

Ministry Manual

IPHIC world missions

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OVERVIEW OF WORLD MISSIONS MINISTRIES DIVISION

PURPOSE

The primary purpose of the World Missions Ministries Division (WMMD) of the International Pentecostal Holiness Church is to fulfill the Great Commission of our Lord Jesus Christ. This includes the following goals:

- Proclamation of the gospel and conversion of the lost to Jesus Christ
- Planting indigenous churches
- Equipping spiritual leaders
- Incorporating indigenous churches into one worldwide fellowship
- Expanding the Pentecostal revival throughout the body of Christ
- Planting churches in urban centers of the world
- Reaching unreached people groups
- Encouraging and equipping local churches to become involved in World Missions

HISTORY OF WORLD MISSIONS MINISTRIES DIVISION

Since its inception, the International Pentecostal Holiness Church has held World Missions as one of its highest priorities. We have always considered our Lord's Great Commission to "make disciples of all nations" a mandate for the church in any era.

At the consolidation meeting in Falcon, North Carolina, in 1911, the Pentecostal Holiness Church already had established works in China, India, and Africa. The denomination continued to send missionaries to these fields for the next two decades.

In 1913, at the newly-consolidated church's Second General Convention in Toccoa, Georgia, the General Board of Administration assumed the responsibilities as the first General Missions Board. The church had 13 missionaries at the time, some of whom received partial support, while others received no regular support at all. They went with little more than the Word of God and faith in the power of the Holy Spirit. This is the caliber of people who laid a strong foundation for the mission's initiatives of the Pentecostal Holiness Church.

Expansion came in the 1930s when PH missionaries entered Argentina and also opened an indigenous work in Mexico. The church targeted Hawaii and Alaska next by sending missionaries who soon planted churches on those frontiers.

The 1945 General Conference elected the church's first Foreign Missions Board apart from the General Board of Administration. Within four years, a missionary staff of 37 worked in six countries.

The post war years of the 1950s brought even greater expansion. In Latin America, we moved into Costa Rica and Cuba. From South Africa, the work spread into Northern and Southern Rhodesia (now Zambia and Zimbabwe), Nyasaland (now Malawi), Nigeria, Mozambique, Ghana, and Botswana.

The rapid growth in Africa made closer supervision of the work necessary, so, in 1953, the church appointed a general supervisor for Africa. Until the 1950s, our work in India had been concentrated in the north; however, a work was organized in South India in 1958.

The growth and expansion during the 1950s also made it necessary for the World Missions Ministries Division to make some structural modifications. The first major change was the election of a full-time director. Having a person in place who would devote all his time to the advancement of missions seemed imperative; therefore, the 1961 General Conference voted to establish the office of full-time director. That same General Conference changed the name of the missions department from Foreign Missions to World Missions.

The 1965 General Conference added the new position of field representative to promote missions in the local churches in the United States. World Missions launched an official publication in 1966—*Worldorama* (now titled *World Missions Monthly*)—which continues today as one of the ministry's primary means of getting missions information into the homes and hands of Pentecostal Holiness Church members and friends.

Two more important events took place abroad during the 1960s. The Argentina Conference was organized in 1965. Then in 1967, the Pentecostal Holiness Church and the Methodist Pentecostal Church of Chile signed an affiliation agreement.

Each year of the first quadrennium in the 1970s brought major advances in the church's missions thrust. In 1970, World Missions launched its first School of Missions, which continues as an annual event for missionary candidates and missionaries on furlough.

Expansion came again with works established in Zaire, Kenya, and Korea. We re-entered Jamaica, and significant increases were reported on the continents of Africa, Asia, and Latin America.

A major restructuring of the administrative organization took effect in January 1973, when general supervisors were appointed for Asia and Latin America, in addition to Africa.

The initiation of two different training programs in the early 1970s greatly enhanced training for overseas nationals. Theological Education by Extension (TEE) and Advanced Ministers' Seminars became a vital part of our missions training efforts.

On the home front, the ministry adopted two significant programs in 1973:

1. Short term Overseas Workers (SOW) was designed to challenge dedicated Pentecostal Holiness college students to dedicate from three to twenty-four months serving on a mission field.

2. Lay Overseas Volunteer Evangelists (LOVE), targeted skilled laity who wished to serve on the mission field as self-supported helpers of the missionary staff. The first LOVE worker, a retired government employee, served in Hong Kong.

At the end of the 1969-1973 quadrennium, an overseas membership of 42,706 represented a 43.8 percent (43.8%) increase over the previous four years. The largest number of missionaries (104) to date were serving the church.

By this time, promotion in the home churches had become a priority. In 1973, the first administrative assistant was appointed. (Since then, this title has been changed to "assistant director.") In 1974, World Missions appointed conference missions directors.

During the 1973-1976 quadrennium, the denominational headquarters transitioned from Franklin Springs, Georgia, to Oklahoma City, Oklahoma. World Missions also made the move in 1974.

The report of the World Missions director at the 1977 General Conference noted that progress had been made on each of our overseas fields. New buildings had been constructed on various fields, the first TEE graduation had been held in South Africa, and the work had expanded to embrace a new country—the Philippines. During the four years, 175 new churches had been added, which was a 27.4 percent (27.4%) increase over the previous quadrennium.

By the end of the 1970s, the focus of the World Missions Ministries Division had begun shifting to the cities of the world. The ministry had adopted a program called "Operation Antioch," which called for taking the gospel to world-class cities.

The 1980s became the decade of urban evangelism for the church. With work in 13 cities in 1979, a goal was set of planting strong churches in 50 of the major cities of the world by the end of the quadrennium. We reached that goal quickly and have since increased it to 125, and then to 200. The epicenter of this urban thrust was the Centre for International Christian Ministries (CICM) in London, England, which was opened in 1980. Here, experienced instructors trained national leaders, SOWers, and newly-appointed missionaries in urban ministry.

During the 1977-1981 quadrennium, missionaries entered six new fields: Haiti, Namibia, Venezuela, Israel, and Transkei; plus, we sent our first missionary to Europe. Although we had work in England for many years, our first missionary arrived in London in 1978. We also reorganized the work in Korea and reaffirmed an affiliation with the Methodist Pentecostal Church of Chile.

Following the 1981 General Conference, the GBA reappointed the Executive Director of World Missions for a second term. For the first time since the position became full-time in 1961, an Executive Director would be allowed to serve two consecutive terms of office. This extended tenure helped strengthen and stabilize the World Missions Ministries Division by providing continuity in mission's leadership and strategy.

During the 1981-1985 period, the World Missions Ministries Division established a presence in Indonesia, France, Italy, and Malta. We signed an affiliation agreement with the Wesleyan Methodist Pentecostal Church of Brazil in 1983.

In December of 1983, the Pentecostal Holiness Church declared a renewed commitment to world evangelization by adopting a strategy for reaching one-tenth of one percent of the world's population for Christ by the year 2000. At the 1985 General Conference, denominational leaders challenged the entire denomination to become involved in this TARGET 2000 thrust. Beginning with the 21st century, new goals were established and "Mission 21" replaced "Target 2000."

