

Missionary Policy Manual

World Missions Ministries

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In most instances in this manual, the generic pronoun *he* is used when gender is not specified.

The term *World Missions Ministries provides* refers to expenses paid from support accounts.

EXPLANATION OF STATUSES

Career Missionary Status

1. One who serves on the field long-term.
2. A Career Missionary serves for one term (three years), followed by a six-month furlough or until the revised budget is raised.
3. A Career Missionary must be a member of a local IPHC Church and licensed/ordained by an IPHC conference.
4. A Career Missionary has the benefit of guaranteed salary, in the event of donor attrition, until sufficient funds are raised.
5. A Career Missionary is eligible to participate in all benefits as explained in the WMM Missionary Policy Manual.
6. A Career Missionary has a support, ministry, and gift account.

Missionary Status

1. A Missionary serves his first term (three years) on the field, followed by furlough and an evaluation for new term.
2. A Missionary must have or be working toward IPHC credentials.
3. A Missionary receives what comes in up to the established budget. Any monthly excess or overflow accumulates in the missionary's support account. The salary is not guaranteed. The budget may be adjusted as deemed necessary by all parties involved.
4. A Missionary is eligible for certain benefits as explained in the WMM Missionary Policy Manual.
5. A Missionary has a support, ministry, and gift account.

Short Term Missionary Status

1. Short Term Missionaries are required to travel to the field four weeks per year.
2. Short Term Missionaries have ministry accounts only.
3. Short Term Missionaries are not eligible to receive WMM salary and other benefits.
4. All assignments on contract labor receiving taxable disbursements will require a 1099 form.

BASIC POLICIES ON THE FIELD

Arrival, Language, Apprenticeship

1. Upon arrival on the field, the missionary is amenable to the Regional Director and reports to him during his term of service unless the missionary has been seconded to another ministry, in which case, the missionary will provide the Regional Director with a copy of their reports.
2. When a missionary must learn a new language, he shall attend language school during the first year on the field.
3. New missionaries are required to serve an apprenticeship with an experienced 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 Conference Missions Director, Director of Missionary Care, and Regional Director.
3. Each Career Missionary and Missionary is to compile a mailing list of friends and supporters. Missionaries are placed on a newsletter schedule with the WMM Communications Coordinator. Each missionary must send a minimum of two (2) printed newsletters per year. The content will be reviewed, edited, and mailed to the respective missionary's mailing list. All missionaries are encouraged to communicate through digital platforms.
4. Special mailings may be sent on behalf of the missionary once approved by the Director of Missionary Care.
5. Newsletters/correspondence of a negative or critical nature toward World Missions Ministries shall not be printed and/or distributed and could lead to termination.

6. WMM 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 or other party.
7. Missionaries are urged to submit articles and reports of interest for publication. Accompanying digital photographs (preferably high resolution) are always appreciated and are essential for promotional work.

Additional Field Employment

Missionaries are not permitted to hold any other employment beyond the parameters of the job description approved by the WMM Council.

501(c)(3) and External Entities

1. IPHC missionaries are discouraged from initiating an external 501(c)(3) or its equivalent abroad. The expectation is to work within the organizational framework of IPHC WMM.
2. As of March 1, 2019, IPHC missionaries with a pre-existing 501(c)(3) or its equivalent abroad must submit a copy of its yearly financial statements to the Director of Missionary Care and Financial Specialist.

Social Media

(Internet/Email/Smart Phone/All Other Digital Communication and Use of Devices)

1. The highest Christian standards are expected in the use of electronic communication.
2. World Missions Ministries and the International Pentecostal Holiness Church recognize that use of the Internet has many benefits for the church and its employees. The Internet and email 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 can negatively impact job performance.
3. Internet and email 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.

4. 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.
5. 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.
6. Any abuse of this policy may result in disciplinary action up to dismissal.

Missionaries and Marriage

1. When a missionary plans to pursue marriage, the Director of Missionary Care shall be notified, and the World Missions Ministries Council shall determine the status and assignment of the missionary.
2. If the missionary's spouse would like to be considered for missionary status, the standard application process applies.

Adoption of Children on the Field

A missionary shall not adopt a national child without the written approval of the World Missions Ministries Council. Each request for adoption shall be made through the Regional 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 family.

Evacuation

(In the event of civil war, threat of civil war, terrorism, etc.)

1. All missionary personnel serving on foreign soil are required to register with the appropriate embassy when entering a country.
2. If a missionary discerns that he is in physical danger or in a crisis situation, the missionary should take the following steps:
 - a. Use best discretion to remain safe.
 - b. Contact the nearest United States Embassy or representative for advice.
 - c. Contact the Regional Director or the Director of Missionary Care to determine a course of action.

- d. If the above-mentioned parties cannot be reached, the missionary has permission to seek refuge in a safe neighboring country or, if necessary, return to the United States.
3. Missionaries enrolled in WMM's group health insurance provided by Cigna have access to emergency medical evacuation if conditions require treatment at another location or in the states. Each case will be processed through Cigna's Global Service Center open 24/7.

Transfers

1. If a missionary requests a transfer to a different Region, the following protocol must be observed:
 - a. The missionary contacts the Regional Director over his current assignment.
 - b. The Regional Director shall notify the Director of Missionary Care.
 - c. A new assignment will be considered.
 - d. A proposal will be presented at the next council meeting.
2. If a missionary requests a transfer within the same Region, this may be done with approval of the Regional Director and Executive Director. The change will be reported to the World Missions Ministries Council.

