

**The Department of Local Evangelism and Foreign Missions
Open Bible Standard Churches of Trinidad and Tobago Inc.
36 - 40 Ruth Avenue
Les Efforts West
San Fernando
Trinidad & Tobago**

MISSIONARY POLICY

(External)

MISSION STATEMENT

The Department of Local Evangelism and Foreign Missions exists to serve local and foreign ministries of the Open Bible Standard Churches of Trinidad and Tobago Inc. by motivating, training and assisting them to fulfil the Great Commission through aggressive prayer, evangelism, discipling of all believers, planting of churches, seeking at all times to minister to the needs of the whole man to the glory of the Lord Jesus Christ.

PRIMARY RESULT

To bring people to Jesus Christ

- Through aggressive prayer and evangelism
- Through the establishment of indigenous churches
- Through discipleship/leadership training
- Through ministry to the whole man

MOTTO

Taking the whole gospel to the whole man to the whole world

The Department of Local Evangelism and Foreign Missions is dedicated to the total evangelisation of the world in obedience to the Great Commission - “Go into all the world and preach the gospel to every creature” (Mark 16:15).

Open Bible Standard Churches conducts worldwide ministry, which is coordinated and directed through the department of Local Evangelism and Foreign Missions. The primary objective of the department is to serve and inspire Open Bible churches to fulfil the Great Commission.

HISTORY OF MISSIONS – OBSC Trinidad & Tobago

In a small, simple, almost unnoticed way, Open Bible Standard Churches began in Trinidad & Tobago in October 1953. The Norwegian – born Kaare Wilhelmsen and his American – born wife, Jean with their two sons Hubert and Bryant, and a young Puerto Rican, Amparo Velez arrived in this country.

In this land of many races, cultures and religious beliefs, they found a people who were thirsty for God. Evangelism was started immediately with street meetings being held in Fonrose Street San Fernando, Duncan Village and elsewhere. The first meeting to be held at the Eastern Unity Hall on Legendre Street was on April 14th, 1954. Here a nucleus of believers gathered. This date marked the official founding of the First Church of The Open Bible in San Fernando. In 1955, a property was purchased in Les Efforts West, San Fernando. The estate house on the property became the new home of the Open Bible Standard Churches.

The Open Bible Institute was founded in January 6th, 1956, and teams of students and other converts travelled to many villages and kept services in the open air, under houses, and in rented halls, which resulted in the establishment of many churches.

That first seed planted in the early fifties by the Wilhelmsen's was nurtured by the wisdom and faith of the Missionaries who succeeded them, and the local Pastors who were trained and mentored under their leadership. Fifty-three years later we thank God for the establishment of over eighty churches with a membership of approximately 15,000 serving under National Leadership.

The Trinidad Mission has long since expanded beyond its shores to include well-established works in other countries. Open Bible Standard Churches of Trinidad and Tobago launched its first Missionary Programme in December 1970 with the opening of a work in St. George's Grenada. Rev. and Mrs. Munroe Cox were our first missionaries. In less than three decades the work was nationalised with five (5) established churches and a Bible Institute. This Institute was established under the leadership of Revs. Charles and Charmaine Alexis, in April 1987.

In August 1982 in a joint effort with the United States, Open Bible Standard Churches of Trinidad & Tobago launched a pioneer Missionary Work on the island of St. Vincent. Rev. Errol & Sandra Ramdass from Trinidad and Rev. John & Wanda Jimenez from the U.S.A. joined forces to start this work which has grown to three Open Bible Churches in less than two decades.

A Missionary outreach was launched in Venezuela in August 1993. Pastor Calbert Mark and his mother Joyce Mark pioneered this work in Ciudad Bolivar and another in Santa Elena. In 2002, four independent churches were granted affiliation with the Open Bible Standard Churches of Trinidad & Tobago Inc. At the present time there are four Open Bible Churches and twelve independent churches that are affiliated with the Open Bible Ministry.

In August 1997 our fourth Missionary Outreach program was launched in Georgetown, Guyana, with Pastor Rodney & Rebekah Singh as Missionaries. The work began in an area called Meadowbrook, but was later relocated to Queenstown.

Our latest missionary initiative was taken in August 2005 when Rev. Amzad & Rosemarie Mohammed and family became our first missionaries to Suriname. The work is located in the second largest town of Nickerie.

Missionaries from our noble organization have touched every continent of the world. Rosey Singh, a member of the San Fernando Open Bible Church, has made several visits to India between 1998 and 2007, where she has been successful in planting many churches. Others have answered the call to serve through organizations such as Wycliffe, Hospital Christian Fellowship, Operation Mobilization, Youth With A Mission and several others.

