

Missionary Policy Manual

IPHOC world
missions

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TABLE OF CONTENTS

FINANCIAL POLICIES.....	7
Salary and Benefits	7
SALARY	7
FINANCIAL INCENTIVE.....	7
COST OF LIVING	7
HOUSING	8
UTILITIES	8
CHILDREN’S EDUCATION	8
SOCIAL SECURITY	8
TRAVEL ON THE FIELD.....	8
HEALTH INSURANCE.....	8
RETIREMENT BENEFIT.....	9
SHIPPING/FURNITURE POLICY TO THE FIELD.....	9
SHIPPING/RELOCATION ALLOWANCE POLICY HOME FROM THE FIELD.....	9
VEHICLES	9
PRE-FIELD TRAINING	10
TRAINING/LANGUAGE SCHOOL.....	10
TRAVEL TO AND FROM THE FIELD	10
DONOR DEVELOPMENT	11
CONTINGENCY	11
MONTHLY BUDGET	11
OUTSIDE SUPPORT.....	11
TIME LIMIT FOR RAISING ACCOUNTS	11
PLANNING FOR DEPARTURE	11
BASIC POLICIES ON THE FIELD	13

Arrival/ Language/ Internship	13
Missionary Newsletters/ Correspondence	13
Missionaries and Marriage	14
Adoption of Children on the Field	14
Ransom Policy	14
Evacuation (in the event of civil war, threat of civil war, terrorism, etc.) ..	14
Transfer Policy	15
Vacation on the Field.....	15
Continuing Education Units	15
FISCAL RESPONSIBILITIES	16
Ministry Support.....	16
Account Deficit	16
Personal Checking Account.....	16
Missionary Tithes	16
Financial Requests.....	16
Changes in Budget	16
Project Reports	17
Appeals for Personal Needs/Projects	17
Love Offerings.....	17
Tax Deductible Receipts.....	17
Reporting of Funds Raised.....	17
REQUIREMENTS AND REPORTS	18
Continuing Education Units	18

Funeral Arrangements Agreement	18
Will Agreement.....	18
Quarterly Travel Report	18
BASIC POLICIES FOR MISSIONARIES ON FURLOUGH	19
Furlough Interview	19
Purpose of Furlough	19
Guidelines for Determining Furloughs	19
Debriefing.....	19
Furlough Housing	20
Reappointment and Job Description	20
Travel During Furlough	21
Education During Furlough.....	21
Missionary Children’s Scholarships.....	21
Career and Missionary Tuition Loan Agreement.....	22
Deputation.....	22
FURLOUGHING MISSIONARY GUIDELINES	23
Preparation for Furlough	23
Arrival Stateside.....	23
Deputation.....	24
Financial Support.....	24
Planning for Departure	25
TERMINATION/ RESIGNATION/ RETIREMENT/ DISCIPLINE POLICIES	26
Termination of Missionaries.....	26

WORLD MISSIONS TERMINATION.....	26
TERMINATION BECAUSE OF HEALTH.....	26
Resignation/ Retirement.....	26
RESIGNATIONS.....	26
RETIREMENT.....	27
MISSIONARY RETIREMENT RECOGNITION PROCEDURE.....	27
DISCONTINUED APPOINTMENT.....	28
SHIPPING/RELOCATION ALLOWANCE POLICY HOME FROM THE FIELD.....	28
Social Media.....	28
Sabbatical Policy.....	29
DECISIONS, GRIEVANCES, APPEALS.....	30
Exit Interview.....	30
FIELD FINANCES AND PROPERTY.....	31
Field Expense Monies.....	31
Sale or Purchase of Property.....	31
Building Projects.....	31
Field Financial Policies.....	31
NATIONAL MINISTRIES.....	33
National Ministers.....	33
Indigenous Churches.....	33
National Churches.....	33
CRITERIA FOR OPENING AND CLOSING WORKS.....	35
MISSIONS PROJECTS.....	35
Individuals and Churches.....	35

Discipleship Ministries and Women's Ministries	35
FORMS	36
Will Statement	37
Policy Manual Agreement	38
Policy on Tithing.....	39
Furlough Agreement	40
Term of Service	41
Database Information	42
Tuition Loan Agreement (Part A)	43
Tuition Loan Agreement (Part B).....	44
Funeral Arrangements	45
Account Sheet	46
Job Description.....	47
Appendix A.....	48
Special Leave Agreement.....	52

FINANCIAL POLICIES

When a candidate meets with the World Missions Ministries Council, a tentative job description and budget will have been prepared. Upon approval, the missionary is responsible for raising his budget in monthly commitments before going to the field.

Salary and Benefits

Below is a list of the salary and benefits for the missionary. Missionaries are responsible to raise faith commitments/support to cover all the budgeted items.

SALARY

Missionary salaries are established by the World Missions Ministries Council and are based on the financial status of World Missions Ministries.

The starting annual base salary for missionaries is listed below. This does not include benefits such as housing, utilities, travel, insurance, etc.

Single	\$10,132.99
Husband and Wife	\$12,861.44
Married, 1 Child	\$13,964.71
Married, 2 Children	\$15,067.39
Married, 3 Children	\$15,986.44
Married, 4 Children	\$16,909.00
Married, 5 Children	\$18,009.13

The allotment for children ends when they reach the age of 18; however, it may be continued until age 24, if a child is a full-time student or the equivalent.

Continental Directors and Regional Directors receive an additional allotment for their added responsibilities.

FINANCIAL INCENTIVE

Based on the balance in a career missionary's support account on December 31st of each year, an amount equal to 20% of the missionary's support account balance will be awarded to the missionary as a financial incentive. This amount will be paid by March 1st of the following year. The incentive will be capped at \$40,000. This award will be prorated monthly for career missionaries beginning with their first term of service on the field.

The Social Security tax due on the WMM Financial Incentive is the responsibility of the missionary.

COST OF LIVING

The monthly base salary is adjusted for cost-of-living differences based on an index selected by WMM Staff. This index figures inflation and currency changes for countries outside of the United States. The cost-of-living adjustment

equalizes the purchasing power of the missionary's salary on all fields. No negative adjustments are made.

HOUSING

Housing on the field is provided by World Missions Ministries and is determined by the Continental Director and Regional Director based on actual cost. In some cases, World Missions owns or may own housing that is available for the missionary. In certain cases, the missionary may be allowed to purchase a house on the field and receive a housing allowance from World Missions, with the approval of the Continental Director and Executive Director.

UTILITIES

Utilities on the field are provided by World Missions Ministries and are determined by the Continental Director and Regional Director, based on actual cost.

CHILDREN'S EDUCATION

Costs for education will be provided through high school for missionary children. The Regional Director and Continental Director will approve actual costs.

SOCIAL SECURITY

Social Security is figured on base salary, housing, utilities, and children's education and is paid directly to the missionary as additional salary. The missionary is responsible for filing his own self-employment tax. Social Security paid by World Missions Ministries does not cover love offerings.

TRAVEL ON THE FIELD

The travel allowance includes all travel expenses such as gasoline, insurance, tags, vehicle repairs, tires, etc. The Continental Director determines the monthly allocation. If the missionary is asked to travel for a special assignment, the Continental Director may approve extra travel funds based upon actual cost and availability of funds in the missionary's account. Travel reports must be submitted quarterly to the Continental Director. These reports are necessary for this income to be non-taxable and meet IRS regulations.

HEALTH INSURANCE

World Missions Ministries provides medical and life insurance; however, World Missions Ministries is liable only to the extent of the policy. All missionaries will be part of the group policy.

Once a missionary terminates from World Missions Ministries for any reason, his/her medical insurance may be maintained under the COBRA provision.

RETIREMENT BENEFIT

Missionaries are automatically enrolled in the International Pentecostal Holiness Church Retirement Plan 403(B) when their salary benefits begin. The World Missions Ministries Council will determine an amount to be contributed each month as long as the missionary remains in full-time service, presently the amount is \$125 per month per missionary (\$250 for a couple). A retirement application must be on file with the Financial Specialist. Details of the program, including optional percentage of salary contributions, allowed projected annuity benefits, and individual account records may be obtained from the Financial Specialist. All missionary retirement accounts are administered according to the provisions of the retirement plan as adopted and amended by the Personnel Department at the Global Ministry Center.