Field Relocation

1. When a missionary is reassigned by the WMM Council to a new field, they are eligible to receive up to a \$5,000 relocation allowance. The missionary may choose to use part or all of this allowance for shipping, or he may use part or all of it for expenses upon arrival in the new field. This should not cause his support account to incur a deficit.
2. IRS regulations dictate that effective January 1, 2018, amounts paid will be included as taxable income on the missionary's W-2 form. The missionary is responsible to pay the Social Security tax due on this allowance.

Vacation on the Field

1. Career and Missionary status missionaries shall accrue vacation time based on the following years of service while on the field:
 1. Service of 1 to 5 years earns 2 weeks of vacation per year.
 2. Service of 6 to 15 years earns 3 weeks of vacation per year.
 3. Service of 16 to 24 years earns 4 weeks of vacation per year.
 4. Service of 25 years or more earns 5 weeks of vacation per year.
2. Vacation times shall be coordinated with the Regional Director. The Director

of Missionary Care must be notified if the vacation is in the United States.

Continuing Education Units

The following is quoted from the 2017-2021 IPHC General Conference Bylaws, Article IV, Section E:

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 in session.

Project Requests

All missionary project requests must be submitted to and approved by the Regional Director and processed through the WMM Financial Specialist.

TEAMS Procedures

1. All TEAMS hosted by missionaries and ministering in IPHC conferences, churches, ministries, or fields of interest must be reported to the TEAMS office for statistical purposes.
2. Missionaries must inform the Regional Director of any plans to host a team.
3. All missionaries are responsible to ensure that every participant on a team hosted in their respective fields of service has undergone and submitted a background check. When needed, the TEAMS office is available to assist in this process.

REQUIREMENTS AND REPORTS

Quarterly Travel Report

A quarterly travel report, with the appropriate documentation, must be sent to the Regional Director, showing how the monthly travel allowance was spent. This report is required by the Internal Revenue Service.

Field Project Reports

Missionaries must send progress reports on field projects to the Regional Director and Financial Specialist. These reports will be used to send updates to donors and raise additional funds.

Regional Directors

1. Regional Directors will provide a written report bi-annually to the Executive Director of World Missions Ministries and the WMM Council.
2. Copies of the quarterly missionary reports submitted to the Regional Directors should be submitted to the Missionary Care office for archiving purposes in the missionary's personnel file.

General Conference

1. According to the 2017-2021 IPHC General Conference Bylaws, Article I, Section B, Paragraph 1i, the World Missions Ministries Council shall determine the World Missions delegation to General Conference.

(1) The General Conference voting membership shall be composed of the following International Pentecostal Holiness Church delegates:

(i) Missionaries and delegates from foreign countries certified by the World Missions Ministries Council based on criteria approved by the Executive Committee of the Council of Bishops.

2. Missionaries who are eligible to vote in General Conference must be in compliance with WMM's policies.

Transfer of Conference Membership

If a missionary transfers his ministerial credentials from one conference to another conference, the Director of Missionary Care will be apprised.

FURLOUGH AND ITINERATION

Purpose of Furlough

Furloughs shall be for the following opportunities:

1. Obtain needed rest, medical care, 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 Ministries 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 WMM Council (refer to Arrival Stateside, p. 13)

Furlough Arrangements

1. The missionary must submit a furlough request to the Regional Director at least six (6) months before the end of his term.
2. A Furlough Agreement form (p.42) must be completed and submitted to the Missionary Care office three (3) months prior to departing the field. All furloughs begin on the date the missionary departs from his field and ends on the date he leaves to return to the field. Any adjustments to the furlough date must be approved by the Director of Missionary Care, who will in turn notify the Regional Director.
3. The financial details of a missionary's furlough must be submitted to the Financial Specialist and Director of Missionary Care one (1) month prior to departure for necessary payroll adjustments (cost of living, housing/utilities, field travel, etc.), scheduling, address changes, etc.
4. At the conclusion of the missionary's term, the missionary will have an interview with the Regional Director to evaluate his work and project his future ministry. (Logistically, if the interview cannot be done in person, please use other methods of communication.) During this time, the missionary and Regional Director will review and revise the missionary's budget sheet for the next term. This will be provided for stateside debriefing.

5. The Regional Director, after the interview with the missionary, will send the Director of Missionary Care a report regarding his recommendation for the missionary's assignment.
6. Regional Directors will coordinate their furlough directly with the Director of Missionary Care.
7. Before returning for furlough, a missionary should:
 - a. Order prayer cards
 - b. Book services
 - c. Contact supporters

Arrival Stateside

1. Contact the Director of Missionary Care within the first week to:
 - a. Schedule a debriefing date.
 - b. Finalize housing arrangements.
2. If the furlough time is during one of the WMM Council meetings, the missionary may be requested to meet with the Council and share an update on his past term and future ministry plans. (Council members consider it an honor to hear first-hand testimonies about what God is doing through WMM missionaries.)
3. Physical examination should be scheduled during the first month of furlough.
4. A debriefing counseling service is available with Dr. Beverly Oxley and Dr. Harold Rhoades of Wellsprings in Franklin Springs, Georgia. Arrangements are made through the Missionary Care office.
5. Review the status of passports, visas, and work permits.

Debriefing

1. Debriefing usually takes place in Oklahoma City and will be completed as soon as is practical upon arriving to the U.S.
2. The missionary will meet with the Executive Director and WMM Leadership Team to report on the term of service, plan for the future, and receive personal ministry.
3. Missionaries will meet with the Director of Missionary Care to discuss matters relating to job description, itineration, furlough housing costs, budget, etc.

- a. When the account of a missionary on furlough shows a deficit of more than \$5,000 and continues to climb, WMM 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.