From among the more than eighty Open Bible congregations presently existing in Trinidad & Tobago,

many are actively involved in some type of Missionary activity. The challenge is to go, to pray, to give and to send. We must do all that we can in support of Missions. It is the task to which every church and every Christian has been called.

I. The Department of Local Evangelism and Foreign Missions

Section 1: Foreign Missions Policy

General Policies of the Department of Local Evangelism and Foreign Missions are outlined on the following pages and are known as the external policy. An internal policy manual is available to missionary candidates. It provides an in-depth explanation of missionary policies.

Section 2: General Administration

The National Board of the Open Bible Standard Churches Inc. has been empowered by the National Convention to do all that is necessary to fulfil the Great Commission. The Department of Local Evangelism and Foreign Missions shall be under the leadership of the Elder-Director of Missions, who shall direct the work of the department. Quarterly financial reports shall be made to the National Board.

Section 3: Board of Local Evangelism and Foreign Missions

The Board of Local Evangelism and Foreign Missions shall consist of seven members, including the Elder-Director of Missions and the Director of Supportive Ministries and five other persons recommended by the Elder-Director of Missions, whose appointment is to be ratified by the National Board of Directors. Due consideration should be given to having a representative from each region. Appointed members shall serve for a period of two years initially and shall be eligible for reappointment.

The Board of Local Evangelism and Foreign Missions shall formulate operating procedures and budgets for the Department. Recommendations for budgets and policy changes shall be submitted to the National Board for approval.

II. FOREIGN FIELD ADMINISTRATION

Section 1: Purpose

- 1) **General:** The Department of Local Evangelism and Foreign Missions seeks to establish indigenous churches that are self-supporting, self-governing and self-propagating. Each missionary will actively seek to establish such indigenous ministries and replace missionary leadership with national leadership. Fields and related ministries shall be nationalized as soon as possible, allowing missionary personnel and available resources to be redeployed. In order to accomplish the above, a time frame should be established and the following four stages should be implemented.
 - a) **Stage 1: A Pioneer stage** - The first contact with a people group requires the gift of leadership, along with other gifts. In the absence of believers the missionary must lead and do much of the work himself.
 - b) **Stage 2: A Paternal stage** - The missionary is expected to train national leadership. The young church has a growing child's relationship to the mission, but the "parent" must avoid "paternalism."
 - c) **Stage 3: Partnership stage** - The national leaders must now work as equals with the missionaries, which requires a change from parent-child relation to adult-adult relation. This might be difficult to change, but essential to the church's becoming a mature "adult."

- d) **Stage 4: Participation stage** - The missionaries are no longer equal partners, but only participate by invitation. A fully mature church assumes leadership. As long as the mission remains, it should use its gifts to strengthen the church to meet the original objectives of Matthew 28: 19-20. In the mean time the mission should be involved in Stage 1 elsewhere¹.
- 2) **Objective:** The primary objective is to develop and establish indigenous church structures and related ministries, which will become self-supporting, self-governing and self-propagating. National men and women should be selected as soon as possible and the training process begun. The process of nationalization is a continuing, progressing operation that transfers leadership to qualified leaders in the local constituency during which the parent body may progressively shift responsibility in matters of leadership, administration and finance. A Constitution and Bylaws should be developed as soon as possible for the new structure, preferably with the initiation of the new work. Property for church buildings and other related ministries should not be purchased unless titled in the name of Open Bible Standard Churches Inc. unless otherwise prohibited by law, or as incorporated in that country. Copies of all deeds and legal documents shall be sent to the Department of Local Evangelism and Foreign Missions.
 - 3) **Relationship:** A fraternal and mutually cooperative relationship shall continue to exist between the national and parent bodies for the purpose of advancing the kingdom of God and the ministries of the Open Bible Standard Churches.
 - 4) **The Missionary:** Missionaries shall at all times in all matters endeavour to promote and fulfil the purposes and objectives of the Open Bible Standard Churches and shall conduct their work and affairs in accordance with the Policies and Principles of the organisation under the authority of the Board of Local Evangelism and Foreign Missions and the National Board of Directors of Open Bible Standard Churches.

