college experience.

This is a tremendous opportunity for us to reach them as friends helping them during this time and thereby having the open door of sharing our experiences with God.

The opportunity exists to send workers into countries to work as FI representatives on campuses where Christian missionaries are not allowed.

Youth, though under busy schedules, have the energy needed to be effective witnesses of truth if we offer to them the support and direction they need. Friendship International, joining with you, intends to do just that.

It my privilege to offer to you some ideas that might help you get started in your “campus ministry.” We want to be of service to you and your field of labor in any way possible.

Sincerely In His Service,

Monte Showalter

**International Coordinator
Global Campus Ministries**

Quick Start

Campus Evangelism Plan

To Begin:

1. Use basic personal evangelism:
 - a. Tract passing
 - b. on campus Park Services.
 - c. Surveys, etc.
2. Accent evangelism with interesting lectures, concerts or Evangelistic services on campus.
3. Literature Table and religious survey to obtain Bible Studies
All public evangelism must be followed by personal Bible Studies.
That is where the effective Evangelism is done.
4. Most of all be adaptable to the area and culture.

When there are enough Pentecostal students on campus a student organization chapter can be formed:

This greatly facilitates the opportunities for involvement and the type of meetings that can be celebrated on the campus.

1. Get regulation for Student organizations from Student Council or Dean's office.
2. Find the number of students required to have a chapter and have them sign the membership form required.
3. Find faculty sponsor.
4. Locate regular meeting place. (this may be on or off campus, depending on what ever is best for the students to attend.)
(This decision should be based on the unsaved student's accessibility.)

QUICKSTART IDEAS:

1. International Cultural Club:

- A. This can be done on or off campus on neutral ground.
- B. Dues can be charged which can offset costs of refreshments and materials
- C. Speaking English is a great drawing card in many countries.
- D. So, offering ESL classes can be a great tool for meeting students.

2. Bible Study on or off campus:

- A. Through personal contact with students or on campus advertising personal Bible Studies can be started.
- B. Don't be afraid to develop friendships. This is the key to winning them to God in every culture.

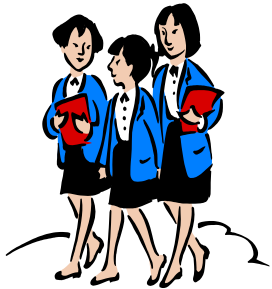
3. Special Seminars or Retreats

CHOOSING YOUR STRATEGY

PART I

Personal Evangelism

A thorough study of evangelism in the Bible, especially in the Book of Acts, reveals that many methods and strategies were used to present the gospel to people and win them to Christ. Some were reached through mass evangelism, some through one-to-one methods, some through small group meetings, and some by the sovereign act of God. In the same way, campus evangelism must not be dictated by an external source but tailored to meet the needs encountered on any given campus. Colleges are different, campus ministers are different, churches are different, and cultures of each country are different. Outreach strategies must also be different.



In the next three chapters we will look at five major strategies that are used successfully on campuses today: **(1) personal evangelism; (2) campus organizations; (3) off-campus approach; (4) church-based outreach; and 5) crusades.** Most of these approaches can and will overlap. Each campus ministry must assess the needs of the target campus and consider the personnel and tools available before selecting the best way to go.

One of the decisions in beginning a campus ministry is whether to use a structured or unstructured approach. The first emphasizes the organizational aspects of a particular ministry, while the second emphasizes the relational dimensions in the structured approach; the group establishes an identity as an officially recognized group on the campus. This approach requires the cooperation of the college or university, and it allows the group to use campus facilities, university advertising, and other services. This approach also requires the group to abide by the university's rules in order to maintain group status.

The organized method of campus ministry may not suit everybody. Some may see the university's rules as restrictions on the work of the gospel. Moreover, this method requires a group on campus before recognition is sought. Most churches that enter campus ministry begin with few interested people at the most. Trying to use an organizational approach can easily divert the time and attention of the members of the outreach.

The second, or unstructured, approach is often called the "personal evangelism" method. Actually, **college students will not be won by anything other than personal evangelism.** This term is not used in the sense that personal evangelism is optional, but to emphasize that it is unnecessary to establish a campus organization to engage in campus ministry. In the unstructured approach, the interested person needs only to go on the campus and begin meeting students. After becoming their friend, the campus worker invites the student to study the Bible. Eventually, through multiple contacts, students are exposed to the gospel, and invited to respond.

This approach offers several advantages. First, ***it requires no permission of the university to share the gospel.*** Depending upon the circumstances of the local church, this may save much time in the initial stages of campus ministry. In fact, if the ministry is started on a campus where there are no students in the local church, group status is most likely not possible to obtain anyway.

Second, the unstructured approach often allows ***the campus minister to be much more flexible in the presentation of the gospel.***

Differences in culture, educational level, and experience can be addressed and met in a variety of ways. The worker can keep the emphasis on sharing the gospel with the student, answering his or her questions, and ministering to the individual rather than getting students to come to a meeting or concert where they can hear the gospel. This approach requires sensitivity, tact and patience. Sometimes a year may pass before a student is ready to hear the gospel.

A third advantage of the unstructured approach is that the ***time available can be devoted to people, not programs.*** Overemphasis on organizational meetings, in some instances, has caused campus ministers to spend too much time setting up chairs, sweeping rooms, organizing meetings and making refreshments rather than ministering to students.

Probably the greatest advantage of the unstructured approach is that ***it requires no special training, little money, and no special planning meetings or other administrative details.*** All it takes is a concerned, caring person who is willing to get involved.

The balance of this section will be devoted to two questions: "What can I do to meet people?" and "Once I meet people, what do I do?" Here are some ideas that are working on campuses today.

'What Can I Do To Meet People?'

College students are very busy. They may be in class, studying at the library, writing papers, making plans, or eating! How is it possible to break into their schedules? Posters? Radio ads? Flyers? Tracts? Every good fisherman knows that anyone who wants to catch fish must go where the fish are. Likewise, the campus worker who wants to meet and get to know students must go where the students are. While anyone can go on campus and meet students, it is better to be a student rather than to hang around the campus and pretend to be one. Jesus, as God incarnate, did not pretend to be human. He became a human. It is a beautiful truth that God's glory was seen in Christ only because He was willing to become one of us.

Ideally, the campus minister should be enrolled. Any study of the history and development of campus ministries will show that campus ministries are almost always established by and for students. There have been limited number powerful campus ministries that did not involve students reaching students. Several of the more successful campus organizations use an advisor who is not a student but most of the soul winning is done by the students themselves.

As a student, the campus worker has several advantages

- a. First, all of the university's facilities are usually accessible to students. In many parts of the world, students have the right to say what they believe to anyone on campus. The university is obligated to protect the right of free speech, and most universities take that obligation seriously.
- b. Secondly, each student shares the same class and subject with perhaps up to five hundred other students in larger classes. This means that he or she can walk up to any one of these other students anywhere on the campus, make the proper introductions, and start a conversation about the class. In this way, friendships may be formed.
- c. Thirdly, it says a great deal to a student if a campus worker is willing to face the same pressures, concerns, and obligations that other students must, face. It is in this context that the Holy Ghost will become real to others. Being a student helps the worker to understand what students face and keeps him or her in touch.

Unlimited opportunities are available to those who are involved on campus. For example, clubs, groups, and organizations abound in the university environment. Becoming a member of a service club or organization introduces a person to many young people who share many things in common. These common interests, whether they are chess, outdoor sports, biking, mountain climbing, cave exploring, or hang gliding can bring the worker into contact with students and provide a ready-made topic for conversation. This becomes a platform for witnessing to begin.

Students also may be met through non-sports activities. Concerts, art festivals, recitals, exhibits, and lectures are generally open to the public. When the campus worker goes to such-events, he or she should look for familiar faces and say hello to them. Students at college are often lonely and will respond to a friendly, smiling face. Anyone who frequents the campus will see the same people over and over. The campus worker must make it a point to meet these people and get to know them.

Another good way to reach students is through the student newspaper. Students are always short of money. The campus worker could offer to pay to have, a lawn mowed, to have, leaves raked, or to have a garage cleaned. When a few students answer the ad and do the work, they will welcome some refreshments. Friendliness, along with an invitation, to come back for dinner, will do wonders. Campus ministers may also want to place a two- or three-line ad in the classified section of the student newspaper to offer free Bible Studies, Bible literature, or even themselves as caring people to talk to. Those who are truly interested will only answer this up-front approach.

Hosting Foreign Students

Still another possibility is an **outreach to foreign students**. Some universities have a support group for families of foreign students. Members of this group help foreigners adjust to life in the host country and explain such commonplace things as how to use the Laundromat, how to order phone service, or where to shop for curtains. Even introducing them to the special food of the host country. They meet the new students at the airport, escort them to their apartments, and help them settle in before the school year starts. The campus worker who gets involved in this type of activity has an open door to witnessing. This is the reason we offer the non-Christian subsidiary under **Global Campus Ministries** called **Friendship International**. In most universities around the world, foreign students are open to know friends and learn about Christianity. Even coming from countries where a conversion to Christianity is

illegal there are many students converted during their college experience. In fact, 60% of foreign students convert to the religion of the host country or of their closest friend during their first 2 years of their college experience!

International Cultural Clubs can be started or even **English language learning** offered. The list of possibilities for meeting people is endless, limited only by one's imagination. But once this initial meeting takes place, what then?

"Once I Meet Them, What Do I Do?"

Once students are met, the challenge is to bring them to the point where they can receive the gospel. Before discussing specifics, let us look at what students face in their first few years in college. After that, we will look at what has been most successful in one-to-one campus ministry.

The college years can best be described as a five-year crisis. The student is asked to take stock of his or her strengths and weaknesses and commit the next few years to a rigorous schedule of classes to prepare for a career that will last until retirement. During this time, students often wake up to the state of the world, and its problems and begin to feel responsibility for correcting the wrongs and injustices they see. Additionally, they are adjusting to their newly acquired independence in life and dealing with many pressures, such as advertising that tells them that they are not all right without the latest toothpaste, brand of sneakers, automobile or cigarette. Realistically, someone who is struggling with these issues cannot be expected to accept the gospel within five minutes! It takes time, patience, and love before they are ready. **Experience has shown that a student will rarely consider obeying the gospel in the first semester after an initial contact.**

Since it will take time and friendship, the campus minister must relax and give students as much time as they need to develop confidence in the salvation experience. After all, they are being bombarded with many experiences in their college life. They may think that everything available is to be tried and find which experience claims to be the greatest. They may not recognize the power of Christ in an instant. The campus worker should open his or her home to students, have a casual dinner with them perhaps on a weekly basis, and maybe give a standing invitation to come back. Sharing the gospel may need to come after a discussion on current issues or on other interests in research and study. These areas almost always lead into discussions of ultimate values, and question right and wrong ethics, and so on, and the campus minister can present the Biblical view. From such a dinner session, those students who seem most interested to study the Bible's views may be invited to do so. They may then come to a separate, ongoing, weekly Bible study in the home for them.

In dealing with these types of issues, an informal atmosphere works best. Students will feel much freer to participate, express views, ask questions, and make comments. Of course, the worker should ask them what authority they use to support their feelings and should refer frequently to the Scripture to see if their feelings are valid Biblically. This technique will assure that they are exposed to the Word of God. At the same time, it should be balanced by a demonstration of loving, patient giving.

On a personal side, students need to feel that they are valuable for themselves and not because they are a campus worker's project. From their standpoint, they are not merely souls to be won; they are people to be appreciated the worker should avoid making a student feel that he or she is just a means to a goal. Students need to feel that they are loved and that they are welcome in the campus minister's home at anytime, even, if they do not decide to come to Christ.

In general, the answer to the question, "What do I do?" will be clear if the campus worker makes friends with students based on mutual respect and appreciation. Friendship that is based on common interests will grow, and the relationship will deepen. What road that takes is not important, as long as it is maintained in the Spirit of Christ. What will help win the student are warmth, love, and concern -- qualities that are sadly lacking in our world today.

CHOOSING YOUR STRATEGY

PART 2

Campus Organizations

The second major strategy used in campus ministry is the student organization. As we pointed out earlier, this approach may not work for everyone and in every situation, and for some it may even be counterproductive. Nevertheless, it has several advantages that make it both practical and valuable. In this chapter, we will discuss why a student organization may be preferred, the specific advantages of an organization, what criteria must be met to get one started, and finally, what it takes to keep one going.



A campus organization may be preferred *if there are a number of college students in a local church who want to be involved in campus ministry.* It is difficult to operate solely on a one-to-one basis if the numbers become unmanageable. A group meeting is a more efficient way to involve more people. Tasks can be spread out among the group members, depending upon their abilities. Many students who want to help may not be equipped to teach a Bible study or carry the major load of the meeting, but they can distribute flyers, use a computer, or play a guitar.

A campus organization may be preferred *if group dynamics are desired to enhance the efforts of evangelism.* It is exciting and impressive to see a group of college students worship God, sing songs of praise, express their faith to others through testimonies, and have fellowship with each other in love and joy. Moreover, a group setting offers credibility. Visitors can see for themselves that others believe the same doctrine that the leader teaches. Group participation can be a compelling factor in the conversion of many students.

A campus organization may be preferred *if a neutral, non-threatening site is necessary for evangelism.* Some students are hesitant about studying the Bible alone with someone they have only recently met. Many refuse outright to attend a church that is not within their traditional upbringing. The only alternative they may consider is an on-campus group meeting that at least allows them to stay on familiar grounds and assures them of the presence of other students. Some are more comfortable with the known, defined purpose of a campus meeting rather than going to someone's house where the purpose is somewhat ambiguous.

A campus organization may be preferred *when the purpose is to minister to UPCI young people who are in college.* Campus meetings easily lend themselves to Bible studies geared directly to their questions, time for prayer focused upon their needs, and fellowship with other students in the same situation. Such meetings cannot replace church attendance, but they do offer a convenient time and place to fill a gap that the church may not be able to fill otherwise. University students are being bombarded with many anti-god ideas and face a new set of struggles that are not dealt with in the church setting. A campus meeting provides a place to find help for these challenges helps the Pentecostal student not feel alone and puts him on the offensive on campus in place of the defense. It is a proven fact that a greater number of students will excel spiritually if involved in a **Global Campus Ministries** chapter than if not.

A campus organization may be preferred *if the church feels that such recognition will better enable it to fulfill its mission in the community.* A recognized status may grant a voice for righteous influence that would otherwise never be heard and may provide a church a platform from which to witness. Much of this depends upon the purpose of the local church, of course, but the church may not be able to influence the college at all without the benefit of a registered organization.

Finally, a campus organization may be preferred *if the local church wants the ministry to be larger than any individual.* An organization with a constitution and by-laws affords some additional controls over the ministry, provides a convenient vehicle for transition from year to year, and contains built-in accountability. Without these safeguards, some campus ministries have been taken over by independent-minded persons who have used their influence and contacts contrary to the wishes of the church and pastor.

There are some definite advantages to being an official campus organization. Students can usually reserve meeting rooms without charge to a group of any size. This includes tables, chairs and many other amenities that are available such as a piano and a built-in sound-reinforcement system. Some universities even provide office space to student organizations, complete with a desk, chair and, phone. Other privileges extended to student organizations are the right to post bills on campus bulletin boards, inclusion in university publications that list or describe student activities, and in some instances, discounts for

services such as banquet catering. Student organizations can also get space in university fairs or exhibits that feature students activities and can set up tract and literature tables in the student union building, upon request. In fact, the student union building can almost become a headquarters for campus evangelism, all with university approval. Also during registration the student organization is allowed various forms of advertising to present their campus organization to new and returning students.

What does it take to establish a student organization?

Generally speaking, there are three basic criteria: a minimum number of students, a faculty advisor, and a constitution. The place to find out what a particular school requires is the student activities office, the office for student affairs, or an office that goes by some similar name. A person, can go to the main administrative building and ask where this office is located if necessary.

Let us look at each of these requirements.

1. A minimum number of students. This number may vary from two to ten or even more, depending upon the university rules. If the campus ministry team has too few students it can try recruiting friends of students to sign on as charter members. While they may not be interested enough to ever come to a meeting, the university will still consider them as bona-fide members.

2. A faculty advisor. Even if the campus ministry group knows no member of the faculty to become an advisor, getting one to agree to it may be much easier than one might think. Faculty members are routinely asked to sponsor groups in which they have no interest. Many times they will do it without any intention of attending a meeting, simply because they want to help students. On the other hand, there are college professors around who claim some type of Christianity and who would especially like-to become an advisor to a new Christian group. The key is simply to ask.

3. A constitution. The constitution for a student organization should not be confused with the formidable document in Washington, D.C. Rather, it is a simple, straightforward paper that defines the purpose of the group, the requirements for membership and officers, how officers will be elected, and a few other similar details. (A sample constitution and by-laws are included in the appendix in the back of this book.) Again, the student activities office will provide information about some basic things that the constitution should include. If this is still a problem, someone in an existing organization, religious or not, will probably be glad to offer assistance in getting one together. The important thing to remember is that once it is written and filed, the subject will probably never be brought up again. The red tape of starting a campus organization should never scare anyone away. Most groups will get through it with ease.

What should the name of the organization be?