Reappointment and Job Description

1. Reappointment
 - a. The missionary's first term of service shall be evaluated during furlough. His reappointment shall depend on the following criteria:
 - i. The successful accomplishment of the work assigned for the first term of service
 - ii. Ability to work in harmony with others and cross-cultural adaptation
 - iii. Proficiency in the language
 - iv. Quality of service
 - v. Stewardship of finances and time management
 - b. 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 criteria are to be considered:
 - i. Continuing need for such ministry on the field and the missionary's willingness to relocate to wherever ministry is needed
 - ii. The recommendation of the Regional Director
 - iii. The recommendation of the national church via the Regional Director
2. Job Description
 - a. After consultation with the national church, the Regional Director will develop a job description, which will then be signed by the missionary and submitted to the Director of Missionary Care.

Education During Furlough

1. World Missions Ministries is committed to the continuing education of the missionary.
2. Missionaries are encouraged to pursue a degree through the Graduate School of Southwestern Christian University.

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

Furlough Housing

1. The Director of Missionary Care must be consulted before any housing arrangements are made.
2. The missionary shall use housing owned by or provided to World Missions Ministries, if possible.
3. Furlough housing will be paid out of the missionary's support account.
4. World Missions Ministries will pay housing on the field and in the U.S. concurrently for no more than three (3) months.
5. If a missionary is able to sub-lease their home on the field, the proceeds will be applied to the missionary's support account.

Travel Expenses

1. The missionary will provide his own vehicle or transportation. Reimbursement from the missionary's support account will be made at the IRS standard mileage rate.
2. Personal travel expenses cannot be reimbursed.
3. Airline travel must be approved in advance by the Director of Missionary Care. Actual cost of air travel will be paid from the missionary's support account.
4. All receipts for travel expenses (i.e. hotel, meals, etc.) shall be sent in monthly for reimbursement to the Missionary Care office. If monthly deputation reports are not current, travel reimbursement will not be made. IRS guidelines dictate that reimbursement on receipts over 90 days cannot be approved.
5. When the host church does not provide room and meals, it is suggested that a moderately priced hotel be used. Actual costs will be reimbursed.
6. A missionary may accept invitations to speak at non-missions-related events and keep the love offerings/honoraria (the missionary is personally responsible for any taxes); however, he is responsible for his own travel

expenses to and from these appointments.

7. It must be clearly understood that a missionary's first obligation is to World Missions Ministries. The missionary should be prepared to alter his itinerary/agenda should WMM require his services for other missions-related events.

Deputation

1. All missionary deputation work shall be under the direction of the Director of Missionary Care.
2. The missionary is responsible for contacting all supporting churches and visiting as many churches and donors as possible while on furlough. Each missionary is encouraged to contact donors by phone or other media outlets and, when possible, make personal visits Monday through Saturday.
3. All missionaries shall submit a monthly itinerary in advance of any appointment(s) they accept so WMM can maintain an up-to-date itinerary for each missionary on furlough. Scheduling by World Missions Ministries shall hold precedence over personal itineraries.
 - a. Submit itineraries online one month in advance to the Missionary Care office.
 - b. The World Missions Ministries office may schedule missionaries for Great Commission Meals, Global Outreach rallies, special services, and representation at camp meetings, depending on need and logistics.
4. Conference Missions Directors must be advised prior to itinerating in their conference.
5. Missionaries, ministers, or churches shall make no solicitation of funds for missions projects that have not received prior approval and project number.
6. 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.
7. Online deputation forms shall be completed and sent to the Missionary Care office as soon as possible after each service so thank-you letters and confirmation cards can be sent.

Financial Support

1. All funds for the missionary support account must be raised either in cash or confirmed in faith commitment income before the missionary departs for the field. He must have a cash flow, reflecting faith commitments, equal to his full monthly budget for two (2) consecutive months prior to departure, plus an account balance equal to two (2) months full budget. Special or one-time gifts will be divided by the number of months in the field term.
2. In consultation with the Director of Missionary Care, the missionary is to be informed of account-raising procedures and develop a plan for fundraising.
3. Counsel with the Director of Missionary Care monthly.
4. Evaluation after six (6) months.
5. Revenue, expenses, and account balance(s) will be emailed to the missionary monthly. It is the responsibility of the missionary to open these documents and keep an account of his financial income and donor base.

Planning for Departure

1. The Director of Missionary Care, in consultation with the Regional Director, will notify the missionary in writing that approval is given to plan departure to the field.
2. Airline tickets must not be purchased until approval is given by the Missionary Care office.
3. All reports and forms must be current (see FORMS, p. 39-49):
 - a. Will Statement
 - b. Policy Manual Agreement
 - c. WMM Policy on Tithing
 - d. Term of Service
 - e. Missionary Database Information Form
 - f. Funeral Arrangement Form
 - g. Budget Sheet
 - h. Job Description
 - i. Inform the WMM office of forwarding address

Leave of Absence

In lieu of the Furlough Agreement, a Leave of Absence form (p. 48) may be approved by the Regional Director and submitted to the Director of Missionary Care. Leave of Absence requests will be considered on a case-by-case basis.

FINANCIAL POLICIES

When a missionary candidate meets with the World Missions Ministries Council, a tentative job description and budget will have been prepared.

Missionary Budget

1. A new missionary may go on salary when an amount equal to two (2) months of his total monthly budget is in his support account, with a sufficient flow of incoming funds to maintain those disbursements. Until that time, travel may be reimbursed according to the amount in his account.
2. The missionary's budget will be determined by the Director of Missionary Care, Regional Director, and missionary.
3. Career Missionary status, Missionary status, and Regional Directors receive a standardized base salary approved by the WMM Council.
4. Upon approval, the missionary is responsible for securing monthly faith commitments to cover all budgeted items before going to the field.
7. The salary for Career Missionary status is guaranteed, in the event of donor attrition, until sufficient funds are raised.
5. The salary for Missionary status is not guaranteed. The missionary receives the amount that comes in up to the established budget.