Section 2: Administration and Operation

- 1) **Focus:** The Department of Local Evangelism and Foreign Missions shall concentrate its efforts on those fields already established and now occupied by recognized missionaries and open and develop new fields as may be deemed advisable. National churches, training schools for national workers, and other related ministries stressing indigenous principles should be established.
- 2) **Administration:** Each field shall operate as an administrative unit with a Field Director and Secretary-Treasurer appointed annually by the Department of Local Evangelism and Foreign Missions. The missionaries and other credentialed ministers on the field shall select other officers as deemed necessary, such as the Director of Education and District Superintendents. These officers shall constitute a Field Council. When fields are nationalized and missionaries are authorized to remain on the field, a Director of Missionary Personnel may be appointed by the Department of Local Evangelism and Foreign Missions. The Director shall convene meetings of the missionary staff, represent the Department of Local Evangelism and Foreign Missions in business matters and superintend the activities of resident missionaries according to policy.
- 3) **Field Administration:** The general operating expenses of the field shall be allotted in addition to the missionary's personal salary. The Board of Local Evangelism and Foreign Missions shall determine this amount upon recommendation of the Elder-Director of Missions.

¹ These ideas have been taken from World Mission, The Biblical Historical Foundation, Part One. Editor Dr. Jonathan Lewis, William Carey Library, Pasadena, California. Chapter 5, page 3.

Section 3: Missionary Leadership

Missionary leaders must be of high calibre with true leadership qualities and organizational skills, able to direct both nationals and fellow missionaries. They should be men or women of faith and vision, filled with the Holy Ghost and gifted in Spirit-filled ministries. Their domestic relations and moral character must be above question. They must loyally support Open Bible Standard Churches and its teachings.

Section 4: Qualifications of Missionaries and Candidates

Applications for missionary appointment shall be sent to the Elder-Director of Missions. The director shall thoroughly investigate the applicant; send reference questionnaires to the respective Regional Superintendent, Pastor and Bible Institute and present the application to the Board of Local Evangelism and Foreign Missions for consideration. Applications favourably considered shall be recommended to the National Board for approval. All applications must be made on forms supplied by the department. Receipt of an application form does not constitute appointment.

- a) If deemed necessary by the Board of Local Evangelism and Foreign Missions, candidates receiving or desiring full missionary appointment shall be required to have official ordination credentials with the organisation, with the exception of those with specialized ministries. If a person is not fully qualified for regular ordination or a probationary period is desired, Provisional Ordination may be granted. Provisional Ordination shall be valid and shall qualify for annual renewal as long as the missionary appointment continues.
- b) Candidates shall take an aptitude test and appear in person before the Board of Local Evangelism and Foreign Missions for final consideration.
- c) Approved Candidates and their families are required to have a physical examination and furnish satisfactory medical certificates of good health completed by a licensed physician before appointment. The Candidates must also take a psychological evaluation.
- d) Candidates without previous missionary or overseas experience shall be required to complete Missions courses accredited by the Open Bible Institute of Theology or equivalent.
- e) Candidates shall be required to have a minimum of three years proven practical experience in the area of ministry that the applicant is desirous of serving.
- f) Candidates between the ages of twenty-five and forty-five who are graduates of an accredited Bible Institute will be given the most favourable consideration by the Department of Local Evangelism and Foreign Missions and the National Board of Directors.
- g) Wholehearted endorsement, support and compliance with the Policies and Principles of the Open Bible Standard Churches shall be required of all missionaries.
- h) Candidates requesting a missionary appointment shall make an independent investigation of the political, economic, social and cultural conditions of the country in which they desire to serve. Conditions relating to safety, climate, health and adverse living conditions shall be thoroughly investigated and taken into consideration prior to accepting an appointment. It is highly recommended that contact be made with missionaries on the field as well as the Ministry of External Affairs and other recommended mission agencies. A signed statement (missionary agreement) by the missionary shall indicate his investigation, knowledge and acceptance of field conditions.

Section 5: Full Missionary Appointment

Full missionary candidate status is granted to those who meet the requirements of the policies of the Department of Local Evangelism and Foreign Missions.

- 1) **Appointment:** Prospective missionaries shall not visit the churches, collect or solicit funds nor expect to be sent as a missionary until appointment by the National Board.
 - a) **Preparation:** Candidates may be required to take special training in missionary methods and principles, cross-cultural communications, language, health or other related subjects. Candidates shall be provided with instructions and information concerning transportation to and operations on the field.