The name **Global Campus Ministries** is the name of our worldwide ministry but a regional name can also be chosen, such as Campus Ministries – Africa or of the name of the country. The **“Friendship International”** name is for use in offering a proposed method of reaching non-Christians with an accepted approach. Actually any name that fits the cultural challenge and setting will work. Selecting the right name for the group is not an easy task. There are many existing Christian organizations, and a new group may unwittingly pick a name that is already in use. We recommend names that reflect the purpose of the group and yet do not sound too restrictive or sectarian.

Before beginning a student organization, there are a few commitments that the campus ministry team should be willing to make. A campus organization approach to evangelize the university is meeting based. Faithfulness to meetings, promptness, sticking with the published date and time, preparedness, aggressive recruitment, and effective advertising are very important to the group's success and reputation. Unless the team is committed to this approach, the purpose for the organization will be lost.

Some practical points may be helpful here. Casual attire is appropriate for most meetings. Dress clothes are acceptable if a campus minister is most comfortable in them or if they are standard work attire. Having a married couple in charge of the ministry is the best arrangement if at all possible, because it helps to avoid any social misunderstandings. A young lady or young man will not think that someone is interested in them, other than in a “spiritual” sense, if that person's husband or wife is present.

Other aspects of a meeting-based approach should also be considered here. Meetings must be kept exciting, interesting, and responsive to the needs of those present. Boring meetings and unmet spiritual needs are quick and sure ways to failure in this approach. While lively-meetings are often

spontaneous and dependent upon the circumstances of the moment, careful, sound planning can ensure that meetings are consistently good enough to bring people back again and again.

How to Conduct Meetings

There are many different ways to conduct on-campus meetings. While there are many excellent sources of suggested formats for meetings and Bible studies, here are a few of the basic meeting types that most campus, organizations use:

a. Lecture. Someone simply speaks on a topic. The success of this type of meeting is almost totally tied to the speaker and the topic.

b. Bible Study. Everyone needs a Bible here. The speaker presents a solid Bible subject with a number of references. Those present are asked to look up the Scriptures and follow along. The Word becomes the power in this approach.

c. Directed Discussion. The group leader deliberately probes the students for thoughts and analysis of a given subject. This approach is potentially explosive, especially with controversial subjects, but it can also be very interesting. The leader needs experience and a good grip on his or her overall objective.

d. Testimonials. The leader goes around the group and gives everyone a chance to express his or her faith. The leader may need to do some monitoring, because a few people are prone to make inappropriate remarks or cannot stop once they get started. The general effect of this type of format, however, is good.

e. Worship. Some meetings can be devoted to informal singing of praise songs. Singing can be very enjoyable for students, especially when interspersed with prayer, Scripture reading, and words of praise.

f. Special Testimonials. Sometimes a guest speaker who has an unusual or moving testimony should be invited to share the experience with the group. This format is a powerful witness to the glory of God. It also has good advertising value.

g. Assigned Short Talks. People in the group should have the opportunity to speak on a more formal organized basis. While they may not be able to carry the entire meeting, most of them can go for five to ten minutes on a topic they have researched. This is usually an interesting service, and it generates a sense of belonging in those who participate.

h. Other special meetings. Vocal and instrumental concerts, skits, audiovisual attractions, talent nights, theme-oriented services, and other types of meetings are all worth a try on campus. The only limit is the imagination of the group.

Most campus meetings should include prayer, worship and singing, and Bible reading. The leader should also spend time in prayer about each meeting and be sensitive to the Spirit during the meeting and at the close. The entire campus ministry team should be alert to individual needs both before and after the official service time. These times can actually be more important than the meeting itself. At any rate, no opportunity to meet people and witness should be lost.

The campus meeting approach can make great use of a number of other skills. Obviously, group leadership skills are important for the person in charge. Beyond this, however, there is a need for musical talent, artistic ability, skills on the word processor, and in many other areas. A good, healthy campus ministry is not the work of one person. Many people can get involved.

It must be remembered that the organizational, meeting-based approach does not preclude personal evangelism. Actually, both of these approaches can work side by side, complementing each other. At best, the campus meeting must be seen as a means to the goal of saving souls. The meeting is not the goal itself. If the meetings are great but no one ever finds Christ, the campus ministry's objective is unfulfilled. The objective is to use every means at our disposal to win, disciple, and integrate souls into the church of Jesus Christ.

The Importance of Follow-Up

New converts are rarely won on the first time around. Anyone who attends a meeting should be contacted as soon as possible after the meeting date. The leader should assign a campus worker to each visitor for an ongoing follow-up. This can involve cards and weekly phone calls, invitations to parties, dinners, lunches, and other social activities. Follow-up should never be perceived as nagging or pushiness, but as genuine concern in the individual. Such concern is best communicated by showing a real interest in a person's life, offering to help out in some way, and being available as a friend.

CHOOSING YOUR STRATEGY

PART 3

Off-Campus Approach

Some campus ministries may like the idea of student meetings, but for, whatever reason, prefer not to pursue official status. The off-campus approach incorporates all the essentials of the on-campus meeting but takes the meeting to another location. Some groups have, for example, established a coffeehouse for their ministry to college students. Other groups have rented a room or hall near the campus to conduct meetings. Some have established a boarding or rooming house for students. Another option might be the home of a nearby church member or the campus minister could move near the campus.

There are some advantages to maintaining an off - campus ministry site.

First, it offers flexibility and control that would be impossible with a campus organization gives the ministry the right to set the hours and frequency of meetings and to sponsor other activities that may not be permitted on campus.

Second, it has the advantage of a neutral location instead of a church, thus overcoming a student's possible reluctance toward going to a church.

A **third** advantage is that an established, off campus location conveys an image of permanence to the campus population. A sign can hang in front, the building is always there, and its purpose remains constant.



The major drawback to an off-campus ministry is expenses. Rent on a facility that is suitable and close enough to the campus may be more than a group can handle. This is especially true if the outreach is at a large university mainly because rent will be higher. Moreover, the group is responsible for the facility twenty-four hours a day, seven days a week. This means that maintenance work must be done and enough people must be kept on staff to supervise the ministry, or at least maintain the building, on a full-time basis. If the facility is beyond walking distance from the campus, transportation also may become a problem. These obstacles are not insurmountable, but this option needs to be looked at very closely in the light of these disadvantages.

Church-Based Outreach

Some situations lend themselves to a campus ministry based entirely in a local church building. If the university is located in a small town, it may not be important to be on campus in a technical sense. In fact, students may perceive the whole town as the campus. Moreover, ease of transportation or proximity of the church to the campus may make the church convenient for ministry. Many universities in countries have no campus but the community is the campus.

Another circumstance that may make a church based ministry preferable is when there are a large number of area colleges and universities that the church is attempting to reach. The east coast of the United States, for example, is known for its large number of colleges. Boston alone has over seventy colleges and obviously, keeping up with seventy different student organizations and thousands of rules is out of the question. This is the case in many major cities around the world.

The advantages of a church based outreach are similar to those of the off campus approach discussed earlier. It does, however, eliminate the major disadvantage of expense. The church need not maintain a separate facility just for campus ministry and does not have to duplicate equipment such as musical instruments, office equipment, and supplies. Moreover, the church-based ministry may make it easier for a new convert to identify with the local church and achieve integration into the church body.

The main disadvantage to a church-based campus ministry is that it is a church. Many students have a strong aversion about going to another church. Some churches have dropped the word church from their names and have replaced it with, center to sidestep this problem. Their intention is not superficial but an honest attempt to circumvent the irrational prejudice in the minds of people concerning religion. The campus ministry that elects to base all its operations out of the local church facility should know what it is up against and find ways of dealing with the problem. Another drawback that may arise in this approach

is the shift of focus away from the campus and towards the church. Average church members tend to be building oriented. That is, they equate ministry and service to God as something that happens only in a church building. Thus they may not venture onto the campus as often as they should. The tendency in this case is to sit in the church building waiting for visitors to show up. Witnessing, also, becomes a matter of just inviting people to attend service in place of truly sharing the Gospel message with someone.

Crusades

One other approach to campus ministry that deserves mention is the crusade or campaign approach. As the term implies, this effort concentrates on, brief, intensive evangelistic forays onto the campus. Upbeat, exciting services form the core of this method, and they feature quality-singing groups with an appeal to the college-aged person, and a dynamic speaker. Such a meeting must be preceded by an advertising blitz, attended by a large number of church people from area **churches, and followed up by an information** gathering team. All this activity must be highly organized, underwritten by financial backing and given cooperation from many different people or groups. Crusades, when they are put together well, can work. They create excitement and attention and give positive exposure of the gospel message to the campus. Few other methods of campus evangelism can get as many visitors in one place at one time. If the follow-up effort is coordinated well, the result can be many first-time contacts that may agree to a Bible study.

On the other hand, crusades have some weaknesses in establishing a stable campus ministry. First, there are many areas of potential failures, such as an unforeseen schedule conflict with another major university function, no shows of singers, evangelists, and people who have promised to attend, bad weather for an outside event, lack of cooperation between sponsors, and so on. A campus ministry is taking a great risk if it relies on a crusade for its major evangelistic outreach. Second, a crusade lacks the enduring strength of a campus ministry that works on the campus day after day throughout the year. Third, a crusade worth doing will probably be expensive. Several thousands of dollars may be spent in advertising, airfares, hotel accommodations, meals, equipment rental, and printing. Thorough study ought to be done to see if such an event warrants this kind of money. Finally, the high level of intensity and excitement that a crusade demands may create a false idea about the nature of campus ministry. No one should feel that soul winning is possible only within the context of a crusade atmosphere. Many people, if not most, have been saved in quietness and simplicity, without the benefit of instruments, microphones, or crowds. In actuality, the crusade should be considered as a reaping effort and its success is dependant on the personal evangelism done by the members involved. It is proven that members who are acquaintances, friends, or family personally bring more than 85% of visitors that attend this type of function. Therefore, crusades probably work best in conjunction with other methods of campus ministry. A crusade sponsored by an established campus organization will spotlight the name of the organization, and the crusade personnel can use the privileges of the organization. With no official campus connection, however, a campus ministry may run into problems with red tape if it tries to conduct an on-campus crusade.

Advertising Your Ministry

Advertising is an essential ingredient of campus ministry, regardless of the approach. Without it, students will not even know that the ministry exists. Here is a summary of advertising ideas that have worked on campuses.

- 1. Announcement posters.** Make posters simple, colorful, and direct. Use artwork and big letters, and keep the message to a minimum number of words. Put the posters on as many bulletin boards around the campus as possible. Do not forget to put them on off-campus boards as well. Laundromats, supermarkets, restaurants, service stations, and other places that students patronize are excellent spots to advertise.
- 2. Response posters.** Advertisements for personal Bible studies require more action from the reader than announcement posters. Make this as easy as possible by printing the telephone number of the teacher across the bottom of the paper. Print the number vertically a number of times and cut between each one with a pair of scissors. This makes several small tabs with phone numbers that can be torn off by an interested person. Tear a few tabs off yourself.

3. **Flyers.** Flyers contain the same information as posters but are handed out individually. This is a more aggressive form of advertising than posters because it involves personal contact. After flyers are handed out, the area should be inspected. For those that have been discarded.
4. **Student newspaper.** Newspaper ads are another effective form of exposure for the campus ministry. Rates vary widely, so check out the sizes available before committing to an ad. Ads are priced by column width and column inches. The classified section is also available, usually for a lot less money. Many people will read a small three-line notice that free **Home Bible Studies** are available.
5. **Message boards.** More and more universities are getting into the electronic age with lighted message boards. Some may even offer this service free of charge.
6. **Literature tables.** Tracts, articles, and books have particular fascination for many college students. Setup a table in the student union building for a day or two, load it down with reading material, and make sure someone supervises it. If a **drawing for a free Bible** is featured, or a **survey** is conducted, some students will leave their names and addresses. If they do not, they may at least begin talking with the person tending table. This is an excellent way to meet students. A catchy way to attract attention to a **religion survey** is with a big glass jar filled with pennies with a large sign announcing, **"WE OFFER 2 cents FOR YOUR OPINION"** No one ever wants the money but the response is amazing. Find sample survey in the appendix of this booklet.
7. **Student fairs.** Similar to the literature table, booths may be set up at student fairs or exhibits. Such activities draw many people who are not in a hurry but have the time to browse and talk. Along with the literature, some campus ministries have put together audiovisual presentations that are repeated every few minutes throughout the day.
8. **Advertising Packets.** Some campus ministries have developed a brochure that tells who they are and what they do. Some universities have included this brochure in their official freshman orientation packet. Descriptive information of this kind answers questions in students' minds that they may not have the boldness to ask. It also conveys a sense of legitimacy about the ministry.
9. **University Radio Stations.** Many universities operate low-wattage radio stations that reach only the campus. Such stations may read announcements for student activities at little or no cost. If so, provide them with legible copy and be sure to include all the information that listeners need in order to locate the ministry. Disc jockeys do not have the time to verify facts or fill in the missing blanks.
10. **Other Kinds of Advertising.** There is advertising value in almost everything. The name or logo of the campus ministry can be printed on business cards, balloons, tee shirts, jackets, pens, pencils, refrigerator magnets, badges, mugs, decals, bumper stickers, ball caps, notebook binders, calendars and many other articles. Bibles, New Testaments, personalized tracts, and other literature can be given out free of charge for advertising purposes. Cassette tapes featuring music, preaching, Bible Studies or testimonials may also be distributed. Also now presentations can be put on CD and played on personal computers. The more valuable the object, the more likely it will be kept. The Yellow Pages, neighborhood circulation routes such as those used by grocers and retail merchants, city maps printed for ad sponsorship, window displays, and church and religious service directories should also be considered. Although somewhat controversial. Some groups have found advertising value in joining marches and protests for various issues. For those who look around, advertising possibilities are unlimited.
11. **In countries that are not Christianity friendly,** you will have to adapt inoffensive ways to advertise. Just a testimony of healing written or by word of mouth can open doors of opportunity. Acts of kindness and willingness to help can greatly influence many hearts. The major key is to be sensitive to the Holy Ghost. He knows the key to your area.

What is Friendship International?



Many times universities do not allow any type of Christian activities. Friendship International is the arm of Global Campus Ministries that is designed to operate in places where Christian activities are not allowed. We use "friendship evangelism" to reach out to students and there by sharing personally with them our relationship with God.

FACT: Between 30% - 40 % of students attending any major college or university are international students.

Universities everywhere, the US included, are looking for volunteers to help in the orientation of foreign students coming to study from other nations. They need a friend to help them get adjusted to life in the new country.

FACT: Amazingly, 60% of International Students will convert to the religion of their closest contact or of the host country within the first 2 years of their college experience.

This is a tremendous opportunity for us to reach them as friends helping them during this time and thereby having the open door of sharing our experiences with God with them.

The opportunity also exists to send workers into countries to work as FI representatives on campuses where Christian missionaries are not allowed. This is an open door for workers to reach a harvest that is ready to be reaped.

How to begin:

There is usually an International Student Office on campus. Go and enquire of what program or group is providing foreign student hosting. If there is none in operation then one can be started in the name of Friendship International. If there is one operating already they usually are begging for volunteers to be hosts. This is an opportunity for anyone of any age.

International students count it an honor to be befriended by older person. Gray hair is considered a sign of wisdom in most countries around the world. The volunteers will help give new in coming International Students an orientation on live in the new country.

This friendship can be ongoing by invitations for activities of any kind and outings on weekends, including church services. Meals, especially home cooked are always welcomed with a smile and even allowing them to cook a meal from their country for the volunteer is a wonderful way to show true interest in them and their culture.

Language practice is something else that is always needed by the new International Student. Normally they have studied the language of the host country in a class room and though they can read and write it they need practice in speaking. They always welcome opportunity for help with speaking the language.

An International Cultural Club is a wonderful way to provide activities and language practice for International Students. Dues can be paid for expenses and activities can even include periodic Bible Studies.

Appendix A

Policy

Statement of Purpose

Name: The name of this ministry is Global Campus Ministries

Purpose: The purpose of Global Campus Ministries shall be to establish an international ministry to college students in all nations of the world outside of North America by:

- Reaching out with the gospel to college students residing outside of North America
- Organizing student groups for fellowship, maturity and training
- Equipping students for leadership and ministry
- Opening cities and countries of the world to the gospel through teachers and qualified students where resident missionary work is not possible
- Sending qualified ministers as students to be evangelists to other students, faculty and staff, while also receiving the benefits of advanced education to enhance their future leadership potentials.

Goal: To establish an international ministry to college students in all nations of the world outside of North America, and thereby reaching them with the gospel.

Plans:

- To work in harmony with the General Youth Division Campus Ministry in North America in developing sister chapters in North America who are linked in prayer and fellowship with chapters in other countries.
- To support international campus ministries with guidance and materials for evangelism and training.