SHIPPING/FURNITURE POLICY TO THE FIELD

The missionary, in consultation with the Continental Director and the Director of Missionary Care shall determine a dollar amount for shipping/furniture to be included as part of the missionary's budget. This amount shall be designated as "Shipping and/or Purchase of Furniture/Appliances."

This fund may be used to purchase furniture/appliances and/or pay for shipment to the field.

SHIPPING/RELOCATION ALLOWANCE POLICY HOME FROM THE FIELD

When leaving employment with World Missions a shipping/relocation amount will be available. The amount for this will be limited to \$1000 per service year after having served at least 3 years. This will increase annually to a maximum of \$10,000 provided there is sufficient balance in their support account. The missionary may choose to use part or all of this for shipping or he may use part or all of it for expenses upon arrival in the USA.

VEHICLES

Vehicles are provided for missionaries when needed, if the expenditure is included in the missionary's budget. Any vehicle paid for by World Missions Ministries is considered property of the division, and approval from the Continental Director is required before selling the vehicle. When a vehicle is sold, the funds will be held to apply towards another vehicle at the discretion of the Continental Director. If the vehicle is not sold, the Continental Director may choose to transfer the vehicle to another missionary.

Newly purchased vehicles are expected to provide transportation for eight years, especially when used by the same missionary returning to the same field. At the beginning of a new term, a missionary may request funds to recondition the vehicle, if those funds are available in his account or have been budgeted into the account. After eight years, the vehicle may be purchased by the missionary and become the missionary's personal property. The maintenance of that vehicle

then becomes the sole responsibility of the missionary. A replacement vehicle may then be purchased.

PRE-FIELD TRAINING

New missionaries will be required to attend certain training events, such as Passport, and take courses or read assigned books, if leadership determines a need. The expense involved for this training is budgeted in the missionary's account so that the costs are covered during his term of service.

TRAINING/LANGUAGE SCHOOL

When a new language must be learned, missionaries shall attend language school during the first year on the field. Actual cost will be added to the budget.

TRAVEL TO AND FROM THE FIELD

1. For Furlough

- a. Travel to and from the field will be paid on an "actual cost" basis. World Missions Ministries shall purchase the tickets. World Missions Ministries is responsible only for the expense involved in the most direct routing of the missionary to his destination. Any additional fare or costs which result from the missionary electing to make any unnecessary stops (to or from the field) shall be paid by the missionary. Round-trip tickets to the U.S. for furlough may only be purchased after authorization from the Director of Missionary Care's office.
- b. Upon his arrival, the missionary shall make an itemized account of the expense of the journey and send it to World Missions Ministries. The missionary shall contact the Director of Missionary Care's office within the first week, informing him of his arrival home, where he may be contacted, and other pertinent information. The time for debriefing will then be confirmed.

2. Family Travel

The amount raised for missionary support shall include sufficient funds to pay the travel expenses of the missionary family to and from the field.

3. Emergencies

- a. In the event of a terminal illness or the death of a member of the missionary's immediate family (father, mother, brother, sister, son or daughter, grandchild), the missionary involved will be given the option of returning home on a 45-day excursion (a maximum of 45 days) to visit the terminally ill member or returning for the funeral. Any additional trips will be at his own expense.
- b. The expense of one trip for one member of the family will be paid from the missionary's account and based upon the above stated policy. The Continental Director and Regional Director must be informed of the trip.

DONOR DEVELOPMENT

Missionaries are automatically charged \$150 per month to cover the cost of prayer cards, mailing newsletters and other printing and mailings on behalf of the missionary.

CONTINGENCY

Twenty percent (20%) of the above items are budgeted in contingency for all missionaries to cover any increase, unexpected costs, or emergency items.

MONTHLY BUDGET

Missionaries must raise their monthly budget amount.

1. Before leaving for the field, the missionary must have confirmed monthly commitments to cover all monthly support needs.
2. The confirmation process shall be considered complete when the entire amount to be raised is received in the World Missions Office for two consecutive months.
3. Each missionary must have a balance in his account equal to two months total budget.

OUTSIDE SUPPORT

The amount a missionary needs to raise may be reduced if outside sources of income are available or other arrangements are made. In this case, the missionary, Continental Director, and Director of Missionary Care shall sign an agreement stipulating terms.

TIME LIMIT FOR RAISING ACCOUNTS

Raising support is a means of confirming the call to missions. The same God who calls will also provide support. If support is not forthcoming, there is adequate reason to question the direction. **The average candidate will need 18 – 24 months.** To this end we recommend:

1. In consultation with the Director of Missionary Care, the candidate is to be informed of account-raising procedures and develop a plan for fundraising
2. Counsel with Director of Missionary Care monthly
3. Evaluation after six months
4. Reevaluation at the end of one year to determine if the process should continue
5. This shall apply to career missionaries and short term missionaries

PLANNING FOR DEPARTURE

1. Monthly support must be underwritten and confirmed before ordering airline tickets.

2. The Director of Missionary Care will notify the missionary in writing that approval is given to plan departure for field. Approval will be given after the Continental Director confirms there is no on-the-field reason to delay departure. Airline tickets must not be purchased until approval is given. Ticket purchases will be handled by the Director of Missionary Care's office.
 - a. All reports and forms must be current
 - b. Will Statement
 - c. Policy Manual Agreement
 - d. Furlough Agreement
 - e. Missionary Database Information
 - f. Funeral Arrangements
 - g. Account Sheet
 - h. Job Description
 - i. A forwarding address should be given to WMM

BASIC POLICIES ON THE FIELD

Arrival/ Language/ Internship

Upon arrival on the field, the missionary is amenable to the Regional Director and Continental Director and reports to them during the entire term.

When a missionary must learn a new language, he shall attend language school during the first year on the field after appointment.

Generally, new missionaries with little or no previous missionary experience will be required to serve an internship with an experienced missionary.

Missionary Newsletters/ Correspondence

1. Personal letters from missionaries on the field to churches and individuals at home are beneficial in maintaining missionary interest. A carelessly written or indiscreet letter can do much harm. Faultfinding, criticism of nationals and their government, or criticism of missionary methods and department policies are harmful to the missionary spirit of the home church. Each letter should convey to the reader a sense of confidence in, and loyalty to, the total missionary enterprise of the church. Interesting customs, testimonies of new converts, and progress of the work are all of great value to those at home and should be the key items in most newsletters.
2. A copy of each missionary newsletter and/or letter of appeal for finances must be sent to the Executive Director, Director of Missionary Care, Continental Director, and Regional Director.
3. Each missionary and short term missionary is to compile a mailing list of friends and supporters. Each quarter a newsletter is to be sent to the media office. The content will be reviewed, edited, if necessary, and mailed to the respective missionary's mailing list. Other special mailings may be sent on behalf of the missionary.
4. Newsletters and any correspondence of a negative or critical nature toward World Missions Ministries shall not be printed and/or distributed.
5. Missionary newsletters, e-newsletters, emails, missionary websites, and other promotional materials must clearly identify the missionary with World Missions Ministries of the International Pentecostal Holiness Church and must clearly indicate the proper method and address for sending contributions to World Missions Ministries and not directly to the missionary.
6. Missionaries are urged to submit articles and reports of interest for publication. Accompanying digital photographs are always appreciated and are essential for promotional work.
7. No missionary (including both husbands and wives, as well as single missionaries) shall be allowed to work at any job other than full-time missionary, or to own or

operate a secular business or ministry other than IPHC, unless the World Missions Ministries Council has granted special permission.

Missionaries and Marriage

1. A missionary shall not contract marriage with any person without the written approval of the Executive Director of World Missions Ministries and the World Missions Ministries Council. Each request for marriage shall be made through the Regional Director to the Continental Director to the Executive Director of World Missions Ministries.
2. If a missionary marries while on the field, the Executive Director of World Missions Ministries and the World Missions Ministries Council shall determine the continuing status of the missionary and whether the spouse will be considered as a missionary.
3. Any contract of marriage entered into by a missionary without going through the adopted procedure shall terminate his status as a missionary for the International Pentecostal Holiness Church.