- b) **Applicants with Families:** Applicants with three or fewer children will be given more favourable consideration.
 - c) **Itinerary:** After appointment the missionary may visit the churches. The Department of Local Evangelism and Foreign Missions shall arrange his/her itinerary in conjunction with the Regional Superintendents. Missionaries shall receive orientation, briefing and instruction prior to itineration. Ideally, the itinerary should be so structured that all regions should be substantially covered.
 - d) **Funds Received:** Offerings received on behalf of the missionary shall be deposited with the Department of Local Evangelism and Foreign Missions. Missionaries on authorized itinerary may requisition their expenses.
 - e) **Funds Required:** Missionaries are to raise 70% of the funds needed for their personal support and equipment. They are also required to raise 100% for travel, shipping and customs. The amount of the return fare, shipping and customs shall be left on deposit with the department and kept in trust until needed. The government holds Open Bible Standard Churches responsible for the repatriation of all missionaries under its appointment. No missionary shall depart for the field without raising funds for their support, fares and equipment unless authorized by the Department of Local Evangelism and Foreign Missions.
 - f) **Field Supervision:** Candidates sent to the field shall work under the direction of the Field Council and the Department of Local Evangelism and Foreign Missions. Language study, fields of endeavour and methods of procedure shall be specified.
 - g) **Missionary Agreement:** All missionaries must sign the Missionary Agreement before the appointment becomes effective. Failure to comply with this agreement will automatically terminate appointment.
 - h) **Release of Liability:** All missionaries must sign the Release of Liability Statement before the appointment becomes effective. Failure to comply with this agreement will automatically terminate appointment.
 - i) **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 organization or the national Open Bible Standard Churches 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 are intended to be used in the work and not the exclusive use of any individual. If for any reason a missionary does not go to the field, the funds and equipment shall be used for missionary purposes, preferably on the field to which they were given. Disposing of any of these properties is at the discretion of the Department of Local Evangelism and Foreign Missions. Equipment may not be sold or disposed of without authorization from the department.
- 2) **Adoption of Children:** Missionaries are strongly urged not to adopt children on the field. The Department of Local Evangelism and Foreign Missions does not hold itself responsible for the support of children adopted on the field, without the prior written permission of the Elder-Director of Missions.
- 3) **Missionary Internship Appointment:** Missionary Internship is a specially designed apprenticeship program. Graduates from the Open Bible Institutes may apply without previous ministerial experience. Applicants must have successfully completed missions study, manifest evidence of the missionary call of God upon their lives and have completed a student missionary internship on an Open Bible Standard mission field as required by the Open Bible Institute of Theology. References and recommendations for appointment are required from the Institute and the senior missionary under whom the applicant served as a student intern. Additional references and general procedures will be the same as applicants for full missionary appointment. Only individuals expressing a commitment to a career in foreign missions and those of the highest spiritual calibre and maturity will be considered. Applicants must be licensed ministers with the Open Bible Standard Churches. Missionary Internship will be a two-year appointment. Upon successful completion of two years of overseas missionary activity, the appointee may apply for ordination as defined in the Open Bible Standard Churches policy. Application for full missionary appointment may also be

made at that time. The Board of Local Evangelism and Foreign Missions may require additional training, education or preparation, such as language study. The Board of Local Evangelism and Foreign Missions will determine compensation. The appointee shall raise a minimum of 70% of support. The appointee will serve on an Open Bible mission field under the direction of a senior missionary designated by the board. Monthly reports of progress and activities shall be filed with the Local Evangelism and Foreign Missions Board by both the appointee and senior missionary. Need for missionary personnel, as well as finances, will determine the number of applicants considered.

- 4) **Harvestime Appointment:** Harvestime is a short-term appointment that is available to both clergy and laity. The Department of Local Evangelism and Foreign Missions will attempt to match an expression of need from the field with corresponding personnel. The request may range from preaching, teaching, evangelism and seminars to help in building, masonry, electrical, plumbing or any legitimate need. Applicants may apply by letter to the department. Harvestime appointment may be granted up to one year in duration and may be renewed by the Board of Local Evangelism and Foreign Missions. The appointee is responsible for his/her own airfare, support and personal expenses. Any appointment of less than one year shall be considered Harvestime. Harvestime appointees and candidates shall make an independent, thorough investigation of the intended field, including the political, social, economic and cultural situation especially relating to safety, climate and health factors that may be adverse. The appointee or candidate shall contact his/her insurance carrier to be assured that adequate medical coverage is in force overseas. Harvestime appointees shall sign a Release of Liability statement.
- 5) **Missionary Evangelism:** Missionary Evangelism is a short-term appointment of less than eight weeks of ministry specially designed to involve pastors and those gifted in evangelism. Applicants may write the Department of Local Evangelism and Foreign Missions. All letters will be presented to the Board of Local Evangelism and Foreign Missions. The Board must approve all applicants prior to departure to the field. The individual is responsible for their own airfare and other personal expenses. Missionary Evangelism appointees shall sign a Release of Liability statement.
- 6) **Short-term Ministries:** Short-term ministries such as Harvestime and Missionary Evangelism are available through the Department of Local Evangelism and Foreign Missions to departments such as O.B.I.T., M.O.V.E., W.O.W., Youth and Adult ministry teams. Prior to departure for the field the following documents must be received by the Elder-Director of Missions: signed Release of Liability statement; medical release from a physician where deemed necessary; written permission from parent or guardian, if a minor; written description of field conditions related to political, climate and health factors such as disease, water, food and living conditions; and a written description of the assignment, including safety conditions and potential difficulties.