Structure:

- **Global Campus Ministries** will operate under the guidance of the General Director of Foreign Missions and Foreign Missions Board
- **Global Campus Ministries** under the Foreign Missions Division is directed by an International Campus Ministries Coordinator appointed by the Foreign Missions Board (Interregional Missionary Evangelist Monte Showalter)
- The Regional Coordinators assist the **Global Campus Ministries** Coordinator in introducing this ministry to missionaries and national leadership
- The Field Superintendent and national board will decide the appropriate structure for **Global Campus Ministries** in each nation
- In nations where we have no resident missionaries or national church the Regional Coordinators will work with the national board to determine what structure is needed for **Global Campus Ministries** in those countries.
- It is suggested that a **National GCM Coordinator** be appointed in every national church structure and that he work under either the Youth Dept of that nation or the Missions Dept.

Appendix B

Sample Constitution

**THE CONSTITUTION OF THE
MAKERERE UNIVERSITY
GLOBAL CAMPUS MINISTRIES
(M.U.G.C.M.)**

Revised on March 21, 2002

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PREAMABLE

We believe the Bible to be the inspired, infallible word of God. We believe that this word of God is given for our instruction in righteous living not only for life on Earth, but also for eternal life. (II Timothy 3:16-17) We believe in one eternal, omnipotent, omniscient, omnipresent God. (Duet. 6:4) We believe that this one true God was manifest in the man Jesus Christ for the purpose of man's redemption from sin. (I Timothy 3:16; John 1:29) This redemptive work is accomplished through Christ's death, burial, and resurrection. Believers receive salvation through faith in Jesus Christ and obedience to the scriptures. This obedience is expressed in repentance, water baptism in the name of Jesus Christ by immersion, and receiving the baptism of the Holy Ghost evidenced by speaking in other tongues. (Acts 2:38; John 3:5; Mark 16:15-18; etc.) When these things are accomplished the believer has received power to live a life free from sin and corruption. (Romans 8:2)

We also believe in the unity and fellowship of the believers as the body of Christ. (Acts 2:46; I Cor. 12:12-13) So, it is that GLOBAL CAMPUS MINISTRIES is established to provide fellowship and unity to believers on college and university campuses around the world. It is the desire of Makerere University GLOBAL CAMPUS MINISTRIES to build a spirit of cooperation, understanding and spiritual renewal both among the students of Makerere University and the surrounding community of Kampala. This is to be accomplished through sound Christian doctrine and an effort to meet the needs of the people in this community.

ARTICLE ONE

The name of this organization shall be Makerere University GLOBAL CAMPUS MINISTRIES a division of GLOBAL CAMPUS MINISTRIES under the direction of the United Pentecostal Church International: Foreign Missions Division. Makerere University GLOBAL CAMPUS MINISTRIES will be under the governance of GLOBAL CAMPUS MINISTRIES and under the direct supervision of United Apostolic Church of Uganda. Makerere University GLOBAL CAMPUS MINISTRIES will be herein referred to as M.U.G.C.M.

ARTICLE TWO

Aims and Objectives

1. College and university students are away from home, family, and friends. The greatest need they have is to have a friend or a group of friends to which they can belong.

M.U.G.C.M. will endeavor to meet this need through Christian fellowship, study of the scriptures, and prayer.

2. College and university students are seeking truth.

M.U.G.C.M. will endeavor to teach and nurture students in the truth of the scriptures.

3. College and university students are seeking education and skills to prepare themselves for a better lives.

M.U.G.C.M. members will help students integrate their faith into every area of life including both their professional and private lives.

4. College and university students often hope to return to their homes and families to bring them a higher standard of living.

M.U.G.C.M. will encourage students to bring spiritual enrichment as well as a higher standard of living to their families.

5. College and university students experience many trials and temptations.

M.U.G.C.M. will endeavor to strengthen and encourage students as they learn to manage the trials and temptations that life brings.

6. College and university students are transient.

Recognizing that by nature college and university students will not stay students forever; the goal of M.U.G.C.M. will be to equip students with those spiritual skills necessary to be mature believers wherever they may go.

ARTICLE THREE

Membership

Full Membership

- (i) All students of Makerere University and other nearby institutions of higher learning, who believe in the gospel of Jesus Christ, have received the Acts 2:38 experience, and are striving to live by the teachings of scripture.
- (ii) All Makerere University teaching and non-teaching staff who meet the above mentioned requirements.
- (iii) All students and staff wishing to become Full Members must meet these requirements, make application, and receive approval from the officers of M.U.G.C.M.

Associate Membership

- (i) Any members of an organization with similar objectives as those of GLOBAL CAMPUS MINISTRIES may be granted associate membership by the members General Assembly.
- (ii) Any students or staff who are willing to be involved with M.U.G.C.M. but do not meet the requirements of Full Membership will be granted Associate Membership.
- (iii) These associate members are welcome to all attend all functions of M.U.G.C.M., and will be treated with all Christian love and dignity. For the sake of unity and the pursuit of doctrinal purity they will not be extended voting privileges.

Honorary membership

- (i) The General Assembly may grant honorary membership to an individual for their meritorious services rendered to the organization.
- (ii) Such honorary members shall not be entitled to vote at any meeting.

Application

Application forms and procedures shall be determined by the officers and supervisors of M.U.G.C.M.

Subscription

Every Full and Associate Member of GLOBAL CAMPUS MINISTRIES shall submit an annual subscription/membership fee, which will be determined by the General Assembly annually.

Termination of Membership

- (i) A member of GLOBAL CAMPUS MINISTRIES may have his/her membership terminated by a 2/3rd majority vote of the General Assembly and such shall be informed immediately.
- (ii) A member may only have his/her membership terminated by the General Assembly if the officers and supervisors finds that said member is persisting to live in a sinful manner, or is not fulfilling his/her obligations to M.U.G.C.M.
- (iii) All members who cease to be students at the approved institutions will be automatically terminated. Members may also be automatically terminated in the event of death or insanity.
- (iv) Any member who voluntarily terminates membership is requested to submit such a resignation in writing to the officers.

Rights and Obligations of Membership

- (i) Members with Full Membership status shall be eligible for election to any office.
- (ii) Members with Full Membership shall also be eligible to vote on any occasion that the General Assembly meets for elections or business.
- (iii) All members shall have the right to due process of grievances.
- (iv) All members are obligating themselves to contribute and cooperate in every way possible with GLOBAL CAMPUS MINISTRIES in the accordance with the Makere University GLOBAL CAMPUS MINISTRIES constitution and working policies.
- (v) All Full Members are obligated to pay affiliation fee as required by the decision of the General Assembly. All Associate Members will pay a reduced subscription of 50%.

(vi) All members are obligated to respect the constitution and all active programs of M.U.G.C.M.

ARTICLE FOUR

Organizational Structure and Officers

(I) The General Assembly

- (1) This assembly shall constitute only those who are listed in the register as Full Members of M.U.G.C.M.
 - a) A General Assembly meeting shall be held at least once per calendar year and may be held at the request of 2/3rd of the Full Members or by decision of the officers and supervisors.
 - b) The General Assembly meetings shall be conducted in accordance with Robert's Rules of Order Revised.
 - c) The decisions of the General Assembly are valid only if a quorum of 2/3rd of the Full Members are present.
 - d) All decisions regarding termination of membership and amendments to the constitution shall require a 2/3rd majority vote.
 - e) All other decisions shall be made by simple majority vote.
- (2) The Purpose of this assembly shall be:
 - a) To elect the officers.
 - b) To adopt a program of activities.
 - c) To adopt a budget
 - d) To decide on amendments to the constitution.
 - e) To decide on the amount of subscription/ affiliation fee.
 - f) To admit or exclude a member from the organization.
 - g) To decide on any other question which shall be placed before the members of the organization.

Officers

Shall consist of:

(1) Chairperson

The functions and duties of the Chairperson shall be:

- (i) Serve as Executive head of M.U.G.C.M.
- (ii) Preside over Executive meetings.

- (iii) Have powers to call emergency meetings.
- (iv) Signatory powers shared together with the General Secretary for all documents that relate to M.U.G.C.M.
- (v) Make emergency decisions on behalf of the Executive in an extra ordinary circumstance where he/she cannot in anyway consult the Executives and report to the Committee for confirmation within two weeks.

(2) Vice-Chairperson

The functions and duties of the Vice-Chairperson shall be:

- (i) Deputize the chairperson in his/her absence.
- (ii) To deal with all matter/duties as shall be assigned to him/her by the chairperson.

(3) General Secretary/Treasure

The functions and duties of the General Secretary/Treasure shall be:

- (i) To fulfill all duties of secretary to the organization.
- (ii) In consultation with the Chairperson draw up and publish the agenda for meetings.
- (iii) Fulfill tasks as assigned to him/her by the Chairperson.
- (iv) Keep records and minutes of all meetings including a complete register of membership.
- (v) Reading of the previous minutes at the Executive Committee meetings and General Assembly.

(4) The Supervisor

Shall be appointed by the Superintendent of United Apostolic Church of Uganda. This Supervisor shall be an individual who is not a student, but has both the desire and discipline to work with University students in their spiritual development.

Shall be responsible for:

- (i) The Supervisor shall serve as the speaker during the General Assembly. The Supervisor may request for the Chairman to serve as the speaker in his/her absence.
- (ii) Advising the organization.
- (iii) Guiding and supporting the organization on moral, spiritual and other systems of life and programs.
- (iv) Shall be entitled to serve for a two year term but may be re-appointed depending on his/her performance.

ARTICLE FIVE

Elections

- (i) All elections shall take place annually during the General Assembly.
- (ii) Private ballots shall be used in the election of all officers.
- (iii) There shall be no voting by proxy.

- (iv) Nominations of candidates shall be made from the floor of the General Assembly to the Supervisor and must be seconded.
- (v) Whenever there is a tie in any election it must be repeated at least three times and then the Supervisor may make the deciding vote.
- (vi) Members eligible for the elections shall be deemed so from Makerere University Student community in accordance with the rules of eligibility in Article Three: Rights and Obligations.
- (vii) The Supervisor shall declare the winner immediately after each election. Consequently, the winner shall be sworn in at this time.

The Oath of Office

I _____ SWEAR THAT I SHALL
DISCHARGE MY DUTIES AS _____ OF
MAKERERE UNIVERSITY GLOBAL CAMPUS MINISTRIES
ORGANIZATION TO THE BEST OF MY ABILITY, UPHOLD THE
CONSTITUTION, CODE OF CONDUCT, AND THE TEACHINGS OF
SCRIPTURE, SO HELP MY GOD.

Termination of Office

(a) Resignation

- (i) Any member wishing to resign from the Executive Committee shall tender his/her resignation to the Chairperson and such resignation shall take effect upon the receipt of such notice.
- (ii) The Chairperson cause the publication of such resignation to the General Assembly.

(b) Vote of no confidence

- (i) At least one month's notice shall be given to the supervisor of the organization.
- (ii) In the event of a vote of no confidence or any other reason calumniating to the dissolution of the entire body of officers, there shall be a caretaker of the organization which will comprise of:
 - 1- The Chairperson

- 2- The Superintendent of the U.A.C.U.
- 3- The Supervisor
- 4- The Faculty Sponsor

ARTICLE SIX

Finance

Sources of Revenue

The sources of revenue from M.U.G.C.M. shall be:

- (i) The subscription of members.
- (ii) Fundraising activities of M.U.G.C.M.
- (iii) Donations and Grants.
- (iv) Any other sources approved by the organization.

Authorization of expenditures

The Finances of M.U.G.C.M. shall be spent in a manner approved by the officers in their consideration of the budget proposal.

Supervision on finance

- (i) The supervision of funds shall be the responsibility of the Chairperson, the Secretary/Treasure, and the Supervisor.
- (ii) In the absence of the Secretary/Treasurer, the Chairperson shall perform his/her duties.

ARTICLE SEVEN

Interpretations and Amendments

- (i) The General Assembly may interpret and amend the constitution if requested by 2/3rd of the members of the executives.
- (ii) The Chairperson shall declare the amendments as part of the constitution after endorsement by the Supervisor and the Legal Advisor.

ARTICLE EIGHT

Acknowledgement of Constitution

We members of the constitutional committee hereby sign and uphold this constitution established on _____, 2002, on behalf of and in the name of the members of M.U.G.C.M. present and in the future.

Name

Sign

1-

2-
3-
4-
5-
6-
7-
8-
9-

CHAIRPERSON (M.U.G.C.M.)
Signature_____

PATRON (M.U.G.C.M.)
Signature_____

GENERAL SECRETARY
(M.U.G.C.M.)
Signature_____

LEGAL ADVISOR (M.U.G.C.M.)
Signature_____

COMMUNITY BASED SERVICES OFFICER (CBSO)
Signature_____

Appendix C

Surveys

Religion Survey

Hello...I'm ____ (Your name) ____, and I'm here representing ____ (Group name) ____ . We are in your area taking a survey today and would like your opinion about a few important matters concerning problems in our community and God's solution to them. Would you have few minutes right now to answer a few questions or would it be better to come back at a later time.

1. There are many problems plaguing our society such as addiction to drugs, stress and depression, crime etc. Do you think that God has any thing to say about these matters? ____yes ____no

If so, what do you think is God's opinion?

2. Do you think that God has a solution for these problems and wants to help? ____yes ____no If so, How do you think that we can solicit God's help?

3. Do you think that God has anything to say concerning terrorism plaguing our world ? ____yes ____no

4. Do you consider the God of Islam the same God of the Christians? ____yes ____no

5. Do you attend a religious assembly or church regularly? ____yes ____ Why or Why not?

6. Do you believe the Bible to be the Word of God? ____yes ____no Why do you believe that way?

7. Do you have a Bible? ____yes ____no (You can ask them to get it)

8. In Joel 2:28 (they can read from their Bible) It is predicted that: "And it shall come to pass in the last days, God says, that I will pour out My Spirit upon all mankind; and your sons and your daughters shall prophesy, and your young men shall see visions, and your old men shall have dreams;

and even upon My bondservants, both men and women, at that time, I will pour out My Spirit, and they shall prophesy." (Weymouth's Translation)

Do you think that God is giving people "His Spirit" in these days in which we live?

____yes ____no

comment: _____

9. Do you believe that the Bible teaches us how to be saved? ___yes ___no In what verse? _____
Have you ever heard Peter's answer to this question in Acts 2:37-39? ___yes ___no

10. Proverbs 14:12 states: "There is a way which seemeth right unto a man, but the end thereof [are] the ways of death." If you died right now are you sure that you would go to Heaven?

___yes ___no

Would you like to know more about the God's plan of Salvation for your life? ___yes ___no

When would be a good time to study the Bible? ___yes ___no If so when? (day)

Time_____.

Name_____

Address_____

Campus Survey

Would you mind giving me your opinion on a few questions?

1. What do you think is the biggest problem in society today?

2. Why do you think some college-age people do not attend church?

3. Do you attend a church on a regular basis? _____

4. If so, where? _____

5. If you were looking for a church to attend, what would you look for?

6. Do you have a desire to learn more about the Bible? _____

7. (If "yes" on question #6) What is the best time for you to meet with other college students to discuss the Bible?

Day/Time: _____

Name: _____

Phone: _____ Email: _____

How to Use a Survey

Using a survey is really easy to do. If you are knocking doors or in a shopping area, you will find them open to answering your questions. If you are on a college campus just approach the people that are walking by, or sitting at a table in the cafeteria or out on the square or wherever they are, They look like they're hardened and self-satisfied, but that's all an act; they are actually hoping to connect to new people.

If you are in a plaza or park it becomes very easy if you use dramas or music with mimes or actions and while the group is performing, approach those who show interest by coming around.

Here are a few tips for making the survey effective:

1. When you approach say something like: "Do you have a minute to give me your opinion on a few questions?"

Showing them that you care about what they think is important. When you give somebody a tract or even invite them to church, you are putting yourself in the position of imparting something from you to them. That always meets with a wall of defensiveness because it implies that you are the better. By asking for their opinion, you turn that around. It makes them feel important.

Everybody values their own thoughts and you have just given them an opportunity to share theirs with you! It really works. Most people open right up and connect with you surprisingly quickly.

2. As you ask the questions and get their answers, don't just move to the next question as fast as you can. Make some brief agreeable comment about what they said at least half the time. It is great when sometimes a little conversation develops that actually takes you off the survey for a minute or two. The key to reaching people is connecting with them!

3. If they are negative throughout the survey (which usually is not the case, but is sometimes) don't worry about it, just keep asking the questions with a smile and say "Thank you for your time" at the end and move on to someone else.

4. If they say "yes" to question #10, it is very important how you phrase the next question. You are trying to set up a Bible study. I don't use the word Bible study; I say that there are groups of students who get together on campus to discuss the Bible at different times during the week. "Students" doesn't necessarily have to mean students of that college. If you don't have any support on campus, maybe you can get other young people from your church to come with you when you get a Bible study scheduled. Don't ask a yes-or-no question like "would you like to..." Instead give them a question that has only a positive answer - like "What would be a good time for you to hook up?" or "What is better for you, Wednesday at 12 or Thursday at 2:30?" If they want to turn the Bible study down, they will. But if you ask them a yes-or-no many people will say no even though they would like to get together. Just like if you came to my house tonight - if my wife asked you "Do you want something to drink?" you would probably say no and end up with no drink. It just feels easier. But if she said "Do you want tea or Mountain Dew?" you would probably choose one and end up with a drink in your hand that you are happy to have. If you ask "What is a good time for you..." and they say "whenever" be ready to offer a specific time or two. Coming away with a "whenever" is not even half as valuable as coming away with a specific time.