Financial Incentive

1. An amount equal to 20 percent (20%) of a Career or Missionary's support account balance will be awarded as a financial incentive.
2. The incentive is capped at \$8,000. The calculation is based on the balance in the account on December 31 of each year.
3. The financial incentive will be disbursed no later than March of the following year, provided their current support account balance can support the payment.
4. The missionary is responsible to pay the Social Security (FICA) tax due on the WMM financial incentive.
5. Missionaries may choose for these funds to be deposited in their 403(b)-retirement plan.

6. This incentive will be prorated monthly, beginning with the missionary's first year of service on the field, or their final months of service for retirement.

Cost of Living

1. The monthly base salary may be adjusted for cost-of-living differences based on an external index provided by Administrative Consulting Ministry. This index represents inflation and currency changes for countries outside of the United States.
2. The cost-of-living adjustment equalizes the purchasing power of the missionary's salary on all fields.
3. When the cost of living reflects a negative percentage, no decreased adjustments are required.

Housing

1. The field housing allowance is determined by the Regional Director, in consultation with the missionary, and is approved by World Missions Ministries.
2. Housing is based on actual cost.
3. In some locations, World Missions Ministries owns housing that may be available for the missionary.
4. In certain cases, a missionary may be approved to purchase a house on the field. When approval is granted, the housing allowance should be an amount equivalent to moderate housing available.

Utilities

Utilities on the field are provided by World Missions Ministries. It is based on actual cost. This amount will be determined by utility statements provided by the missionary to the Regional Director. The Regional Director will submit any changes to the Missionary Care office and Financial Specialist.

Children's Education Expenses/Scholarships

1. Expenses for education will be provided for missionary children through high school. The Regional Director will approve actual costs.
2. World Missions Ministries will award scholarships to children of Career and Missionary status units, provided the child is studying on a full-time basis at Emmanuel College, Southwestern Christian University, or Holmes Bible College. A grant will be made each semester.

Social Security

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

Travel on the Field

1. A missionary's travel allowance includes all travel expenses such as gasoline, insurance, tags, vehicle repairs, tires, etc.
2. This amount will be based on estimated costs provided by the missionary to the Regional Director (receipts must be maintained to verify field travel). The Regional Director must approve and submit any changes to the Missionary Care office and Financial Specialist.
3. If the missionary is asked to travel for a special assignment, the Regional Director may approve extra travel funds based on actual cost and availability of funds in the missionary's account.
4. Travel reports must be submitted quarterly to the Regional Director. These reports are necessary for these expenses to be non-taxable and meet IRS regulations. It is the personal responsibility of the missionary to keep these reports current and accurate.

Health Insurance

1. World Missions Ministries provides medical and life insurance; however, World Missions Ministries is liable only to the extent of the policy.
2. All Career Missionary units are required to be part of the group policy until age 65.
3. Missionary status units can secure a health insurance provider whose coverage includes both foreign and domestic services. Proof of insurance must be provided to the Missionary Care office prior to field departure.
4. When a missionary's service with World Missions Ministries ends for any reason, medical insurance coverage stops. Cobra provision is not supported by Cigna Insurance and is not an option.

5. All Short Term Missionaries are required to have travel insurance for each overseas ministry trip. Proof of insurance must be provided to the Missionary Care office prior to departure.

Retirement Benefits

1. Career and Missionary status missionaries who are credentialed IPHC ministers are eligible to enroll in the International Pentecostal Holiness Church Retirement Plan 403(B) when their salary benefits begin.
2. A retirement application must be on file with the Financial Specialist.
3. 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.
4. The World Missions Ministries Council determines the amount to be contributed each month as long as the missionary remains in full-time service.
5. All missionary retirement accounts are administered according to the provisions of the retirement plan as adopted and amended by the IPHC Financial Services.

Shipping Personal Items to the Field (Not Furniture)

1. The missionary, in consultation with the Regional Director and the Director of Missionary Care, shall determine the cost for shipping.
2. This amount will be included as part of the missionary's budget and designated as "Shipping and/or Purchase of Furniture/Appliances."
3. This fund may be used to purchase furniture/appliances and/or pay for shipment to the field.
4. Purchases on the field are recommended.

Vehicles

1. Vehicles are approved for missionaries, when needed, if the expenditure is included in the missionary's budget and sufficient funds are raised. Any vehicle purchased through a missionary's account is considered property of WMM.
2. Approval by the Regional Director and Director of Missionary Care is required before selling the vehicle. When a vehicle is sold, the funds will be returned or applied toward the purchase of another vehicle, upon the approval of the Regional Director and Director of Missionary Care. If the

vehicle is not sold, WMM and the Regional Director may choose to transfer the vehicle to another missionary.

3. Newly purchased vehicles are expected to provide transportation for eight (8) years, especially when used by the same missionary returning to the same field.
4. At the beginning of a new term, a missionary may request funds to recondition the vehicle and raise these funds in his new budget.
5. After eight (8) years of vehicle service, the missionary may purchase the vehicle from World Missions Ministries, at which time it becomes his personal property. Maintenance of that vehicle then becomes his personal responsibility. The funds paid to World Missions Ministries may be applied to purchase a replacement vehicle.