Section 6: Resources and Means of Support

- 1) **Faith Support:** The missions program is supported entirely by freewill offerings of the constituency. No missionary shall regard any support as guaranteed salary. The Department of Local Evangelism and Foreign Missions provides an opportunity for service. All financial arrangements, support and benefits are by faith as God supplies through the faithful and generous gifts of churches and individuals. Appointees should view themselves as partners and co-labourers of the department rather than employees. The department is committed to assisting the missionary make the missionary experience fruitful and meaningful.
- 2) **Compensation:** Appointees will be instructed on the details of the compensation plan which will include items as cost-of-living (differential for each field), salary, housing allowance, health insurance, pension plan and operation of vehicles.

- 3) **Missionary Christmas Gift Distribution:** The Department of Local Evangelism and Foreign Missions may solicit a special Christmas offering for missionaries. Funds received will be equally distributed, one unit per adult missionary and one-quarter unit per child. Gifts designated for specific missionaries are to be discouraged and donors are to be encouraged to participate in the general Christmas Fund. Designated gifts are to be honoured.
- 4) **Personal Gifts to Missionaries:** Missionaries may receive personal gifts in addition to regular salary. Donors are encouraged to send all gifts to the Department of Local Evangelism and Foreign Missions, properly designated. Gifts received by the department are sent in their entirety to the missionary. They may be delayed until the next pay period to facilitate bookkeeping procedures.
- 5) **World Evangelism Program:**
 - a) **Administration:** The basic funds for the operation of the missions program are derived from the Department of Local Evangelism and Foreign Missions, who will also determine the operating details of this plan of giving.
 - b) **Offerings:** Each affiliated church shall contribute one offering, taken preferably on the third Sunday of each month, for the World Evangelism Program. The church shall forward monthly offerings to the Department of Local Evangelism and Foreign Missions who will determine the distribution of these funds. Designations for special offerings will be honoured.
 - c) **Finances for Support:** Compensation, benefits and field operating funds are provided from the Department of Local Evangelism and Foreign Missions. Missionaries shall participate in World Evangelism conferences wherever possible.
 - d) **Special Approved Projects:** Special projects and missionary equipment lists approved by the Department of Local Evangelism and Foreign Missions may be presented in all missionary services, including World Evangelism conferences. Designated funds shall be sent to the department, and must be clearly indicated as such.
 - e) **World Evangelism Program – Missionary Relationships:** Missionaries shall cooperate with the World Evangelism concept, but shall be expected to especially emphasize the missions program and specifically present the vision and burden of their particular field. A church hosting a missionary shall be expected to provide food and accommodations and may give an honorarium to the Missionary. Offerings received during a World Evangelism program should be forwarded to the Department of Local Evangelism and Foreign Missions. Individuals in the church who wish to make a contribution to a particular aspect of the missionary's need may do so.
 - f) **Departmental Contributions:** The World Evangelism program is not intended to eliminate departmental endeavours on behalf of the Department of Local Evangelism and Foreign Missions, such as those sponsored by Women's Ministries, Men's Ministries and Youth Ministries.
- 6) **Claims:** The Organisation will be relieved of all responsibility for repatriation and continuance of support for missionaries who are recalled but refuse to return. With the principles of support clearly outlined, no missionary shall have any claim on the Open Bible Standard Churches for salary arrears.
- 7) **Designated Offerings:** Missionary funds specifically designated to an individual or field shall be used as instructed by the donor.
- 8) **Special Needs:** The Field Director shall make recommendations to the Department of Local Evangelism and Foreign Missions for special needs, including buildings, extension work and equipment. The Board of Local Evangelism and Foreign Missions will consider all requests.
- 9) **Purchase of Property:** Missionaries are not authorized to purchase personal real estate property overseas, nor engage in any business ventures. An allowance is provided which should be used to rent adequate housing.
- 10) **Letters of Appeal:** Needs shall be announced to the churches by letters approved by the Elder-Director of Missions. Direct appeals for aid may be made to churches, groups or individuals not in Open Bible Standard Churches or its constituency, after consultation with the Elder-Director of Missions or his designate. Reports of all financial or material aid must be reported to the department.