Another thing to be aware of is that a scheduled Bible study does not always translate into an actual Bible study. This is normal. Bible studies require a lot of determination to stay in communication with people and make them happen. If out of the 17 we scheduled, 5-8 actually happen I will be happy about it. If out of 5-8 Bible studies, 1 of them continues on and gets in church I will be happy about that. It may work out better than that, but be thankful for what ever result you receive. We would never get to that one that will make it if we did not do the 31 surveys with people who will fall by the wayside at one stage or another.. You have to sow

bountifully to reap bountifully. We are giving each one the opportunity to choose. God wants everyone to have that chance.

As to what Bible study to use and how to teach a Bible study, I can't tell you what works for you. Find one that you are comfortable with. There are numerous studies available and each one will work as long as it is pointing people to the Word of God. I will say that personally I think it is valuable to do something that continues over a number of sessions - you don't necessarily need to try to make them see their need to get baptized in Jesus' name the first time you sit down. If you can build a trust and have the presence of God meet with you over several weeks, they are much more likely to be receptive to the message of salvation later.

Some Pointers in Bible Study effectiveness:

1. Use the pamphlet as the study guide and the **Bible** as the text. The most important thing is that the Bible is opened and read to refer to the scripture in place of the pamphlet.
2. In place of being on a "me teacher - you student" level, approach the study as a "let's study together" situation. This relieves a lot of pressure off of everyone involved.
3. Taking turns reading the Bible and commenting gives everyone a chance.
4. If a question arises, always answer with scripture. Opinions are just opinions and do not carry weight. The scripture is the authority.
5. If you don't know where to look in the Bible, say "I don't know where but I am sure the Bible has the answer so let's search it out and bring what we find back to the next session for discussion."
6. Begin in prayer and end in prayer. At the close is the best time to offer the opportunity for anyone to act on the Word. In that atmosphere it is easy for someone to repent or receive the Holy Ghost.

Here is a simple closing to lead someone to pray after the teaching:

DO YOU BELIEVE the Word of God is true and will judge us? Yes___ No___

DO YOU BELIEVE Jesus is both your Lord and Christ? Yes___ No___

DO YOU BELIEVE it is necessary to repent by determining to turn from sin and give your life to God completely? Yes___ No___

DO YOU BELIEVE the baptism of the Holy Ghost is for you today, and that when you will receive it that you will speak in other tongues just as they did in the Bible?
Yes___ No___

IF YOU BELIEVE THESE THINGS, LET'S PRAY RIGHT NOW, ASKING GOD TO ALLOW YOU TO EXPERIENCE ALL THAT HE HAS PROVIDED FOR YOU!

Appendix D

Global Campus Ministries' Vision & Job descriptions

The Vision of GCM

Global Campus Ministries is an outreach of the Foreign Mission Division that specifically targets college and university population with the gospel of Jesus Christ.

There are two main areas of focus of this ministry:

The first is reaching students, faculty and staff with the Gospel. These students are future leaders as well as future business people and will be a great blessing to the church now and in the future. This is part of fulfilling the great commission of Jesus Christ.

The second is providing needed fellowship, support and training to Pentecostal students while they attend college.

Thank the Lord, our churches and works overseas are advancing and we are seeing many of our people blessed beyond measure. As our works advance, many more of our youth will attend institutions of higher learning. Many times, our own Pentecostal students are lost during their years of study due to the heavy bombardment of anti-Biblical teachings that dominate most classrooms. Through fellowship, training and providing a means of sharing their faith, we can change these danger years into productive growth years for our Pentecostal youth. We must move them from a defensive stance to an offensive one. We must change their mentality from thinking of themselves as the world's "mission field" to one of viewing themselves as the "missionary" to their campus. An evangelism focus is a major key to this change. Fellowship alone without evangelism only grieves the Holy Spirit in us. He filled us to make us witnesses in the entire world, which includes college and university students, faculties and staff in all nations of the world.

Many times, there are Pentecostal students from North America who are studying abroad and could be a great blessing in a campus ministry in the country of their studies. Our desire is to promote communication with the North American churches so that this can be a reality and these students are not lost in the process.

GCM also works closely with the campus outreach effort of the General Youth Division of the United Pentecostal Church International, CMI, promoting a "sister ministry" program which joins campus ministries overseas with district campus ministries in North America. This promotes the North American ministries to visit and involve themselves in ministry on universities in other countries.

GCM is a self supporting organization, primarily drawing upon the support of churches and individuals who desire to help this ministry through PIM support and freewill offerings.

Global Campus Ministries includes five dimensions of ministry involvement:

1. Evangelism to students on campuses outside of North America.
2. Organizing groups of students for beneficial fellowship and personal discipleship.
3. Equipping students for leadership and the ministry of the gospel in all aspects of life.
4. Sending qualified teachers and students as laborers to reap the harvest of souls on colleges and universities in nations where public missionary work is not possible.
5. Sending qualified ministers as students to be evangelists to other students, faculty and staff, while also receiving the benefits of advanced education to enhance their future leadership potentials.

Friendship International

Many times universities do not allow any type of Christian activities. Friendship International is the arm of Global Campus Ministries that is designed to operate in places where Christian activities are not allowed. We use “friendship evangelism” to reach out to students, and thereby share personally with them our relationship with God.

Universities everywhere, the US included, are looking for volunteers to help in the orientation of foreign students coming to study from other nations. They need a friend to help them get adjusted to life in the new country.

Friendship International is an "International student hosting program" that helps the local university give orientation to incoming students and ongoing friendship and activities for the international student population on campus. On average 30%+ of students studying in any major University or College are international students. They need a friend to help them adapt to the cultural climate of the new country they are studying in. Friendship International offers that by organizing hosting programs on Universities around the world.

GLOBAL CAMPUS MINISTRIES

INTERNATIONAL COORDINATOR

JOB DESCRIPTION

- I. Communication:
 - A. Establish and maintain a line of communication with all Regional Coordinators.
 - B. Establish a line of communication with FMAC, FMGD, and GCM Advisor.
 - C. Target regions that do not have a Global Campus Ministries Regional Coordinator and contact the Regional Directors and urge them to appoint one.
 - D. Develop a teaching presentation for School of Missions to be presented to all missionaries attending. (In 5 years all missionaries will have been exposed to the concept of this ministry)
 - E. Develop newsletters that will inform all of what is being accomplished around the world.
 - F. Develop websites for GCM and FI.
- II. Development of materials:
 - A. Coordinate the development of evangelism and discipleship materials for use in Campus Ministry.
 - B. Coordinate the development of tracts geared to college level for campus distribution.
 - C. Coordinate the development of a Campus Ministry Guidebook for use by local ministries getting started.
 - D. Home Bible Study – Develop a college-level Bible Study.
 - E. Coordinate the development of materials for Global Campus Ministries.
- III. Define ministry differences:
 - A. Evangelism – How to teach Bible Studies and win souls on campus.
 - B. Fellowship – Develop teaching and discipleship materials.
 - C. Crusades – How to conduct a crusade.
 - D. Friendship International's hosting of foreign students.
- IV. Promotion:
 - A. Coordinate the development of a step-by-step regional promotional strategy and communicate this strategy to Regional Coordinators.
 - B. Coordinate the development of a step-by-step promotional and training strategy for the local campus ministry.
 - C. Attempt to visit all regions to promote GCM in the region.
 - D. Promote GCM at the GLOBAL COUNCIL meetings.
- V. Finances:
 - A. Promote the obtaining of PIM's for GCM
 - B. Requisition from the GCM account (413) for expenses incurred
 - C. Make funds available for the Regional Directors to use in their region for the promotion of GCM

Global Campus Ministries

Regional Coordinator Job Description

1. Establish a line of communication with all missionaries and/or national leaders in the region through mail, email, telephone and personal visits at regional meetings. Motivate missionaries and/or national leaders to establish an apostolic outreach on every university and college campus in the region.
2. Attempt to get each nation to appoint a National GCM Coordinator with whom you can work with in their respective country.
3. Establish a line of communication with all local campus directors through mail, email, telephone and personal visits. Make all GCM evangelism and discipleship materials available for use by local ministries in the Region.
4. Target key countries that do not have a campus ministry, and contact the missionaries and/or national leaders to urge the development of a local effort.
5. Make available the Campus Ministry Guidebook for local churches. Be available to help in implementing this strategy at the missionary's request.
6. Define various approaches to campus ministries (no one strategy will work for everybody). Given below are three of the most common, though not limited to these three:
 - * Clubs, Chapters or Fellowships on Campus
 - * Special Lectures or Crusades (local)
 - * Personal Evangelism through Bible Studies
7. Work within the framework of Global Campus Ministries and communicate monthly with the International Coordinator:
 - * Submit substantive ideas and plans to the International Director
 - * Be subject to the Regional Director (RD) and keep him informed of all activity
8. Promote campus ministry at all functions possible,
9. Maintain communication with national GCM organization, via participation in reports, attending workshops, sharing successful ideas, etc.

National GCM Coordinator Job Description

1. Establish a line of communication with all missionaries and pastors in the country or countries through mail, telephone and personal visits at national meetings.
2. Establish a line of communication with all local campus directors through mail, email, telephone and personal visits.
3. Target key colleges that do not have a campus ministry, and contact the missionaries and pastors to urge the development of a local effort.
4. Make available the Campus Ministry Guidebook for local churches. Be available to help in implementing this strategy at the missionary or pastor's request.
5. Make all GCM evangelism and discipleship materials available for use by local ministries in the country.
7. Work within the framework of Global Campus Ministries and communicate monthly with the Regional Director:
 - * Submit substantive ideas and plans to the regional Director
 - * Be subject to the Regional Director and keep him informed of all activity
8. Promote campus ministry at all functions possible,
9. Motivate missionaries and pastors to establish an apostolic outreach on every university and college campus in the country.
10. Maintain communication with local GCM chapters, via participation in surveys, attending workshops, sharing successful ideas, etc.

Responsibilities:

- A. Work in harmony with the Missionary and Regional Coordinator at all times. Keep him/her informed of the progress of the local ministries in their country of operation. Enlist his/her approval for all final decisions.**
- B. Set goals for yourself and be self-motivated.
- C. Strive continually to motivate others and win the lost.
- D. Make a consistent effort to improve abilities.
- E. Keep Regional Coordinator and missionary informed of all situations he/she should be aware of.
- F. Assist the Regional Coordinator in all matters as directed.
- G. Endeavor to develop the nation's Campus Ministry Leaders along with ministering to the groups. Motivate them to dedicate themselves to prayer and evangelism and to follow the leading of the Spirit.
- H. Manifest the Spirit of Christ at all times, setting an example in word and deed.
 - 1. Consistently study methods to increase growth of the Campus Ministry and win the lost. Observe the Regional Coordinators:
 - a. Be sensitive to their needs and prevent discouragement and discord if possible.
 - b. Assist them in encouraging faithfulness among their Team Members.
- I. Set an example by faithfully being present to service times. Be Available to pray for needs as they arise before, during, and after the service

GCM Local Chapter Director

Job Description

Responsibilities:

- A. Work in harmony with the Pastor and local church at all times. Keep him/her** informed of the progress of the local GCM chapter's finances. Enlist his/her approval for all final decisions.
- B. Set goals for yourself and be self-motivated.
- C. Strive continually to motivate others and win the lost.
- D. Make a consistent effort to improve abilities.
- E. Keep National Coordinator informed of all situations he/she should be aware of.
- F. Assist the National Coordinator in all matters as directed.
- G. Endeavor to develop the Campus Ministry's Leadership along with ministering to the group. Motivate them to dedicate themselves to prayer and evangelism and to follow the leading of the Spirit.
- H. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- I. Assist the local leadership in any way possible, giving them direction, encouraging them to strengthen their spirituality, and helping them develop their team.
 - a. Consistently study methods to increase growth of the Campus Ministry and win the lost.
 - b. Observe the local chapter's members:
 - i. Be sensitive to their needs and prevent discouragement and discord if possible.
 - ii. Assist them by encouraging faithfulness to God and ministry.
- J. Set an example by faithfully being present to service times. Be available to pray for needs as they arise before, during, and after the service.
- K. Know every member by name.

GCM Local Chapter Secretary

Responsibilities:

- A. Work in harmony with the Local Chapter Director at all times.
- B. Be loyal to the group and the Director.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Be able to handle stressful situations that might arise among the membership concerning finances.
- G. Develop an effective accounting system in order to maintain accurate financial records.
- H. Keep full records of all staff, members, and visitors to the group.
 - 1. Keep data updated consistently.
 - 2. Keep an updated list of current Campus Ministry Members.
 - 3. Work in harmony with Outreach Director to ensure each visitor has been contacted before the next meeting.
 - a. Retrieve name, address, and phone number of each visitor.
- I. Work closely with the Director on all communication and correspondence, multi-media, and group endeavors.
 - 1. Place phone calls to absent members.
 - 2. Place phone calls or send out mass email to members notifying them of activities, meetings, and other events.
- J. Take careful notes during each staff/team meeting.
- K. Act as support to all divisional directors.
- L. Know every member by name.

Local Activities Director

Responsibilities:

- A. Work in harmony with the Director at all times.
- B. Be loyal to the group and the Director.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Create effective fellowship and soul winning opportunities.
 - 1. Generate ideas, literature tables and open-air activities.
 - 2. Successfully organize each aspect of fellowship activity and set-up to completion.
- F. Create effective fund raising opportunities.
- G. Oversee drama team.
- H. Manifest the Spirit of Christ at all times, setting an example in word and deed.

Local Outreach Director

Responsibilities:

- A. Work in harmony with the Local Chapter Director and Activities Director at all times.
- B. Be loyal to the group and the Director.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Keep Director apprised of needs of new converts and prospects.
- G. Assist him/her in all matters as directed.
- H. Develop a dedicated team. Motivate them to care for the needs of the hurting and to consistently reach for the lost with the gospel.
- I. Oversee all promotional efforts
- J. Work with Secretary to acquire names of visitors, then contact each visitor before the next meeting by either:
 - 1. Telephone calls
 - a. Place a phone call to visitor to let them know we appreciate their visit to our meeting and we welcome their return.
 - 2. Mail-outs
 - a. A hand-written correspondence sent to visitors is very effective.
 - 3. Personal visits to visitors.
 - a. Always set up a day and time with the visitor. Please no "cold calling".
- K. Oversee all Bible studies. Those dedicated to giving Bible studies shall assist in the following areas:
 - 1. Bible studies made available to members with questions about certain Biblical teachings.
 - 2. Bible studies made available to new converts
 - 3. Bible Studies made available to visitors.
- L. Also, prepare certain team members dedicated to giving welcoming classes to new converts and visitors before or after meetings.
- M. Know every member by name.

Local Prayer Director

Responsibilities:

- A. Work in harmony with the Local Chapter Director and Activities Director at all times.
- B. Be loyal to the group and the Local Chapter Director and Activities Director.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Constantly be aware of those attending meetings.
- G. Be alert to the members of the groups. Consistently up-date your knowledge of the events in the lives of those you pray for. Stay alert to special needs or signs of discouragement.
- H. Give Praise Reports.
- I. Make a note of any particular need or problem that you are aware of which might need the attention of the Local Chapter Director. Deliver this information to the proper person.
 - 1. During the meeting, be alert to the needs of new visitors. When you feel that would like someone to pray with them, immediately move into their area and begin praying with them. If you need assistance, ask others to join you.
 - 2. Develop a staff of Prayer Warriors Team that will faithfully dedicate in joining you for prayer. Create a schedule and train them by example to be totally lost in prayer and travail. Develop a prayer list for them and ask them to join you in praying for each known need.
- J. Work with Prayer Warriors to generate creative ideas to involve each member in prayer.

Worship Director

Responsibilities:

- A. Work in harmony with the Local Chapter Director and Activities Director at all times.
- B. Be loyal to the group and the Local Chapter Director.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Develop a committed Worship Team. Motivate them to dedicate themselves to prayer and evangelism and to follow the leading of the Spirit in each meeting.
- G. Take complete oversight of all music-related activities of the group.
 - 1. See that musicians and singers are prepared to play and sing.
 - 2. Encourage musicians and singers to be prompt and spend time in prayer before each meeting
 - 3. Schedule practices as needed.
 - 4. Do not play a song unless you have practiced it.
 - 5. Wait for the musicians to start and set the key before singing.
- H. Insist that rules and standards for musicians are upheld.
- I. Know every member by name.

LOCAL Guidelines for Positions of Leadership:

Qualifications:

- Should be filled with the Holy Ghost.
- Should meet the requirements for group membership.
- Should have burden for lost souls for the campus and be involved in winning souls.
- Should be loyal to Local Chapter Director at all times and in all situations.
 1. Loyal and supportive in all conversations and in giving advice.
 2. Loyal and supportive in actions.
- Should endeavor to read Bible daily.
- Should maintain daily prayer life.
- Should maintain modest dress standards as ascribed by the Pastor.

Personal Pledge

As _____, I pledge to carry out my duties before the Lord to the best of my abilities. I pledge myself to prayer and consistent cooperation with the Campus Ministry Leadership Team and to the Coordinator so that together we may reach our campus.