Field Training

1. At the recommendation of the Director of Missionary Care and/or the Regional Director, missionaries are expected to attend prescribed training events, take endorsed courses, receive cross-cultural training, and/or complete reading assignments.
2. When a missionary is required to learn a new language, attendance to language school shall occur during the first year on the field.
3. Expenses incurred for training are budgeted in the missionary's account, so the costs are covered during the missionary's term of service.

Travel to and from the Field

1. Initial Field Term and Furlough
 - a. Travel to and from the field will be paid on an "actual cost" basis. Within 30 days of travel, the missionary must submit a reimbursement request for travel expenses.
 - b. World Missions Ministries shall purchase the tickets and is responsible only for the expense involved in the missionary/family's most direct route to his destination.
 - c. Any additional fares or costs, which result from the missionary's electing to make unnecessary stops to or from the field, shall be paid by the missionary.
 - d. Round-trip tickets to the United States for furlough may be purchased only after authorization from the Director of Missionary Care.
2. 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/family will be given the option of returning home for a single trip on a maximum 45-day leave to visit the terminally ill family member or returning for the funeral.
- b. The missionary will be responsible for funding any additional trips.

Contingency

Twenty percent (20%) of the missionary budget shall be raised as a contingency to address any expense increase, unexpected costs, emergency items, or donor attrition.

Donor Communications

1. Missionary accounts are charged the actual cost of newsletters and other mailings to their donors. An amount assessed by the Missionary Care office will be added to a missionary's budget for this purpose.
2. These funds remain in the missionary's account unless they are used to cover newsletter expenses. WMM will format, process, and mail three (3) newsletters per year.

Monthly Budget

1. Missionaries must raise the funds to cover the amount of their monthly budget.
2. Before leaving for the field, the Missionary Care office must confirm the missionary's monthly commitments to cover all monthly support needs, plus the 20 percent contingency.
3. The confirmation process shall be considered complete when the entire amount specified to cover the missionary's monthly budget has been processed in the WMM office for two (2) consecutive months and the balance in their account equals two (2) months of the total budget.

Outside Support

The missionary's budget may be reconsidered if external funding sources are disclosed and guaranteed to the Missionary Care office. The Director of Missionary Care will apprise the WMM Council of any such arrangements.

Time Limit for Raising Support

WMM considers raising missionary support as confirming one's assignment. The same God who calls will also provide support. If support is not forthcoming, the continuation and direction will be reassessed. Missionaries typically need 18 to 24 months to raise a full budget. Subsequently, we recommend:

1. That the missionary, in consultation with the Director of Missionary Care, be informed of account-raising procedures and assisted in developing a fundraising plan.
2. That the missionary counsel monthly with the Director of Missionary Care.
3. That the missionary's progress be evaluated after six (6) months.
4. That the missionary be reevaluated at the end of one (1) year to determine if the process should continue.
5. This process applies to all IPHC missionaries who will be living on the field.

Planning for Departure

1. Monthly support must be underwritten and confirmed by the Missionary Care office before ordering airline tickets.
2. The Director of Missionary Care will notify the missionary in writing that approval is given for him to plan his departure to the field. Approval will be given after the Regional Director confirms there is no on-the-field reason to delay departure.
3. The following documents must be current and on file in the World Missions Ministries office (see FORMS, p. 39-49):
 - a. Will Statement
 - b. Policy Manual Agreement
 - c. Term of Service
 - d. Missionary Database Information
 - e. Funeral Arrangements
 - f. Budget Sheet
 - g. Job Description
 - h. A forwarding address
 - i. Active insurance policy
 - j. Tithing Policy Agreement

Regional Director Field Travel

1. Each Regional Director will provide World Missions Ministries with an annual budget for their region based on the allotted Global Outreach/WMM regional allocation. The allocation for Regional Directors will be deposited into two regional project accounts: **RD Administrative Field Account** and the **RD Field Travel Account**. The maximum deposit into the RD Field Travel Account *cannot* exceed 50% of the deposit. Each request must detail the purpose for the funds, which may be for either a specific field project or the RD's official field ministry

travel. Each Regional Director is responsible for maintaining all corresponding receipts and providing WMM with a comprehensive report detailing how the GO allocation was spent. Allocations must be spent within the year issued.

2. These allocations are designated to assist the Regional Director in his leadership responsibilities. They are not meant to replace travel funds raised toward the RD's missionary budget. As a Career Missionary, an RD must raise and maintain basic field travel monies. When allocation funds are depleted, further travel may be approved and paid from travel-on-the-field funds raised in the RD's missionary budget.

FISCAL RESPONSIBILITIES

Tax Deductible Donations

1. Legal advisors who have studied the IRS guidelines for deputized fundraising are of the opinion that all funds raised by the missionary are understood to be for World Missions Ministries. These funds are then disbursed to the missionary for the duration of his service with WMM.
2. World Missions Ministries will send monthly tax-deductible statements to all direct mail and online donors. IRS regulations state that when a donor receives a tax-deductible statement, ownership of funds is transferred from the donor to the World Missions Ministries. If the missionary has control of the funds, the contribution is not tax deductible.
3. Donors may suggest a designated use for their contributions, in which case, 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 WMM goals.
4. If for some reason a missionary leaves World Missions Ministries, support contributions given for that missionary and receipted by World Missions Ministries must be transferred to the missionary assistance project account to conform to IRS regulations and WMM policy.

Account Deficit

1. A missionary is responsible to see that his account remains in the black. The Director of Missionary Care will assist in every way possible.
2. Before leaving for the field, an adequate amount of faith commitments must be confirmed to cover all costs. Sufficient support must be maintained for the full term.
3. The missionary should maintain contact with supporters to encourage their continued support.
4. If support begins to drop, the missionary must take steps to rebuild his account. Review will be made and caution cited as the pattern of decline continues. If the deficit profile projects a definite decline toward negative \$5,000, the missionary will be asked to return home to rebuild his support base.