- 11) **Newsletters:** Missionaries shall send three newsletters per year to the office of the Elder-Director of Missions in order to keep the constituency well informed of items for prayer, praise, progress and testimonies. In turn the office of the Elder-Director of Missions shall compile information from all the fields and send as one communiqué to the Open Bible family.
- 12) **National Workers:** National ministers and workers shall be supported by the national church and not by funds received from the Department of Local Evangelism and Foreign Missions.

3:45PM, Jan 31st. Next meeting February 14th 2007

Started on 14/2/07 @ 10:15am

Section 7: General Policies

- 1) **Term of Service:** The term of service for full missionary appointees is four years. An optional three year term is available when circumstances requires it and it is mutually agreeable with the missionary and the Department of Local Evangelism and Foreign Missions. The internship appointment is two years. If language training is required on the field, it shall be counted as part of the term. If language study is taken outside of the field, it shall not be counted as part of the term.
- 2) **Furlough:** A missionary approaching furlough shall present a request to the Field Director for consideration by the Field Council. In the absence of a Field Council the Field Director shall make a request directly to the Board of Local Evangelism and Foreign Missions. Recommendation for furlough shall be made to the Department of Local Evangelism and Foreign Missions. The Board of Local Evangelism and Foreign Missions must grant final authorization for furlough. Furlough for missionary interns and full missionary appointees is six months.
- 3) **Termination and Reappointment Policy:** Missionary appointment terminates upon return to Trinidad & Tobago at the end of the term. The missionary may apply for reappointment.
- 4) **Vacation Policy:** The current vacation policy of Open Bible Standard Churches T & T Inc. will apply. The missionary is responsible for travel expenses if vacation is spent away from the field.
- 5) **Authorization to leave the Field:** Missionaries shall obtain permission from the Elder-Director of Missions prior to leaving the field, with the exception of extreme emergency for medical or political reasons. A missionary may return to Trinidad & Tobago for personal visits after receiving permission from the Elder-Director of Missions. Legitimate reasons for travel to Trinidad & Tobago are death in the family, wedding, school graduation or urgent family matters. The time and activity in Trinidad & Tobago shall be limited to the matter at hand. The trip shall be made at personal family expense.
- 6) **Severance Allowance:** All full time missionaries shall receive one month's remuneration for each year of service. Missionary interns who are not granted full missionary appointment shall receive two months basic allowance. Missionaries recalled by the Board of Local Evangelism and Foreign Missions for disciplinary reasons shall receive one-month basic allowance from date of dismissal. Missionaries who resign before their term is completed shall receive severance allowance as determined by the Board of Local Evangelism and Foreign Missions. Missionaries who resign after four or more months of furlough shall receive one further month basic salary.
- 7) **Plaque for Terminating Missionaries:** Missionaries terminating with the Department of Local Evangelism and Foreign Missions after successfully completing one term or more of service shall be presented with a plaque for meritorious service.
- 8) **Retirement Policy:** Missionaries who retire will be given the regular severance allowance according to policy. Missionaries shall be offered assistance in arranging the details of their

retirement program according to policy. The Department of Local Evangelism and Foreign Missions shall extend whatever assistance may be necessary to help the individual in adjusting to the new situation. A suitable award of appreciation for years of commendable service shall be prepared and presented by the department.

- 9) **Reappointment of Missionaries:** All missionaries who have completed a satisfactory term of service shall be eligible for reappointment. The Department of Local Evangelism and Foreign Missions may consider reappointment, upon receipt of a written request and a satisfactorily completed medical report upon forms furnished by the department.
- 10) **Leave of Absence:** A leave of absence may be granted upon receipt of a written request, which states the purpose of the request. The Department of Local Evangelism and Foreign Missions must receive the request prior to or upon furlough. Seniority shall not accrue during the time of the leave of absence. Salary and fringe benefits shall cease. A physical examination may be required before returning to the field. The maximum duration shall be two years.
- 11) **Orientation for Returning Missionaries:** Missionaries returning to their home country after completing their tenure of for furlough may be required to complete prescribed courses offered by the Department of Local Evangelism and Foreign Missions to assist in general orientation and adjustment to their home lifestyle. The Department of Local Evangelism and Foreign Missions will assist by providing orientation and counsel. Recommended reading that is appropriate for this subject: *Serving As Senders* by Neal Pirolo.