The First World Conference of Pentecostal Holiness Churches convened in Jerusalem, Israel in 1990. Leaders from various countries of the world came together as equals to worship, celebrate, give praise for what God was doing, and plan strategies to reach the Target 2000 goals. A Second World Conference assembled mid-decade in September 1995, once again in Jerusalem. A Third World Conference convened in February 2002 in San Jose, Costa Rica, to celebrate what God was doing through the Pentecostal Holiness Church around the world. A Fourth World Conference was held in Vancouver, BC in 2008.

A series of name changes reflected the church's renewed focus on ministry and a shift away from a hierarchal model of authority to a network of assistance. In 1993, the title, "general supervisor," was changed to "overseas ministry coordinator," and the title, "field superintendent," became "regional ministry coordinator."

The entire denomination made the same shift in focus in 1994. "International Headquarters" became known as the "International Pentecostal Holiness Church Resource Development Center" (RDC). Again the name change emphasized a renewed emphasis on ministry with a focus on the local church. The headquarters office was later changed to the Global Ministry Center (GMC).

Mission's growth around the world accelerated. By the 1997 General Conference, the church had a ministry presence in 81 countries with a total worldwide membership, including affiliates, of 2.6 million.

As the 20th century closed, World Missions had experienced the greatest growth of its history with a 63 percent (63%) increase in the number of churches and a 103 percent (103%) increase in membership around the world since the end of the previous quadrennium. The Global Outreach Offering had increased by 51 percent (51%) over the previous four years, and the ministry's total annual income had increased by 41 percent (41%). A missionary staff of 187 was now ministering in over 92 countries of the world with a total worldwide membership, including affiliates, of 3,410,890. One of the highlights of the 1997-2001 quadrennium was the building of relationships and establishing partnerships with para-church groups such as Evangel Bible Translators (EBT) and Accelerating International Missions Strategies (AIMS). Several mergers with groups in Ethiopia, Democratic Republic of Congo in Africa and Central America added hundreds of thousands of members.

The 21st century for World Missions began at the 2001 General Conference, where M. Donald Duncan was reelected Vice-Chairman of the denomination and Executive Director of the World Missions Ministries Division. During that quadrennium, the ministry continued to expand around the globe.

At the 2005 General Conference in Oklahoma City, Dr. A. D. Beacham, Jr., was elected as the Executive Director. He served until July 2012, when he assumed the office of General Superintendent following the resignation of Bishop Ronald S. Carpenter, Sr., for health reasons. (Bishop Carpenter went to be with the Lord two months later in September of 2012.)

The Council of Bishops, in a special session in July 2012, elected Bishop J. Talmadge Gardner to complete Dr. Beacham's term as Executive Director of the World Missions Ministries Division. The delegation at the 2013 General Conference elected Bishop Gardner to continue serving as Executive Director.

At the end of 2012, World Missions reported 1,387,113 members in 9,175 churches outside the United States, not including affiliates.

The definitive history of the first 100 years of the IPHC World Missions Ministries Division is contained in the book, The Simultaneous Principle, by Dr. Frank G. Tunstall, published by LifeSprings Resources in 2005.

WORLD MISSIONS ADMINISTRATORS

1911 - 1913	J. H. King, Director
1913 - 1917	J. H. King, President
1917 - 1921	J. H. King, General Superintendent
1921 - 1925	J. H. King, General Superintendent
1925 - 1929	J. H. King, General Superintendent
1929 - 1933	J. H. King, General Superintendent
1933 - 1937	J. H. King, General Superintendent
1937 - 1941	J. H. King, General Superintendent
1941 - 1945	Dan T. Muse, General Superintendent
1945 - 1949	Paul F. Beacham, Chairman
1949 - 1950	Dan T. Muse, Chairman
1950 - 1953	T. A. Melton, Chairman
1953 - 1957	T. A. Melton, Chairman

1957 - 1961	T. A. Melton, Chairman
1961 - 1965	W. W. Carter, Chairman
1961 - 1965	W. H. Turner, Executive Secretary (Elected as the first full-time director)
1965 - 1969	J. Floyd Williams, Chairman/Director
1969 - 1973	B. E. Underwood, Chairman/Director
1973 - 1977	R. L. Rex, Chairman/Executive Director
1977 - 1981	B. E. Underwood, Chairman/Executive Director
1981 - 1985	B. E. Underwood, Chairman/Executive Director
1985 - 1989	B. E. Underwood, Chairman/Executive Director
1989 - 1992	J. D. Simmons, Chairman/Executive Director
1992 – 1997	J. D. Simmons, Chairman/Executive Director
1997 – 2001	M. Donald Duncan, Chairman/Executive Director
2001 – 2005	M. Donald Duncan, Chairman/Executive Director
2005 - 2009	A.D. Beacham, Jr., Chairman/Executive Director
2009 – 2012	A.D. Beacham, Jr., Chairman/Executive Director
2012 - 2013	J. Talmadge Gardner, Chairman/Executive Director
2013 -	J. Talmadge Gardner, Chairman/Executive Director

STRUCTURE OF WORLD MISSIONS

World Missions operates under the auspices of the General Conference of the International Pentecostal Holiness Church. The flow of authority is from the General Conference to the Council of Bishops to the Executive Council of Bishops to the World Missions Council.

WORLD MISSIONS MINISTRIES DIVISION COUNCIL

- 1. Composition.** The World Missions Ministries Division shall be governed by the World Missions Ministries Division Council. The members of the World Missions Ministries Division Council, other than the chairman, shall be recommended by the Executive Director of the World Missions Ministries Division in consultation with the Executive Committee and approved by the Council of Bishops. Members of the World Missions Ministries Division Council, other than the chairman, shall serve until a new Council is appointed. An exception shall be that members of the World Missions Ministries Division Council who were appointed because they were members of the Council of Bishops at the time of their appointment, shall serve on the World Missions Ministries Division Council only as long as they are members of the Council of Bishops.

The World Missions Ministries Division Council shall consist of the following members for 2013-2017:

Executive Director	Bishop J. Talmadge Gardner
One (1) Member of the Council of Bishops	Bishop Ray Willis
One (1) Senior Pastor	Reverend Keith Gilliam
Two (2) Laypersons	Dr. Barbara Carter Mr. David Roberson
Three – Five (3-5) Members at Large	Bishop Preston Mathena Bishop Stan Reynolds Reverend Dean Morgan Reverend Charles Craig Reverend Doug Bartlett

Leadership Team Members with Seat and Voice on the World Missions Ministries Division Council

Full-time GMC Department Heads in the World Missions Ministries Division shall have seat and voice on the World Missions Ministries Division Council. Part-time department heads in the World Missions Ministries Division may be granted seat and voice at the discretion of the Executive Director.

Authority and Duties

- a. The World Missions Ministries Division Council shall govern and direct the ministries/departments of the World Missions Ministries Division.
- b. The World Missions Ministries Division Council shall approve the appointment of all director-level employees in the World Missions Ministries Division upon recommendation by the Executive Director of the World Missions Ministries Division.
- c. The World Missions Ministries Division Council is authorized to adapt/develop titles and nomenclature for ministry leadership positions outside the United States.