Adoption of Children on the Field

A missionary shall not adopt a national child without the written approval of the Executive Director of World Missions Ministries and the World Missions Ministries Council. Each request for adoption shall be made through the Regional Director to the Continental Director to the Executive Director of World Missions Ministries. No adoptions will be approved during a missionary's first term on the field.

Ransom Policy

The International Pentecostal Holiness Church will not participate in paying ransom for any member of its missionary staff.

Evacuation (in the event of civil war, threat of civil war, terrorism, etc.)
All missionary personnel serving on foreign soil are required to register with the appropriate embassy when entering a country.

1. When a missionary judges that he is in physical danger, he should take the following steps:
 - a. Use all discretion to remain safe
 - b. Contact the nearest United States Embassy or representative for advice
 - c. Contact the Regional Director, Continental Director, or World Missions Ministries Office in Oklahoma City to determine a course of action
2. In case of a crisis situation or upon the advice of the Embassy and the GMC, the Continental Director, Regional Director or World Missions Ministries Office cannot be contacted, permission is hereby granted for the missionary to

leave the country and seek refuge in a safe neighboring country or return to the United States, if this is his only option.

Transfer Policy

When a missionary desires to transfer to a different continent, he must follow the procedures listed below:

1. The missionary shall contact his present Continental Director
2. The present Continental Director shall notify the Executive Director
3. The missionary and current Continental Director shall contact the new Continental Director
4. A proposal will be presented at the next council meeting with the missionary present
5. The council will vote on the proposal
6. If a missionary desires to transfer within the same continent, this may be done with approval of the Continent Director and Executive Director. The change will be reported at the following World Missions Ministries Council meeting.

Vacation on the Field

Missionaries shall be given vacation time based on the following years of service while on the field:

- 1-5 Years will earn 2 weeks of vacation per year
- 6-10 Years will earn 3 weeks of vacation per year
- 11 Years or more will earn 4 weeks of vacation per year

The Regional Director and Continental Director shall be informed of vacation times. The Director of Missionary Care will be notified if the vacation is in the US.

Continuing Education Units

The following is taken from the 2013 General Conference Bi-laws:

The Director of Clergy Development, in consultation with church schools and the Executive Committee, shall provide a continuing education program for Licensed and Ordained Ministers and missionaries in the International Pentecostal Holiness Church. The Conference Superintendent shall be responsible for implementation and supervision of the Continuing Education Units (CEU) Program.

All Licensed and Ordained Ministers, except retired clergy, must participate annually in a continuing education program established by the Council of Bishops.

FISCAL RESPONSIBILITIES

Ministry Support

The opinion of legal advisors who have studied the IRS guidelines for deputized fundraising is that support raised by the missionary should be understood to be “support for world mission’s ministry through the work of the missionary” and not simply direct support to the missionary.

Account Deficit

A missionary is responsible to see that his account remains in the black. The Director of Missionary Care will assist in every way possible. Before leaving for the field, an adequate amount of faith commitments must be confirmed to cover all costs. This support must be maintained for the full term. The missionary should keep in contact with supporters to encourage their continued support. If support begins to drop, the missionary will need to take steps to rebuild his account. Review will be made and caution cited once the deficit reaches \$5,000. If the deficit reaches \$5,000, the missionary will be asked to return home to rebuild his support base.

Personal Checking Account

All missionaries are required to open a personal checking account at First Fidelity, Community Branch in Oklahoma City. Salaries, love offerings, and other funds shall be deposited into this account the first working day of each month. Permission may be granted for a missionary to open an account at another location under special circumstances.

Missionary Tithes

All missionaries are expected to follow the biblical requirements of tithing. All missionary tithes will be sent to World Missions Ministries in Oklahoma City.

Missionaries may request the staff to withhold the tithe from their monthly paycheck. (For a detailed explanation of tithing requirements, please refer to the 2013 General Conference Bi-laws, Article 4, and Section D, Paragraph 3H.)

Financial Requests

While a missionary is on the field, all financial requests for payment out of his account must be sent to the Regional Director, who will forward the request to the Director of Missionary Care with a copy to the Continental Director.

Changes in Budget

When adjustments are needed in housing, utilities, and travel expenses, etc., a request should be sent to the Regional Director, who will forward the request to the Continental Director, who will forward his recommendation to the Director of Missionary Care.

Project Reports

Missionaries must send regular progress reports on projects to the Continental Director, Regional Director, and Director of Missionary Care. These reports will be used to send updates to all donors and raise additional funds.

Appeals for Personal Needs/Projects

Missionaries and nationals should not make appeals for personal needs or projects to local churches or individuals without proper authorization. The Regional Director, Continental Director, and Executive Director must approve all requests for projects before presenting the need to the churches. All monies should be sent through the church treasury to the conference treasury and the general treasury. Money sent directly to missionaries is not tax deductible.

Love Offerings

From time to time, missionaries receive love offerings. Love offerings may be accepted with thanksgiving, but they are not to be solicited. Love offerings are limited to a total amount of \$10,000 per year. Any amount received over that amount will be deposited into the missionary's support account.

Tax Deductible Receipts

World Missions Ministries will send monthly tax-deductible receipts to all direct mail donors. When a donor receives a tax-deductible receipt, IRS regulations state that the ownership of funds is transferred from the donor to World Missions Ministries. If the missionary has control of the funds, the contribution is not tax deductible. Donors may suggest a designated use for their contributions, but World Missions Ministries must maintain administrative control over all funds and be able to give account to the IRS that funds are being used to achieve World Missions Ministries' goals. If for some reason a missionary leaves World Missions Ministries, contributions given for that missionary and receipted by World Missions Ministries will be used for other missionary purposes.

Reporting of Funds Raised

Missionaries approved by World Missions Ministries are employees of World Missions Ministries. Therefore, as employees, all funds received as a direct or indirect result of their missions activities become the property of World Missions Ministries. Any failure to report these funds, or any unauthorized use of these contributions, constitutes a violation of departmental policy.

REQUIREMENTS AND REPORTS

Continuing Education Units

Annual report showing 24 CEUs earned

Funeral Arrangements Agreement

A copy of the funeral arrangement agreement must be signed by the missionary and be in his file before a missionary leaves for the mission field.

Will Agreement

All missionaries must have an up-to-date Last Will and Testament before leaving for the field. Each missionary must sign a statement affirming that he has a duly-processed will and giving the name and address of the location where a copy of the will is available.

Quarterly Travel Report

A Quarterly Travel Report must be sent to the Regional Director and the World Missions Ministries Financial Specialist showing how the travel allowance was spent. This report is required by the Internal Revenue Service.

BASIC POLICIES FOR MISSIONARIES ON FURLOUGH

Furlough Interview

Before a missionary leaves the field for furlough, he shall have an interview with the Continental Director and Regional Director for the purpose of evaluating his work and projecting his future assignment. A report shall be sent to the Executive Director with recommendations for the missionary's next appointment.

Purpose of Furlough

Furloughs shall be for the following opportunities:

1. Obtain needed rest, medical care, mental and spiritual renewal
2. Reestablish family and church relationships
3. Pray and plan for a greater ministry upon returning to the field
4. Promote World Missions in general
5. Share with the World Missions Ministries Leadership Team information and ideas concerning his field of service and missions in general
6. Attend seminars and other training events related to his field of service
7. Raise any additional financial support needed to underwrite his account
8. Meet with the World Mission Council, if necessary

Guidelines for Determining Furloughs

1. Missionary must submit a furlough request to the Regional Director, copy to the Continental Director at least six (6) months before the beginning date desired. When a Furlough Agreement is properly completed, the dates shall not be changed.
2. All furloughs begin on the date the missionary departs from his field and ends on the date he leaves to return to the field. The furlough date may be adjusted to allow for the School of Missions and for the schooling of children. These adjustments must be cleared through the Regional Director, copied to the Continental Director, and submitted to the Director of Missionary Care.

Debriefing

Shortly before leaving the field, the missionary will contact the Director of Missionary Care to arrange a date for debriefing. This process will be completed as soon as is practical upon arriving home and usually takes place in Oklahoma City.