Checking Account

All Career and Missionary status missionaries are required to provide personal

checking account information for direct deposit of salaries, gifts, and reimbursements.

Missionary Tithes

1. All missionaries are expected to follow the biblical requirements of tithing.
2. The tithe of all salaried missionaries will be sent to the World Missions Ministries office. (For a detailed explanation of tithing requirements, please refer to the 2017-2021 General Conference Bylaws, Article V, Section D, Paragraph 5 and Article IV, and Section D, Paragraph 3H).
3. Missionaries may request the staff to withhold the tithe from their monthly paycheck.

Financial Requests

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

Budget Changes

When adjustments are needed in housing, utilities, and travel expenses, etc., and sufficient funds are available, a request should be sent to the Regional Director, who will forward the request to the Director of Missionary Care and Financial Specialist.

Gift Account

1. Career and Missionary status missionaries can receive a maximum amount of \$15,000 per year into their gift account. The missionary is responsible for all taxes and Social Security incurred for this additional income. Gifts or accumulation of gifts exceeding this amount will transition to the missionary's support account.
2. Missionaries are expected to make raising funds for their support account the primary focus of their fundraising efforts.

Honorarium

1. Honorariums given directly to missionaries from local churches, families, and friends may be accepted with thanksgiving and appreciation, but they are not to be solicited. Usually, these are offerings and/or gifts received personally. These monies are personal and cannot be processed by WMM.

2. Designated honorariums received by WMM will be deposited in the missionary's gift account, unless the missionary requests it to be deposited to the support account.

Appeals for Personal Needs

Missionaries should not make appeals for personal needs to local churches or individuals without the authorization from the Director of Missionary Care.

Reporting of Funds Raised

All funds received as a direct or indirect result of the missionary's fundraising efforts become the property of World Missions Ministries. Any failure to report these funds, or any unauthorized use of these contributions, constitutes a violation of IRS regulations and WMM policy.

DISMISSAL, RESIGNATION, RETIREMENT

Dismissal

The World Missions Ministries Council maintains the prerogative of dismissing any active missionary, should the Council deem it necessary. Any benefits will be contingent upon signing the “*Separation Agreement and General Release*” (p. 49-52).

1. Termination for Cause
 - a. Should there prove to be a manifest unsuitability on the part of anyone sent as a missionary, the Regional Director should report the situation to the Executive Director, who will present the matter to the WMM Council. The WMM Council is the final authority in cases of dismissal.
 - b. Upon receipt of such information, WMM will negotiate severance and removal from the field with the missionary, according to WMM policy.
2. If a credentialed missionary experiences a moral failure, he is directly amenable to the conference that he is credentialed with. The missionary’s conference will be responsible for developing a plan of discipline and restoration. As the missionary’s employer, WMM will work with the conference and missionary to determine what the missionary’s employment status and assignment will be.
3. Medical Insurance
Medical insurance stops on the last day of severance package. Individuals and families will need to acquire a personal insurance policy for continued coverage.

Resignation

1. Voluntary Withdrawal
 - a. Should a missionary decide to withdraw from missionary service, he must give notice to the Regional Director and Executive Director. This should be done at the end of his term. If he does not intend to return to the field, standard furlough policies shall not apply.
 - b. Upon receipt of such information, WMM and the missionary may negotiate a severance package of up to two (2) months. This cannot cause the missionary support account to incur a deficit.
2. Resignation for Health Reasons
 - a. A missionary who resigns for health reasons, or is called from the field

for health reasons, shall be given consideration according to the individual circumstances.

- b. The missionary's salary may be continued for a reasonable period (not to exceed three (3) months) for readjustment. This benefit shall include salary, housing, and utilities. This should not cause the missionary support account to incur a deficit.
 - c. Any benefits will be contingent upon signing the "*Separation Agreement and General Release*" (p. 49-52).
3. Medical Insurance
Medical insurance stops on the last day of severance package. Individuals and families will need to acquire a personal insurance policy for continued coverage.

Retirement

1. The details (date and severance package) of the missionary's retirement must be worked out with Director of Missionary Care.
2. When a missionary announces his retirement, he is eligible to receive up to three-months' severance. This should not cause his support account to incur a deficit. This benefit shall include salary, housing, and utilities.
3. WMM will notify donors of the missionary's retirement.

Retirement Recognition

Retiring missionaries leaving full-time missionary service shall be recognized as follows:

1. A letter from the Presiding Bishop of the International Pentecostal Holiness Church, commending and thanking the missionary for his years of service.
2. A letter from the Executive Director of World Missions Ministries, commending and thanking the missionary for his years of service.
3. A plaque stating the years and field of service, or a check in the amount of \$500 in lieu of a plaque.
4. A check from World Missions Ministries in the amount of \$50 per service year, not to exceed \$2,000 per couple or \$1,000 per individual.
5. Any balance left in the missionary's account after the severance package will be transferred to his and/or her 403(b) retirement account up to \$10,000 each, for husband and wife. For a single missionary, the amount may be up to \$20,000. (This provision is only for Career or Missionary status)

missionaries who have served 20 years or more.)

6. Once all obligations have been met, the support account will be closed.
7. Any benefits will be contingent upon signing the "*Separation Agreement and General Release*" (p. 49-52).

Discontinued Status

By mutual agreement, a missionary may choose to discontinue his employment and/or status with World Missions Ministries. This decision is not a resignation, dismissal, or retirement.