Signed: _____

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GLOBAL COUNCIL OF THE UNITED PENTECOSTAL CHURCH INTERNATIONAL

PREAMBLE:

The protection of the message that we hold to be true and the desire to evangelize the world is the basis for the formation of the Global Council of the UPCI.

PURPOSE:

- To strengthen our unity through closer fellowship worldwide
- To uphold the *International Articles of Faith* and standards of righteousness
- To unite our missionary endeavor worldwide
- To develop plans for worldwide evangelism
- To promote the World Network of Prayer

The formation of this Global Council forms the basis for the leadership of all churches around the world that are part of the United Pentecostal Church International family to work together to evangelize the lost. A clearer understanding of fellowship and a plan for working together will involve more people in the performance and financing of the immense task of world evangelism.

The council will also provide a platform from which to discuss the preservation of doctrinal truths. The *International Articles of Faith* of the UPCI are the doctrinal foundation basis of all of these churches. By formulating this council, it can be assured that there would be no changes made to these universally held truths without input from all those that would be affected by those changes.

MEMBERSHIP:

Every national organization from any country of the world that has its affiliation with the UPCI shall be considered a member of the Global Council of the UPCI. Each member organization shall have the right to send two delegates to the sessions of the Global Council. By virtue of his office, the superintendent or a representative appointed by him shall be the first delegate. In case the superintendent is a missionary, it would be important that either the assistant superintendent, who is a national, or an elected national official be considered as the second delegate to this international meeting. There will be a meeting of the combined membership every five years.

UNITY OF THE BODY:

As joint members of His body, we are one in Christ. Individual earthly citizenship and ethnicity will never be the basis for preference or exclusion in matters of fellowship, doctrine, leadership, and church government. We will value and promote the unity of this Body and commit ourselves to working in harmony with all like-minded believers. Regardless of race, gender, culture, language and nationality, we are fellow citizens of heaven and members of one United Pentecostal Church International.

AFFILIATION DEFINED:

Any national church organization that adopts the *International Articles of Faith* and maintains an active relationship and works in harmony with the United Pentecostal Church International and other United Pentecostal Church affiliates worldwide, may, with the approval of Global Missions Board and in consultation with the national church concerned, and with the ratification of the Executive Global Council of the United Pentecostal Church International, be an affiliated church organization.

AMENDMENTS TO THE INTERNATIONAL ARTICLES OF FAITH:

Any amendment of the International Articles of Faith shall be submitted in writing to the Chairman of the Resolutions Committee at least sixty (60) days prior to the next Global Council meeting, and it will require the signatures of five Global Council delegates. Any amendment of the International Articles of Faith shall require a unanimous vote of the Resolutions Committee in order for it to be presented to the Global Council. A two-thirds majority vote of the Global Council delegates present will be required to approve an amendment of the International Articles of Faith.

In addition, all amendments affecting the International Articles of Faith edition shall be taken to the Conference of every Global Council member organization to be voted on in compliance with the provisions of their constitution. However they must be ratified by a minimum of a two-thirds majority of that organization's voting constituency in session. Further, said resolutions shall require two-thirds of the Global Council member organizations ratifying before they can be implemented.

REGIONALIZATION OF THE GLOBAL COUNCIL:

The Global Council shall be divided into six regions. The delegates within each of these regions may meet as needed, together with delegates from the United States and Canada, for the purpose of organizing their outreach and missions programs. The division of regions shall be as follows:

1. REGION A - AFRICA
2. REGION B - ASIA
3. REGION C - CENTRAL AMERICA AND CARIBBEAN
4. REGION D - EUROPE AND THE MIDDLE EAST
5. REGION E - PACIFIC
6. REGION F - SOUTH AMERICA

Each region shall be divided into three sub-regions.

MEETINGS:

Any amendment to the general policy of the Global Council shall be submitted in writing to the Resolutions Committee and will require the signatures of three Global Council delegates.

Roberts Rules of Order shall be used as the rules that govern the parliamentary procedure of the Global Council.

The Executive Global Council shall select the venue for the next Global Council and the next Executive Global Council.

EXECUTIVE GLOBAL COUNCIL:

Each region will send seven delegates to an Executive Global Council, which shall act on behalf of the Global Council, held between each Global Council meeting (approximately 2½ years after the Global Council meeting). Of these, six delegates will consist of three nationals and three missionaries of the UPCI. By virtue of the scope of his position, the regional director shall be the seventh delegate. By virtue of his office, the general superintendent of the UPCI shall choose the additional delegates from the United States and Canada.

The members of the Executive Global Council shall be elected at the meeting of the Global Council, and they shall serve until the next Global Council.

During the Global Council meeting, each sub-region shall meet separately to elect its members for the Executive Global Council (one missionary, one national from each sub-region).

As needed, the Global Council shall formulate select committees to deal with special areas of need (Example: The Global Commission for Missions).

INVITED GUESTS AND OBSERVERS:

INVITED GUEST

The Chairman of the Global Council, after consultation with the Regional Director and the national church (member organization of that nation) concerned, may extend an invitation to a representative(s) from another Oneness organization or group to attend the meeting of the Global Council as a guest if he desires. The "Invited Guest" would be allowed to attend the meeting of the Global Council with no voice except on matters of mutual concern and interest, at the discretion of the chair. It is hoped through this interaction, that others can be positively influenced to work in closer harmony with the UPCI.

OBSERVER

A member organization shall have the right to initiate a request to the Chairman of the Global Council to invite a representative(s) from another Oneness organization or group from that nation to attend the meeting of the Global Council as an "Observer(s)." This request would reflect the approval of the member organization in that nation. The "Observer" status would be with no voice except on matters of mutual concern and interest at the discretion of the chair.

OFFICERS:

CHAIRMAN AND CO-CHAIRMAN OF THE GLOBAL COUNCIL

Because of the influence and world scope of the UPCI and its leadership in world missions, the General Superintendent of the UPCI shall serve as the chairman of the meetings of the membership and the Executive Council, when possible. If he is unable to attend the meeting for any reason, the General Director of Global Missions of the UPCI shall serve as the chairman.

SECRETARY OF THE GLOBAL COUNCIL

The Secretary of the Global Council shall be elected by the delegates of the Global Council or Executive Global Council for a term of two and one half (2 ½) years. He will serve a limit of one term. The election of the position will be done in a rotating manner according to region. (Africa, Asia, Central America/Caribbean, Europe/Middle East, North America, Pacific and South America). The rotation will be in alphabetical order.

1. Qualifications

- a. In order to hold this office the person must be a delegate of the Global or Executive Global Council, be at least 30 years of age, must conform to the Fundamental Doctrine of the International Articles of Faith, must have been a minister in good standing with us for at least five (5) years, must have been ordained at least one (1) year prior to election and must have proven loyal to the organization by cooperation in the up building of the work.

2. Rights and Duties

- a. To oversee the taking of and preservation of minutes, other documents, and business proceedings belonging to the Global or Executive Global Council. These documents will be maintained in the offices of Global Missions at the World Evangelism Center.

- b. Together with the Chairman of the Global Council appoint a recording secretary for each meeting.
 - c. Consult with the chairman on Global Council business and planning and assist him as needed.
 - d. The records will be kept in English. Global Missions will assure that the secretary is assisted with translation if necessary.
3. Vacancy
- a. If a vacancy occurs by the death or resignation of the Secretary, the Chairman shall appoint a replacement to serve until the next Global or Executive Global Council.
4. Method of Election
- a. All voting for officers shall be by secret ballot.
 - b. The presiding officer shall appoint a committee of not less than three (3) members who shall act as a Tabulating Committee, which committee shall collect the votes after the first ballot, which shall be known as the nominating ballot, and return the names of the three (3) persons receiving the highest number off votes to the presiding officer unless one person should receive at least a two-thirds majority of the votes on the nominating ballot, in which event the presiding officer shall declare an election. In the event that the one receiving the two-thirds majority declines to serve, a new nominating ballot shall be taken.
 - c. In the event that no candidate receives a two-thirds majority vote on the nominating ballot, the presiding officer shall present the names of the three (3) persons receiving the highest number of votes for that particular office, together with the number of votes received by each. The Global Council shall thereupon vote upon these three (3) persons, and such vote shall be termed "electoral ballot."

REGIONAL DIRECTORS

The duly appointed regional director of the concerned region shall chair any meetings within the regions. Recording secretaries shall be appointed as needed.

FUNDING:

Each delegate shall be responsible for his own funding to attend the meetings.

GLOBAL COUNCIL OVERVIEW AND ORGANIZATION STRUCTURE

FULL GLOBAL COUNCIL

1. **Membership:** United Pentecostal Church International affiliated organizations around the world
2. **Meetings:** Every five years
3. **Chaired by:** General Superintendent of UPCI, or in his absence, the General Director of Global Missions
4. **Delegates:** Two from each member organization and the regional directors

Note of clarification: *Being that North America only has one member organization and the other regions have many member organizations, in order to have proper representation from that region, there will be seven delegates from North America.*

EXECUTIVE GLOBAL COUNCIL

1. **Membership:** The elected delegates from the six regions
2. **Meetings:** Every 2½ years between the Global Council meetings
3. **Chaired by:** General Superintendent of UPCI, or in his absence, the General Director of Global Missions
4. **Delegates:** Seven from each region, one of those being the regional director and those from the United States and Canada (49 total)
5. **Administrative Position:** Subject to and reports to the Global Council; serves in the place of the Global Council between Global Council meetings

GLOBAL COMMISSION FOR MISSIONS

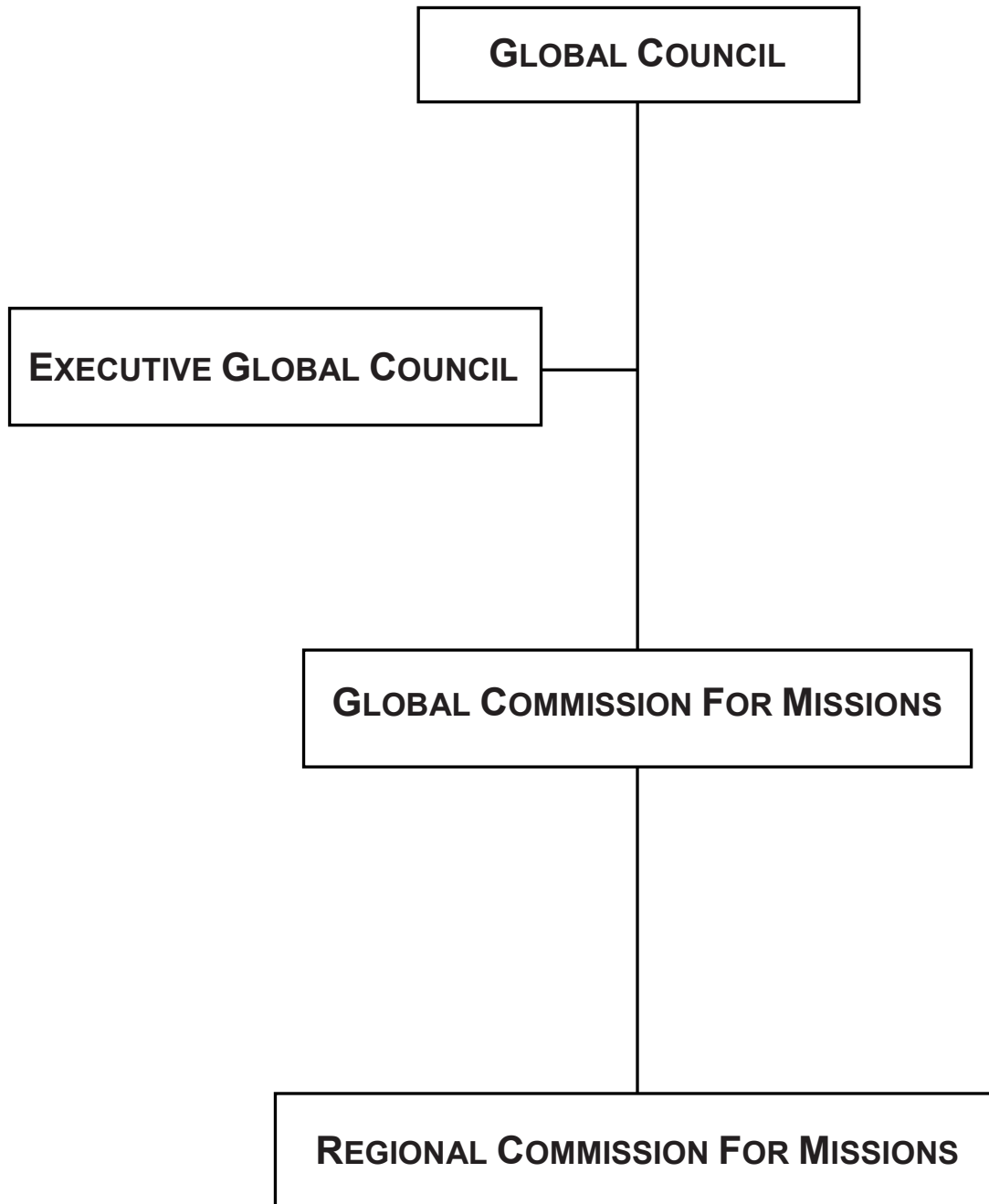
1. **Membership:** Member nations of the Global Council that are sending and/or supporting missionaries or mission works outside their borders
2. **Meetings:** Every two years
3. **Chaired by:** The General Director of Global Missions
4. **Delegates:** Two from each region - the regional director and an additional delegate (the delegate to be elected by the members of the regional commissions) (12 Total)

REGIONAL COMMISSION FOR MISSIONS

1. **Membership:** Member nations in the region that are sending and/or supporting missionaries or mission works outside their borders
2. **Meetings:** Every year
3. **Chaired by:** The regional director
4. **Delegates:** One from each member country sending or supporting missionaries or mission works outside their borders

GLOBAL COUNCIL FLOW CHART

(Designed for the preceding information)



GLOBAL COMMISSION FOR MISSIONS COMMITTEE OF THE GLOBAL COUNCIL OF THE UNITED PENTECOSTAL CHURCH INTERNATIONAL

PURPOSE:

To coordinate our global mission's endeavors to evangelize the world.

MEMBERSHIP:

The Global Commission for Missions shall be composed of thirteen (13) members.

1. The General Director of Global Missions by virtue of his office shall serve as chairman of the Global Commission for Missions.
2. The six (6) Regional Directors
3. One delegate from each region, which shall be elected by the membership of the respective Regional Commission for Missions

MEETINGS:

The Global Commission for Missions shall meet during the regular meetings of the Global Council and the Executive Global Council.

OBJECTIVES:

The work of the Global Commission for Missions shall be as follows:

1. To oversee the outreach between the six (6) regions to assure that all nations of the world will be evangelized.
2. To oversee the efforts of the missions' outreach of the churches sending, the missionaries going and the nations receiving.
3. To receive reports from the six (6) Regional Commissions for Missions.
4. To prepare and furnish a comprehensive reports of the global mission endeavors to the full Global Council of the United Pentecostal Church International.

**GLOBAL COMMISSION FOR MISSIONARY WORK
A SELECT COMMITTEE OF THE GLOBAL COUNCIL OF THE
UNITED PENTECOSTAL CHURCH INTERNATIONAL**

**REGIONAL COMMISSION
COMMISSION FOR MISSIONS**

PURPOSE:

In order to more effectively organize, coordinate and assure the evangelization of all nations and to facilitate the sending of regional missionaries to other countries of the world, we are establishing Regional Commissions for Missions for each region of the world. The Regional Commissions for Missions shall endeavor to propagate and protect the preaching and practice of the doctrines of the Bible as outlined in the *International Articles of Faith* of the United Pentecostal Church International.

OBJECTIVES:

- A. To assure that all countries within each region will be properly evangelized.
- B. To develop able leadership in each place that shall have a strong loyalty to the foundation laid by the Global Council of the United Pentecostal Church International.
- C. To determine the needs for evangelism within each region and seek ways to supply those needs.
- D. To facilitate the sending of missionary personnel where needed.
- E. To coordinate the missions outreach of:
 - 1. The churches sending
 - 2. The nations receiving
 - 3. The missionaries going
 - 4. The churches supporting
- F. To establish the guidelines needed for cooperative evangelism effort.

MEMBERSHIP:

- A. Each country that is sending or regularly supporting missions outside of their own nation shall be considered a member of the regional commission.
- B. Each member country shall send a voting delegate to meetings of the Regional Commission for Missions. The regional director shall also be a voting delegate to the Regional Commission for Missions.

MEETINGS:

- A. An annual meeting of the Regional Commission for Missions shall be held.
- B. The regional director, by virtue of his office, shall chair all meetings of the Regional Commission for Missions and shall have the right to invite guests to address the Regional Commission for Missions or to attend the meeting as he desires.
- C. In the event the regional director cannot attend the meeting, he shall designate an acting chairman for that meeting.
- D. The venue for the meeting shall be decided and announced by the regional director.
- E. Expenses to attend the meetings shall be borne by the country sending the delegate.