2. Function

The World Missions Ministries Division Council is the policy-setting body for the World Missions Ministries Division. The council's duties include the following:

1. Reviewing the policies and strategies of the World Missions Ministries Division
2. Interviewing and appointing missionary personnel
3. Planning strategies for the growth of the International Pentecostal Holiness Church overseas

EXECUTIVE DIRECTOR AND LEADERSHIP TEAM

Executive Director

The Executive Director is the chief executive officer of the World Missions Ministries Division. As such, he is in charge of the planning and development of the International Pentecostal Holiness Church outside the United States. The Executive Director's responsibilities are as follows:

1. Serving as chairman of the World Missions Ministries Division Council and providing spiritual and strategic leadership for the ministry
2. Overseeing the direction and focus of the ministries of the World Missions Ministries Division
3. Serving as pastor and spiritual leader for the missions staff

Assistant Director

The Assistant Director works with the Executive Director and has authority to act on the Executive Director's behalf. The Assistant Director's role consists of the following responsibilities:

1. Assisting in the implementation of policies established by the World Missions Ministries Division Council
2. Serving as liaison to the various fields through the Continental Directors
3. Serving as administrator for the World Missions office at the Global Ministry Center (GMC)
4. Processing candidates for missionary service

Director of The Awakening

The Director of The Awakening is responsible for the following:

1. Plan and lead overseas mission trips for students
2. Provide basic missions training for youth and college groups at the local church, conference, and general levels
3. Build relationships and partner with the Discipleship Ministries Division on the conference and general levels
4. Oversee an internship program for college-age students and young adults committed to serving WMMD as they sharpen their ministry skills
5. Develop relationships with national leaders around the world and serve their ministries by helping build and strengthen their youth programs

Director of People to People

The job description for the Director of People to People includes the following:

1. Promoting the ministry through publications, in conferences, and in local churches
2. Coordinating People to People ministries with the missionaries on the field to provide care for needy children and food for the hungry
3. Raising funds for and synchronizing disaster relief efforts overseas
4. Serving as administrator of the People to People office at the GMC

Director of Global Outreach, Missionary Itineration and Coffee House Ministry

The Director is responsible for the following:

1. Planning and directing promotion of the annual Global Outreach Offering
2. Training and assisting missionaries in raising their financial and prayer support

3. Help missionaries plan their schedules
4. Approving missionaries' expenses, confirming their monthly support, tracking income, and reporting income to the missionaries
5. Raising funds for and managing the Coffee House Ministry
6. Serving as liaison between the Conference Missions Directors and World Missions

Director of TEAMS

The Director of TEAMS is responsible for the following:

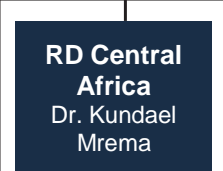
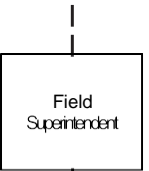
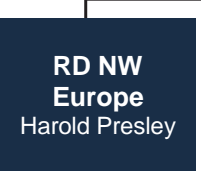
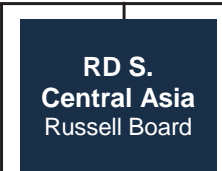
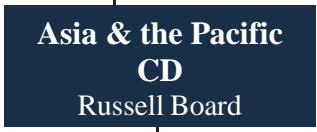
1. Promote TEAMS
2. Maintain and publish a list of upcoming TEAMS
3. Work with Continental TEAMS Directors to assist TEAMS visiting each area
4. Keep records and issue reports for TEAMS

Financial Specialist

The Financial Specialist is responsible for the following:

1. Coordinating all financial functions of the World Missions Ministries Division
2. Disbursing World Missions funds for missionaries, projects, and miscellaneous financial matters
3. Overseeing income/contribution

Talmadge Gardner, Executive Director
World Missions Ministries Division



- Sri Lanka
- India
- Pakistan
- Bangladesh
- Myanmar

- East Timor
- Malaysia
- Singapore
- Indonesia
- Philippines

- United Kingdom
- Norway
- Holland
- Belgium

- Hungary
- Ukraine
- Romania
- Albania
- Israel/Turkey
- Moldova
- Croatia/Estonia
- Azerbaijan

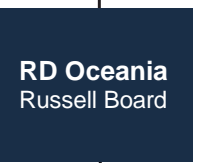
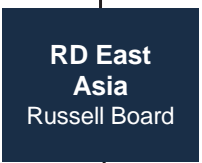
- Guatemala
- Honduras
- Nicaragua
- Costa Rica
- Panama

- Argentina
- Venezuela
- Colombia
- Paraguay
- Peru/Uruguay
- Bolivia/Brazil/Chile
- Ecuador

- Hong Kong

- Malawi
- Mozambique
- Zambia
- Zimbabwe
- Congo
- Seychelles
- Mauritius
- Tanzania

- Kenya
- Uganda
- Ethiopia
- Rwanda
- E.Congo
- Sudan



- Cambodia
- China
- Vietnam
- Thailand

- Japan
- Korea

- Australia

- Spain
- Italy
- France
- Germany
- Malta
- Portugal

- Cuba
- Guyana
- Haiti
- Jamaica
- Trinidad
- Barbados
- Dominican Republic
- Belize

- Mexico

- Benin/Gambia
- Cameroon
- Cote d'Ivoire
- Burkina Faso
- Ghana/Liberia
- Nigeria
- Sierra Leone
- Togo/Niger

- North Africa
- Egypt

- Botswana
- Lesotho
- South Africa
- Swaziland
- S. Mozambique
- Madagascar

PERSONNEL CONFERENCE AND LOCAL LEVELS

Conference Personnel

Each conference shall have a **Conference Missions Director**. The director and his committee shall plan and implement missions promotion within their respective conference.

A Conference Missions Director's Manual, prepared by the World Missions Ministries Division staff, provides guidelines for the director in fulfilling his duties. One of his primary responsibilities is to assist missionaries in scheduling services in conference churches. The director is the first source of information and assistance to the district director and/or pastor and fills a vital role in linking the local church to missions endeavors overseas.

The **Conference Missions Committee** assists the Conference Missions Director in promoting missions within the conference. As a team, they coordinate the various missions efforts of conference ministries, such as Women's Ministries, Discipleship Ministries, and Men's Ministries. They also plan activities and missions emphases within the conference, including the annual Faith Commitment Day, Global Outreach service, missions conventions and rallies, and other promotional programs provided by the general World Missions Ministries Division.

Local Church Personnel

The *Local Church Missions Director's Manual*, prepared by the World Missions Ministries Division staff, offers guidelines for assisting the local church missions director.

As the local church leader, the **Senior Pastor** sets the focus and direction for the ministry of the local church. Generally, the pastor's vision and burden for world evangelization determines the level of participation by the church members.

The **Local Missions Committee** consists of persons within the local church who are willing to assist the pastor in implementing missions initiatives in the church. The committee sets the pace for missions involvement by emphasizing the responsibility God has placed on each believer to reach unbelievers of this generation.

The **Local Missions Director** serves as chairman of the Local Missions Committee. The senior pastor is an ex-officio member of the committee.

DEPARTMENTAL MINISTRIES OF WORLD MISSIONS

CAREER MISSIONARIES

Missionaries are the frontline representatives for World Missions endeavors of the International Pentecostal Holiness Church. They represent the denomination in their various ministries, such as preaching the gospel, planting churches, training nationals for church leadership, teaching in Bible schools, planning growth strategies, ministering to physical needs, etc.

REQUIREMENTS FOR CAREER MISSIONARY APPOINTMENT

1. Member

All career missionaries must be members of the IPHC.

2. Spirit-filled Life

The first step in becoming a career missionary is a life totally committed to God. All career missionary candidates must be born again, sanctified, Spirit-filled Christians.