1. The missionary will meet with the Executive Director and staff to report on the term of service, plan for the future, and receive personal ministry.

2. An agreement will be made concerning furlough housing costs, etc.
3. Itinerary will be discussed
4. A meeting will be held with the Director of Missionary Care to discuss all matters relating to itineration.
5. The missionary must have a physical check-up as soon as possible after returning home on furlough.
6. When the account of a missionary on furlough shows a deficit of more than \$5,000 and continues to climb, the department reserves the right to limit the missionary's total payout from his support account to whatever comes in each month, up to the established budget.
7. Job description and budget will be updated for the next term

Furlough Housing

1. World Missions Ministries is to be responsible for missionary housing during furlough. Missionaries shall use housing owned by or provided to World Missions Ministries, if possible. The Director of Missionary Care must be consulted before any housing arrangement is finalized.
2. World Missions Ministries will not pay housing on the field and in the states concurrently for more than three (3) months. Exceptions may be made in special circumstance approved by the Executive Director. The house on the field should be rented, if possible, and proceeds applied to the missionary account.

Reappointment and Job Description

1. Reappointments: The missionary's first term of service shall be evaluated during his first furlough. His reappointment shall depend upon the following criteria:
 - a. The successful accomplishment of the work assigned him in his first term of service
 - b. His ability to get along with others and adjust to his new environment
 - c. His proficiency in the language
 - d. His qualities of leadership
 - e. His ability in handling finances
2. The completion of a term of service does not automatically ensure a missionary's reappointment after furlough. In the final analysis, the reappointment of any missionary rests with the World Missions Ministries Council and each case shall be decided on its own merits. The following are to be taken into consideration:
 - a. Continuing need for such ministry on the field and willingness to go where ministry is needed
 - b. The recommendation of the Regional Director
 - c. The recommendation of the national church via the Continental Director

- d. The recommendation of the Continental Director
3. Job Description: The Continental Director, after consultation with the Regional Director and national church, will draw up a job description which will then be signed by the Continental Director, Regional Director, missionary, and Director of Missionary Care.

Travel During Furlough

1. The missionary will provide his own vehicle or transportation, and World Missions Ministries will pay the current rate per mile for actual official mileage. Actual cost of air travel will be paid when flying. Air travel will be approved in advance by the Director of Missionary Care. World Missions Ministries will pay actual travel expenses, such as mileage, meals, motels, etc.
2. All receipts for travel expenses (i.e. motel, meals, etc.) shall be sent in monthly for reimbursement to the Director of Missionary Care's office. If monthly deputation reports are not current, travel reimbursement will not be made. According to IRS guidelines, reimbursements on receipts over 90 days will not be approved.
3. When the host church does not provide room and meals, it is suggested that a moderately priced motel be used. Actual costs will be paid.
4. Missionaries may hold weekend revivals and keep the love offerings, but will be responsible for their own travel expenses. However, it must be clearly understood that the first obligation of the missionary is to World Missions Ministries. He should be prepared to cancel other appointments should World Missions Ministries need his services for a missionary convention or other service.
5. Missionaries are allowed to hold four revivals per year and keep the offerings. No travel is to be charged to World Missions Ministries for these appointments. (The number of revivals shall be prorated when the furlough is shorter than one year.)
6. The World Missions Ministries Council shall determine World Missions Ministries delegation to General Conference.

Education During Furlough

We are committed to the continuing education of the missionary. Missionaries are encouraged to pursue a Master's of Ministry degree through the graduate school of Southwestern Christian University.

Missionary Children's Scholarships

1. World Missions Ministries will award scholarships to children of Career Missionaries and Missionaries provided the child is studying at Emmanuel College, Southwestern Christian University or Holmes Bible College on a full time basis. A grant will be made each semester.

2. World Missions may award limited scholarships to Career Missionaries and Missionaries for graduate level study. An application must be submitted to the Executive Director's Office.

Career and Missionary Tuition Loan Agreement

1. When approved by World Missions Ministries, loans may be made to missionaries covering tuition fees for courses that will improve or assist them in their areas of service as missionaries. This shall be for graduate level study.
2. The Tuition Loan Agreement is only available when a missionary has completed at least one term on the field.

Deputation

1. All missionary deputation work shall be under the direction of the Director of Missionary Care. All missionaries shall submit a monthly itinerary in advance of any appointment(s) they accept so World Missions Ministries can keep an up-to-date itinerary for each missionary on furlough.
2. All missionary projects shall be formulated under the direction of the Continental Director. Missionaries, ministers, or churches shall make no solicitation of funds for mission's projects that have not received prior approval.
3. All funds for the missionary support account must be raised either in cash or raised and confirmed in faith commitments before the missionary departs for the field, along with a cash flow for two consecutive months in the support account prior to departure.
4. From the outset, a missionary should recognize that he is financially dependent on monthly support pledged from churches and individual donors. Therefore, his personal support (including the up-front cash items) should be first priority, then funds for projects may be raised.
5. A new missionary candidate may go on salary when an amount equal to two months of his total monthly support is in his account. Until that time, travel may be paid according to the amount in his account.
6. All missionaries on furlough are required to attend the School of Missions.
7. Deputation forms shall be completed and sent to the office as soon as possible after each service so thank-you letters and confirmation cards can be sent.

FURLOUGHING MISSIONARY GUIDELINES

These guidelines, provided by the Director of Missionary Care's office, will assist the furloughing missionary in the policies and procedures of World Missions Ministries. Our only intent throughout these guidelines is to expedite deputation time among the churches.

Preparation for Furlough

1. **Furlough Agreement** and **Furlough Option Agreement** shall be issued by and completed with the assistance of the Continental Director three months prior to furlough and submitted to the office for the Director of Missionary Care's signature.
2. **Equipment Form** should be completed listing all property and equipment remaining on the field and its disbursement.
3. **Furlough Information Sheet** should be submitted to the office one month prior to departure for necessary payroll adjustments (cost of living, housing/utilities, travel, etc.), scheduling, address changes, etc.
4. **Special Leave Information Sheet** should be submitted to the office only upon approval of special leave to the United States (in lieu of the Furlough Agreement).
5. **Missionary Account Sheet** must be completed with assistance of the Continental Director and presented during stateside debriefing.
6. **Communicate** with the Director of Missionary Care's office regarding housing in the United States.
7. **Prepare for itineration**
 - a. Order prayer cards
 - b. Book services
 - c. Contact supporters

Arrival Stateside

1. **Contact the Director of Missionary Care within the first week, in order to:**
 - a. Confirm debriefing time and location
 - b. Finalize housing arrangements, i.e. location and cost (Several places are available; please make your request early.)
2. **World Missions Ministries Council Interview-** At the time of the debriefing, a decision will be made as to whether there is a need to meet with the World Missions Ministries Council. (This is usually unnecessary.)
3. **Job Description and Budget** must be updated for the new term with the assistance of the Regional Director and Continental Director and sent to the Director of Missionary Care's office.

4. Physical Examination

- a. A physical examination should be scheduled during the first month of furlough.
 - b. The WMM office will provide doctor referrals and required medical forms, if needed.
- 5. Spiritual Retreat and Counseling** time is made available in Franklin Springs, GA to meet with Dr. Beverly Oxley and Dr. Harold Rhodes.
- 6. The School of Missions** is scheduled annually. Attendance is required by all furloughing missionaries.
- 7. Promotional literature** is available through the World Missions Office for distribution during deputation.
- 8. Passports, visas, and work permits** should be renewed, when necessary. Work with your Continental Director or Regional Director on visas/work permits.

Deputation

This shall be under the direction of the Director of Missionary Care.

1. Scheduling by World Missions Ministries shall hold precedence over personal itineraries.
 - a. Submit itineraries one month in advance to the office for approval
 - b. World Missions Ministries will work with the missionary's schedule as much as possible.
 - c. The World Missions Ministries Office will schedule missionary conventions, Global Outreach rallies, special services, and representation at camp meetings.
2. Conference Missions Directors must be advised of any itineration within their conference.
3. An effort should be made before leaving the field to begin making appointments with supporting churches for services upon arrival home.

