

INTERNAL MISSIONARY POLICY

The purpose of the internal missionary policy is to assist in the understanding of the functions of the Department of Local Evangelism and Foreign Missions (LEFM). The Internal policy covers a wide range of topics including missionary compensation, fringe benefits, itineration, requisitions and the missionary's relationship to the Department of Local Evangelism and Foreign Missions.

PREFACE

Welcome to the Department of Local Evangelism and Foreign Missions. The call of God upon your life has brought you to a new and exciting opportunity for ministry overseas. This Department of Local Evangelism and Foreign Missions is committed to assisting you in making your missionary experience fruitful and meaningful. It facilitates your effectiveness and function as an Open Bible missionary and has adopted internal policies and procedures. Policies, procedures and benefits described in this manual are subject to review and change. The Department of Local Evangelism and Foreign Missions makes no guarantee or promise of full support or benefits described herein but rather provides an opportunity for service. All financial arrangements, support or benefits described in this manual are by faith as God supplies through the faithful and generous gifts of churches and individuals. Missionary appointees should view themselves not as employees but rather as partners and co-labourers of this Department of Local Evangelism and Foreign Missions in proclaiming the good news of Jesus Christ around the world. All missionaries should thoroughly acquaint themselves with the policies, procedures and benefits described.

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WORLD EVANGELISM

The Department of Local Evangelism and Foreign Missions and its ministries are sustained through the voluntary gifts of individuals and churches. Almost exclusively, the funds received by the department are from Open Bible churches and its constituency. Funds come to the Department of Local Evangelism and Foreign Missions in two ways - designated and undesignated gifts. The undesignated gifts generally come monthly through the World Evangelism program. Designated gifts come as a result of special projects within the local church or personal gifts to missionaries. Designated gifts are always used as specified by the donor.

There are three categories for the solicitation of funds:

- 1) World Evangelism;
- 2) Missionary services during itineration;
- 3) Special solicitations by the Department of Local Evangelism and Foreign Missions.

World Evangelism and Missionary Itineration

In scheduling missionary itineration and participation in World Evangelism Conferences, the Department of Local Evangelism and Foreign Missions attempts to provide as much exposure as possible for the missionary and his field during the period of furlough. The missionary must bear in mind, however, that he/she represents the Department of Local Evangelism and Foreign Missions as well as himself/herself and field of service. This includes all mission fields and corresponding ministries. The following suggestions will help make the itineration in the local church more effective as well as enhance the missionary's participation. The national office provides world Evangelism **promotional materials and faith giving cards.**

1. The missionary should endeavour to prepare himself/herself spiritually for involvement in all services. Upon receiving the itineration schedule, the missionary should pray for each individual pastor, church and service.
2. The missionary should thoroughly acquaint himself/herself with the World Evangelism program, faith giving, church budget and combination support options. The missionary should also understand the distribution of World Evangelism contributions. It is most helpful if the missionary is a personal participant in World Evangelism and practices Faith Promise giving. Nothing is more effective than one's own testimony of God's provision and blessing.
3. The missionary should secure copies of **the publications produced by the Department of Local Evangelism and Foreign Missions.** These should be shown to the congregation. The people should be made aware that these materials are available from the national office.
4. The Department of Local Evangelism and Foreign Missions will **supply each region with biographies of the missionary, photographs and a letter of recommendation.** The Regional Office will be responsible for sending the information to the respective pastors.
5. The local church is expected to provide hospitality, food, lodging and an honorarium for the missionary. All offerings raised for missions during the missionary's visit should be properly designated and forwarded to the National Office by the local church.
6. The missionary will prepare an equipment list, which is to be sent to the appropriate Regional Superintendent with a request that he forward it to the churches. All equipment lists must have the approval of the Elder-Director of Missions prior to distribution. It is always best to break the list into small amounts. The smaller the amount, the easier it is for the church, or a group within the church, to assume a project.

7. At least two weeks prior to arrival at the church, the missionary should send a communiqué confirming the service with the pastor and follow up with a telephone call at least two days prior to the service. Information should include the number of people travelling in the party, time of arrival, accommodations needed and any special arrangements or information the pastor may need to prepare for the service and the missionary's arrival.
8. Prior to the service, discuss with the pastor any plans he/she may have as well as what you intend to do. It is always better to do this in advance than to have any uncertainties.
9. At the beginning of each service, it is important for the missionary to explain the World Evangelism program in some detail, including the mission, the plan and our response. For churches using faith-giving means of support, share faith-giving testimonies. Never assume that people in the congregation or the pastor fully understand the program. It is important to help people understand that they support all missionaries and field needs, through World Evangelism giving.
10. If the church has been a good participant in World Evangelism and missions giving, express personal and departmental appreciation for their faithfulness. If the church has not been a good participant in the program, encourage the church and pastor to become involved. Challenge them to participate using one of the support options.
11. If the church is using the faith giving support option, determine in advance if you or the pastor will receive the faith giving cards. This is a critical point in the service. To challenge the people for World Evangelism, faith giving, missions and your personal ministry, and not give them the opportunity to participate undermines one of the most fundamental purposes for having a World Evangelism Program.

Successful Missions Outreach In The Local Church

The Biblical Mandate For Foreign Missions

(Matthew 28:18-20) "And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen."

The Work Of Foreign Missions Is The Direct Responsibility Of The Local Church

- A. *"The church is the only group that exists to benefit others outside of its own society."*
- B. Ted Engstrom: *"The truth remains that every church in every land ought to be a sending church. Even in North America the spiritual vitality of any fellowship should be measured not simply by the number of believers it attracts, but by the number of disciples it sends out empowered for witness and service."*
- C. Ephesians 4:11-13
 1. Equipping of the saints -- Discipleship
 2. Edifying the Body -- Worship
 3. Work of the ministry – Evangelism

The Pastor Is The Key To All Successful Mission Endeavours In The Local Church

- A. Missions doesn't just happen, someone must make it happen.
- B. Leaders make things happen.
- C. "Missions Mindedness" is a ministry lifestyle.
- D. The pastor's personal perspective of the work, his calling and the Kingdom affect his approach to missions

Ingredients Necessary In Contemporary Foreign Missions

- | | |
|---------------|-----------------|
| A. Message | E. Mobilization |
| B. Manpower | F. Mandate |
| C. Methods | G. Money |
| D. Motivation | H. Miracle |

Practical Development Of An Ongoing Missions Program

- A. Be personally informed and keep the congregation informed.
- B. Don't delegate missions to just any one department of the church. It is the responsibility of the entire church.
- C. Preach and teach missions as a regular part of your ministry.
- D. Plan and execute a missions strategy in your church
- E. Know who your missionaries are and in which countries they work.
- F. Utilize the materials provided by the National Office.
- G. Give to missions personally and set an example for your congregation.
- H. Lead your congregation into systematic support of the World Evangelism programme and dispel the fear that missions takes away from the local church.
- I. Know the denomination's World Evangelism programme.
- J. Distinguish between World Evangelism and missionary services.
- K. Be understanding and flexible to accommodate missionaries who come to you on itineration.
- L. If possible, visit a Mission Field.
- M. Pray earnestly for your missionaries and overseas ministries.

How To Plan And Promote A World Evangelism Conference

The story of the New Testament Church may be summed up in the words, "They went everywhere preaching and teaching." This is World Evangelism. This is the scriptural pattern for the spread of Christianity.