3. Missionary Call

The International Pentecostal Holiness Church holds that those who go to the mission field should have a definite, God-given call and gifting for this type of service. This calling should be demonstrated by a period of recognized effective ministry.

4. Bible College

All career missionary candidates should have at least a Bible college degree or diploma, or its equivalent. Pursuing additional degrees and in-service courses is encouraged.

5. Ordination and Ministerial Experience

Those who apply for career missionary status should have proven their ability to plant or pastor churches successfully before leaving the homeland. It is generally expected that all candidates be licensed and ordained by one of our conferences and to have had at least two years of experience in the ministry. For other assignments, such as Bible school teachers and workers in special programs, the candidate must have expertise in the area for which he applies.

APPLICATION PROCEDURES

1. Complete preliminary application, including a \$100 non-refundable application fee
2. Character references will be requested from acquaintances, including Conference Bishop and Conference Missions Director.
3. Interview with Conference Missions Director
4. A copy of the preliminary application will be sent to the appropriate Continental Director and Regional Director. If a candidate does not know for which field he is applying, a copy of his application will be submitted to each of the Continental Directors.
5. Psychological testing
6. Background check, including civil, criminal, and credit reports
7. A physical examination is required and is to be based on a form provided by WMMD. The examining doctor must send a report of his findings to WMMD. A physical exam is required for each member of the missionary's family.
8. A meeting will be arranged with the Executive Director and/or the Assistant Director of World Missions Ministries Division, the appropriate Continental Director, and the applicant. A tentative job description and budget will be finalized.
9. Applicant will meet with the World Missions Council for an interview and possible appointment.
10. The chairman will announce the council's decision to the candidate, the Conference Missions Director and the Conference Bishop.
11. The applicant is placed under the guidance of the Director of Missionary Itineration, and the itineration process begins.

MISSIONARY

- Usually applies to first term missionaries
- Requires same application process as career missionary
- Requires meeting with the WMMD Council for approval.
- Requires a one year commitment, but may be extended up to three years before furlough
- Requires living on the field
- Annual budget will be flexible in order to control costs for the first term
- Job description will be provided
- Requires the support account to remain in the black with no guaranteed salary or benefits and the missionary would not qualify for any financial incentives offered by the WMMD
- Requires documentation of health insurance (membership in the WMMD health plan is not required)
- Reports to the WMMD Director of Itineration while in the USA and the CD and/or RD while serving on the field
- Option after first term to become a Career Missionary subject to meeting the qualification requirements associated with that status
- WMMD Council must approve all Career Missionaries who would like to be reclassified as Missionaries
- When approving the candidate, the WMMD Council will make the determination as to whether they will be classified as a lay or clergy missionary.

SHORT TERM MISSIONARY

The Short Term Missionary program provides opportunities for Christian men and women to become actively involved in world missions. The program presents a variety of avenues for service. Participants may choose to work from one month to one year.

The World Missions Ministries Division cooperates with Emmanuel College, Southwestern Christian University and Holmes Bible College in presenting internship opportunities for students who desire a missionary experience.

A Short Term Missionary must abide by the following requirements:

1. From date of approval, the Short Term Missionary must submit a quarterly report to the Assistant Director's office describing progress being made in fundraising and preparation for the overseas assignment.
2. While on the field, he/she must report in writing quarterly to the Regional Director and Continental Director with a copy to the Assistant Director.
3. Upon return to the United States, he/she will contact the Assistant Director within 30 days to discuss the recently completed assignment and determine future plans.
4. Any Short Term Missionary who does not report for a period of six months will be released from the program.

REQUIREMENTS FOR ALL SHORT TERM MISSIONARIES

- a. A personal relationship with Jesus Christ and a desire to serve through the structure of the World Missions Ministries Division
- b. A member of an IPHC local church
- c. Recommendation from one's pastor and conference leadership
- d. Ability to raise or provide the necessary funds

Expenses for special programs participation are the responsibility of the individual. Funds may be raised from a home church, friends, family and personal resources. Upon the applicant's approval, an account will be opened with the World Missions Ministries Division.

SHORT TERM MISSIONARY APPLICATION PROCEDURES

- a. Complete preliminary application, including a \$100 non-refundable application fee
- b. Character references will be requested from acquaintances, including Conference Bishop and Conference Missions Director.
- c. Interview with Conference Missions Director
- d. Psychological testing
- e. A background check, including a civil, criminal, and credit report, will be requested
- f. A physical examination is required within the past year. The examining doctor must send a report of his findings to WMMD
- g. A meeting will be arranged with the Executive Director and/or the Assistant Director of the World Missions Ministries Division. The appropriate Continental Director and Regional Director will meet with the applicant when possible. A tentative job description and budget will be set

- h. Approval of the Leadership Team
- i. Candidate will be officially notified
- j. The World Missions Ministries Division Council will be notified at the next regularly scheduled meeting

PASSPORT TO MISSIONS

Passport to Missions is a training program offered to candidates, pastors, local church missions directors, and others who are interested in studying missions more in depth.

THE AWAKENING

The Awakening is a youth, college and young adult ministry of the World Missions Ministries Division with the mission to recruit, train, and mobilize the next generation of IPHC missionaries.

RESPONSIBILITIES

1. Visit Emmanuel College, Southwestern Christian University, and Holmes Bible College annually
2. Plan, promote, and execute a SEND (See Every Nation Discipled) Conference on each of the three IPHC college campuses
3. Plan and lead overseas mission trips for students
4. Be involved with WMMD programs such as Passport, and Schools of Missions
5. Provide basic missions training for youth and college groups at the local church, conference, and general levels
6. Plan and host youth and young adult conferences in all four of WMMD's continental regions; i.e. LAMCAR Quest, EuroQuest, etc.
7. Plan and host a summer "Missionary Boot Camp" for students who sense a call to career missions service
8. Produce videos, blogs, vlogs, and other media items to promote The Awakening and WMMD
9. Maintain a strong social media presence to help keep The Awakening at the forefront of students' attention
10. Build relationships and partner with the Discipleship Ministries Division on the conference and general levels
11. Attendance at and participation in the various Discipleship Ministries events such as Accelerant, Youth Quest, Altitude and youth camps

12. Oversee an internship program for college-age students and young adults committed to serving WMMD as they sharpen their ministry skills
13. Develop relationships with national leaders around the world and serve their ministries by helping build and strengthen their youth programs

PEOPLE TO PEOPLE MINISTRIES

People to People (PTP) Ministries seeks to provide a platform of ministry for individuals, churches, and missionaries as we show acts of love to a hurting world. One out of every five children is at risk of suffering from malnutrition, disease, poverty, and spiritual separation from God. As we reach out with benevolence, lives are transformed and impacted with the gospel of Jesus Christ.

People to People covers eight areas of ministry:

1. Sponsor A Child

Children around the world die at alarming rates because they lack basic necessities. Sponsors can provide a child with nutritious food, warm clothing, medical care, and education for less than a \$1 a day through People to People Ministries.

2. Feed the Hungry

People to People feeds over 12,000 children weekly in over 54 countries around the world. The PTP Feed the Hungry ministry helps resource overseas churches to distribute food and show Christ's love to some of the most vulnerable and neglected people.