Donor Recognition

Any missionary who leaves WMM by dismissal, resignation, retirement, or discontinued appointment, must provide WMM with a letter to donors expressing appreciation for their support. WMM will mail the letter, along with a letter from WMM.

Shipping/Relocation Allowance

When a missionary's employment with World Missions Ministries is discontinued, a shipping/relocation allowance will be available.

1. This allowance is limited to \$1,000 per service year after the missionary has served at least three (3) years.
2. These funds increase annually to a maximum of \$10,000, provided a sufficient balance is available in the missionary's support account.
3. The missionary may choose to use part or all of this allowance for shipping, or he may use part or all of it for expenses upon arrival in the United States.
4. IRS regulations dictate that effective January 1, 2018, amounts paid will be included as taxable income on the missionary's W-2 form.

DECISIONS, GRIEVANCES, APPEALS

Decisions

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.

Grievances and Appeals

In the event that a grievance still exists, the matter may be appealed through the appropriate chain of command (the Regional Director, Director of Missionary Care, and Executive Director).

Exit Interview

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

FIELD FINANCES AND PROPERTY

Field Expense Monies

1. All field expense money shall be disbursed by check or direct deposit.
2. An itemized report of field receipts and expenditures must be sent quarterly to the Regional Director.
3. Field expense money will be suspended until this report is received.

Sale or Purchase of Property

The Executive Director and WMM Council must approve any sale or purchase of property owned by World Missions Ministries on the field. Regional Directors may be requested to serve as WMM's liaison regarding these matters.

Building Projects

1. Before any new buildings or extensive improvements on properties are authorized, complete plans, specifications, and estimates shall be submitted to the Regional Director and Executive Director. Financial arrangements for the total cost of the project shall be agreed upon before the beginning of construction. Each Regional Director or appointed project manager shall prepare a priority list for such projects. This priority list should be reviewed and/or revised annually.
2. All World Missions Ministries funds shall be disbursed as approved by the Financial Specialist.

Field Financial Policies

1. Field income is transferred on a monthly basis as pre-determined by the Regional Director and will be transferred into a US checking account for that field or wired to the field. (All US field checking accounts will be maintained at First Fidelity Bank, Oklahoma City.)
2. The field treasurer will receive the following reports from WMM:
 - a. Field statement showing project disbursements
 - b. Bank statement
 - c. A report from People to People (if applicable).Field funds are not to be deposited into a missionary's personal checking account.
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 designated purpose. If funds are not used for a particular project, they are to be

returned to WMM and not accumulate in field accounts.

4. Each field treasurer must submit a monthly Field Account Report detailing the field account and People to People (if applicable) 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 US checking account for the month being reported must accompany this report.
5. Each treasurer is responsible for maintaining the beginning balance on their Field Account Report (FAR) form. The field treasurer will complete the remainder of the report detailing how all field money was allocated and/or spent. Copies of receipts for all purchases 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. 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.
8. All field money must be held in the US 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.
9. 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 each month with the Field Account Report. In addition, the activity for the foreign account must be included on the FAR.
10. 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.
11. Any check made payable to the field treasurer or to cash must be explained on the FAR and accompanied by any available receipts.

12. All field equipment paid for by donation funds processed through World Missions Ministries (relating to World Missions Ministries' operations, local churches, special projects, etc.) shall be the property of World Missions Ministries, and its placement and use shall be determined by the Regional Director, in consultation with the Executive Director, if it is left on the field. All other equipment (i.e. computers, projectors, printers, etc.) is to be disbursed in consultation with the Director of Missionary Care.

NATIONAL MINISTRIES

Where there are countries within a geographic region that do not have an IPHC ministry presence, Regional Directors will target these countries for Kingdom expansion.

National Workers

1. Recognizing the value of national workers in developing field ministries, there may be times when financial assistance is provided. This assistance should not create a dependency on WMM funds.
2. Any allocation to a national worker must be reported to the Regional Director, who will in turn include the intended duration and details of the agreement in his semi-annual report.
3. WMM personnel should inform national leaders that contacting the U.S. constituency for the purpose of fundraising is prohibited by the WMM Council.

Non-U.S. Missionaries

1. In keeping with WMM's vision to transition nations from being receiving to sending nations, partnering and training national leaders to develop indigenous sending-structures is a priority.
2. Recognizing the value of Non-U.S. missionaries in developing field ministries, there may be times when financial assistance is provided. This assistance should not create a dependency on WMM funds.
3. Any allocation to a Non-U.S. missionary must be reported to the Regional Director, who will in turn include the intended duration and details of the agreement in his semi-annual report.
4. Individuals without permanent legal status in the U.S. will not be considered for WMM missionary status.
5. WMM personnel should inform non-U.S. missionaries that contacting the U.S. constituency for the purpose of fundraising is prohibited by the WMM Council.

Indigenous Works

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

2. In the case of a missionary desiring to transition a Bible School to national leadership into all positions, a strategy must be set in place that includes goals and time limits. This will include training for the teachers and national director of the Bible school.

Partnerships, Affiliates, or Mergers

1. Regional Directors shall negotiate the agreement regarding a national church organization or local national church requesting to partner, affiliate, or merge with the International Pentecostal Holiness Church.
2. Adherents must be in harmony with The IPHC Articles of Faith and The Covenant of Commitment.
3. Missionaries should not encourage a national church to leave its founding organization.
4. Churches desiring to merge should not have membership outside the IPHC.
5. The agreement must be presented to the Executive Director.

Reasons for Ending Existing Partnerships or Affiliations

1. Persistent non-growth and divisiveness that make evangelism and church planting impossible
2. Heretical teaching

FORMS

The following pages contain forms (listed here in alphabetical order) that, when applicable, are to be completed and returned to the Missionary Care office.