If our people know and understand the eternal purpose of the Church, they can be inspired and encouraged in the task of World Evangelism. We must, therefore, provide them with information and inspiration. They only wait to be stirred and challenged.

The pastor is the key to the entire program. If the pastor has a world vision it will affect his preaching. His people will catch the vision, sense the urgency of the task, and be willing to pay any price, go to any length and make any sacrifice necessary to fulfil the Great Commission.

The following are some of the basic decisions, which must be settled before conducting a World Evangelism Conference:

1. What areas are to be featured at the conference?

A. Foreign Missions	D. Ministry Development
B. Local Mission	E. Church Ministries
C. Bible Institute	F. Stewardship
2. How many days and services will be included in the conference?
 - A. Some churches hold services on Friday, Saturday and Sunday, while others use week-long conferences beginning and ending on Sunday.
 - B. When determining the dates of the conference, consider the weather, holidays and coordinate with the Regional Superintendent.
3. The Selection of Speakers:
 - A. The speakers must be scheduled well in advance (one year is not too soon).
 - B. The speakers should be charged with the responsibility of weaving a strong impetus into the hearts and minds of the people concerning the need of World Evangelism. (A biblical appeal has more lasting effect than one based only on emotion.) The speakers must be

- fully informed about the Faith Promise plan.
- C. Speakers should be chosen on their ability to represent the featured areas of the conference.
4. Make provision for housing and food for the speakers.
 5. How many offerings will be received during the conference?
 6. Have printed programs and faith giving cards. (Faith-giving cards may be obtained through the National Office.)
 7. Find a room or place for exhibits to be displayed. Assign specific exhibits to specific groups or individuals such as Youth Group, W.O.W., M.O.V.E., Sunday School etc.
 8. Give music a large place in the conference.
 - A. Present a missionary cantata
 - B. Arrange for special music in advance
 9. Advertise by every conceivable method: newspaper, radio, television, website, magazine, bulletins etc.
 10. Have a Bible verse and slogan for a theme.
 11. Set a conference goal, including the budget.
 12. Place slogan posters and banners throughout the church.
 13. Appoint various committees to do most of the work.
 - A. Program Committee -- Pastor
 - B. Publicity Committee -- Pastor or W.E. Coordinator
 - C. Decoration and Display Committee -- Artistic Person
 - D. Hospitality Committee -- Head Usher
 - E. Finance Committee -- Board of Elders
 - F. Prayer Committee -- Prayer Warrior
 - G. Music Committee -- Music Director
 - H. Equipment Committee -- Janitor or Handyman
 14. If you have any questions regarding the World Evangelism program, ask the Regional Superintendent or contact the Department of Local Evangelism and Foreign Missions.

Twenty Keys For Communicating Missions To Contemporary Audiences

1. Be positive!
2. Keep it simple.
3. Inspire; don't shame.
4. Avoid missions jargon and clichés.
5. Use soft sell not hard sell.
6. Emphasize "how to" rather than "ought to."
7. Meet people where they are, not where you want them to be.
8. Don't tell it like it is; tell it like it could be.
9. Tell human-interest stories.
10. Give personal examples.
11. Be transparent.
12. Use humour.

13. Be concise and aware of the time factor.
14. Say it in an interesting way.
15. Paint word pictures.
16. Share current insights.
17. Speak conversationally.
18. Offer hope.
19. Challenge to commitment.
20. Expect results.

Our Response

Open Bible churches have a purpose and a mission. We have a strategy and plan that we pursue to fulfil that mission. In recognition of the diversity of our churches, Open Bible has adopted three models as options for World Evangelism participation. The pastor and church leadership choose which model may be the most effective in their congregation. The bottom line is this: the local church must accept ownership for its World Evangelism vision and participation. Every Open Bible church can actively participate in World Evangelism by using one of these support plan options. The Standard of Excellence provides a guide for support. After committing to and following a W.E. support option, the church can then also contribute designated offerings to those ministries it wishes to help with additional support.

Faith Giving (individuals)

The effectiveness of the faith giving principle has been demonstrated in churches of every denomination. Under this option, members of the church pray and ask God how much they can trust Him to provide through them in the coming year. A common misconception about the faith giving method is that only money that comes through clearly miraculous means is what should be given as a faith gift offering. God does supply money in miraculous ways. But other very common and practical sources often provide faith-giving money. Some churches encourage individuals to give a "tithe of their tithe" to World Evangelism and have found people to be receptive to that giving formula.

Substitution. It is amazing how much money can be given merely by substituting a faith gift for a usual expenditure. For instance, by foregoing one beverage or similar convenience per day, and instead contributing \$1.00 to World Evangelism, \$30.00 per month or \$365.00 per year would be given. Substitution giving is quite painless and a minimal way to participate. It is an especially good way to begin with support of World Evangelism for those who are not accustomed to giving from their substance.

Sacrificial. Disciples of the Lord Jesus Christ recognize their need to give beyond token contributions. They understand the responsibilities which they accept as they receive blessings from the Lord. They realize that Jesus set the standard of selfless giving, that Jesus taught us to go beyond convenience and comfort, to willingly yield up personal possessions for the cause of ministry to others. Each individual must prayerfully seek God's direction regarding the extent of sacrifice. It is not for one to condemn another for defining sacrifice different than his/her own definition. What is important is to sincerely ask for the Lord's guidance with integrity of heart and then faithfully do what God directs. It is sacrificial giving that most frequently yields the testimonies of miraculous provision. Sacrificial faith giving is a living demonstration of ***Luke 6:38 (NIV), "Give, and it will be given to you. A good measure, pressed down, shaken together and running over, will be poured into your lap. For with the measure you use, it will be measured to you."*** The advantage of this option is that people are challenged to consider how much they really want to give. Their faith is

often stretched and spiritual growth is then a dividend. Testimonies of how God supplies faith gifts serve as a faith-building encouragement to others.

The National Headquarters supplies faith-giving cards; an important aspect of a faith commitment is writing it down. The church needs to receive a monthly World Evangelism faith gift offering. More than just a general "missions offering", it needs to be clearly explained that the offering is when W.E. faith gifts are to be presented. These are important keys to faith giving success.

Church Budget

Some churches prefer to write World Evangelism into their budget. A percentage of general tithes and offerings are earmarked for World Evangelism. The advantage of this option is that the set budget establishes a relatively steady and consistent level of giving from the church. The disadvantage of this option is that people often don't see themselves as giving to World Evangelism. There is little feeling of individual, let alone sacrificial giving. If the church budget option is chosen, it is extremely important for the pastor and leaders to keep the World Evangelism vision of the church before the people and to determine that participation is more than a token one. Our Standard of Excellence challenges churches to consider 7 % as the model for budget support of World Evangelism.

Combination of Faith Giving and Church Budget

This is a happy medium of the first two options. Some churches decide to set aside a percentage of their budget for World Evangelism but also give individuals opportunity to make personal faith gifts. If a church uses the church budget option, it is highly recommended that the combination approach be used so that individuals know the personal reward of giving to World Evangelism. One possibility is for the church to support World Evangelism by the budget plan and then challenge individuals to contribute faith gifts so that, together, the church's total support of W.E. reaches the Standard of Excellence. If the church's budget support for W.E. is already at the Standard of Excellence level, the church might want to challenge individuals to give toward designated needs, such as individual missionary support, projects, departmental emphases, etc.

Whether large or small, whether urban or rural, whether old or new, every Open Bible church needs to actively support our World Evangelism ministries which count on us. It is our common responsibility. Whether to participate is already resolved in our biblical mandate. Every church can actively participate with the flexibility provided by these three options.