3. Quench Thirst with Water Wells

Because of improper waste disposal, many water sources in developing countries are contaminated with parasites, chemicals, and other pollutants. These contaminants cause over 3.5 million deaths annually. Communities are forced to continue to ingest the tainted water because they have no other recourse. Funds donated to the Water Well Ministry are used to dig deep-water wells, which are protected from the harmful contaminants.

4. Respond to Overseas Disasters

When natural disasters strike, People to People acts quickly to raise awareness of the need and coordinates fundraising efforts. Through Disaster Relief, People to People is able to respond to the immediate need by providing food, shelter, and medical care to communities crippled by natural disasters. Coordinating with local missionaries,

People to People assists in rebuilding devastated homes, churches, and schools, thus improving the communities' overall infrastructure.

5. Assistance with Medical Needs

Medical emergencies often arise in developing nations because so many of their citizens lack access to healthcare. Ministry of Medicine (MOM) helps supply urgent medical needs, resources for medical trips, life-saving vaccinations, and basic sanitation. Those who support this ministry help People to People provide immediate funds during a medical emergency—saving countless lives each year.

6. Malaria Awareness

Half of the world's population is at risk of Malaria. Every thirty seconds a child dies from this preventable and curable disease. Malaria Awareness is a ministry in countries where mosquitos transmit Malaria. In Africa alone, Malaria causes the highest mortality rates for children under the age of 5 and pregnant women. The insects that carry Malaria often bite around 2 a.m.; therefore, something as simple as a mosquito net can save lives.

7. Christmas Spirit

People to People's Christmas Spirit provides an additional opportunity for sponsors to bless children who are part of the sponsorship program. Donors are asked to contribute an extra \$25 in December so children around the world can experience and celebrate the love of Jesus Christ. With the help of donors, People to People supplies gifts for over 6,000 children.

8. Launch Microbusinesses

By helping provide entrepreneurs with resources to launch small businesses, People to People enables individuals and communities to become more self-sufficient. Supplying people with the tools necessary to develop small businesses not only stimulates the local economy, it also helps foster entrepreneurial skills that will open doors of opportunity for generations to come.

GLOBAL OUTREACH

The annual Global Outreach (GO) offering focuses on expanding God's Kingdom through world evangelization. In the 1950s, this offering was established to address emerging opportunities and to meet financial needs on foreign fields. Numerous opportunities arose requiring additional financial support as the IPHC work developed.

These included pioneering new fields, church planting, church growth, constructing and maintaining buildings, Bible schools, training centers, resourcing national missionaries, and countless other projects and areas of ministry. Today, similar opportunities and needs continue as new doors open in God's Harvest Fields.

The GO offering provides immediate funds and offers an avenue for each local church to fulfill Jesus' mandate (Acts 1:8). Our primary method of raising GO Offering funds is inviting each PH church member to contribute a "Day's Wage." This giving opportunity does two things:

1. It provides an avenue by which each person can have an active role in fulfilling the Great Commission
2. It offers a reasonable plan by which an individual can accumulate his Global Outreach contribution

Global Outreach funds are distributed on a 75/25 percent basis: 75 percent is designated for the World Missions Ministries Division. The remaining 25 percent provides a financial base for Evangelism USA to birth and strengthen works in the United States. This division of funds reflects an Acts 1:8 model of taking the gospel to Jerusalem, Judea, Samaria, and the utter most parts of the world.

ITINERATION

All missionaries must raise their full budget before departure to the field. The purpose of the Itineration Office is to assist them in raising this support.

Missionaries who are raising their support are in two main categories: furloughing and itinerating. The Itineration Office helps coordinate the missionaries' schedules with the Conference Missions Directors, pastors, local missions directors, and churches in their surrounding area. Training in fundraising methods, tracking itineration schedules, income and donor support are some of the services provided for missionaries through the Itineration Office. The goal is to help missionaries develop healthy accounts and strong relationships with their support base.

Itineration is a foundational part of the World Missions Ministries Division and is crucial for all missionaries to maintain a fruitful ministry in their field of service.

COFFEE HOUSE MINISTRY

In today's world, where unsaved people have little or no interest in attending a local church, other methods of communicating the gospel must be considered. Coffee House Ministry provides a non-threatening environment, and a time-out from pressing daily schedules and life's demands. The value and strength of this method is that it provides opportunities for sharing the good news of Jesus Christ during the hustle and bustle of workdays in the marketplace.

The setting and atmosphere for personal involvement and witnessing comes together as Christian workers serve a cup of coffee in Jesus name. Over time, relationships are forged and guests begin sharing their hearts and needs. It is a natural way for speaking into lives and sharing hope in Christ. People hear the gospel for the first time, faith takes root, and lost souls are saved.

Locations, depending on demographics and ministry strategies, offer diversity and include features such as Wi-Fi connection and entertainment through media sources, live Christian music, evening gatherings, special events, teaching English as a second language, tutoring, spiritual counseling, and prayer for anyone in need. A listening ear often creates an opportunity to share the love of God.

The value of this strategy in evangelism and church planting has been proven over the years. In some settings, a coffee house will open and close, accomplishing its purpose in a short time. Others remain open for years. Since Coffee House Ministry's beginning in the early 1980s, 45 locations have been opened, providing growth for local congregations and at least 20 church plants.

Applications for coffee house projects are submitted to Regional and Continental Directors for their approval. When approved by Continental Director, application forms are forwarded to the Director of Coffee House Ministry. Final approval is based on available funds and/or fundraising possibilities. All coffee house projects are approved for a 12-month period and are evaluated annually for continued support.

Application forms available from Coffee House Ministry:

- 1) Financial Request Form
- 2) Strategy Form

TEAM EVANGELISM AND MISSION SERVICE (TEAMS)

Team Evangelism and Mission Service (TEAMS) helps coordinate and track all IPHC short term mission teams from the United States. These trips allow people to participate in hands-on ministry in another country.

Short term Mission Teams consist of people with diverse skills to meet needs on the mission field. The most prevalent types of teams include:

1. Construction
2. Feeding programs
3. Children's outreach
4. Medical services
5. Pastors Conferences and other ministries

Since each team works with career missionaries or national church leaders, their impact lasts long past their departure date.

COORDINATOR OF COMMUNICATIONS

PURPOSE

The purpose of the Coordinator of Communications is to produce all print, audio, and visual materials for the World Missions Ministries Division.

RESPONSIBILITIES

The Coordinator of Communications shall be responsible for the following:

1. Preparing and publishing *World Missions Monthly*
2. Maintaining, updating, and editing materials for the WMMD website
3. Crafting special appeal letters
4. Developing various promotional materials
5. Scripting/producing special videos as requested by the Executive Director
6. Providing efficient communications between the World Missions Ministries Division and the donor base by managing the production and printing of missionary newsletters and prayer cards
7. Coordinating, ordering, and distributing all WMMD promotional materials for the conferences and churches of the IPHC

MINISTRIES

OPERATION TEACHING TOOLS HOPE 4 SUDAN

The following ministries are part of the World Missions Ministries Division, They each are organized separately yet work in full partnership.

OPERATION TEACHING TOOLS

Operation Teaching Tools is an organization that recycles Christian resources from publishing houses, churches, and pastors, and ships them to various locations upon request. Rose Boyd assists missionaries and national leaders by conducting discipleship training in churches and Bible schools throughout the world. Operation Teaching Tools sponsors at least six training missions each year to train national pastors and church ministry leadership, including Sunday school teachers, children's/youth ministries staff, and spiritual leadership.