Financial Support

1. The missionary is responsible to visit his supporting churches while on furlough.
2. The missionary's monthly financial needs must be underwritten with faith commitments by churches and/or individuals.
3. In consultation with the Director of Missionary Care, the candidate is to be informed of account-raising procedures and develop a plan for fundraising.
4. Counsel with Director of Missionary Care monthly
5. Evaluation after six months
6. The missionary is responsible to see that all support is confirmed before returning to the field. This would include World Missions Ministries

accounting department receiving two months' cash flow of the entire monthly amount to be raised. The WMM office will send a letter and confirmation card to each church listed on the missionary's deputation report, requesting confirmation of its monthly support.

7. **Deputation Reports** will be provided and explained during debriefing with the Director of Missionary Care.
8. A "**deputation record**" will be updated and sent to the missionary each month, showing all support raised and confirmed, as well as monthly income, expenses, and the missionary's account balance.

Planning for Departure

1. Monthly support must be underwritten and confirmed before ordering airline tickets.
2. Director of Missionary Care will notify the missionary in writing that approval is given to plan departure for the field. Approval will be given after the Continental Director confirms there is no on-the-field reason to delay departure. Airline tickets must not be purchased until approval is given.
3. Ticket purchases will be handled by the Director of Missionary Care's office.
4. All reports and forms must be current
 - a. Will Statement
 - b. Policy Manual Agreement
 - c. WMM Policy on Tithing
 - d. Furlough Agreement
 - e. Missionary Database Information Form
 - f. Funeral Arrangement Form
 - g. Account Sheet
 - h. Job Description
 - i. Inform the WMM office of forwarding address

TERMINATION/ RESIGNATION/ RETIREMENT/ DISCIPLINE POLICIES

Termination of Missionaries

The World Missions Ministries Council has the prerogative to recall any active missionary from the field or to refuse to return a furloughing missionary to the field should the Council deem it unwise for any reason. The Council shall make an effort to relocate missionary personnel accordingly. Upon termination or resignation, any benefits to the missionary will be contingent upon signing the "*Separation Agreement and General Release.*" (See Appendix A)

WORLD MISSIONS TERMINATION

Should there prove to be a manifest unfitness on the part of anyone sent as a missionary, the Continental Director should report the situation to the Executive Director who will present the matter to the Council.

Upon receipt of such information, the WWMD and the missionary may negotiate a severance package up to two months. World Missions Ministries will pay return passage, provided said missionary begins his journey home within three months. The World Missions Ministries Council has the final voice in cases of dismissals.

Medical insurance may be continued for a period of time under the COBRA provision, if the missionary pays the monthly premium.

TERMINATION BECAUSE OF HEALTH

A missionary who resigns for health reasons, or is called from the field for reasons of health, shall be given consideration according to individual circumstances. The World Missions Ministries Council has the final voice in cases of dismissals.

The missionary's salary may be continued for a reasonable period for readjustment, but no longer than three (3) months. This benefit shall only include salary, housing, and utilities; however, his account shall not be allowed to continue to increase in deficit once he is home.

Medical insurance may be continued for a period of time under COBRA provisions.

Resignation/ Retirement

RESIGNATIONS

Should a missionary decide to withdraw from missionary service, he must give notice to the Continental Director and Executive Director. This should normally be done at the end of his term. If he does not intend to return to the field, normal furlough policies shall not apply. Upon receipt of such information, WMM and the

missionary may negotiate a severance package up to two months. Medical insurance may be maintained, if the missionary wishes to pay the monthly premiums under the COBRA provision.

RETIREMENT

When a missionary or missionary couple determine that their tenure of service as a Career Missionary or Missionary is coming to a conclusion, they should notify the Director of Missionary Care and Continental Director to discuss and finalize the to be determined retirement date. To receive any retirement benefit, the missionary must have served in a full-time ministry capacity on the field for 20 or more years. Once a date has been finalized, the Director of Missionary Care will inform the WMM Council, Executive Director, Continental and Regional Directors of their transition. The Executive Director will then write a letter to the retiring missionaries' donor base apprising them of their transition. This letter should be written at least three months in advance of the announced retirement date. Copies of this letter should be sent to the WMM Council [seat and voice members], WMM Conference Missions Directors, Council of Bishops' Members and WMM Regional Directors.

WMM would encourage Conference Missions Directors to make a recommendation to pastors in their Conference regarding directing their support to missionaries from their conference who are actively serving on the field in a full-time ministry capacity.

If funds are available in their support account, the retiring missionary will be paid a three-months' severance/retirement benefit. The benefit will begin following the retirement date (i.e. retirement date is December 31, 2020, retirement benefit would be paid to the retiring missionary for January, February, and March of 2021).

The Director of Missionary Care will enact the following on behalf of the retiring missionary.

MISSIONARY RETIREMENT RECOGNITION PROCEDURE

Missionaries who enter full-time retirement and are leaving full-time missionary service shall be recognized in an appropriate manner planned by the Executive Director. (Any missionary who has served at least 20 years shall be recognized on an equal basis as a retired missionary).

1. A special letter from the Presiding Bishop of the International Pentecostal Holiness Church, commending and thanking the missionary for his years of service.
2. A special letter from the Executive Director of World Missions Ministries, commending and thanking the missionary for his years of service.
3. An award stating the years and field of service
4. A check from World Missions Ministries in the amount of \$50 per service year, or \$1000, whichever is larger, not to exceed \$1500 per couple.

5. Any balance left in the missionary's support account will be transferred to his and/or her 403(b) retirement account up to \$10,000 each for husband and wife. In the case of a single missionary, the amount may be up to \$15,000.
6. Once all obligations have been met, the support account will be closed. A ministry account and a gift account may remain open.
7. In special circumstances, a missionary may be requested to continue with certain duties. This will be spelled out in a job description and a budget that will be presented to WMM for consideration. If approved, funds may be raised to meet the budget through a project account.
8. All of the above recognition and financial benefits shall be contingent upon the missionary signing the separation agreement document prepared by WMM.

DISCONTINUED APPOINTMENT

There may come a time, when by mutual decision between the missionary and WMM, a missionary does not continue with WMM. This is not a resignation, termination or a retirement. For example, where the missionary is not able to raise the necessary monthly support after the stipulated period of time, the decision is made to not continue.

SHIPPING/RELOCATION ALLOWANCE POLICY HOME FROM THE FIELD

When leaving employment with World Missions a shipping/relocation amount will be available. The amount for this will be limited to \$1000 per service year after having served at least 3 years. This will increase annually to a maximum of \$10,000 provided there is sufficient balance in their support account. The missionary may choose to use part or all of this for shipping or he may use part or all of it for expenses upon arrival in the USA.

Social Media

Internet/E-mail/Smart Phone/All Other Communication Devices

World Missions Ministries and the IPHC recognize that use of the Internet has many benefits for the church and its employees. The Internet and e-mail can make communication more efficient and effective; therefore, employees are encouraged to use the Internet appropriately. Unacceptable use of the Internet can place the church and others at risk and would negatively impact job performance.

Internet and e-mail access may not be used for transmitting, retrieving, or storing any communications that would defame, discriminate, harass, or be of a pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane, or offensive language; materials that might adversely

or negatively reflect on the church or be contrary to World Missions Ministries' best interests; and any illegal activities, including copyright infringement, are forbidden.

Access to obscene, pornographic, or similar morally questionable sites is prohibited and may result in immediate dismissal. Fraudulent, harassing, threatening, discriminatory, sexually explicit, or obscene messages or materials are not to be transmitted, printed, requested, or stored.

The highest Christian standards are expected in the use of electronic communication. Any abuse of this policy may result in disciplinary action up to termination.

Sabbatical Policy

Upon the completion of at least four terms on the field, not including itineration and furlough time, at the beginning of the next regularly scheduled furlough, the missionary may be given a sabbatical. This shall be a period of up to six months, from the time of arrival in the USA until the beginning of the furlough.