The Standard Of Excellence

What is considered an appropriate level of financial support for World Evangelism? The answer does truly rest with each individual and church. However, Open Bible has developed a Standard of Excellence as a guide to churches and individuals. Based upon the record of leading World Evangelism churches as well as patterns established by churches in other denominations, the Standard of Excellence recognizes churches that demonstrate leadership vision.

Churches that reach the Standard of Excellence in their support of World Evangelism are included in a circle of national recognition and appreciation. The local church doesn't support World Evangelism for the purpose of recognition; it does so out of faithfulness to our mission. But Open Bible wants to affirm the leadership contribution of those churches that attain the Standard of Excellence level of support. In any worthwhile endeavour it is necessary to have pacesetters. The Standard of Excellence recognizes our World Evangelism pacesetters.

Standard Of World Evangelism Excellence

Open Bible recognizes as a standard of excellence churches that contribute a minimum of 7% of their annual income to World Evangelism. Open Bible doesn't dictate the amount of their

giving to World Evangelism. Again, the local church must own the vision. Open Bible challenges each church to select a participation option, set support goals with the congregation and to accept accountability for its own vision.

Itineration Policy

Newly appointed or furloughing missionaries will be given a thorough orientation prior to visiting the churches. It is important for the missionary to thoroughly understand the World Evangelism program and be capable of explaining it to pastors and churches. Orientation materials have been prepared for each itinerating missionary. There will also be a personal orientation by the Elder-Director of Missions.

The missionary will be given financial and speaker's report forms for itinerating missionaries. The speaker's report form shall be completed for each service. The local church is responsible for remitting the offering to The Department of Local Evangelism and Foreign Missions. It is imperative that missionaries assist the department by instructing donors as to proper designations for their gifts. Designated monies must be indicated on the report form. The missionary should indicate on the speaker's report if the service was a World Evangelism Conference.

The Department of Local Evangelism and Foreign Missions will work closely with the local churches where the itinerant missionary will be ministering to ensure that all transportation needs are met. The Department of Local Evangelism and Foreign Missions arrange missionary itineration schedules. The missionary should encourage full participation and support of World Evangelism. He/she may present a personal equipment list to the church, pastor or to groups within the church, and focus upon and solicit funds for it. The equipment list, with cost of each item, should be printed and carried with the missionary. When broken into small, bite-size pieces, churches and/or individuals more readily adopt projects.

In partnership with the Department of Local Evangelism and Foreign Missions, the missionary is responsible for raising the necessary funds to cover airfares, vehicles, equipment, shipping and general expenses involved in preparation for the field. Departure for the field may be delayed if funds have not been raised. If sufficient funds are not raised, the missionary will be asked to contact churches, pastors, friends and special donors to raise the needed support prior to departure. The Department of Local Evangelism and Foreign Missions will assist the missionary in any way possible to expedite the fund raising process. In the case of the missionary going to a new field, the period of itineration may be for at least one year.

Upon receiving the approved itineration schedule, the missionary shall write each pastor and church and indicate time of arrival, number of people in the party, accommodations or special arrangements needed and confirmation of the date of the service. A communiqué confirming the service should be sent at least two weeks prior to the service and should be followed by a telephone call at least two days prior to the service.

When possible it is hoped that the missionary will be able to stay with a pastor or member of the church. The missionary should graciously receive offers of hospitality, as it is important for our people to become acquainted with our missionaries.

An equipment list shall be prepared prior to beginning itineration. The Elder-Director of Missions must approve the list. After the list is approved, a copy should be sent to the Regional Superintendent with a request that he send a copy from his office to the churches the missionary will visit. Additional copies should be presented to churches, pastors, individuals and groups such as WOW, MOVE and Youth etc.

Pastors and individuals should always be encouraged to properly identify designated gifts. This includes designation of use as well as name of the missionary. Confusion often results due to the lack of information. Funds are most frequently misdirected because insufficient or incorrect information is received. It is also important to commend those churches and pastors who have faithfully given to World Evangelism and to help them understand that they have helped to provide your support through their World Evangelism contributions.

It is important to remember that, as missionaries, we are ambassadors not only of the Lord but also the Department of Local Evangelism and Foreign Missions and Open Bible Standard Churches. Responding gracefully and kindly, even to an occasional unpleasant circumstance or situation, always bears positive fruit in the long run. It is also important to remember that many of the churches are small and have their own financial difficulties. Sometimes it is with great sacrifice that these churches receive a guest speaker and give to his/her needs. Missionary itineration provides one of the greatest opportunities for ministry to pastors and churches. It is not uncommon to find that there are pastors and churches with greater needs than those we may have as missionaries.

Missionary itineration provides a time of ministry, fellowship and development of friendships and relationships that will be ongoing. It is also a time of orientation and education for our pastors and churches as to the operation and function of the Department of Local Evangelism and Foreign Missions. With regard to fund raising, it is helpful to pastors and churches to know the following:

1. World Evangelism is vital to the Department of Local Evangelism and Foreign Missions. Funds provide allowances and monthly field expenses to all missionaries and overseas works.
2. Missionary itineration is important because funds are raised for airfares, vehicles, equipment, shipping and needs that are not provided through World Evangelism.

Prayer Cards

Information on designing and ordering prayer cards is available from the National Office. Prayer cards should be ordered as soon as possible after return from the field. An ample supply should be ordered and available for itineration. Prayer is vital to overseas ministry!

SPEAKER'S REPORT FORM

Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando

Region _____ Date _____

Church _____ Pastor _____

Speaker _____ Attendance _____

Miles travelled to this meeting _____ Honorarium Received _____

Were lodging, meals provided? _____

Was service well planned? _____

Remarks, Observations _____

(___) World Evangelism Conference (___) Itineration Service

If World Evangelism Conference list amount of goal for:

_____ Church Budget

_____ Faith Giving

_____ Combination

Please complete this form in duplicate for each church and return to the national office. Copy to be kept by the missionary. Thank you for ministering to our ministers and churches.

COMPENSATION AND BENEFITS

Basic Allowance:

The Department of Local Evangelism and Foreign Missions establishes the basic personal allowance for singles, couples and family units. The Department of Local Evangelism and Foreign Missions adjust basic allowances periodically

Auxiliary Allowances:

1. ***Housing Allowance:*** The Department of Local Evangelism and Foreign Missions pays reasonable and actual housing costs, which includes both rent and utilities for missionaries on the field. Missionaries will be expected to locate housing within the average range. Exceptions to this must have prior approval from the Elder-Director of Missions. Furloughing and itinerating missionaries having a need for rented housing will receive an allowance determined by the Department of Local Evangelism and Foreign Missions.
2. ***Auto Allowance:*** An auto allowance is given to missionaries on the field. The auto allowance will cover basic gasoline costs as well as ordinary oil and lubrication. Major repairs and maintenance, license and insurance may be requisitioned.