HOPE 4 SUDAN

Hope 4 Sudan's mission is to bring hope to South Sudan by demonstrating God's love through meeting the needs of its people. It establishes compounds with deep water wells, schools, medical clinics, and churches. Hope 4 Sudan also partners with People to People Ministries to provide feeding and child sponsorship programs. Please pray for this poverty-stricken wans war-torn nation that is in such desperate need of God's love.

NATIONAL CHURCH MINISTRIES

NATIONAL MISSIONARY

A national missionary is a God-called minister from a country other than the United States or Canada who desires to go to a country other than his own as a missionary. The national missionary position in the World Mission Ministries Division is for those who meet the following criteria:

1. Approved as a missionary by the Conference Council or Missions Council of his country
2. Approved by the Regional and Continental Directors of the World Missions Ministries Division in both the sending and receiving countries
3. Co-sponsored by his country and the World Missions Ministries Division on a percentage scale agreed upon by the Regional and Continental Directors and the national leadership
4. Agrees to work under the World Missions leadership of the receiving country with a job description developed by appropriate leadership on the field
5. Approved by the Executive Director of the World Missions Ministries Division
6. Funding will come from the Continental Director's budget

INDIGENOUS CHURCHES

A goal of World Missions is to send missionaries to plant indigenous Congregations. The end result will be self-supporting, self-governing and self-propagating churches.

In the process, it may be necessary for a missionary to serve as pastor for a limited time. During the period when a missionary is serving as pastor of an indigenous congregation, a strategy should be developed to move national leadership into place with goals and time limits. Serving as pastor should not be the end result, but rather for a period of time while national leaders are trained and established.

Missionaries work alongside nationals to make this a reality. God has given excellent national leaders to IPHC churches overseas. Many serve as evangelists, pastors, Bible school teachers, conference superintendents, etc.

MINISTERIAL TRAINING

Even in a comparatively new indigenous congregation, God has gifted and ordained individuals who, with the proper training, can effectively assume leadership roles. One of the missionary's primary tasks is to discover, train, and release those people into Christian service. This shall be done through the following means:

1. Correspondence courses
2. Ministers' seminars
3. Resident Bible schools
4. CURSUM, ADVANCE, AMTC

The Continental Director, in consultation with the Regional Director, may appoint a Director of Ministerial Training.

"Operation Timothy" is the funding strategy of our ministerial training program. Sponsors may designate which school or program their monies will support.

MINISTRY RELATIONSHIPS

WOMEN'S MINISTRIES

Women's Ministries (WM) encourages women to become involved in prayer and giving to missions. This ministry provides ways for women to get involved through the following programs:

1. Missionary Sponsor Program

The missionary sponsor program assigns missionaries and their families to the various conferences for remembrances on special occasions and for strong prayer support.

2. Christmas 4 Missionaries

Christmas 4 Missionaries is the new name for the Agnes Robinson Missions Offering. This offering is an annual opportunity for people around the IPHC to help provide a monetary Christmas bonus for full-time and retired missionaries. These funds are sent to the missionaries in late November, but they are received year round and channeled through General Women's Ministries. These funds are distributed to active and retired missionaries and workers in new fields with Evangelism USA.

3. Blanche King Scholarship Fund

This fund is designated for scholarships for missionary children who attend Pentecostal Holiness colleges.

4. Sewing Machine Project

The sewing machine project originated in Zambia and is now moving into other nations. It provides an opportunity for women in the local church to offer ongoing economic opportunities to women in other countries.

5. Oasis

Oasis is a ministry to female missionaries who return to the United States on furlough. WM groups are asked to stay in touch with their conference World Missions directors to know when missionaries are itinerating in their areas. Oasis provides a time of pampering (manicures, pedicures, new outfits, gift cards, appointments with a hairstylist, etc.), courtesy of Women's Ministries.

WORLD INTERCESSION NETWORK (WIN)

WIN is an intercessory prayer ministry sponsored by the International Pentecostal Holiness Church. This ministry arm was organized in 1982 to challenge, train, and encourage individuals in the ministry of prayer. WIN is headed by a committee of five whose aim is to challenge and motivate individuals to the high calling of prayer, particularly for worldwide spiritual awakening and evangelization.

Area WIN directors serve in Africa, Asia, Europe and Latin America.

Other WIN ministries include:

1. Leading local church prayer seminars
2. Teaching sessions at pastors' retreats
3. Speaking to groups
4. Organizing/conducting prayer classes
5. Contributing materials for publication and study
6. Producing prayer/teaching tapes

IPHC COLLEGES IN THE UNITED STATES

World Missions Ministries Division works with each of our denominational institutions of higher learning to establish a strong missions program. **SEND (See Every Nation Disciplined)** is a weeklong, annual emphasis on each college campus.

PERSONNEL

WORLD MISSIONS MINISTRIES DIVISION COUNCIL

1. The World Missions Ministries Division Council shall govern and direct the ministries/departments of the World Missions Ministries Division.
2. The World Missions Ministries Division Council shall approve the appointment of all director-level employees in the World Missions Ministries Division upon recommendation by the Executive Director.
3. The World Missions Ministries Division Council is authorized to adapt/develop titles and nomenclature for ministry leadership positions outside the United States.

LEADERSHIP TEAM

1. **Personnel**
 - a. Executive Director
 - b. Assistant Director
 - c. Director of Global Outreach and Missionary Itineration
 - d. Director of People to People
 - e. Financial Specialist
 - f. Director of The Awakening
 - g. Director of TEAMS
 - h. Continental Directors
2. **Responsibilities**
 - a. Administer the various ministries of World Missions
 - b. Meet regularly for the purpose of evaluation, strategic planning, goal setting, and preparing a status report
 - c. Recommend policy to the Executive Director
 - d. Plan missions promotions in the United States

EXECUTIVE DIRECTOR OF WORLD MISSIONS MINISTRIES DIVISION

1. Overview

- a. The Executive Director of the World Missions Ministries Division shall serve as the full-time elected leader of the World Missions Ministries Division and as chairman of the World Missions Ministries Division Council.
- b. The Executive Director of the World Missions Ministries Division shall serve as a member of the Executive Committee of The Council of Bishops.
- c. The Executive Director of the World Missions Ministries Division shall have the honorary title of Bishop while in office.

2. Authority and Duties

- a. The Executive Director of the World Missions Ministries Division shall be amenable to the General Superintendent and to the Council of Bishops. Accordingly, he shall give a written division report at each regular meeting of the Council of Bishops.
- b. As the chairman of the World Missions Ministries Division Council, the Executive Director shall review the agenda of each Division Council meeting with the General Superintendent prior to the meeting.
- c. Minutes of all Division Council meetings shall be provided in a timely manner to the members of the Council of Bishops.
- d. The Executive Director shall appoint all employees in the World Missions Ministries Division. Director-level appointments shall be in consultation with the General Superintendent and shall be subject to the approval of the World Missions Ministries Division Council.
- e. The Executive Director shall appoint Continental and Regional Directors subject to approval of the World Missions Division Council.
- f. The Executive Director shall have the authority to preside over ordination and licensing ceremonies and to sign and present, on behalf of the conference, ordination certificates and licenses as directed by the General Superintendent. (Evaluating ordination and license candidates and issuing clergy credentials is a function reserved for conferences.)
- g. The Executive Director shall have the authority to preside over missionary commissioning ceremonies and to sign and present commissioning certificates and licenses. (Evaluating missionary candidates and issuing commissioning certificates is a function reserved for the World Missions Ministries Division Council.)
- h. The Executive Director, or his appointee, shall serve as the chairman of all boards and committees in the World Missions Ministries Division.