Section 8: Betrothal and Marriage

Missionaries must consult the Department of Local Evangelism and Foreign Missions before betrothal or marriage. In case of an unsatisfactory betrothal or marriage, the appointment may be cancelled. Missionaries on the field should not consider betrothal or marriage until they have had at least one year's service, and then only with the consent of the Field Council and approval of the Department of Local Evangelism and Foreign Missions. Disregard of this policy may be considered cause for dismissal.

Section 9: Reports

Missionaries shall be required to submit quarterly and annual reports on forms supplied by the office. An annual field report form shall be mailed to each field director. Missionaries shall correspond directly with the Department of Local Evangelism and Foreign Missions every month.

Section 10: Operating Procedures

Detailed procedures and policies for the operation of the Department of Local Evangelism and Foreign Missions are printed in an internal policy manual. Revisions and amendments by the Department of Local Evangelism and Foreign Missions will be mailed to missionaries and included in the internal policy manual. Operating procedures and policies are to be observed by all personnel.

III. INTERNATIONAL OPERATION

Section 1: National Missionary Plan

- 1) **Purpose:** Selected national leaders who have distinguished themselves in ministry, who display extraordinary leadership ability and good reputation in their own countries and who minister in countries where missionary personnel from Trinidad & Tobago may be unable to have access will be considered for appointment. The principal objectives are:
 - i) To reach the unevangelised with the Gospel message;

- ii) To teach new believers and help them become mature disciples;
 - iii) To prepare Christian leadership for ministry and church planting;
 - iv) To establish national church congregations who become self-supporting, self-governing and self propagating centres of Christian witness;
 - v) To establish an Open Bible Church structure, which provides national identity where possible.
- 2) **Program:** National Missionary Appointment is a supplementary program, which provides flexibility in an ever-changing world. The program is directed and administered by the Department of Local Evangelism and Foreign Missions. National Missionary appointees shall be subject to the Policies and Principles of Open Bible Standard Churches T & T Inc.
 - 3) **Qualifications:** Applicants must be aggressive soul winners with the ability to direct a program of evangelism on their own and must loyally promote the ministry and teaching of Open Bible Standard Churches. Candidates educated under Open Bible ministry in Trinidad & Tobago or overseas will be given priority. Other candidates must have adequate Bible and theological preparation. They must evidence the call of God upon their lives, have a proven ministry and be held in high esteem by their peers.
 - 4) **Administration:** The Elder-Director of Missions will administer details related to this plan. The Department of Local Evangelism and Foreign Missions shall be responsible for the appointment of applicants. Appointment shall be reviewed biannually and may be renewed at the discretion of the Board of Local Evangelism and Foreign Missions. The national missionary, after a thorough review of qualifications and upon recommendation of the Department of Local Evangelism and Foreign Missions, will be granted a special credential. Credentials are valid for two years and may be renewed.
 - 5) **Finance:** Financial support, including designated projects and personal support shall be at the discretion of the Board of Local Evangelism and Foreign Missions and shall be solicited from individuals and churches. Support shall be limited to monthly-designated funds without supplemental benefits. No guarantee of support shall be made. All funds shall be received and disbursed from the Department of Local Evangelism and Foreign Missions and financial arrangements shall be reviewed annually.
 - 6) **Itineration:** Regular itineration shall not be prepared for national missionaries. Limited itineration may be arranged at the discretion of the Board of Local Evangelism and Foreign Missions, when feasible and logistically possible. The Board of Local Evangelism and Foreign Missions may occasionally invite a national missionary to attend and participate in conventions in Trinidad & Tobago at the expense of the Department of Local Evangelism and Foreign Missions.
 - 7) **Reporting:** The national missionary shall prepare quarterly and annual field reports, along with other necessary reports upon request. An acceptable bookkeeping system shall be established on the field. All funds received and disbursed shall be entered. All documentation concerning disbursements shall be kept on file. The Elder-Director of Missions or a representative shall review the records when visiting the field.