Deductions:

1. ***Tithe:*** Tithe on the base allowance is deducted and paid to Open Bible Standard Churches according to ministerial policy. Open Bible Standard Churches rebates missionary tithe to the Department of Local Evangelism and Foreign Missions and it is used for administrative expenses.
2. ***Life benefit plan:*** The Open Bible Standard Churches Group Life Insurance for all credentialed ministers applies.
3. ***Pension /Annuity Plan:*** Each missionary is a member of the Open Bible Standard Churches pension plan. The Department of Local Evangelism and Foreign Missions will contribute to the pension/annuity plan a minimum as stipulated by the National Board of Directors.
4. ***Personal Savings:*** A savings account is established for each missionary. A minimum of 5% is deducted from the gross allowance and deposited in the savings account of the missionary. The missionary may choose to save a higher amount. The purpose of the savings program is to provide the missionary with at least minimal savings upon his/her return to Trinidad and Tobago.
5. ***Health Plan:*** The approved Health Plan of the Open Standard Churches applies. Where the plan does not provide coverage for the missionary on the foreign field alternative arrangements should be made with the permission of the Elder-Director of Missions.

Fringe Benefits:

The National Departments of the Open Bible Standard Churches are encouraged to assist in the education expenses of missionary children from kindergarten to high school. This does not include any extra curricular activities. The Department of Local Evangelism and Foreign Missions promotes an annual Missionary Christmas offering.

Severance Allowance:

When a missionary resigns from the Department of Local Evangelism and Foreign Missions or is not reappointed by the board, severance allowance will be paid at the rate of one month's salary per year. If a missionary returns on furlough and resigns, severance allowance will be calculated in the same manner. Tithe will be deducted from the severance allowance. If a missionary returns early due to medical reasons, he/she will remain on staff with full benefits as determined by the Department of Local Evangelism and Foreign Missions not to exceed three months in addition to full severance allowance. Missionaries recalled by the Department of Local Evangelism and Foreign Missions for disciplinary reasons shall receive one-month basic allowance from date of dismissal in addition to the severance allowance.

ALLOWANCE BUDGET SHEET

**Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando**

NAME _____

FIELD _____

Seniority ____years

Date _____

	<u>MONTHLY</u>	<u>ANNUAL</u>
	\$	\$
<u>PERSONAL ALLOWANCE</u>		
1. Basic Allowance		
<u>AUXILIARY ALLOWANCE</u>		
2. Housing Allowance		
3. Auto Allowance		
4. Church Rent		
5. TOTAL GROSS ALLOWANCE		
<u>ITEMS WITHHELD</u>		
6. Tithe on Base Allowance		
7. Pension Plan		
8. NIS/PAYE/HS		
9. Personal Savings		
10. Total Withholding		
11. TOTAL NET ALLOWANCE		

ACCOUNTS & REQUISITIONS

NOTE: All funds and equipment solicited by the missionary while under official appointment by the Department of Local Evangelism and Foreign Missions become the property of Open Bible Standard Churches Inc. and not the individual.

General Missions

All World Evangelism or special missions offerings, fund the General Missions Account. General Missions funds are disbursed for missionaries allowances and general field expenses.

Designated Missions Account

A Designated Missions (DM) Account is established for every missionary and for each field. The purpose of the Designated Missions Account is to receive funds particularly designated for a specific project or purpose and to serve as an escrow account until such funds are called for and expended. The Designated Missions Account receives all funds raised by the missionary or other such funds as determined by the Department of Local Evangelism and Foreign Missions which are intended and designated for equipment, air fares, special projects and expense offerings received by the missionary while on itineration. Donors should be encouraged to send all designated funds for missionaries to the D. M. account, except personal gifts.

Field Fund

The Department of Local Evangelism and Foreign Missions may establish a field fund to assist in the general field operation. Office supplies for the field office, books, Bibles, correspondence courses, postage, business related telephone calls, general office supplies and general administrative expenses may be paid from this account. A detailed accounting of funds received and expended shall be maintained. The funding of this is to be done at the discretion of the Department of Local Evangelism and Foreign Missions and should include contributions from the field.

Personal Gifts

The missionary may receive personal cash gifts if so designated by the donor. Funds directed through the Department of Local Evangelism and Foreign Missions will be forwarded to the missionary, in their entirety, at the end of the next allowance period. The missionary should bear in mind that a delay may arise between the time the donor sends the gift to the office and the receipt of the gift. If a missionary has any question about a gift, he/she should first contact the Department of Local Evangelism and Foreign Missions. All gifts over \$500.00 sent directly to the missionary, must be reported on the quarterly report form supplied by the department. For example, "John Jones - Personal Gift".

Return Fare

An amount equivalent to the cost of airfare plus 15% will be withheld in the missionary's D. M. (Designated Missions) account and escrowed for return fare.

Return Shipping

An amount equivalent to half the cost of shipping will be withheld in the missionary's D. M. (Designated Missions) account and escrowed for return shipping. It is assumed that not all items shipped overseas will be returned to Trinidad, but will either be sold or given away. REQUISITION FORMS

All requisition forms received are paid within a week of receipt. The Department of Local Evangelism and Foreign Missions uses three different requisition forms.

Alabaster Fund

The Alabaster Fund requisition form is green. The fund will assist with payment of basic tuition, required books and transportation but does not cover special or private lessons, or extra-curricular activities. The Alabaster Fund does not cover private, Christian or home schooling while on furlough. All expenses are paid only upon approval of requisitions. This fund is to be financed by various national departments.

EDUCATION REQUISITION

Department of Local Evangelism and Foreign Missions

Open Bible Standard Churches T & T Inc.

36 - 40 Ruth Ave., Les Efforts West, San Fernando

Name _____ Field _____ Date _____

LIST of ITEMS

COST (Local Currency)

- 1.
- 2.
- 3.
- 4.
- 5.

Exchange Rate: \$1.00 equals TT\$ _____

Total approved TT\$ _____ U.S. \$ _____

Date _____ Signature: _____

Instructions:

- Use this form **ONLY** for education expenditures.
- Make a copy for your records.
- Do not mail original invoices, but keep receipts for six years.
- Requisitions must be received by the 10th of each month to ensure payment on the 15th.

Field Requisitions

The field requisition form is white. All general, not personal, expenses may be requisitioned on this form. The missionary should keep a copy of each requisition form for his/her own records. Receipts for the expenses should be attached to the missionary's copy and should not be sent to the office. The detail on the form should be complete, including date, invoice or receipt number, product or service provided, cost in local and TT currency. It is important that the current rate of exchange be included on each requisition form.

FIELD REQUISITION

Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando

Name _____ Field _____ Date _____

LIST of ITEMS

COST (Local Currency)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Exchange Rate: \$1.00 equals TT\$ _____

Total approved TT\$ _____ U.S. \$ _____

Date _____ Signature: _____

Instructions:

- Use this form for all field expenditures. Make a copy for your records. (DO NOT use for education of children.)
- Do not mail original invoices, but keep receipts for six years.
- Requisitions must be received by the 10th of each month to ensure payment on the 15th.

MEDICAL EXAMINATIONS

Prior to the missionary's entering the field and upon completion of each term of service on the field and return to the Trinidad, the missionary and each member of his/her family shall undergo complete medical examinations. Cost to be borne by the Department of Local Evangelism and Foreign Missions.

MISCELLANEOUS POLICIES

ANNUAL FIELD REPORTS

The established policy of the Department of Local Evangelism and Foreign Missions is that all Field Directors, whether missionary or national, are required to file annual field reports on forms supplied by the office. All reports must be received in the office by January 31st. Fields not responding by this date will be ineligible for consideration of any financial assistance or special projects teams.