- i. The Executive Director of the World Missions Ministries Division shall perform other duties as assigned by the General Superintendent and the Council of Bishops.

ASSISTANT DIRECTOR

The primary role of the Assistant Director of the World Missions Ministries Division is to assist the Executive Director in any way needed and act in his behalf, upon request. His responsibilities and duties include the following:

1. Assist the Executive Director in all activities as needed

- a. Represent the Executive Director and act in his behalf, as directed
- b. Assist the Executive Director in the planning processes for World Missions Ministries Division
- c. Visit mission fields, when requested by the Executive Director
- d. Direct the annual Passport training
- e. Plan and direct the annual School of Missions, in consultation with the Executive Director

2. Missionary Coordinator

- a. Arrange a time and place for debriefing furloughed missionaries before they begin itineration
- b. Approve housing for missionaries on furlough
- c. Responsible for missionary and special programs candidate processing
- d. Provide and administer application and screening materials
- e. Establish standard procedure for applicants
- f. Oversee the completion of applications before candidates meet the World Missions Council
- g. Recommend and provide for necessary pre-service training
- h. Enforce shipping regulations of missionaries' furniture, etc., and secure approval from Continental Directors

3. Director of Short Term Missionaries

The Assistant Director of World Missions Ministries Division gives oversight to all short term missionaries. As such, his duties include the following:

- a. Process applications and bring reports of action to the World Missions Council
- b. Monitor accounts and approve requisitions
- c. Recruit personnel
- d. Administer special programs

4. Missionary Account/Budget Sheets

- a. Compile missionary account/budget sheets for new missionaries
- b. Update missionary account/budget sheets as personnel return home on furlough; go over budgets with missionaries at debriefing
- c. Provide new or updated copies to missionaries, Continental Directors, and Assistant Director's office

5. Manager of the World Missions Ministries Division Office at the GMC

- a. See that the World Missions Ministries Division Office functions efficiently
- b. Responsible for clerical staff of the World Missions Ministries Division and its related ministries
- c. Assist in preparing the annual budget and its related ministries, which shall be approved by the Executive Director
- d. With the Executive Director, authorize expenditure of funds of World Missions and its related ministries
- e. Approve conference WMMD promotional expenses
- f. Administer the missionary health insurance program

6. World Missions Council

- a. The Assistant Director serves as an ex-officio member of the World Missions Council with seat and voice
- b. He assists in implementing policies established by the World Missions Council

7. Reporting

- a. Reports directly to the Executive Director
- b. Reports to the World Missions Council

DIRECTOR OF GLOBAL OUTREACH, MISSIONARY ITINERATION, AND COFFEE HOUSE MINISTRY

1. Duties of the Director of Global Outreach and Missionary Itineration

- a. Planning and directing the annual Global Outreach emphasis
- b. Overseeing missionary itineration in the United States, which includes determining when adequate support has been raised
- c. Director of the Coffee House Ministry, which includes promotion and direction of the program

2. Global Outreach

- a. Plan and direct the annual Global Outreach emphasis
- b. Plan and direct the production of promotional materials.
- c. Assist Conference Missions Directors
 - (1) Plan Great Commission Meals
 - (2) Plan for department representatives and missionaries to attend conference events

2. Missionary Itineration

- a. Assists candidates, missionaries, and special programs personnel with itineration schedules
- b. Responsible for training missionaries in fund raising methods
- c. Confirm support with individuals, churches, and conferences
- d. Assist with entering new churches and conferences
- e. Help furloughing missionaries and special programs personnel have itineration schedule in place upon returning home
- f. Contact candidates, furloughing missionaries, and special programs personnel monthly to update progress in raising support and offer assistance and encouragement in itineration; give report to the Executive Director and members of staff
- g. Assist with itineration schedules, as needed
- h. Prepare all missionary itineration expense requisitions for approval of Assistant Director
- i. Determine and notify Assistant Director when a missionary's budget has been raised and confirmed

3. Coffee House Ministry

- a. Develop promotional program for Coffee House Ministry

- b. Approve the establishing of new coffee houses, in consultation with the Executive Director.

4. Missions Conventions and Missions Fests

- a. Organize Missions Fest and Great Commission Meals with Conference Missions Directors
- b. Organize and promote missions conventions
- c. Organize and present missions awareness and training materials (“Harvest Connection” and other missions materials) in local churches
- d. Arrange for missionaries to attend missions conventions
- e. Develop and keep updated a *Local Church Missions Manual*

5. Conference Missions Directors Training

- a. Update Conference Missions Directors’ Manual
- b. Plan and direct annual Conference Missions Directors’ meeting
- c. Maintain monthly communication with Conference Missions Directors

6. Reporting

- a. Amenable to the Executive Director of the World Missions Ministries Division, or to the Assistant Director in absence of the Executive Director
- b. Performs other duties as instructed and directed by the Executive Director of the World Missions Ministries Division
- c. Attends World Missions Council meetings with a seat and voice, at the request of the Executive Director
- d. Reports in writing to each council meeting, and orally, when present

DIRECTOR OF PEOPLE TO PEOPLE

The People to People Director is responsible for supervising this ministry of child sponsorship and disaster relief. He shall see that records are kept, funds are raised, and an annual budget is in effect.

1. Overall Duties

- a. Promote People to People (PTP) through publications and in conferences and local churches
- b. Coordinate PTP with the missionaries on the field
- c. Coordinate PTP with the total outreach of the World Missions Ministries Division

- d. Oversee and direct clerical personnel in the PTP Office at the GMC
- e. Keep records of all contributions
- f. Direct MOM program
- g. Prepare People to People annual budget that shall be approved by the Assistant Director, Executive Director, and World Missions Ministries Division Council
- h. Coordinate and synchronize overseas disaster relief

2. Promotion

- a. Assist in the promotional programs of the World Missions Ministries Division
- b. Assist in conferences, conventions, and churches, as directed by the Executive Director and/or Assistant Director

3. Reporting

- a. Amenable to the Executive Director of the World Missions Ministries Division, or to the Assistant Director in the absence of the Executive Director
- b. Other duties as instructed and directed by the World Missions Director
- c. Attends World Missions Ministries Division Council meetings with a seat and voice, at the request of the Executive Director
- d. Reports in writing at each council meeting and orally, when present

FINANCIAL SPECIALIST

Shall serve as a member of the senior staff of World Missions. Attend senior staff meetings, report to the World Missions Board, attend and participate in Passport, School of Missions and other leadership roles.

As Financial Specialist shall be responsible for all financial matters; ie, income, disbursements, record keeping and reports. Also help manage missionary and field financial matters. Shall manage an assistant financial assistant and part-time help as needed.