DUTIES OF THE REGIONAL COMMISSION FOR MISSIONS:

- A. To promote and unify missions outreach within the region.
- B. To examine applications and grant status as regional missionaries to those going within or from the region so that support by member nations may be considered.
- C. To receive official requests from nations desiring a regional missionary.
- D. To appoint a regional mission secretary/treasurer who will receive funds from the membership countries and disburse funds to the appointed regional missionaries as approved by the Regional Commission for Missions.
- E. The secretary/treasurer shall keep file copies of the minutes of all meetings of the regional commission and shall submit an annual financial report.
- F. To decide policies for the working of this mission organization within the region. (Care should be taken that at no time would policies be decided that are in conflict with the policies that are laid down by the Global Commission for Missions of the Global Council.)
- G. To select and send a delegate to represent, along with the regional director, the Regional Commission for Missions at the bi-annual meetings of the Global Commission for Missions.
- H. Due to the vastness of some of the regions, the Regional Commission for Missions may divide its efforts into sub regional chapters. Careful organization of these efforts will be necessary to assure that we are all working toward common goals. Efforts will be made to hold a combined meeting annually of delegates from each of these chapters. The Regional Commission for Missions will formulate guidelines for the chapters of this commission. Copies of these guidelines will be sent to the national boards of each participating church within the sub-region.
- I. To inform the regional Network of Prayer of their efforts so that a prayer covering may be made. The regional Network of Prayer will inform the World Network of Prayer of those areas where prayer supports is needed from the world fellow ship.
- J. To send copies of the minutes of all meetings of the Regional Commission for Missions and/or sub-regional chapters to the general superintendent of the United Pentecostal Church International, the general director of Global Missions and the regional director of the region.
- K. To prepare a report for each meeting of the Global Commission for Missions.

APPROVAL PROCESS FOR REGIONAL MISSIONARIES

Regional missionaries are national missionaries approved and sent by the churches of the region. Their field of labors may be within the region or anywhere. Since the region is sending them then they are regional missionaries.

- A. Any experienced, productive, licensed minister wishing to serve as a regional missionary may request an application form from his national board.
- B. The national board of the country where he is licensed will examine the applicant when the application is completed. If the national board approves the application, the application along with a written copy of their findings and recommendations needs to be sent to their regional director.
- C. Once the candidate has been approved by the Regional Commission for Missions, the Regional Commission for Missions shall determine the following:
 - 1. The budget
 - 2. The departure schedule
 - 3. The outgoing orientation
 - 4. Any special training requirements
 - 5. A complete job description
 - 6. The class or category of missionaries (that is "recognized, sent" or "recognized, self supporting" missionary)

THE REGIONAL MISSIONARY:

- A. Shall work under the direction of the regional director, area coordinator, and the superintendent of the country in which he will be working. He shall make monthly reports in writing with copies to all of the above.
- B. Shall recognize that his financial obligations are to the nation in which he labors.
- C. Shall make monthly reports in writing to the Regional Commission for Missions from which he is sent with copies to the Global Commission for Missions.
- D. The tenure of the regional missionary shall be for two years and may be renewed by the Regional Commission for Missions. The Regional Commission for Missions shall hold the right to terminate the tenure of any regional missionary at any time during his term of appointment.
- E. The Regional Commission for Missions shall investigate, and if necessary refer matters of discipline affecting the regional missionary's ministerial credential to the national church in which the regional missionary was originally licensed.
- F. If a regional missionary desires to work in a region other than the sending region, the process will include the regional director/regional commission of that region.

In the event that a minister is working a secular job in another nation, he may request the national board and the Regional Commission for Missions to be considered as a regional missionary. He shall be obligated to fulfill the requirements to be a regional missionary.

INTERNATIONAL TRANSFER OF LICENSE

It is recommended that all affiliated UPCI organizations accept the ministerial credentials of a minister from another affiliated UPCI organization, issuing credentials in their organization based on this acceptance. If the following stipulations are met, the receiving country will consider issuing credentials at the same level that the minister held in the originating organization.

1. There must be a letter of recommendation from the national board **or National Superintendent** of the UPCI affiliated organization where the minister has been holding credentials.
2. The minister must comply with the bylaws of the receiving UPCI affiliated work and be in submission to their leadership.

MINISTERS WORKING OR RESIDING IN ANOTHER COUNTRY

1. Licensed ministers of an affiliated church of the Global Council of the United Pentecostal Church International desiring to live in other nations on a self-sustaining basis and to engage in ministry in those fields may seek for and be granted endorsement by their respective governing board. This constitutes an agreement between the minister, his or her governing board, and the resident Global Council affiliated organization. Furthermore, the minister will work in harmony with the objectives of the affiliated organization of the Global Council of the United Pentecostal Church International and the missionary endeavors and national church in the desired field.
2. Licensed ministers seeking endorsement and desiring to raise funds in their own country should refer to the constitution or policy of their respective nation or territory of the affiliated organization for more specific requirements.
3. Licensed ministers should attend a local United Pentecostal Church and work in harmony with the pastor of that church. If there is no local United Pentecostal Church, they should work in harmony with the United Pentecostal Church International superintendent, missionary, area coordinator, or regional director for that country or territory.
4. If licensed ministers wish to start a new work (church, daughter work or preaching point) they must follow the policy and procedure of the national church of that country or territory. They must have the approval of and work in harmony with the national church. If there is no UPCI work in that country they should work in harmony and with the approval of the UPCI missionary, area coordinator, or regional director over that nation or territory.
5. If licensed ministers expect to reside and minister in another country for several years, indefinitely, or permanently, within six months they must seek license with the national church of that country or territory. They have the privilege of transferring their license according to the policy adopted by the Global Council.

INTERNATIONAL MINISTRY RECOMMENDATION

1. Any minister of a church affiliated with the Global Council of the United Pentecostal Church International who receives an invitation to minister outside of their home country should notify the leader of the inviting country. In cases where there is no leader, the Regional Director should be notified. This notification will facilitate the minister receiving information concerning, but not limited to, church doctrine, culture, legal and financial obligations. Following the visit the minister should provide information to the leader or Regional Director, as applicable, which will help them follow-up on contacts and foster good relationships among ministers. If the invitation is from a ministry outside the UPCI, an invitation should also be extended to insure a representative from the affiliated church in that country can attend said meeting.
2. Any minister of a church affiliated with the Global Council of the United Pentecostal Church International who wishes to extend a ministerial invitation to a minister from outside their home country should first contact the leader of the inviting minister. This will facilitate the leader receiving information beneficial to the success of the efforts of the visiting minister. Following the visit, the inviting minister should provide any information to the leader or Regional Director, as applicable, that will assist in fostering good relationships among ministers.
3. Any minister of a church affiliated with the Global Council of the United Pentecostal Church International who travels on their own initiative without having been formally invited should follow the same protocol as those who have received invitation by obtaining said approvals as recommended in the two previous paragraphs.

INTERNATIONAL JUDICIAL PROCEDURE

1. This procedure applies to a complaint from an affiliated organization against a minister of another affiliated organization. A complaint is defined by the sample judicial procedure presented to the Global Council.
2. The complaint must be presented in writing by the national board where the complaint originates to the national board of the minister in questions with copies being sent to the Area Coordinator and Regional Director.
3. The complaint shall be handled by the minister's national board according to the judicial procedure of the organization. If the organization has no judicial procedure, it shall follow the sample procedure. The minister's national board shall report its results to the national board where the complaint originated.
4. If the complaint against the minister cannot be resolved by the two national boards of the affiliated organizations, the Area Coordinator and Regional Director, then the chair, co-chair and Secretary of the Global Council shall serve as moderators to resolve the complaint.

[See Addendum A for sample Judicial Procedure](#)

ARTICLES OF FAITH

INTERNATIONAL VERSION

PREAMBLE

We believe the Bible to be inspired of God, the infallible Word of God. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness" (2 Timothy 3:16).

The Bible is the only God-given authority which man possesses; therefore, all doctrine, faith, hope, and all instruction for the church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere, and can only be clearly understood by those who are anointed by the Holy Spirit (1 John 2:27). "...no prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost" (2 Peter 1:20-21).

THE ONE TRUE GOD

We believe in the one ever living, eternal God: infinite in power, holy in nature, attributes and purpose; and possessing absolute, indivisible deity. This one true God has revealed Himself as Father, through His Son, in redemption; and as the Holy Spirit, by emanation (1 Cor. 8:6; Eph. 4:6; 2 Cor. 5:19; Joel 2:28).

The Scripture does more than attempt to prove the existence of God; it asserts, assumes and declares that the knowledge of God is universal (Romans 1:19, 21, 28, 32; 2:15). God is invisible, incorporeal, without parts, without body, and therefore free from all limitations. He is Spirit (John 4:24), and "...a spirit hath not flesh and bones." (Luke 24:39).

"...The first of all the commandments is, Hear, O Israel; the Lord our God is one Lord" (Mark 12:29; Deut. 6:4). "One God and Father of all, who is above all, and through all, and in you all" (Eph. 4:6).

Before the incarnation, this one true God manifested Himself in divers ways. In the incarnation, He manifests Himself in the Son, who walked among men. As He works in the lives of believers, He manifests Himself as the Holy Spirit.

THE SON OF GOD

The one true God, the Jehovah of the Old Testament, took upon Himself the form of man, and as the Son of man, was born of the virgin Mary. As Paul says, "and without controversy great is the mystery of godliness: God was manifest in the flesh, justified in the Spirit, seen of angels, preached unto the Gentiles, believed on in the world, received up into glory" (1 Timothy 3:16).

"He came unto His own, and His own received Him not" (John 1:11). This one true God was manifest in the flesh, that is, in His Son Jesus Christ. "...God was in Christ, reconciling the world unto himself, not imputing their trespasses unto them..." (2 Corinthians. 5:19).

We believe that, "...in Him (*Jesus*) dwelleth all the fullness of the Godhead bodily" (Colossians 2:9). "For it pleased the Father that in him should all fullness dwell". (Colossians 1:19) Therefore, Jesus in His humanity was man; in His deity was and is God. His flesh was the lamb, or the sacrifice of God. He is the only mediator between God and man. "For there is one God, and one mediator between God and men, the man Christ Jesus". (1 Timothy 2:5)

Jesus on His Father's side was divine, on His mother's side, human; Thus, He was known as the Son of God and also the Son of man, or the God-man.

"For he hath put all things under his feet. But when he saith all things are put under him, it is manifest that he is excepted, which did put all things under him" (1 Corinthians. 15:27). "And when all things shall be subdued unto him, then shall the Son also himself be subject unto him that put all things under him, that God may be all in all" (1 Corinthians. 15:28).

"I am Alpha and Omega, the beginning and the ending, saith the Lord, which is, and which was, and which is to come, the Almighty". (Revelation. 1:8)

THE NAME

God used different titles, such as "God Elohim," "God Almighty," "El Shaddai," "Jehovah," and especially "Jehovah Lord," the redemptive name in the Old Testament.

"...unto us a child is born, unto us a son is given: ...and his name shall be called Wonderful Counselor, The mighty God, The everlasting Father, The Prince of Peace". (Isaiah 9:6) This prophecy of Isaiah was fulfilled when the Son of God was named, "And she shall bring forth a son, and thou shalt call his name Jesus: for he shall save his people from their sins". (Matt. 1:21)

"Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved". (Acts 4:12)

CREATION OF MAN AND HIS FALL

In the beginning God created man innocent, pure and holy; but through the sin of disobedience, Adam and Eve, the first of the human race fell from their holy state, and God banished them from Eden. Hence by one man's disobedience, sin entered into the world. (Gen. 1:27; Rom. 3:23; 5:12)

RESTORATION THROUGH THE BLOOD

The Lord Jesus came "... to seek and to save that which was lost" (Luke 19:10). This divine act of restoration is dependent on the blood of the Lamb of God and is the foundation that makes salvation possible. For, "... without shedding of blood is no remission" (Hebrews 9:22b). "In whom we have redemption through his blood, the forgiveness of sins, according to the riches of his grace" (Ephesians 1:7). "... Unto him that loved us, and washed us from our sins in his own blood" (Revelation 1:5b).

Salvation is by grace through faith based on the atonement provided in Jesus Christ by His death, burial, and resurrection.

REPENTANCE

Pardon and forgiveness of sins are obtained by genuine repentance, a confessing and forsaking of sins. We are justified by faith in the Lord Jesus Christ (Romans 5:1). John the Baptist preached repentance, Jesus proclaimed it, and the Apostles emphasized it to both Jews and Gentiles. (Acts 2:38; 11:18; 17:30)

The word *repentance* means a change of views and purpose, change of heart, change of mind, change of life, transformation, etc.

Jesus said, "...except ye repent, ye shall all likewise perish". (Luke 13:3)

Luke 24:47 says, "And that repentance and remission of sins should be preached in His name among all nations, beginning at Jerusalem."

WATER BAPTISM

The scriptural mode of baptism is immersion, and is only for those who have fully repented, having turned from their sins and a love of the world. It should be administered by a duly authorized minister of the gospel, in obedience to the Word of God, and in the name of our Lord Jesus Christ, according to the Acts of the Apostles 2:38; 8:16; 10:48; 19:5; thus obeying and fulfilling Matthew 28:19.

THE BAPTISM OF THE HOLY SPIRIT

John the Baptist, in Matthew 3:11, said, "...he shall baptize you with the Holy Ghost, and with fire."

Jesus, in Acts 1:5, said, "...ye shall be baptized with the Holy Ghost not many days hence."

Luke tells us in Acts 2:4, "...they were all filled with the Holy Ghost, and began to speak with other tongues (*languages*), as the Spirit gave them utterance."

The terms "baptize with the Holy Ghost and fire," "filled with the Holy Spirit," and the "gift of the Holy Ghost" are synonymous terms used interchangeably in the Bible.

It is scriptural to expect all who receive the gift, filling, or baptism of the Holy Spirit to receive the same physical, initial sign of speaking with other tongues.

The speaking with other tongues, as recorded in Acts 2:4; 10:46, and 19:6, and the gift of tongues, as explained in I Corinthians, chapters 12 and 14, are the same in essence, but different in use and purpose.

The Lord, through the Prophet Joel, said, "...I will pour out my Spirit upon all flesh..." (Joel 2:28).

Peter, in explaining this phenomenal experience, said, "...having received of the Father the promise of the Holy Ghost, he (*Jesus*) hath shed forth this which ye now see and hear." (Acts 2:33)

Further, "...the promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call." (Acts 2:39)

FUNDAMENTAL DOCTRINE

The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

We shall endeavor to keep the unity of the Spirit until we all come into the unity of the faith, at the same time admonishing all brethren that they shall not contend for their different views to the disunity of the body.

DIVINE HEALING

The first covenant that the Lord (*Jehovah*) made with the children of Israel after they were brought out of Egypt was a covenant of healing. The Lord said, "...If thou wilt diligently hearken to the

voice of the Lord (*Jehovah-Rapha, the Lord that healeth*) thy God, and wilt do that which is right in his sight, and wilt give ear to his commandments, and keep all his statutes, I will put none of these diseases upon thee, which I have brought upon the Egyptians: for I am the Lord that healeth thee" (Exodus 15:26).

Our Lord Jesus Christ went about Galilee, preaching the gospel of the Kingdom, and healing all manner of sickness and disease among the people (Matthew 4:23, 24).

"Jesus Christ the same yesterday, and today, and forever" (Hebrews 13:8).

The vicarious suffering of the Lord Jesus Christ paid for not only for the salvation of our souls but also for the healing of our bodies. "With his stripes we are healed" (Isaiah 53:5). Matthew 8:17 reads, "Himself took our infirmities, and bare our sicknesses." (See also 1 Peter 2:24.) We see from this that divine healing for the body is in the atonement.

Jesus said of believers, "They shall lay hands on the sick, and they shall recover." Later, James wrote in his Epistle to all the churches: "Is any sick among you? Let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord: and the prayer of faith shall save the sick, and the Lord shall raise him up; and if he have committed sins, they shall be forgiven him. Confess your faults one to another, and pray one for another, that ye may be healed. The effectual fervent prayer of a righteous man availeth much" (James 5:14-16).

SACRAMENT OR COMMUNION

On the night of our Lord's betrayal, He ate the Passover supper with His Apostles, after which He instituted the sacrament. "And he took bread, and gave thanks, and brake it, and gave unto them, saying, This is my body which is given for you: this do in remembrance of me. Likewise also the cup after supper, saying, This cup is the new testament in my blood, which is shed for you." (Luke 22:19-20)

Paul instructed the church how to observe it. (1 Cor. 11:23-34)

Thus was instituted the use of literal bread and the fruit of the vine, which are partaken of, literally, as emblems of His broken body and shed blood. There is also a spiritual significance and blessing in partaking of the sacrament.

FOOT-WASHING

When the Passover supper was ended, we read in John 13:4-5, "He riseth from supper, and laid aside his garments; and took a towel, and girded himself. After that he poureth water into a basin, and began to wash the disciples' feet, and to wipe them with the towel wherewith he was girded."

Jesus said, "If I then, your Lord and Master, have washed your feet; ye also ought to wash one another's feet. For I have given you an example, that ye should do as I have done to you" (John 13:14-15).

This first example was given by our Lord, and it is a divine institution. It is well to follow His example and wash one another's feet, thus manifesting the spirit of humility.