ANNUAL FIELD REPORT

**Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando**

FIELD _____ **December 31,** _____

1. Churches and Works (*List the total number*)

Churches _____ Outposts _____

How many new churches were started this year? _____

How many new outposts were started this year? _____

2. Bible Institutes and T.E.E. Programs

City or Location _____

Number of Students _____ Number of Graduates _____

3. Evangelism (*Describe significant activities*)

Radio _____

Literature _____

Film Ministry _____

Correspondence Courses _____

Evangelistic Campaigns _____

Other _____

4. Pastors and Ministers (*Total Number in each category*)

Ordained _____ Licensed _____

Associate Minister _____ Ministry Certificate _____

5. Clinics: Total Number of Patients _____

6. Board of Directors: (*List the name and office of each member of the current board*)

7. Other Ministries and Activities: (*Give a brief résumé of any other important ministries and activities*)

8. On a separate sheet of paper list field recommendations, including budgets, projects, buildings and furlough schedules

9. National Church Data: *(All information should correspond to the year ending December 31)*

Number of decisions made for Christ? _____

Number baptised in water? _____

Number baptised in the Holy Ghost? _____

Number of new members? _____

Number of members who no longer attend church? _____

Total membership at present? _____

Signature _____ **Date** _____

10. Write an evaluation of the field ministry. Include a general evaluation of the growth, progress and development of the work as well as goals attained. (Minimum 500 words)

11. Write a description of the priority goals for the coming year set by the Field Council or you, as field director. These should be prayerfully and thoughtfully developed with the Field Council and/or staff members. (Minimum 500 words)

AUTO INSURANCE FOR FIELD VEHICLES

Vehicles on the field shall be insured at a reputable local company with a full comprehensive insurance. The Department of Local Evangelism and Foreign Missions will pay the cost until such time as the field shall be able to assume such responsibility.

BOOKKEEPING

It is absolutely imperative that proper records be kept for all missions and field-related funds. We are accountable and responsible in the handling of funds. Field directors are given a form to use to verify bookkeeping and accounting. When the Elder/Director of Missions or his representative visits the field, all field directors and boards will be asked to show evidence of proper bookkeeping. All missions' funds sent for special projects must be accounted for with corresponding receipts.

BOOKKEEPING RECAP

The purpose of this form is to ensure that proper bookkeeping is maintained on the field. Each field is expected to maintain a general bookkeeping system. The Elder/Director of Missions or his representative will review the books when visiting the field as a matter of general procedure. Please fill out and return this form with your annual field report.

BOOKKEEPING RECAP

**Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando**

Beginning Balance January 1, ____	\$
Total Income -- All Sources	\$
Less Total Expenditures	(\$ _____)
Ending Balance December 31, ____	\$ _____

Have the books been audited? ____ Yes ____ No

Are funds deposited in a bank account? ____ Yes ____ No

Name of the bank _____

Bank account number _____

I have reviewed the bookkeeping and certify proper accounting procedures have been followed.

Field Director

Treasurer

Field Date

CHURCH PROPERTY/CONSTRUCTION GUIDELINES

1. The Church must have been in existence for a minimum of one year.
2. Purchase of the church lot or church property must have prior approval from the Department of Local Evangelism and Foreign Missions.
3. The church shall have some financial involvement in the purchase of the property or church construction.
4. The local church must register/incorporate under the Open Bible Standard Churches Inc. in the country in which it is located.
5. The local church must be chartered according to National Open Bible bylaws in the country in which it is found and the National Open Bible Board through the corresponding corporation must purchase property.
6. The church must have a minimum number of 12 tithing members.
7. The Church Board and Pastor must be established and functioning according to policy.
8. A bank account shall be established with a minimum of two signatories, preferably the pastor and the treasurer, or other acceptable financial accounting systems.
9. The pastor must be duly credentialed with the Open Bible Standard Churches.
10. No monies shall be released over the amount of \$10,000 without authorization from the Elder-Director of Missions or his representative.
11. Loans of any nature shall be discouraged from individuals and lending agencies.
12. The recipient church shall present a complete accounting of all monies received within 90 days of disbursement. A copy of the accounting shall be sent to the national office of the country in which the church is found and to the Department of Local Evangelism and Foreign Missions in Trinidad.
13. Monies shall be disbursed at intervals, instead of lump sums, at the discretion of the Department of Local Evangelism and Foreign Missions.
14. The Department of Local Evangelism and Foreign Missions must approve adaptations and changes to this policy.

CHURCH SIGNS

A church sign should be on every Open Bible church worldwide. Encourage pastors to identify their churches.

COMMUNICATION

CORRESPONDENCE

Every Missionary and Field Director is expected to communicate once a month by letter, fax or e-mail with the Department of Local Evangelism and Foreign Missions. We give priority to correspondence and communication with you. Attempt to consolidate as much information as possible into one letter instead of giving bits and pieces in two or three different letters. Be concise when possible and give all pertinent details when presenting requests. Many times action cannot be taken on requests due to a lack of detail and information. Give explanations and information when requisitioning. A letter that contains general information but doesn't require a direct response may not be acknowledged. The administrative assistant or secretary may answer some correspondence for the Missions-Director.

REPORTS AND ARTICLES

All missionaries are required to promptly complete and return the quarterly report and prayer and praise forms. The Field Superintendent is required to promptly complete and return the annual field report form. In addition, two written articles with pictures must be submitted annually. It is also expected that the missionary will send a minimum of two newsletters per year. Missionaries who are delinquent in complying with reporting guidelines will have all requisitions suspended until articles and reports are received.

TELEPHONE CALLS

It may be necessary to call the office. Collect calls may be received from missionaries. However, overseas telephone calls are expensive and should be kept to a minimum.

GUIDELINES FOR FINANCIAL ASSISTANCE

In light of the accelerated growth on our foreign fields and corresponding increase in requests for financial assistance for church building projects, vehicles and general equipment, the following policy has been adopted.

1. All requests for assistance on the field must be submitted in writing to the Field Director. The Field Director will investigate and establish the validity of the need and present the written request to the field council or Board of Directors.
2. Upon approval of the field council, the request for assistance may be submitted to the Department of Local Evangelism and Foreign Missions for consideration. Only duly approved requests from the field council or Board of Directors will be considered.
3. The Department of Local Evangelism and Foreign Missions meets monthly. Approved requests must be received in the office prior to a scheduled meeting of the Board. Requests for assistance should be submitted at the beginning of the calendar year when the Field Director submits his annual field report.
4. Requests for financial assistance will not be considered for a field where the Field Director is delinquent in submitting an annual field report.
5. Requests for financial assistance will generally be limited to partial funding for the purchase of church building sites and materials for the construction of church buildings. Funds for evangelism tools may be provided in their entirety, depending on the cost involved. The Department of Local Evangelism and Foreign Missions does not pay salaries for local pastors nor make personal loans.
6. All properties must be purchased in the name of Open Bible Standard Churches as incorporated in the country. All buildings, furnishings, equipment and material purchased with funds from any source becomes the property of the Open Bible Standard Churches T & T Inc., or Open Bible Standard Churches as incorporated in the host country. Should an individual who has been assigned property or equipment provided by the Department of Local Evangelism and Foreign Missions leave affiliation with Open Bible all equipment and property purchased by Open Bible and entrusted to his ministry shall be delivered to the Field Director.
7. All monies given by the Department of Local Evangelism and Foreign Missions shall be used as intended and designated. No change in designation or use of funds shall be made without prior permission from the Department of Local Evangelism and Foreign Missions.
8. Proper accounting shall be kept on the field of the receipts and disbursements of all funds. Copies of deeds and receipts for the purchase of property shall be sent to the Department of Local Evangelism and Foreign Missions. Copies of receipts for the purchase of major pieces of equipment shall also be sent to the Department of Local Evangelism and Foreign Missions.
9. The Field Director and field council shall maintain an inventory of all property and equipment owned by the organisation. Updated copies of the inventory lists shall be periodically provided to the Department of Local Evangelism and Foreign Missions.
10. The field council shall be responsible for submitting only projects and requests of the highest priority and shall understand that funds are limited. The Department of Local Evangelism and Foreign Missions will approve requests for assistance on a priority basis and only as a source of funding is available.