1. Responsibilities

- a. Missionary Payroll
 1. Compile and send out the annual Missionary/Special Programs Information sheets and W-2/1099 forms for tax purposes
 2. Monitor gifts limits and transfers, when limits are met to support accounts
 3. Maintain spread sheet of base salary for step raises on each missionary
- b. Field Statements: Prepares World Missions field statements
- c. Journal Entries
 1. Compile monthly and quarterly journal entries, submitting them to Accounting
 2. Compile list for Christmas/Easter gifts to missionaries for the General Women's Ministries so the journal entries can be completed
- d. Accounts Payable Check Requisitions
 1. Prepare check requisitions for missionaries and fields, authorized by their Continental Director and/or the Assistant Director
 2. Review coding on all check requisitions of World Missions Ministries Division and submit to accounting for payment
 3. Prepare online wire transfers with First Fidelity Bank (FFB) and do cash disbursement for each wire.
 4. Answer questions of missionaries concerning expenditures taken from their support account. Do research and correspondence in connection with expenditures from missionary support accounts
- e. Vehicle Loans

1. Set up accounts for approved vehicle loans
 2. Prepare amortization schedule and maintain monthly payments of loans from the missionary support account by journal entry
 3. Prepare and send vehicle registration forms to missionary and maintain file of record of vehicles owned by WMMD
- f. Quarterly Missionary Bonus
1. Maintain monthly list of missionary support account balance in order to prepare quarterly missionary bonus if they qualify
- g. TEAMS, Conference and Local Church Ministry Trips
1. Maintain records on contributions for TEAMS, working with TEAM directors
 2. Disburse funds to fields for construction projects, church plant teams, etc., working with conference coordinators and/or church representative
- h. Bank Accounts with First Fidelity Bank
1. Serve as Contact person with bank personnel in regard to all missionary/field bank accounts
 2. Open personal and new field checking accounts, set up business debit card for field accounts and maintain a list of active accounts with bank to ensure overdraft protection for missionaries and field bank accounts
 3. Maintain all WMMD field bank accounts and coordinate set ups online
- i. Miscellaneous Duties
1. Assist in preparing the World Missions Ministries Division annual budget
 2. Maintain lists and request set up of missions project numbers with Accounting. Coordinate with financial assistant
 3. Prepare and send yearly report to U.S. Commerce Department on monies sent to foreign countries
 4. Disburse Continental Director's annual budget to administrative accounts and send monthly field account sheets
 5. Work with IPHC/GMC auditors on annual audit regarding WMMD
 6. Oversee work of financial assistant

2. Reporting

- a. Reports directly to the Executive Director and the Assistant Director of the World Missions Ministries Division
- b. At the request of the Executive Director, will attend World Missions Council meetings with a seat and voice

- c. Report in writing at each council meeting and verbally when present

DIRECTOR OF THE AWAKENING

Responsibilities

- a. Visit Emmanuel College, Southwestern Christian University, and Holmes Bible College annually
- b. Plan, promote, and execute a SEND (See Every Nation Discipled) Conference on each of the three IPHC college campuses
- c. Plan and lead overseas mission trips for students
- d. Involved with WMMD programs such as Passport and Schools of Missions as requested
- e. Provide basic missions training for youth and college groups at the local church, conference, and general levels
- f. Plan and host youth and young adult conferences in all four of WMMD's continental regions; i.e. LAMCAR Quest, EuroQuest, etc.
- g. Plan and host a summer "Missionary Boot Camp" for students who sense a call to career missions service
- h. Produce videos, blogs, vlogs, and other media items to promote The Awakening and WMMD
- i. Maintain a strong social media presence to help keep The Awakening at the forefront of students' attention

DIRECTOR OF TEAMS

Responsibilities

- a. Promote TEAMS
- b. Maintain and publish a list of upcoming TEAMS
- c. Work with Continental TEAMS Directors to assist TEAMS visiting each area
- d. Keep records and issue reports for TEAMS

CONTINENTAL DIRECTORS

1. Responsibilities

- a. Implement the plans and policies of the World Missions Ministries Division
- b. Pastor the missionaries serving on their continent
- c. Promote and coordinate the plans and policies of the World Missions Ministries Division, along with Regional Directors by:
 1. Meeting regularly with the missionary staff under their supervision
 2. Reporting regularly to the Executive Director of World Missions
 3. Periodically assess the ministry on each field under their supervision
 4. Making recommendations to the Executive Director concerning new projects and new fields
 5. Presenting a list of priorities, personnel needs, and goals for their areas annually to the Executive Director; the written survey report, priority list, and personnel needs list shall be sent to the Executive Director prior to the Fall Council Meeting
 6. Surveying new fields and making recommendations with regard to opening new fields, in addition to promoting a dynamic program of evangelism for each field now organized, giving emphasis to large metropolitan areas
 7. Targeting unreached peoples
 8. Working with each missionary in the formulation of a job description
 9. Recommending to the Assistant Director, missionary account sheets and any financial adjustments or requests
 10. Planning Missionary training events on the field
- d. Serve as representative of the Executive Director and World Missions Ministries Division by:
 1. When applicable and in agreement with their bylaws, Continental Directors may serve as ex-officio members of all conference boards in their continent
 2. Preside over quadrennial and annual conferences
 3. Conveying the policies of the World Missions Ministries Division to all Regional Directors and Conference Superintendents in their continent
- e. In consultation with the Regional Directors in his area, prepare an annual budget for their fields to be approved by the Executive Director
- f. Along with the Regional Director, keep an up-to-date inventory of all properties and equipment owned by the World Missions Ministries Division, including houses, automobiles, equipment, etc. in their areas; placement and use of such is at the direction of the Continental Director and Regional Director

- g. Suggest nominees for Regional Directors to the Executive Director
- h. Follow standard WMMD policy regarding itineration and personal support raising. Any exception to be approved by the Executive Director and Assistant Director

2. Reporting

- a. Report directly to the Executive Director of the World Missions Ministries Division:
 - 1. Travel plans three months in advance
 - 2. Fund Raising progress for projects
 - 3. Upcoming plans for the field
- b. At the request of the Executive Director, attend World Missions Council meetings, with a seat and voice.
- c. Report in writing at each council meeting and orally when present

REGIONAL DIRECTORS

1. Responsibilities

- a. Implement the plans and policies of the World Missions Ministries Division
- b. Approve financial reports, projects and proposed programs, furlough time for missionaries, and assignment of personnel on the field unless he chooses to give this responsibility the Continental Director
- c. In consultation with the Continental Director, approve furlough time for missionaries and national leaders under their supervision
- d. Hold regular meetings with missionaries and nationals under their supervision
- e. Initiate programs for the advancement of the work in their field
- f. Make recommendations concerning their field to the Continental Director
- g. Present a list of personnel needs to the Continental Director for their field
- h. Meet with the Continental Director and other Regional Directors on their continent to prepare the annual budget for the field to be presented to the Executive Director
- i. Issue all official invitations to speakers for annual pastoral seminars in their region and send a report of these to the Continental Director and Executive Director

- j. When applicable and in agreement with their bylaws, Regional Directors may serve as an ex-officio member of all conference boards in their region
- k. At the request of the Continental Director, the Regional Director (if requested by the national leadership) may preside over quadrennial and annual conferences
- l. Follow standard WWMD policy regarding itineration and personal support raising. Any exception to be approved by Continental Director and Assistant Director

2. Reporting

- a. Present annual personnel evaluation form on each missionary under their supervision to the Executive Director and Continental Director by year end
- b. Provide a semiannual report to the Executive Director and Continental Director regarding their region
- c. Follow standard WWMD policy regarding itineration and personal support raising. Any exception to be approved by Continental Director and Assistant Director