HOLINESS

Godly living should characterize the life of every child of the Lord, and we should live according to the pattern and example given in the Word of God. "For the grace of God that bringeth salvation

hath appeared to all men, Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world" (Titus 2:11, 12). "For even hereunto were ye called: because Christ also suffered for us, leaving us an example, that ye should follow his steps: who did no sin, neither was guile found in his mouth: who, when he was reviled, reviled not again; when he suffered, he threatened not; but committed himself to him that judgeth righteously" (1 Peter 2:21-23).

"Follow peace with all men, and holiness, without which no man shall see the Lord". (Heb. 12: 14)

"But as he which hath called you is holy, so be ye holy in all manner of conversation; because it is written, Be ye holy; for I am holy. And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear: Forasmuch as ye know that ye were not redeemed with corruptible things, as silver and gold, from your vain conversation received by tradition from your fathers; But with the precious blood of Christ, as of a lamb without blemish and without spot" (1 Peter 1: 15-19).

We wholeheartedly disapprove of our people indulging in any activities which are not conducive to good Christianity and godly living, such as theatres, dances, mixed bathing or swimming, women cutting their hair, makeup, any apparel that immodestly exposes the body, all worldly sports and amusements, and unwholesome radio programs and music. Furthermore, because of the display of all of these evils on television, we disapprove of any of our people having television sets in their homes. We admonish all of our people to refrain from any of these practices in the interest of spiritual progress and the soon coming of the Lord for His church.

THE GRACE OF GOD

"For the grace of God that bringeth salvation hath appeared to all men, Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteous, and godly, in this present world" (Titus 2: 11, 12).

"For the law was given by Moses, but grace and truth came by Jesus Christ" (John 1:17).

"For by grace are ye saved through faith; and that not of yourselves; it is the gift of God: not of works lest any man should boast" (Eph. 2:8-9).

A Christian, to keep saved, must walk with God and keep himself in the love of God (Jude 21) and in the grace of God. When a person transgresses and sins against God and does not repent, he will eventually be lost and cast into the lake of fire. (See John 15:2,6; 2 Peter 2:20-22.) Jude speaks of the backsliders of his day, and their reward. (Also read Hebrews 6:4-6.)

RESTITUTION OF ALL THINGS

We understand the scripture to teach the restitution of all things, which God hath spoken by the mouth of all His holy prophets since the world began. (Acts 3:21) But we cannot find where the devil, his angels, and all sinners are included. (See Rev. 20:10.)

TRANSLATION OF SAINTS

We believe that the time is drawing near when our Lord shall appear; then the dead in Christ shall arise, and we who are alive and remain shall be caught up with them to meet our Lord in the air. (1 Thessalonians 4:13-17; 1 Cor. 15:51-54; Phil. 3:20-21.)

TITHING

We believe tithing is God's financial plan to provide for His work, and has been since the days of Abraham. Tithing came with faith under Abraham; Moses' law enjoined it, and Israel practiced it when she was right with God; Jesus endorsed it (Matt. 23:23); and Paul said to lay by in store as God has prospered you. Do not rob God of His portion, such as tithes and offerings (Mal. 3).

SECOND COMING OF JESUS

That Jesus is coming again the second time in person, just as He went away, is clearly set forth by the Lord Jesus Himself, and was preached and taught in the early Christian church by the apostles; hence, the children of God today are earnestly, hopefully, looking forward to the glorious event. (Matthew. 24; Acts 1:11; 3:19-21; 1 Cor. 11:26; Phil. 3:20-21; 1 Thess. 4:14-17; Titus 2:13, 14.)

THE MILLENNIUM

Moreover, we believe that the distress upon the earth is the "beginning of sorrows" and will become more intense until there "shall be a time of trouble, such as there never was since there was a nation even to that same time" (Matt. 24:3-8; Dan. 12:1), and that period of "tribulation" will be followed by the dawn of a better day on earth and that for a thousand years there shall be "peace on earth and good will toward men." (Rev. 20:1-5; Isa. 65:17-25; Matt. 5:5; Dan. 7:27; Mic. 4:1-2; Heb. 2:14; Rom. 11:25-27.)

FINAL JUDGMENT

When the thousand years are finished, there shall be a resurrection of all the dead, who will be summoned before the Great White Throne for their final judgment, and all whose names are not found written in the Book of Life shall be cast into the lake of fire, burning with brimstone, which God hath prepared for the devil and his angels, Satan himself being cast in first. (Matt. 25:41; Rev. 20:7-15; 21:8.)

Addendum A – Sample Judicial Procedure

JUDICIAL PROCEDURES OR

PROCEDURES IN CASES OF ACCUSATIONS AND GRIEVANCES INVOLVING MINISTERS

CONTENTS

Introduction

- I. Definitions and Guidelines
- II. National Board Action and Appeal
- III. Resolution of a Grievance
- IV. Investigation of a Complaint
- V. Hearing by the National Board
- VI. General Officers
- VII. Appeal Council
- VIII. Use of Ministers from Other UPC-Affiliated Organizations

Appendix – Explanations of Misconduct

INTRODUCTION

The purpose of these procedures is to resolve grievances and complaints of ethical, moral, and doctrinal violations brought against ministers in the [Name of National Church Organization].

Since the Bible instructs us to resolve ministerial and church problems within the church (I Corinthians 6:1-8), the [Name of National Church Organization] does not approve of any minister in this organization resorting to the civil courts to seek resolutions of conflicts that arise within the structure of the organization. This procedure is designed to be the instrument by which the organization resolves grievances between ministers and complaints about the conduct of ministers.

Since it is the desire of the fellowship to protect the rights of the accused, it must always be presumed that the accused is innocent until proven guilty. Moreover, the procedure makes provision for an appeal to correct errors that affect a judgement.

The [Name of National Church Organization] strongly condemns any attempt to prejudice the fellowship for or against the accused through any process outside this procedure. Moreover, any attempt to obstruct the disciplinary process or to intimidate date, malign the character of, or threaten recrimination of the accused minister, the person making the complaint, the district representative, the presiding officer, counselors, witnesses, or any others involved in the process may result in substantial disciplinary action subject to the disciplinary process.

This procedure seeks a simple means of resolving ministerial problems in an orderly and Christian atmosphere without requiring any legal training. No person should attempt to use its provisions to evade guilt or to bend its authority to create confusion. It is to be administered by firm, competent hands, governed by truth and holiness, and clothed with respect, brotherly kindness, and love.

ARTICLE I

DEFINITIONS AND GUIDELINES

Section 1. Terms, Persons, and Committees.

1. Pronouns, nouns, and terms used in this procedure shall include the masculine, feminine, neuter, singular, and plural forms thereof whenever appropriate to the context.
2. Evidence refers to objects, statements by witnesses, or any other primary information at a hearing to establish a point in question.
3. A witness is someone who has personal knowledge of facts relevant to the truth of a complaint or charge. Each witness must be able to testify to a fact that establishes truth about the alleged violation. A witness may testify to the character of the accused on issues related to the complaint or charge.
4. A counselor is a person selected by the National Board, or a minister to assist, advise, and speak during a Board action, hearing, or appeal. He or she must be a licensed or ordained minister of the [Name of National Church Organization]. He or she need not reside in the district in which the accused minister is tried. A counselor cannot be a member of the National Board unless he or she is assisting as an executive representative.
5. Official notice refers to a written communication sent by certified mail with return receipt requested, or delivered in person by someone who obtains a written receipt or who is accompanied by another person as a witness. The date of official notice is the date of receipt. E-mail is also an acceptable form of official notice. E-mails should list in the body of the message any attachments to the message. Recipients of e-mails are obligated to reply indicated receipt of the e-mail and any attachments. For e-mail, the date of official notice is the date the e-mail was sent.
6. The board representative is an ordained minister designated by the Superintendent to represent the National Board at a hearing. The board representative presents the case against the minister at a hearing. The Superintendent shall not designate himself.
7. The executive representative is a member of the Executive Board designated by the Executive Board to present the case in a hearing of a general officer. The General Superintendent shall not serve in this capacity.
8. A conflict of interest is a conflict between a person's self-interest and his or her obligation to act for the benefit of the fellowship.
 - a. To avoid a conflict of interest, no official working at a National Headquarters shall serve as a counselor or as a member of an investigative committee.
 - b. No immediate relative of the accused minister, the accusers, the Board representative, or the executive representative shall serve on an investigative committee. An immediate relative is a spouse, parent, child, grandparent, grandchild, brother, sister, brother-in-law, or sister-in-law of a person or his or her spouse.
 - c. A person shall disqualify himself or herself from serving in any part of the disciplinary process if he or she lacks impartiality or if his or her serving could create the appearance of partiality.

Section 2. Type of Actions.

1. A grievance is a problem, disagreement, or offense between ministers.
2. A complaint is a written allegation that a minister has failed to abide by the ministerial rules and obligations, broken his or her ministerial trust, violated ministerial ethics, deviated from a tenet of faith, or exhibited conduct unbecoming to a minister of the gospel. Such complaint must be signed by two (2) or three (3) accusers who state they have personal knowledge of the alleged misconduct. (See Matthew 18:16; II Corinthians 13:1; I Timothy 5:19.) The complaint shall state:
 - a. Who committed the alleged act.
 - b. What the alleged act was.
 - c. Who the alleged act was with or against.
 - d. Where the alleged act took place.
 - e. When the alleged act took place.
3. An investigation is an official search or examination to uncover facts relative to a complaint.
4. A hearing is a proceeding before the National Board where evidence is presented and testimony is given relative to a complaint and charge to determine if the evidence warrants disciplining and sentencing a licenses minister.
5. A charge is a formal written allegation by the Board or Executive Representative appointed by the National Board. The charge or charges state that a minister has failed to abide by the ministerial rules and obligations, broken his or her ministerial trust, violated ministerial ethics, deviated from a tenet of faith, or exhibited conduct unbecoming to a minister of the gospel. It is the basis for a hearing. It shall identify the alleged violation(s), specifying who committed it, where it occurred, and when it occurred. Multiple charges may be submitted at the same hearing if they are based on violations of the same nature or if they arise from the same events. The National Board must determine that each charge can be supported by evidence from two (2) or three (3) witnesses. Reliable and authenticated documentary evidence may substitute for a witness provided the reliability and authenticity of the documents are shown at a hearing (or are not objected to by the accused) and the contents of the documents are supported by other evidence and testimony. (See Appendix – Explanations of Misconduct for more information and guidance.)
6. A finding is the formal and official determination concerning the matter submitted to it in a hearing.
7. A sentence is the consequence imposed upon a minister who has committed a violation.

Section 3. General Guidelines.

1. It is the responsibility of each minister to become familiar with disciplinary procedures.
2. The scheduled time periods within this procedure are designed to ensure a fair and orderly processing of disciplinary matters, and all officers are required to adhere to the scheduled dates. However, exceptions may be made by the officer in charge of the committee, board, hearing, or appeal process in the event of unanticipated or unavoidable interruptions such as illness, disability, or other valid reason.

3. In the case of an appeal, any disciplinary action shall be suspended until the appeal has been resolved.
4. All hearing officials, witnesses, counselors, and others involved in the investigation, hearing, or appeal process must keep confidential all matters pertaining to the case. Exceptions are made where it is appropriate to notify civil authorities of child abuse or sexual assault.
5. The church should do everything within its power to prevent the occurrence or coverup of abuse and exploitation of children, the elderly, and other vulnerable populations. When an allegation of abuse is presented it should be investigated and considered with great care in addition to investigation and adjudication by appropriate civil authorities.
6. All evidence, including names of witnesses, to be presented by both sides at the hearing shall be made readily available to the accused minister, his or her counselors, the board representative, and his counselors. No accused minister shall be required to testify against himself at any investigation, District Board or National Board proceeding. No adverse inference will be taken by the accused minister exercising the right to remain silent. However, if the accused minister does testify then the accused minister will be subject to cross examination by the Board or Executive Representative and the Hearing Board.
7. In all proceedings, testimony shall be limited to what is relevant to the matter under consideration. No one shall unnecessarily attack the character of the accused, the accusers, or the witnesses. No one shall seek to intimidate any of them, introduce irrelevant information about them, or speak to them discourteously. However, in the event the accused minister introduces evidence of a positive character trait, that evidence may be contradicted by other evidence. Furthermore, it is relevant to determine if any witness has a motive to fabricate or a bias in assessing their credibility.
8. In all proceedings, the highest duty of every participant is to seek the truth about the matter under consideration. No one shall deliberately withhold or conceal information that is relevant to ascertaining the truth about the matter. No counselor shall knowingly present a witness who will testify falsely. If a counselor knows or discovers that any witness he or she has presented has testified falsely, he or she shall correct the false information in the disciplinary proceeding.
9. In all proceedings, no participant, including a counselor, shall receive compensation for his or her services. He or she may be reimbursed for actual expenses incurred.
10. Anyone who persists in violating any of the guidelines of the procedure may be barred from a proceeding by the chair or presiding officer.

ARTICLE II

NATIONAL BOARD ACTION AND APPEAL

Section 1. National Board Action.

1. The National Board may request a meeting with any minister to discuss matters of ministerial and organizational concerns. National boards follow their own procedures in settling disputes and resolving grievances and charges.
2. The National Superintendent and the board, and presbyters are encouraged to communicate and counsel privately with a minister about whom questions have surfaced in an attempt to

clear any misunderstanding and resolve any problems without board action. Our first obligation is to create a Christian atmosphere in which misunderstandings and problems can be cleared and resolved by brotherly love and concern.

Section 2. National Board Procedure.

1. The National Board may summon a minister for alleged failure to comply with the ministerial rules and obligations as described in the General Constitution of the [Name of National Church Organization]. When a minister is summoned to appear before the board he or she has the right to have two (2) counselors to appear with him or her.
2. The summons shall be by official notice. (See Article I, Section 1, Paragraph 5.)
3. The summons shall give the place, date, and time the summoned minister is to meet with the National Board. The summons shall specify the ministerial rule in the National Constitution that the minister has allegedly violated. Failure to comply with the summons may result in the minister being dropped from the ministry of the organization.
4. If the National Board determines that the minister has violated one of his or her obligations, it may vote to drop the minister and revoke his ministerial license, or it may take other appropriate disciplinary action.

Section 3. Appeal.

1. The minister may appeal being dropped or other disciplinary action to the Appeal Council. Such appeal must be made by official notice to the National Superintendent and Chairman of the Appeal Council within twenty (20) days after the minister has received the decision of the National Board.
2. The Chairman of the Appeal Council shall set the place, date, and time for the meeting of the council to review the appeal.
3. The Appeal Council may review the records pertaining to the case. The minister making the appeal, his or her counselors, and a representative from the National Board, shall have the right to appear and present their case.
4. The Appeal Council will use the procedures and standard of review outlined in Article VII. After examining the appeal, the National Board may:
 - f. Sustain the National Board's action.
 - g. Reverse the National Board's action.
 - h. Modify the discipline if it determines that the discipline is inappropriate for the infraction. In this case, the Appeal Council may alter the discipline, impose a different discipline, or remand the case to the National Board with guidelines for an acceptable discipline.
5. Within ten (10) days after the Appeal Council reaches a decision, the Appeal Council shall communicate the decision by official notice to the minister who has appealed and to the National Board.

ARTICLE III

RESOLUTION OF A GRIEVANCE

The following steps shall be taken to resolve a grievance between ministers. Operating in Christian brotherhood and harmony, a great many grievances and offenses can be adequately addressed through this arbitration process. Whenever reasonably possible, this should be used before resorting to charges and hearings.

Section 1. Meeting Together.

First, ministers should meet together alone in an effort to resolve a grievance between them. (See Matthew 18:15.)

Section 2. Arbitration Panel.

1. If the ministers fail to resolve the grievance between them, each minister shall select an ordained minister who is neutral and unbiased about the grievance and who is not a member of a District or National Board to serve as a member of an arbitration panel. These two (2) selected ministers shall then jointly select a third ordained or licensed minister who is also uninformed about the grievance and who is not a member of a District or National Board to serve as the chair of the arbitration panel. He or she shall affirm that he or she is neutral and unbiased concerning the grievance. Two (2) additional licensed ministers shall be chosen to serve with the chair on the arbitration panel. They shall be chosen in the same manner as the chair and shall affirm that they are neutral and unbiased concerning the grievance. An arbitration panel therefore contains five (5) unbiased ministers.
2. The chair of the arbitration panel shall set the place, date, and time for the arbitration panel to meet with the two (2) ministers involved in the grievance and communicate this information to them and to the other four (4) members of the panel.
3. The arbitration panel shall meet with the two (2) ministers without any other person present. After hearing each side, it shall present a solution, which shall be binding upon both ministers. (See Matthew 18:16.)
4. The chair of the arbitration panel shall send by official notice a copy of the arbitration panel's decision to the two (2) involved ministers and to the District Superintendent of each minister. Notice will also be sent to the National Superintendent.

Section 3. Appeal of Decision.

1. Either minister may appeal the decision of the arbitration panel to the National Board, whose decision shall be final. The appeal shall be made by notifying the District Superintendent and National Superintendent within twenty (20) days after receiving the decision of the arbitration panel. (See Matthew 18:17.)
2. The National Superintendent shall arrange a meeting to hear the appeal. Only the two (2) involved ministers and the chair of the arbitration panel or a member of the arbitration panel designated by the chair may meet with the National Board during the appeal process.