11. No request for assistance from pastors or churches that have recently joined the organisation will be considered. Requests for assistance to purchase evangelism tools may be received after the pastor and congregation have joined Open Bible and have been in good standing for a minimum of one year. Requests for assistance to purchase property and construction materials will not be received until the pastor and church have joined Open Bible and have been in good standing for a minimum of two years.

INCOME TAX RETURNS

The Department of Local Evangelism and Foreign Missions prepares all income tax forms as a service to missionaries. However, it is the missionary's responsibility to provide all the necessary information. The department is not liable for any tax, penalty or interest on returns filed incorrectly due to inaccurate information provided by the missionary. The missionary is personally liable for any tax due on income from outside sources. A missionary may choose to do his/her own tax return.

INSURANCE ON ADDITIONAL VEHICLES

The Department of Local Evangelism and Foreign Missions shall provide insurance coverage on one vehicle per missionary family per field. If another vehicle is required for the use on the field the local assembly shall pay for full insurance coverage.

INVENTORY OF MISSIONS PROPERTY

Prior to departure for the field, the missionary shall complete and return an inventory of all equipment purchased which is being shipped to the field. An inventory of all personal effects shall also be completed. Field superintendents are responsible for providing an inventory of all mission equipment on the field. The Department of Local Evangelism and Foreign Missions shall provide the necessary inventory forms for each category. These lists must be presented to the department prior to packing for departure. After approval, a final packing list must be completed and sent to the office. The same process will apply to missionaries returning to Trinidad at the end of a term and prior to shipping.

**(ORIGINAL) INVENTORY OF MISSIONS PROPERTY
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando**

INSTRUCTIONS: For use by each individual missionary or missionary family. Complete in duplicate. Mail original to the national headquarters in Trinidad and keep the copy for your files. Include all items donated or purchased through itineration, which constitute departmental property. Include such things as furniture, office equipment, home furnishings and equipment used for evangelism and ministry purposes. **Do not include personal effects or items purchased with personal funds. This form is to be completed and approved by the Elder/Director of Missions prior to packing for departure or return to the Trinidad.**

Name _____ Field _____ Date _____

Household Equipment (*Furniture, housekeeping equipment, furnishings, etc.*)

Description	Model or Type	Serial Number	Value

(ADDITIONAL) INVENTORY OF MISSIONS PROPERTY

Open Bible Standard Churches T & T Inc.

36 - 40 Ruth Ave., Les Efforts West, San Fernando

INSTRUCTIONS: Use to add overseas purchases to original inventory form. Complete in duplicate. Mail original to the international headquarters office. Include such things as furniture, office equipment, home furnishings and equipment used for evangelism and ministry purposes.

Name _____ Field _____ Date _____

Household Equipment (*Furniture, housekeeping equipment, furnishings, etc.*)

Description	Model or Type	Serial Number	Value

(DEPARTURE) INVENTORY OF MISSIONS PROPERTY

Open Bible Standard Churches T & T Inc.

36 - 40 Ruth Ave., Les Efforts West, San Fernando

INSTRUCTIONS: For use by each individual missionary or missionary family. Complete in duplicate. Mail original to the national office Trinidad and keep the copy for your files. Include only personal effects of items purchased with personal funds. **This form is to be completed and approved by the Elder/Director of Missions prior to packing for departure or return to the Trinidad.**

Name _____ Field _____ Date _____

Description	Model or Type	Serial Number	Value

LOANING EQUIPMENT TO OTHER PEOPLE

Mission-owned equipment is not to be loaned to anyone. The responsibility and risk are great. The pressure to loan equipment can be great, but the consequences can be tragic. The missionary may deny a request to borrow equipment by stating it is the policy of the national office. If a missionary loans equipment to a third party, he/she assumes responsibility for repair and/or replacement if the equipment is damaged, stolen or lost.

LOANING VEHICLES TO OTHER PEOPLE

Mission-owned vehicles are not to be loaned to anyone. The responsibility and risk are great. The pressure to loan a vehicle can be great, but the consequences can be tragic. The missionary may deny a request to borrow a vehicle by stating it is the policy of the Missions Department. Only the missionary and those authorized by the department may drive mission vehicles.

OWNERSHIP OF MISSION EQUIPMENT

All equipment, buildings, land, vehicles and other evangelism tools provided or funded by Open Bible Standard Churches remain the property of the Trinidad organization or the national Open Bible organization on the field. The Department of Local Evangelism and Foreign Missions does not provide equipment or vehicles to individuals, but rather to the field and to the work. Funds raised for equipment by individuals or the Department of Local Evangelism and Foreign Missions are intended to be used in the work and not for the exclusive use of any individual.

SHIPPING EQUIPMENT TO THE FIELD

Missionaries shall endeavour to ship mission equipment and personal effects to and from the field in the most economical manner possible. The missionary should remember that shipping costs have escalated and should ship only equipment and personal effects that are essential. It is assumed that major items of equipment will be disposed of on the field prior to return to the Trinidad.

SHORT-TERM ASSIGNMENTS

There is a tremendous move worldwide for short-term missions assignments. People want to travel to the field and to be involved. Some have specific ministry abilities and others are willing to work. Missionaries should attempt to identify short-term opportunities on their field and notify the Missions Office of such. A short-term assignment form is available from the Department of Local Evangelism and Foreign Missions.

SPECIAL PROJECTS AND DESIGNATED FUNDS

Occasionally, due to circumstances beyond our control, some projects just don't work out. We may have solicited funds from our donors or churches for a particular project and by the time the money is received it is no longer feasible to proceed. We have a responsibility to our donors to assure them that their funds are expended as designated. Before a change in project can be made or funds expended in any other way, the Field Director must contact the Department of Local Evangelism and Foreign Missions. The Director will authorize the change or, when necessary, secure permission from the donor for the change in designation. **DO NOT PROCEED ON THE FIELD WITH A CHANGE IN PROJECT OR DESIGNATION WITHOUT AUTHORIZATION FROM THE DEPARTMENT OF LOCAL EVANGELISM AND FOREIGN MISSIONS.**

SPECIAL REQUEST TO LEAVE THE FIELD

A missionary may request permission to leave the field for reasons such as funeral, wedding, special family events, etc. The missionary is responsible for all such expenses. The Elder/Director of Missions may grant permission. The missionary shall not leave the field without prior approval from the Director. The only exception is emergency evacuation from the field. It is imperative that the department be able to locate each missionary at all times.

TRAVEL TO AND FROM THE FIELD

The Department of Local Evangelism and Foreign Missions will pay the most economical fare to the field or return to the Trinidad when requested to do so by the Elder/Director of Missions. Any side trips or stops are the missionary's personal expense.

TRAVEL TO FIELDS

Visits to the field by the Elder/Director of Missions or his representative will be made on a priority basis and as funds are available. Time spent on the field must be balanced with the demands of the office and other duties related to our constituency.

VACATION

The vacation policy of the Open Bible Standard Churches of Trinidad and Tobago applies.