During this six months period the missionary may use the time for personally planned events, schooling, spiritual retreat, vacation, etc. Normal furlough salary and housing benefits shall continue, but travel and entertainment expenses will be the personal responsibility of the missionary. At the end of the sabbatical the furlough will begin. Before the end of the fourth term, the missionary will ask for a "Request for Sabbatical" from the Executive Director's office.

DECISIONS, GRIEVANCES, APPEALS

1. The personnel given responsibility to make decisions should do so in light of what is best for the people and policies involved.
2. All decisions shall be respected and observed
3. If for any reason one feels an improper decision has been made, the party concerned should first try to resolve the matter with the person who made the decision. In most cases, these matters can be resolved in this manner.
4. In the event that a grievance still exists after going through the proper procedure above, the matter may be appealed through the proper chain of command (Regional Director, Continental Director, and Executive Director.)

Exit Interview

Upon departure from the World Missions Ministries for any reason, the missionary may be asked to appear for an exit interview. The missionary may request an exit interview.

FIELD FINANCES AND PROPERTY

Field Expense Monies

All field expense money shall be disbursed by check or direct deposit. An itemized report of field receipts and expenditures must be sent to the Regional Director and Continental Director quarterly. No further field expense money will be sent if this report is not received (see World Missions Field Statement).

Sale or Purchase of Property

The Continental Director must first approve any sale or purchase of property by World Missions Ministries. The World Missions Ministries Council must approve sale of major projects.

Building Projects

1. Before any new buildings or extensive improvements on properties are authorized, complete plans, specifications, and estimates shall be submitted to the Continental Director and Executive Director. Financial arrangements for the total cost of the building shall be agreed upon before the beginning of construction. Each Continental Director shall prepare a priority list for such projects. This priority list should be revised annually.
2. Generally, no more than fifty percent (50%) of the cost for building shall be given by World Missions Ministries on any field. The Continental Director must approve the policy for the erection of buildings on each field. Free labor may be counted as part of the support of the local congregation.
3. All World Missions funds shall be disbursed monthly. Requests for funds during the month will be handled at this time and disbursed with the monthly disbursements, except in case of emergency.

Field Financial Policies

1. All income received for a field each month will be transferred into the U.S. checking account for that field or wired to the field. (All U.S. field checking accounts will be maintained at First Fidelity, Community Branch, Oklahoma City.) A field statement, including a summary of People to People funds, will be mailed to the field treasurer, accompanied by the stub from the check used to transfer the funds and by a People to People detailed report. Under no circumstances will field funds be deposited into a missionary's personal checking account.
2. If any field receives money directly from supporters, this money must be reported to World Missions Ministries monthly. Supporters should be encouraged to send all contributions through World Missions Ministries.
3. Each field treasurer is responsible for allocating the monthly funds to the proper project and ensuring that all field money is used for its intended purpose.

4. Each field treasurer must submit a monthly Field Account report detailing the field account and People to People activity. This report must be submitted to World Missions Ministries on the designated form by the last day of the second month following the month being reported on (e.g. the report for June activity is due by August 31). A copy of the bank reconciliation for the U.S. checking account for the month being reported must accompany this report.
5. The form to be used for each report will be included with the monthly field statement. This form will have the beginning balance (balance from the field account's last bank statement) and the income amount. The field treasurer will complete the remainder of the report detailing how all field money was allocated and/or spent. Copies of receipts for large or unusual purchases, such as real estate, vehicles, equipment, etc., should accompany the Field Account report.
6. If any monthly report or bank reconciliation is 30 days or more past due, no additional money will be transferred to the Field Account until all past due reports and/or bank reconciliations are properly submitted.
7. All field money must be held in the U.S. checking account for that field. Foreign bank accounts must not have balances in excess of a reasonable minimum required for the account to be used as a means of converting the funds into foreign currency. Foreign bank accounts must not be allowed to accumulate balances or to hold money for future use.
8. If a foreign bank account is necessary for a particular field, the account must be opened in the name of the Pentecostal Holiness Church, not in an individual's name. A copy of the monthly bank reconciliation for the foreign bank account must be submitted with the Field Account report each month. In addition, the activity for the foreign account must be included on the Field Account report.
9. First Fidelity, Community Branch, will mail the monthly statements for the field accounts to World Missions Ministries where they will be opened, copied, and forwarded to the field treasurers. Copies of the bank statements will be kept on file at World Missions Ministries and also sent to the Continental Director for his review. All checks written from the field checking account must have the purpose for the expenditure written in the memo section of the check. All deposits made to the account from the field treasurer must have the funds being deposited clearly identified on the deposit ticket.
10. Any check made payable to the field treasurer or to cash must be explained on the Field Account report and accompanied by any available receipts.
11. All equipment paid for by church funds that come through World Missions Ministries (World Missions Ministries, local churches, special projects, etc.) shall be the property of World Missions Ministries, and its placement and use shall be determined by the Continental Director if it is left on the field. All other equipment is to be disbursed in consultation with the Executive Director's office.

NATIONAL MINISTRIES

National Ministers

1. Support of Nationals – National workers may be supported when they are pioneering a new work. This support is to be reviewed annually and is never to exceed five years, except in the case of one such as a national superintendent or Bible school teacher. Support may be raised for a national superintendent or Bible school teacher.
2. National Missionaries – A national shall not serve as a missionary supported by World Missions Ministries in his own country. World Missions Ministries is open to working in partnership with the national church in sending nationals as missionaries.

Indigenous Churches

Should a missionary desire to move from missionary status to long-term pastor of a national church, a strategy and timetable must be in place that will move the missionary to receiving support by the local church.

In the case of a Bible school, the goal, likewise, should be to move national leadership into all positions with a strategy in place that includes goals and time limits. This will include training for the teachers and national director of the Bible school.

In places where it becomes advisable to sell property owned by World Missions Ministries on the mission field, disbursements of proceeds from the sale will be determined by the Executive Director and the Continental Director. In appropriate cases, the national church leadership will be consulted. Priority for use of the funds shall be given to the field where the property is located.

National Churches

Any national church or independent mission's church wishing to partner with the International Pentecostal Holiness Church shall negotiate with the Continental Director regarding the basis of partnership and the terms of agreement concerning government and financial assistance. The agreement must then be presented to the Executive Director. The only areas that shall be non-negotiable are the **Articles of Faith** and the basic moral standards essential to scriptural Christianity.

The strict western structure shall not be imposed upon the national church. Adaptation to the culture of the country shall take precedence where essential scriptural truth is not involved.

When the membership on any field reaches the level of 1,000 members, a national superintendent shall be elected.

National churches are encouraged to gain a vision and burden for the lost beyond their borders. This is being done especially through our Advanced Ministerial Training Programs (AMTP).

Our ultimate goal is for these national churches to be regarded as partners in our worldwide mission.

CRITERIA FOR OPENING AND CLOSING WORKS

It is the responsibility of the Continental Directors to survey new fields for the purpose of determining the feasibility of expanding our work. This expansion may be in starting a new work or it may be forming an alliance with an existing indigenous church. The following criteria are used:

1. To Open New Works

- a. People are responding to the Gospel message
- b. Available, qualified personnel
- c. Available finances
- d. Open door

2. To Close Existing Works

- a. Persistent non-growth and divisiveness that makes evangelism and church planting impossible
- b. Heresy

MISSIONS PROJECTS

Individuals and Churches

1. Contact World Missions Ministries for a list of projects in the price range desired and indicate preference with regard to field.
2. All projects are listed by World Missions Ministries according to the priority given by the Regional Director and his conference board. The Continental Director and the Executive Director also approve this priority list.

Discipleship Ministries and Women's Ministries

Various projects are sponsored by Discipleship Ministries and Women's Ministries. These are coordinated through the Executive Director's office in consultation with the Continental Director.

FORMS

The following pages contain forms that should be completed and returned to the Missionary Care office of World Missions Ministries, when applicable.

These forms include:

- Will Statement
- Policy Manual Agreement
- Policy on Tithing
- Furlough Agreement
- Term of Service
- Database Information
- Tuition Loan Agreement
- Funeral Arrangements
- Job Description
- Special Leave Agreement

Will Statement

I currently have a will. A copy of this will is being held by:

Name: _____

Address: _____

Phone number: _____

Signature: _____

Signature: _____
(Spouse)

Date: _____

Please return this statement to the Missionary Care office.