Section 4.

Failure to abide by the decision of the arbitration panel, or, in the case of an appeal, the National Board shall be considered insubordination and grounds for a complaint.

ARTICLE IV

INVESTIGATION OF A COMPLAINT

Section 1. Purpose

1. This Article covers allegations that a minister has broken his ministerial trust, violated ministerial ethics, deviated from a tenant of the faith, or exhibited conduct unbecoming to a minister of the gospel. Allegations that a minister has failed to abide by the ministerial rules and obligations under the National Constitution are handled under Article II.
2. The National Superintendent is encouraged to communicate and counsel privately with a minister about whom any question has surfaced in an attempt to resolve the problem.

Section 2. Complaint Procedures

1. Upon the receipt of a complaint that does not have the required information (see Article I, Section 2, Paragraph 2), the National Superintendent shall inform the signatories of the need of further appropriate information to meet the requirements.
2. When a complaint of an alleged violation is received in writing, within thirty (30) days the National Superintendent shall appoint two (2) ordained unbiased ministers to serve as the investigative committee.
3. The National Board and the accused minister may each have two (2) qualified counselors to assist, advise, and speak for them in the investigation, representation, and defense of a properly received complaint by the National Superintendent.
4. The committee shall investigate the alleged violation, taking care to safeguard the welfare of all concerned: the person making the complaint, the minister, the church, the district, and the international organization.

Section 3. Investigative Steps. In the investigation of the complaint, the committee is authorized to take the following steps in the order given.

1. The chair shall notify the accused minister that a complaint of a ministerial violation has been received, stating the nature of the complaint.
2. The chair shall give the accused minister an opportunity to meet with him alone to respond to the complaint. This meeting is an attempt to resolve the complaint in a spirit of brotherly love and concern. The accused minister may also respond in writing.
3. The committee shall conduct an interview with the person reporting the alleged violation to ascertain the factual basis of the alleged violation.
4. The committee may interview other persons who may have personal knowledge of the alleged violation. If it becomes necessary to interview a member of a United Pentecostal congregation, under no circumstances shall the investigative committee interview that person without giving adequate and advance notification to the pastor. If the pastor is not the accused minister, he or she shall have the right to be present at the interview.
5. The committee may seek information from any other source that could possess knowledge concerning the alleged violation.
6. If the accused minister confesses in writing to a violation during this phase of the investigation, the accused minister shall appear before the National Board for disposition of this violation according to Article V, Section 5, Paragraph 3 (a)-(d).

Section 4. Conclusion of the Investigation. At the conclusion of the investigation, the committee shall take one of the following actions:

1. Dismiss the complaint and notify the accused minister and the persons who initiated the complaint.
2. Refer its findings to the National Board for a hearing. If the committee is unable to agree then it refers its findings to the National Board. The National Board then determines if a hearing is necessary.

ARTICLE V

HEARING

Section 1. Purpose.

The hearing is a part of the disciplinary process of a complaint against a minister. Its purpose is to decide if the evidence included in the investigative report and evidence presented at the hearing warrants disciplinary action against a minister.

Section 2. Notice.

If the investigative committee determines there is sufficient evidence and a need for a hearing, the chair shall submit to the National Board a written investigative report setting forth the nature of the alleged violation as the basis of a hearing.

Section 3. Hearing Notice and Scheduling.

1. The National Board shall conduct the hearing.
2. The National Superintendent shall set the date, place, and time for the hearing that will be heard by the National Board. The date for the hearing shall not be less than fifteen (15) days and not more than sixty (60) days from the time the accused minister receives notice of the hearing. The notice will include the charges the minister is accused of violating.
3. The National Superintendent or National Secretary shall issue a summons to the accused minister of the designated place, date, and time of the hearing. The summons shall be by official notice. (See Article I, Section 1, Paragraph 5) He shall also provide him or her a copy of the investigative report and the complaint(s) by official notice.
 - a. If the accused minister is unable to attend the hearing on the date set because of illness, disability, or any other legitimate reason, he or she must notify the National Superintendent in writing, stating his or her reason. Such notice must be received by the National Superintendent at least forty-eight (48) hours prior to the designated time of the hearing. If the investigative committee determines that the reason is valid, the National Superintendent shall contact the accused minister and reschedule the hearing.
 - b. If the investigative committee determines that the reason given by the accused minister is not valid, the National Superintendent shall notify the minister that the hearing is still scheduled at the originally designated time, and the minister shall appear at the hearing.
 - c. If an emergency prevents the accused minister from attending (see Article I, Section 3, Paragraph 2), the accused minister shall obtain two (2) unbiased ordained or licensed ministers as witnesses to the emergency. In this case, the hearing shall be rescheduled.
 - d. If a minister fails to attend the hearing, the National Board may vote to drop the minister from the ministry without recourse to a hearing or an appeal.

Section 4. Procedure.

1. The hearing before the National Board gives the accused minister an opportunity to respond to the evidence and the National Board an opportunity to question and discuss the matter with him or her. The hearing should be conducted with brotherly love, with respect for all present, and as informally as the occasion will permit.
2. The accused minister may have one (1) or two (2) counselors to assist him or her during the hearing. He or she shall notify the National Superintendent in writing of the names of his or her counselors at least five (5) days before the date of the hearing. Failure to notify the National Superintendent in this manner may cause the accused minister to forfeit his or her right to counselors during the hearing.
3. Unless otherwise disqualified or unavailable, the National Superintendent shall preside at the hearing and the National Secretary shall serve as recording secretary.
4. Only the members of the National Board, the two (2) counselors chosen by the National Board, the members of the investigative committee, the accused minister, and his or her counselors may attend the hearing. A witness shall be present at the hearing only during his or her testimony.
5. A designated member of the investigative committee shall read the investigative report before the presentation or discussion of the evidence. However, the accused may waive a reading of the report.
6. The accused minister and his or her counselors may respond to the complaint.
7. The accused minister and his or her counselors may present witnesses and other evidence on his or her behalf.
8. The National Board may hear other witnesses who have personal knowledge about the evidence stated in the investigative report.
9. Members of the National Board, the two (2) counselors chosen by the National Board, and the two (2) counselors for the accused minister may question any witness. In the event the accused minister does not have a counselor, he or she may question witnesses himself or herself.

Section 5. Disposition.

1. If after the presentation of the investigation and the presentation of evidence by the National Board's counselors, the National Board determines by a 2/3 vote that the evidence does not warrant further action, then the case may be dismissed.
2. After the presentation of evidence by the accused (and any rebuttal and surrebuttal), the National Board shall consider the case in closed session. The board must vote on each charge presented and make a finding of guilt or not guilty. A vote of 2/3 must be achieved to find guilt on any charge. If the Board finds the minister guilty of a charge (meaning misconduct and a violation of the ministerial rules and obligations, a breach of ministerial trust, a violation of ministerial ethics, a deviation from a tenet of faith, or conduct unbecoming to a minister) then the National Board must determine an appropriate sentence from the options listed below in paragraph 3(a)-(d).
3. If the accused minister confesses in writing to a violation of the ministerial rules and obligations, a breach of his or her ministerial trust, a violation of ministerial ethics, a deviation from a tenet of faith, or conduct unbecoming to a minister, then there shall be no hearing (or

further hearing) on the matter to which he or she has confessed. The National Board shall take one or more of the following actions on this confession.

- a. Warn and advise the minister.
 - b. Take appropriate disciplinary action, which may include a rehabilitation program. Appropriate action may include restitution.
 - c. Place the minister on probation. Any minister placed on probation shall submit his or her fellowship card to the National Superintendent for the duration of the probation. He or she shall support the organization and pay his or her membership dues. He or she shall not be permitted to preach or to transfer his or her membership to another district or national work. He or she may be required to participate in a rehabilitation program.
 - d. Drop the minister from the ministry of the [Name of National Church Organization].
4. The action taken by the National Board may be explained to the minister orally, and it shall be communicated to him or her by official notice. In the case of disciplinary action, the National Board shall specify what is expected of the minister to remedy the violation. In the case of probation, the National Board shall inform the minister of the restrictions and specify the date the probation ends or is reviewed.

ARTICLE VI

GENERAL OFFICERS

Section 1. Resolution of a Grievance.

1. When a general officer is one of the ministers involved in a grievance, the procedures of Article III shall apply, with the following exceptions:
 - a. In implementing Section 2, the ministers on the arbitration panel shall not be members of the Executive Board.
 - b. In implementing Sections 3, an appeal of the decision of the arbitration panel shall be to the Executive Board, whose decision shall be final.

Section 2. Investigation of a Complaint.

1. A complaint against any general officer except the General Superintendent shall be filed with the General Superintendent.
2. The General Superintendent is encouraged to communicate and counsel privately with a general officer about whom any question has surfaced in an attempt to resolve the problem.
3. Upon the receipt of a complaint that does not have the required information (see Article I, Section 2, Paragraph 2), the General Superintendent shall inform the signatories of the need of further appropriate information to meet the requirements.
4. The General Superintendent shall notify the general officer that a complaint has been received, stating the nature of the complaint.
5. Within thirty (30) days of receiving the complaint, the General Superintendent shall appoint five (5) members of the General Board, excluding himself, to serve as an investigative committee. The General Superintendent shall appoint one committee member to serve as chair. The committee shall follow the procedures outlined in Article IV.
6. A complaint against the General Superintendent shall be filed with the General Secretary, who shall designate one of the Assistant General Superintendents to serve as the investigative officer. He shall follow the guidelines given for the General Superintendent in this section. He

shall select five (5) members of the Executive Board to serve as an investigative committee, which shall follow Article IV, Section 3 and 4.

7. At the conclusion of the investigation, the committee shall take one of the following actions:
 - a) Dismiss the complaint and notify the accused minister and the persons who initiated the complaint.
 - b) Refer its findings to the Executive Board for a hearing.

Section 3. Hearing.

1. A hearing for general officers shall follow the procedure in Article V, with the changes as noted in this section.
2. In a hearing of a complaint against the General Superintendent, an Assistant General Superintendent shall take the place of the National/General Superintendent. Consequently, he shall take the place of the General Superintendent in this article when necessary.
3. In implementing Article V, the charge or charges shall be given to the General Superintendent and his counselor(s).

Section 4. Notification.

1. Within thirty (30) days after the conclusion of the hearing process, the General Secretary or General Superintendent shall send a letter to the accused minister stating the verdict.
2. If the accused minister is found innocent of all charges, the General Secretary shall mail a copy of the letter to every minister in the jurisdiction of the accused minister.

ARTICLE VII

APPEAL COUNCIL AND APPEAL OF NATIONAL BOARD DECISION

Section 1. Purpose. While National Boards take great care in making decisions to determine if misconduct occurred and, if so, what an appropriate sentence is, due process may require the accused minister be given a chance to appeal the decision.

Section 2. Appeal Council. At the Annual General Conference, the National Board shall nominate 5 ordained ministers to serve 3-year terms on the Appeal Council. The members will individually be voted on by the General Conference. If any nominee fails to receive 2/3 vote, then a replacement candidate shall be submitted. Nominated members shall be mature ministers who are evenhanded, fair and unbiased. Appeal Council members shall not also be a member of the National Board or hold any job or office at a National Headquarters.

Section 3. Conflict of Interest. No member of the Appeal Council shall hear an appeal if he has a conflict of interest in the case or has already expressed an opinion as to the resolution or outcome of the case.

Section 4. Filing of an Appeal. Within 20 days after receiving a sentence, an accused minister may make a written appeal to the Appeal Council. A minister who was sentenced after confessing to misconduct may still appeal. The appeal will be delivered by official notice with a copy to the National Board. In the appeal the minister must state a basis for appeal, a specific request for relief and cite to evidence or information that supports the appeal. To hear a case, the Appeal Council must have a minimum of 3 qualified ministers who are eligible to hear the case. The National Board forwards the record of proceedings in the case to the Appeal Council. The record includes, documentary evidence, transcripts, summaries of testimony, etc.

Section 5. Standard of Review. The Appeal Council is not an independent fact finding body, its mandate is to review an appeal and if appropriate direct corrective action or relief. The Appeal Council determines whether the minister's due process rights were respected during the investigation and the hearing. The Appeal Council also determines whether the findings by the Board are reasonably supported by the evidence. A determination that a mistake or error was committed at the hearing or during the investigation does not entitle the appealing minister to relief unless the error likely would have affected the outcome.

Section 6. Appeal Hearing Procedure. After consultation with the parties, the Chairman of the Appeal Council sets a date for an appeal hearing. The Council will invite the National Board and the appealing minister to send one counselor to present argument in the case. If a party fails to show to an appointed appeal hearing date, then the Appeal Council may consider the case without them. If a verified emergency exists (see Article V, Section 3), then the Appeal Council will reschedule.

Section 7. Appeal Decision. After hearing the appeal, the Council will review all the evidence and consider the filings and arguments of both sides. The Appeal Council will submit a written decision. A majority of the Council must support a decision. If the Appeal Council is tied (for example a 2-2 vote) then a majority is not reached on the issue in question.

Section 8. The Appeal Council's decision is binding upon the Organization. The Appeal Council may provide the following relief:

If the findings of the National Board were not reasonably based upon the evidence, then the Council may overturn the findings and sentence and reinstate the minister.

1. If procedures and due process rights of the accused minister were violated in a manner that likely would have affected the outcome then the Council may suspend the findings and sentence and remand the case to the National Board for a new hearing.
2. While the Council is not a fact finding body, if new evidence is presented which creates a realistic doubt as to the outcome, then the Appeal Council will remand the case to the National Board for a new hearing.
3. If the Council determines the sentence was unreasonably harsh then it may reduce the sentence but may not overturn a finding.

ARTICLE VIII

USE OF MINISTERS FROM OTHER UPC-AFFILIATED ORGANIZATIONS

Section 1. Purpose. Because the [Name of National Church Organization] is still growing in organization strength, it may be appropriate and advisable to seek outside ministers to serve as investigators or on the Hearing Board.

Section 2. Procedure. If the National Superintendent finds it appropriate to use unbiased outside ministers, he shall request the UPCI Global Missions Regional Director for the applicable Region submit a list of names of mature individuals who are ordained, unbiased, fair, and have good judicial temperament. The National Superintendent shall provide the accused in writing the names of outside ministers and what role in the process they will fulfil. Only with the consent of an accused minister and the National Board may outside ministers sit on the Appeal Council.

APPENDIX

EXPLANATIONS OF MISCONDUCT

The following are intended as illustrative examples of the types or categories of misconduct or violations as well as sample charges to properly allege misconduct. These are provided as a

guide and must be tailored to specific situations. If appropriate, a charge may allege more than one type of violation (for example, an act could both violate the national constitution and be conduct unbecoming a minister of the gospel). However, it is suggested that each allegation be limited to one category of misconduct.

1. Failure to abide by ministerial rules and obligations is misconduct which violates a specific rule within the National Constitution.
 - a) Sample Charge - In that Reverend John Doe, a (local, general or ordained) licensed minister with the United Pentecostal Church of [Nation] and the District of [Name of District], did between the dates of on or about January 1, 2010 and on or about January 1, 2011, fail to pay his ministerial dues as required by Article VII, Section 7, Paragraph 8 of the Constitution of the UPC of [Name of the Organization] and thereby failed to abide by the ministerial rules and obligations.
2. Breaking ministerial trust is misconduct which brings reproach upon the ministry and has a tendency to break proper relations with church members or community members.
 - a) Sample Charge - In that Reverend John Doe, a (local, general or ordained) licensed minister with the United Pentecostal Church of [Nation] and the District of [Name of District], did between the dates of on or about January 1, 2010 and on or about January 1, 2011, engage in theft by wrongfully taking for his personal use \$10,000 designated for building repairs from the bank account of [Name of Church] and thereby broke his ministerial trust.
3. Violation of ministerial ethics is a violation of the proper guidelines for relationships between ministers and churches.
 - a) Sample Charge - In that Reverend John Doe, a (local, general or ordained) licensed minister with the United Pentecostal Church of [Nation] and the District of [Name of District], did between the dates of on or about January 1, 2010 and on or about January 1, 2011, wrongfully disclose to a third person confidential information given to him by a church member he was counseling and thereby violated ministerial ethics.
4. Deviating from a tenant of the faith occurs if a minister teachers, preaches, or supports false doctrine.
 - a) Sample Charge - In that Reverend John Doe, a (local, general or ordained) licensed minister with the United Pentecostal Church of [Nation] and the District of [Name of District], did between the dates of on or about January 1, 2010 and on or about January 1, 2011, preach and teach in a church he pastored that baptism in Jesus' name was no longer applicable to the church today and thereby deviated from a tenant of the faith.
5. Conduct unbecoming to a minister of the gospel is misconduct such as sin, immorality, criminal activity or other actions not appropriate for a representative of the church. These actions have a tendency to bring the minister and the ministry into disrepute.
 - a) Sample Charge - In that Reverend John Doe, a (local, general or ordained) licensed minister with the United Pentecostal Church of [Nation] and the District of [Name of District], did between the dates of on or about January 1, 2010 and on or about January 1, 2011, engage in adultery by having sexual relations with a person who was not his spouse and thereby exhibited conduct unbecoming to a minister of the gospel.