VISITORS TO THE FIELD

The Department of Local Evangelism and Foreign Missions encourages pastors and lay people to visit the fields. All visitors, especially pastors, are encouraged to contact the Department of Local Evangelism and Foreign Missions prior to making arrangements and visiting the field. Missionaries who receive a request from an individual desiring overseas ministry should encourage the individual to contact the Department of Local Evangelism and Foreign Missions. The missionary should ensure that the Elder-Director of Missions is aware of all requests for ministry on the field and approval given before confirming any request for ministry.

TRAINING AND DEVELOPMENT

From time to time it may become necessary for missionaries to leave the field to attend events, which would enhance their training and development. These events may include seminars, conferences and workshops. On these occasions the following would apply:

1. Prior approval must be received from the Elder-Director of Missions for each event.
2. The Board of Local Evangelism and Foreign Missions may assist in providing financial assistance to missionaries in attending the above.
3. The local churches on the field are encouraged to assist with the expenses relating to the above.

MISCELLANEOUS FORMS

MISSIONARY AGREEMENT

**Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando**

As a missionary under official appointment of the Open Bible Standard Churches and having read the current written missionary policy published by the Department of Local Evangelism and Foreign Missions, I hereby pledge to abide, at all times, by the policies as well as any other rules, regulations and policies adopted by the Board of Local Evangelism and Foreign Missions and the National Board of Directors of Open Bible Standard Churches of Trinidad & Tobago Inc.

Understanding that a foreign country can be very different from Trinidad & Tobago politically, culturally and health wise, I have made an independent investigation of the country to which I am to be a missionary and have decided to accept an appointment from Open Bible Standard Churches to that country.

The financial policy has been explained to my satisfaction. It is understood that I will faithfully report to the Department of Local Evangelism and Foreign Missions all monies, gifts and offerings on the **quarterly report form** provided. Whenever possible, I will use designated offerings as requested by the donor. Furthermore, I agree that all missionary properties, both real and personal, that are acquired or that are given to me during itineration or while serving on the field shall be the property of Open Bible Standard Churches. It is also understood that all offerings, gifts, equipment, etc., given to me are given because I am a missionary under official appointment of the Open Bible Standard Churches for the purpose of spreading the Gospel and therefore I have no personal claims to them.

It is further agreed that I will assume my share of the work, both spiritual and physical, in maintaining and promoting the missionary program on the field. While in Trinidad & Tobago on furlough, I will endeavour to make contacts for prayer, financial support and extensions of the work on the field both within and without the constituency of the Open Bible Standard Churches.

Date.....

Missionary.....

**MISSIONARY AGREEMENT
INDEPENDENT MISSIONARIES AND MINISTRY
ON AN ESTABLISHED OPEN BIBLE FIELD**

**Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando**

Missionaries and National Field Directors are requested to contact the Department of Local Evangelism and Foreign Missions prior to extending an invitation or arranging ministry for individuals seeking long-term ministry assignments. Independent missionaries not affiliated with Open Bible are expected to contact the Department of Local Evangelism and Foreign Missions prior to seeking ministry involvement on an established Open Bible field.

The Department of Local Evangelism and Foreign Missions is authorized to deduct from my salary a tithe, NIS, Health Surcharge, PAYE and also an amount equal to \$100.00 per month for a single missionary or \$200.00 per month for a married couple to be deposited in a savings account for my personal use. A deduction for the current monthly payment on my pension plan is also authorized and all of the above mentioned deductions might be increased by action of the Board of Local Evangelism and Foreign Missions.

My loyalty, cooperation and confidence to the Field Missionary Council, to The Department of Local Evangelism and Foreign Missions and to my fellow workers are hereby pledged. Unless recalled by the Department of Local Evangelism and Foreign Missions, I agree to remain on the field for my full missionary term. The Department of Local Evangelism and Foreign Missions will be informed immediately of any medical or psychological problems or political unrest that may endanger the health of my family or myself. In the event of emergency evacuation, I will immediately inform the Department of Local Evangelism and Foreign Missions of such and will leave the field in cooperation with the board, Trinidad and Tobago authorities or the authorities of the country where I am a missionary. It is further understood that the missionary term of the Department of Local Evangelism and Foreign Missions determines service and furlough dates.

In all representations to foreign governments, I will be discreet, honest and Christ-like. At no time will I take part in politics or criticism of the country where I am a missionary. In all actions as well as correspondence, I will guard against statements and actions that might bring reproach upon the missionary cause.

Date: _____ Name: _____

ARRANGEMENTS FOR ITINERATION AND DEPARTURE
Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando

CHECK LIST.

ITINERATION

- _____ Prayer Card
- _____ News release (biography and résumé)
- _____ Photos
- _____ Financial Report for Itinerating Missionaries
- _____ Requisition Forms (Mileage, Expense, Education)
- _____ Chequing account established in Trinidad and Tobago
- _____ Savings account established in Trinidad and Tobago

DEPARTURE

- _____ Valid Passport
- _____ Passport/I.D. Card/NIS No. [copy on file at the National Office]
- _____ Visa and/or work permit
- _____ Last Will and Testament (copy on file at the National Office)
- _____ Power of Attorney
- _____ Reservations and tickets
- _____ Completed arrangements for insurance payments and personal business

- _____ Missionary Agreement signed
- _____ Release of Liability Statement signed
- _____ Medical insurance forms completed
- _____ Pension Plan enrolment forms completed
- _____ Required vaccinations (confirm with appropriate health department)
- _____ Inventory forms completed (must be approved before packing and shipping are authorized)

Name _____ Field _____

Date _____ Departure _____

Date _____

Name _____

Address _____ Phone _____

Date last returned to the field _____

Primary ministry _____

Name, address, phone number of immediate family members (include children, parents, brothers, sisters, etc. for you and your spouse)

Birthdays for all family members on the field (month, day, year)

Wedding anniversary (month, day, year) _____

(OVER)

List the I.D. Number and passport number for each member of your family

Name _____ I.D. _____
Passport _____

Name _____ I.D. _____
Passport _____

Name _____ I.D. _____
Passport _____

Name _____ I.D. _____
Passport _____

Name _____ I.D. _____
Passport _____

Name _____ I.D. _____
Passport _____

Name _____ I.D. _____
Passport _____

OVERSEAS PACKAGE INFORMATION

Periodically the department receives requests from churches and individuals for information on sending blessing and gift packages to our missionaries. In order to serve you better, we need to have the following information on file.

NAME _____ FIELD _____

Can packages be sent to you? _____

Address for packages _____

Are you required to pay duty on packages? _____

List special shipping instructions for packages, such as size and weight requirements and best method or carrier to use. _____

List clothing sizes for your entire family. _____

List suggested or preferred items to be included in packages.

PRAYER, PRAISE AND TESTIMONY

Dear Missionary,

Tell us what God is doing in your part of the world. Share testimonies, salvation, deliverances, baptisms (both water and Holy Spirit), and stories of how the Lord Jesus Christ has changed lives. What may seem as everyday, ordinary testimonies to you are significant to all who pray and give toward your support.

Everyone in the Open Bible family would love to sit down with you to hear what the name of Jesus and the power of God are accomplishing on your mission field. Since that is impossible we will communicate for you to our Open Bible Family and donors from this form through the LEFM Quarterly Newsletter and Open Bible Update and other communiqué. We need pictures to accompany the testimonies whenever possible.

List prayer and praise reports on the back. The staff will make these a part of our prayer time and share the appropriate requests and answers with our churches and prayer warriors. May God's power and anointing be yours.