Policy Manual Agreement

I have received a copy of the current World Missions Ministries Policy Manual.

I have read, understand, and agree to the policies set herein.

Signature:

Signature:
(Spouse)

Date:

Please return this agreement to the Missionary Care office.

Policy on Tithing

It is the policy of World Missions Ministries that all missionaries pay their tithes to World Missions Ministries. Tithing to WMM is to begin when the missionary begins receiving any support from WMM.

In the event that the missionary desires to deduct his tithe, the missionary must notify the WMM Financial Specialist in writing (email is acceptable) of the desire for a deduction of the tithe from the missionary's salary.

I/We understand the above policy on tithing and agree to begin sending my/our tithe(s) to World Missions Ministries when I/we begin to receive any financial support from WMM.

Signature: _____

Signature: _____
(Spouse)

Date: _____

Please return this form to the Missionary Care-office.

Furlough Agreement

I, _____, understand my furlough of six months will begin with my departure from the field on _____.
(Date)

The furlough will end with my departure from the states on _____.
(Date)

This departure date may require adjustment, according to the total confirmation of necessary support funds.

Signed by:

Missionary _____
Date

Continental Director/Regional Director _____
Date

Director of Missionary Care _____
Date

*NOTE: Please give consideration to school terms in the States.
Additional time to cover these cannot be granted.*

**MUST BE SUBMITTED TO THE MISSIONARY CARE OFFICE
3 MONTHS PRIOR TO FURLOUGH**

Term of Service

The Term of Service will be: **3 Year Term - 6 Month Furlough** or _____ .

I, _____, agree to this term of service for my new missionary term.

Signed by:

Missionary

Date

Continental Director

Date

Director of Missionary Care

Date

Please return this agreement to the Missionary Care office.

Database Information

Name(s) _____ Date _____

Home Address _____

City _____ State _____ Zip _____ Citizenship _____

Assignment Address _____ Country _____

Home Phone ____ - ____ - ____ Cell Phone ____ - ____ - ____

Fax ____ - ____ - ____ Assignment Phone _____

Website _____ Email Address _____

Spouse Email (if different from above) _____

Birthdate (MM/DAY/YEAR) __/__/____ Spouse __/__/____

Wedding Anniversary __/__/____ Spouse's maiden name _____

Children:	<u>Name</u>	<u>Birthdate</u>	<u>Social Security No.</u>
_____	_____	__/__/____	____/____/____
_____	_____	__/__/____	____/____/____
_____	_____	__/__/____	____/____/____
_____	_____	__/__/____	____/____/____

(In case of emergency please contact the following in the United States)

Name _____ Phone number _____

Address _____

Please complete the following history information:

Missionary Application Date __/__/____ Approval Date by WMM Board __/__/____

Date of Commissioning __/__/____ Home Conference _____

Local Church Membership _____

Ministerial Ordination Date __/__/____ Missionary Ordination Date __/__/____

Please return this form to the Missionary Care office.

Tuition Loan Agreement (Part A)

When approved by World Missions Ministries, loans may be made to missionaries covering tuition fees for courses that will improve or assist them in their areas of service as missionaries. Generally, this shall be for graduate level study.

The tuition loan agreement is available only when a missionary has completed at least one term on the field. This loan will be canceled at a rate of one-third per year providing the missionary continues to serve under the Council of World Missions Ministries. If the missionary does not continue to serve under World Missions, the loan must be repaid.

Furlough time will be commensurate with study necessity, but shall not exceed twelve months beyond the normal furlough period.

To apply for a tuition loan, please complete the following information:

Name: _____

Address: _____

Phone: _____ Email: _____

Country where you are presently assigned: _____

Years of missionary service: _____

What school do you desire to attend? _____

What cost will be involved? _____

Tuition Loan Agreement (Part B)

Please write a paragraph describing your desire for graduate school education. *(You may attach an additional sheet of paper if necessary)*

I understand and agree with the terms of this tuition loan agreement.

Signature:

Date:

Please return this form to the Executive Director office.

Funeral Arrangements

The policy of World Missions Ministries on funeral arrangements for missionaries and their family members is as follows:

In the event of death of an immediate missionary family member while serving on the foreign field, World Missions Ministries will apply the cost of one return airfare to the states toward:

- ❖ The expense of burial on the field, OR
- ❖ Should you/your family choose to bring the body home, World Missions Ministries will apply the cost of one return airfare toward the shipping expense. In the event this does not cover the shipping cost, the department will advance to you/your family the difference.

Repayment for this advance will be made from the death benefit you will receive from the life insurance policy provided by World Missions Ministries.

I have decided that if I should pass away while on the field, my desire is: (please check one)

- My body will be shipped to the U.S. for burial.
- My body will be buried on the field.
- My body will be cremated.

My family members will be notified of this decision.

Missionary

Date

I have decided that if I should pass away while on the field, my desire is:

- My body will be shipped to the U.S. for burial.
- My body will be buried on the field.
- My body will be cremated.

My family members will be notified of this decision.

Missionary Spouse

Date

I/We have been informed of and understand this department policy on funeral arrangements for missionary personnel.

Missionary

Date

Missionary Spouse

Date

Please return this agreement to the Missionary Care office.
(You may wish to keep a copy for your family.)

Account Sheet

Field: _____

Name: _____

Term Begins: _____

Term Ends: _____

	<u>Per Month</u>	<u>Per Year</u>	<u>Per Term</u>
1 Salary	_____	_____	_____
2 Cost of Living	_____	_____	_____
3 Housing	_____	_____	_____
4 Utilities	_____	_____	_____
5 Children's Education	_____	_____	_____
6 Social Security	_____	_____	_____
7 Travel on Field	_____	_____	_____
8 Health Insurance	_____	_____	_____
9 Retirement	_____	_____	_____
10 Shipping/Furniture	_____	_____	_____
11 Vehicle	_____	_____	_____
12 Pre-field training	_____	_____	_____
13 Training/Language School	_____	_____	_____
14 Travel to/from field	_____	_____	_____
15 Donor Development	_____	_____	_____
16 Other	_____	_____	_____
Subtotal	_____	_____	_____
Contingency (20%) of subtotal	_____	_____	_____
TOTAL SUPPORT NEEDED	_____	_____	_____

Missionary _____ Date _____

Continental Director _____ Date _____

Missionary Care Director _____ Date _____

Job Description

Name _____

Field _____

Date Term Begins: _____ Date Term Ends: _____

I. Duties

A.

B.

C.

II. Duties

A.

B.

C.

III. Duties

A.

B.

C.

IV. Reporting

A.

B.

C.

Signature: _____ Spouse _____

Continental Director _____

Regional Director _____

Director of Missionary Care _____

Please return this form to the Missionary Care office.

Appendix A

SEPARATION AGREEMENT AND GENERAL RELEASE

This Separation Agreement and General Release (this “**Agreement**”) is entered into between International Pentecostal Holiness Church, Inc. (the “**Church**”) and **EMPLOYEE NAME** (“**Employee**”). The Church and Employee desire to resolve completely and forever all differences between them. In consideration of the mutual promises set forth below, Church and Employee agree as follows:

1. SEVERANCE AND LEAVE. If Employee executes this Agreement on or before **DATE** _____ and does not revoke this Agreement within the time set forth in Section 13 below, and complies with the conditions of this Agreement, the Church agrees:

A. To pay Employee all amounts as stipulated in the current edition of the World Missions Policy Manual.

2. COMPLETE RELEASE. For good and valuable consideration, including the Church’s agreement to provide certain payments and benefits to Employee in accordance with Section 1 of this Agreement, Employee hereby releases, discharges and forever acquits the Church, its affiliates and their respective past, present and future stockholders, members, partners, directors, officers, managers, employees, agents, attorneys, heirs, successors and representatives, in their personal and representative capacities (collectively, the “Church Parties”), from liability for, and hereby waives, any and all claims, damages, or causes of action of any kind related to Employee’s employment with any Church Party, the termination of such employment, and any other acts or omissions related to any matter on or prior to the date of this Agreement, including without limitation any alleged violation through the date that Employee executes this Agreement of: (i) the Age Discrimination in Employment Act of 1967, as amended; (ii) Title VII of the Civil Rights Act of 1964, as amended; (iii) the Civil Rights Act of 1991; (iv) Sections 1981 through 1988 of Title 42 of the United States Code, as amended; (v) the Employee Retirement Income Security Act of 1974, as amended (“ERISA”); (vi) the Immigration Reform Control Act, as amended; (vii) the Americans with Disabilities Act of 1990, as amended; (viii) the National Labor Relations Act, as amended; (ix) the Occupational Safety and Health Act, as amended; (x) the Family and Medical Leave Act of 1993; (xi) the Older Workers Benefit Protection Act; (xii) any state anti-discrimination law; (xiii) any state wage and hour law; (xiv) any other local, state or federal law, regulation or ordinance; (xv) any public policy, contract, tort, or common law claim; (xvi) any allegation for costs, fees, or other expenses including attorneys’ fees incurred in these matters; and (xvii) any claim for compensation or benefits of any kind not expressly set forth in this Agreement or any such stock option or other equity compensation agreement (collectively, the “Released Claims”).

In no event shall the Released Claims include any claim which arises after the date that Employee signs this Agreement or any claim to vested benefits under an employee benefit plan of the Church that is subject to ERISA. Notwithstanding this release of liability, nothing in this Agreement prevents Employee from filing any non-legally waivable claim (including a challenge to the validity of this Agreement) with the Equal

Employment Opportunity Commission (“EEOC”) or comparable state or local agency or participating in any investigation or proceeding conducted by the EEOC or comparable state or local agency; however, Employee understands and agrees that Employee is waiving any and all rights to recover any monetary or personal relief or recover as a result of such EEOC or comparable state or local agency or proceeding or subsequent legal actions. **THIS RELEASE INCLUDES MATTERS ATTRIBUTABLE TO THE SOLE OR PARTIAL NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR OTHER FAULT, INCLUDING STRICT LIABILITY, OF ANY OF THE CHURCH PARTIES.**

3. To comply with the Older Workers Benefit Protection Act of 1990, this Agreement has advised Employee of the legal requirements of this Act and fully incorporates the legal requirements by reference into this agreement as follows:

- a. This Agreement is written in layman’s terms, and Employee understands and comprehends its terms;
- b. Employee has been advised of his/her rights to consult an attorney to review the agreement throughout the settlement process;
- c. Employee does not waive any rights or claims that may arise from events which occur after the date this Agreement is executed;
- d. Employee is receiving consideration beyond anything of value to which he/she is already entitled; and
- e. Employee has been given a reasonable period of time to consider this Agreement.

4. TERMINATION OF EMPLOYMENT. The Parties acknowledge and agree that the last day of Employee’s employment with the Church is:_____.

5. INSTITUTING PROCEEDINGS. Employee agrees not to file any lawsuit based on any Released Claims. Employee represents and warrants that she has made no assignment, sale, delivery, transfer or conveyance of any rights Employee has asserted or may have against any of the Church Parties with respect to any Released Claim. Employee agrees that the consideration described in Section 1 of this Agreement is being provided in exchange for Employee’s agreement not to file any lawsuit based on any claims released by the terms of Section 2. If Employee files any lawsuit based on any claims released by the terms of Section 2, Employee will: (a) immediately return or refund to Church the monetary payment(s) described in Section 1 and received to that date; (b) immediately take any/all actions necessary to effectuate the immediate withdrawal and/or dismissal of the lawsuit; and (c) pay Church and the other Church Parties for any and all reasonable attorney’s fees and costs any and/or all of them incur as a result of or in connection with the lawsuit.

6. STATEMENTS CONCERNING THE CHURCH. Employee agrees that he shall refrain from making or publishing any oral or written statements about any Church Party that (a) are slanderous, libelous, false or defamatory, or (b) place any Church Party in a false light before the public. A violation or threatened violation of this prohibition may be enjoined by the courts. The right afforded the Church and its affiliates under this provision are in addition to any and all rights and remedies otherwise afforded by law.

7. NON-ADMISSION OF LIABILITY. By entering into this Release, neither party admits liability or that he/she has acted improperly in any way.

8. SEVERABILITY. In executing this Agreement, Employee is not relying on any promises not contained in this Agreement. The provisions contained herein are severable and the invalidity of any provision shall not affect the enforceability of any other provision. If any provision in this Agreement shall be held to be invalid, illegal or enforceable, the provision shall be stricken and the remainder of this Agreement shall remain valid and enforceable.

9. AGREEMENT TO BE BINDING ON OTHERS. This Agreement will be binding upon Employee and the Church and their respective heirs, administrators, trustees, representatives, executors, successors, and assigns.

10. CHOICE OF LAW, VENUE, MODIFICATION, AND EXECUTION. This Agreement will be construed in accordance with and governed by the laws of the State of Oklahoma. Employee and Church agree that the exclusive venue for any dispute involving this Agreement shall be Oklahoma City, Oklahoma. Employee understands that once this Agreement is executed, only the Board of Directors of the Church will have the authority to modify this Agreement on behalf of the Church, and that the Board will have such authority only when acting in writing. In this connection, the parties agree that this Agreement will not be modified or amended except by a written instrument(s), signed by both parties, with the Presiding Bishop of the Church signing for the Church. This agreement may be executed in multiple parts.

11. CONFIDENTIALITY. Employee agrees to keep the existence and terms of this Agreement confidential. Notwithstanding the foregoing, Employee may disclose the existence of terms of this Agreement to her spouse, tax advisor, and attorney, provided, however, that Employee first secures the agreement of Employee's spouse, tax advisor, and/or attorney (as applicable) to be bound by the foregoing confidentiality obligation.

12. REVIEW. Employee understands and acknowledges that Employee has had at least twenty-one (21) days from the date this Agreement was first presented to Employee in which to review and consider this Agreement before signing it. Employee is encouraged to consult an attorney before signing this Agreement and acknowledges that he has been advised in writing to do so. If Employee does not accept this Agreement and return a signed copy of it to the Church by **DATE**, then this offer and Employee's ability to receive the benefits recited in Section 1 above will expire. Employee agrees that any changes Employee and Church may make to this Release, whether material or not, will not restart the 21-day period.

13. REVOCATION. If Employee decides to accept and sign this Agreement, Employee will have seven (7) days in which to revoke Employee's release of claims under the Age Discrimination Act. Employee understands that Employee's release of claims under the Age Discrimination in Employment Act will not become effective or enforceable until the seven (7) days have elapsed without Employee having revoked Employee's release of those claims. Employee understands that any such revocation will not be effective unless Employee delivers a written notice of such revocation to the

Church, no later than close of business on the seventh day after Employee signs this Agreement. Employee understands that if Employee revokes Employee's release of claims under the Age Discrimination Act, Church will not provide Employee with any of the benefits or compensation described in Section 1.A above, Employee's entitlement to receive his benefits and compensation described in Section 1.A above will expire, and Employee's release of all claims (other than those under the Age Discrimination in Employment Act) and the other terms of this Agreement will remain in full force and effect.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THE FOREGOING AGREEMENT, WHICH I UNDERSTAND ALL OF ITS TERMS, WHICH I UNDERSTAND THAT IT CONTAINS A COMPLETE RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS, AND THAT I AM ENTERING INTO IT VOLUNTARILY.

Employee: _____

Date: _____

IPHC, World Missions Ministries

By: _____

Title: _____

Date: _____

Special Leave Agreement

(Furloughing Missionary Guidelines, Preparation for furlough, item 4,
Missionary Policy Manual)

I, _____, request a special leave from World Missions
Ministries beginning _____ and continuing for six months or until
_____.

The reason for this request is:

(use additional sheets if necessary)

At the end of this six months I will submit an update of my situation. I may ask for an additional six months at that time. At the end of one year, if I am not ready to return to active missionary status, this will be considered a resignation.

Signed by:

Missionary Date

Regional Director Date

Continental Director Date

Director of Missionary Care Date