- Budget Sheet (p. 46)
- Database Information (p. 44)
- Funeral Arrangements (p. 45)
- Furlough Agreement (p. 42)
- Job Description (p. 47)
- Policy Manual Agreement (p. 40)
- Separation Agreement and General Release (p. 49)
- Leave of Absence (p. 48)
- Term of Service (p. 43)
- Tithing Policy (p. 41)
- Will Statement (p. 39)

Will Statement

I currently have a Last Will and Testament. A copy 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 following:

(Check all)

- | | |
|--|---|
| <input type="checkbox"/> Explanation of Statuses | <input type="checkbox"/> Dismissal, Resignation, Retirement |
| <input type="checkbox"/> Basic Policies on the Field | <input type="checkbox"/> Decisions, Grievances, Appeals |
| <input type="checkbox"/> Requirements and Reports | <input type="checkbox"/> Field Finances and Property |
| <input type="checkbox"/> Furlough and Itineration | <input type="checkbox"/> National Ministries |
| <input type="checkbox"/> Financial Policies | <input type="checkbox"/> Forms |
| <input type="checkbox"/> Fiscal Responsibilities | |
-

Signature: _____

Signature: _____
(Spouse)

Date: _____

Please return this agreement to the Missionary Care office.

Tithing Policy

The IPHC Manual specifies that all salaried missionaries pay their tithes to World Missions Ministries. Tithing to WMM starts when the missionary begins receiving any salary from WMM.

A missionary may request that his tithe be deducted from his salary by notifying the WMM Financial Specialist in writing (email is acceptable).

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 (6) months will begin with my departure from the field on _____.
(Date)

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

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

Signatures

Missionary

Date

Regional Director

Date

Director of Missionary Care

Date

NOTE: As you make furlough arrangements, please give consideration to school terms in the United States and your child's specific education schedule.

**SUBMIT THIS FORM TO THE MISSIONARY CARE OFFICE
THREE (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.

Signatures:

Missionary

Date

Regional Director

Date

Director of Missionary Care

Date

Please return this agreement to the Missionary Care office.

WORLD MISSIONS MINISTRIES

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/DD/YYYY) __/__/____ Spouse (MM/DD/YYYY) __/__/____

Wedding Anniversary (MM/DD/YYYY) __/__/____ Spouse's maiden name _____

Children:	<u>Name</u>	<u>Birthdate</u>	<u>Child Contact Information if Stateside</u>
_____	_____	__/__/____	_____
_____	_____	__/__/____	_____
_____	_____	__/__/____	_____
_____	_____	__/__/____	_____

Missionary Application Date __/__/____ Approval Date __/__/____

Home Conference _____ Local Church Membership _____

Ministerial Ordination Date __/__/____

In case of emergency, please contact the following in the United States:

Name _____ Phone number _____ Email _____

Address _____

Please return this form to the Missionary Care office.

Funeral Arrangements

World Missions Ministries' policy regarding funeral arrangements for missionaries and their family members is as follows:

1. In the event of a death of a member of the missionary's immediate family (spouses and children), the missionary family will be given the option of returning home for a single trip on a maximum 45-day leave to return for the funeral. The missionary will be responsible for funding any additional trips

OR

2. Make arrangements with World Missions Ministries regarding burial on the field.

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 United States 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 United States 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.)

WORLD MISSIONS MINISTRIES

Budget Sheet

Name: _____ Field: _____

Term Begins: _____ Term Ends: _____

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

Missionary _____ Date _____

Regional 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.

Missionary: _____ *Spouse:* _____

Regional Director: _____

Director of Missionary Care: _____

Please return this form to the Missionary Care office.

Leave of Absence

I, _____, request a leave of absence from World Missions Ministries beginning _____ and continuing for six (6) months.

The reason for this request is:

(Use additional paper if necessary)

At the end of this six (6) months, I will submit an update of my situation. I may ask for an additional six (6) months at that time. At the end of one (1) 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

Director of Missionary Care

Date

Please return this form to the Missionary Care office.

Separation Agreement and General Release

This Separation Agreement and General Release (this "Agreement") is entered into between the 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 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 cessation 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:

- a. the Age Discrimination in Employment Act of 1967, as amended;
- b. Title VII of the Civil Rights Act of 1964, as amended;
- c. the Civil Rights Act of 1991;
- d. Sections 1981 through 1988 of Title 42 of the United States Code, as amended;
- e. the Employee Retirement Income Security Act of 1974, as amended ("ERISA");
- f. the Immigration Reform Control Act, as amended;
- g. the Americans with Disabilities Act of 1990, as amended;
- h. the National Labor Relations Act, as amended;
- i. the Occupational Safety and Health Act, as amended;
- j. the Family and Medical Leave Act of 1993;
- k. the Older Workers Benefit Protection Act;
- l. any state anti-discrimination law;
- m. any state wage and hour law;
- n. any other local, state or federal law, regulation or ordinance;
- o. any public policy, contract, tort, or common law claim;
- p. any allegation for costs, fees, or other expenses including attorneys' fees incurred in these matters; and
- q. 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. DISMISSAL

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 he/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 his/her release of claims under the Age Discrimination Act, Church will not provide Employee with any of the benefits or compensation described in Section 1 above, Employee’s entitlement to receive his/her benefits and compensation described in Section 1 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 hereby acknowledge that I have carefully read the foregoing agreement and understand all of its terms. I understand that it contains a complete release of all known and unknown claims, and that I am entering into it voluntarily.

Employee _____

Date: _____

World Missions Ministries of the International Pentecostal Holiness Church

By: _____

Title: _____ Date: _____