The Department of Local Evangelism and Foreign Missions

(Note: Send magazine articles with pictures on separate paper).

FIELD: _____
NAME: _____

Testimony:

(Over)

FIED

Prayer

PRAISE

Personal and Family:

PRAYER

PRAISE

QUARTERLY REPORT

Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando

Quarter Ending: March ___ June ___ September ___ December ___

PERSONAL INFORMATION:

Name _____ Country _____

House Address _____ Mailing Address _____

City _____ Phone Number _____

E-mail: _____

(If shipping address is different, please give mailing instructions)

QUESTIONNAIRE:

1. Have you incurred personal indebtedness? Yes _____ No _____
 (If yes, give written explanation)

2. Has the mission work under your responsibility incurred indebtedness?
 Yes _____ No _____ (If yes, give written explanation)

3. Through your ministry this quarter, approximately how many people have been:

Saved ___ Healed ___ Baptized in water ___ Baptized in the Holy Spirit ___

4. How many new works have been opened through your ministry? _____

5. Have you fulfilled these obligations and responsibilities?

- | | | |
|--|-----------|----------|
| a. Maintained monthly written communication with the office | Yes _____ | No _____ |
| b. Returned the monthly prayer and praise form | Yes _____ | No _____ |
| c. Sent a newsletter to the churches (two per year required) | Yes _____ | No _____ |
| d. Prepared a typed article or testimony with pictures | Yes _____ | No _____ |

(Two per year required - Due July 1 and January 1)

If the answer to any of these questions is no, give written explanation.

6. Are you and your family in good health Yes ___ No ___
If no, give written explanation

AUTO REPORT:

Vehicle Model _____ Year _____ Actual value in U.S. \$ _____

Odometer Reading _____

Total miles driven this quarter ____

SPECIAL PROJECTS:

(Requests for Departments, churches and individuals)

1. _____

2. _____

3. _____

ADDITIONAL REPORT OR COMMENTS:

Signature _____ Date _____

ANNUAL REPORT

Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches T & T Inc.
36 - 40 Ruth Ave., Les Efforts West, San Fernando

Name _____ December 31, ____

Field _____

Write an evaluation of your ministry during the past year. Include a general evaluation of personal and spiritual growth, progress and development of the work under your charge, an evaluation of your effectiveness and whether or not you believe you attained your goals for the year. (Minimum 500 words)

(OVER)

Write a description of the highest priority goals for the coming year. These should include personal and field related goals for you and the ministry entrusted to you. Please use the OMR [Outcome, Methods and Resources] model. (Minimum 500 words) See the following page.

The O-M-R Model

O = Outcomes
M = Methods
R = Resources

The model's strength lies in its form. It is based on what produces the best overall results for a leader, and this requires that you use it in the order presented: O-M-R.

OUTCOMES, as described here refers to the identification of strategic goals accomplished through the planning process. Outcomes are broader in scope than the OBJECTIVES.

OBJECTIVES, are specific statements – quantitative or qualitative, which describe desired results.

OUTCOMES, are goals of broader scope, dealing with the strategic approach to planning.

OUTCOMES: What do we want to happen?
 What results are we looking for?
 What goals and objectives are we aiming to meet?
 What will a success look like?
 What are we trying to do?
 What are we looking for?
 What is our purpose?

METHODS: How should we do it?
 What is the best possible method?
 What are some alternative methods?
 What systems should we use?
 What techniques should we use?
 What approach should we take?

RESOURCES: Who should do it?
 How many people will it require?
 How much time will it take?
 How much money will it cost?
 What materials are required?
 What buildings or rooms are needed?

MISSIONARY APPOINTMENT TO _____

CANDIDATE _____

RELEASE OF LIABILITY

TO: Open Bible Standard Churches
Department of Local Evangelism and Foreign Missions

The undersigned has decided to accept a missionary appointment to the above-mentioned country and to participate in missionary activity organized by Department Local Evangelism and Foreign Missions, Open Bible Standard Churches, and in consideration for the right to participate voluntarily executes this Release of Liability.

I have been informed that a foreign country is usually very different politically, culturally; safety wise and health wise, and that problems may arise during this overseas assignment. I hereby agree to assume all responsibility for my own health and safety while overseas and while travelling to and from the field.

I hereby release Open Bible Standard Churches/Department of Local Evangelism and Foreign Missions of all liability for my health, safety and time schedule as a result of events that could occur during or while travelling to and from the above-mentioned overseas assignment. I also declare that no promise or inducement has been offered for me to participate. Open Bible Standard Churches/Department of Local Evangelism and Foreign Missions, its employees or agents execute this Release of Liability without reliance upon any statement or representation.

DATE _____

NAME _____

SIGNATURE _____

M.O.V.E. CONSTRUCTION PROJECT TO _____

DATE OF PROJECT _____

RELEASE OF LIABILITY

TO: Open Bible Standard Churches
Department of Local Evangelism and Foreign Missions
Men of Vision Evangelise

The undersigned has decided to participate in the above-mentioned short-term overseas missionary construction project organized by Men of Vision Evangelise and the Department of Local Evangelism and Foreign Missions of Open Bible Standard Churches and, in consideration for the right to participate, voluntarily executes this Release of Liability.

Men of Vision Evangelise and the Department of Local Evangelism and Foreign Missions have informed me that a foreign country is usually very different politically, culturally, safety wise and health wise, and that problems may arise during this overseas project. I hereby agree to assume all responsibility for my own health and safety while overseas and while travelling to and from the project.

I also declare that I am not an employee, agent or independent contractor of Men of Vision Evangelise or the Department of Local Evangelism and Foreign Missions and that my services on the project are entirely voluntary and a donation on my part and no compensation whatsoever shall be paid to me.

I hereby release Men of Vision Evangelise and the Department of Local Evangelism and Foreign Missions of all liability for my health, safety and time schedule as a result of events that could occur during or while travelling to and from the above-mentioned overseas project. I also declare that no promise or inducement has been offered for me to participate. Men of Vision Evangelise or the Department of Local Evangelism and World Missions, its employees or agents execute this Release of Liability without reliance upon any statement or representation.

DATE _____

TYPED NAME _____

SIGNATURE _____

VISITOR TO _____

DATES _____

RELEASE OF LIABILITY

TO: Open Bible Standard Churches
Department of Local Evangelism and Foreign Missions

I have decided to participate in the above-mentioned short-term overseas missionary trip to an Open Bible Standard mission field, and, in consideration for the right to participate, voluntarily execute this Release of Liability.

I have been informed that a foreign country is usually very different politically, culturally; safety wise and health wise, and that problems may arise during this overseas project. I hereby agree to assume all responsibility for my own health and safety while overseas and while travelling to and from the field.

I also declare that I am not an employee, agent or independent contractor of Open Bible Standard Churches/Department of Local Evangelism and Foreign Missions and that my services on the field are entirely voluntary and a donation on my part and no compensation whatsoever shall be paid to me.

I hereby release Open Bible Standard Churches/Department of Local Evangelism and Foreign Missions of all liability for my health, safety and time schedule as a result of events that could occur during or while travelling to and from the above-mentioned overseas project. I also declare that no promise or inducement has been offered for me to participate. Open Bible Standard Churches/Department of Local Evangelism and Foreign Missions, its employees or agents executes this Release of Liability without reliance upon any statement or representation.

DATE _____

TYPED NAME _____

SIGNATURE _____

PARENT SIGNATURE _____

NOTES