IV. MISCELLANEOUS OPERATION

Section 1: Evacuation Policy

- 1) **Field Evacuation Plan:** The field director, working with the Field Council, shall be responsible for an adequate plan of evacuation. The plan shall provide for termination of all mission affairs and safe withdrawal of all personnel from the field. The field evacuation plan must be presented to the Board of Local Evangelism and Foreign Missions for ratification. Once the evacuation plan is in operation, the Field Director shall direct the plan on behalf of the Department of Local Evangelism and Foreign Missions. All personnel shall fulfil all the requirements of the plan. The Field Director shall -
 - a) Require each missionary to register with the Trinidad & Tobago Embassy or Consulate or

- representative (or that of his respective country) and keep them informed of any change of address.
- b) Seek information from the Embassy or Consulate about special terrorist dangers within the country.
 - c) Work out an evacuation plan in consultation with the Embassy or Consulate. During an actual emergency, the Field Director will keep in close contact with the Embassy.
 - d) Keep each missionary informed of evacuation plans and other emergency policies, including ransom payments.
 - e) Make advance arrangements for ticket payment for emergencies. Some possible options are a written agreement on file with the local airline or a letter from the department to the Trinidad & Tobago Embassy, which guarantees repatriation.
- 2) **Spiritual Preparation for Leaving the Field:** Major emphasis should be placed upon effecting an emergency evacuation that will bear strong testimony of our deep love and concern for the spiritual welfare of those being left behind, especially those of the household of faith. Every possible effort shall be made to ensure the safety of the brethren and their possessions prior to the missionary's departure. The emergency evacuation plan shall be shared with the national church long before which may require some training in Disaster Preparedness.
- 3) **Missionary Property:** A complete inventory of all of all mission property and personal effects should be made before hand. The local field leadership of the country being evacuated shall be asked to act as custodian of such property until the return of the missionary. If missionary personnel are unable to return to the field the Department of Local Evangelism and Foreign Missions may ask the local field leadership to ship the personal effects of the missionary to Trinidad & Tobago or dispose of mission property. The local field leadership shall administer all mission property in the absence of the missionary. The Field Director shall withdraw from the field all available funds for which distribution has not been authorized herein or are not needed for evacuation.
- 4) **Evacuation Funds:** If additional funds are needed they will be provided through the usual channels.
- 5) **Evacuation Orders:** It is recommended that the Field Council be cautious and deliberate in the matter of evacuation, giving first attention to moving women and children to places of safety in a nearby, friendly country. The Embassy's advice shall be fully heeded in case of serious emergency. Upon receipt of the first warning from the Embassy, the Field Council shall meet to determine what action should be taken. No undue risks shall be taken. All missionaries shall do all possible to be fully informed of events taking place in the country. The Elder-Director of Missions shall be kept fully informed of the movement of missionaries and their families and developments within the country. No missionary shall proceed home without authorization by the Department of Local Evangelism and Foreign Missions, except when communication is impossible due to the situation. In case of emergency, the Elder-Director of Missions shall consult the Department of Local Evangelism and Foreign Missions and apprise them of the situation.

Section 2: Policy on Arrest, Terrorism and Kidnapping

Personnel placed under arrest by a legitimate government shall be assured that the Department of Local Evangelism and Foreign Missions will do all that resources allow, including widespread prayer, for the release of anyone who is detained. In case of detention by forces other than legitimate governments for reasons other than ransom, the Department of Local Evangelism and Foreign Missions will initiate communication with them to ascertain their objectives and, if it does not involve compromise, relay the communication to the proper person. Every effort will be made to secure their release short of paying ransom. In the event that imminent loss of mission property endangers the life or well being of any missionary, the property is to be considered expendable after all reasonable precautions have been taken. In the event of threats to the life of any missionary personnel, the Elder-Director of Missions and Field Director shall use every legitimate, prudent means, including evacuation, to safeguard personnel. The policy of the department is not to pay ransom for any national church leader or missionary.

Section 3: Visitors to the Mission Field

Pastors, individuals and groups are encouraged to visit the mission field. The Department of Local Evangelism and Foreign Missions shall be advised of any travel to a mission field and plans for ministry shall be coordinated with the Elder-Director of Missions. The department will help coordinate, prepare and orient those desiring to visit the field. Those ministering and visiting the field shall do so under the direction and supervision of the Field Director.

Section 4: National Ministers Visiting Trinidad & Tobago Churches

National ministers shall coordinate and receive authorization from the Department of Local Evangelism and Foreign Missions for all itineration and visits to the Trinidad & Tobago churches. A letter of authorization and recommendation from their local field leadership to the department must accompany all requests. After approval, national ministers shall receive orientation by the Elder Director of Missions as to policy and procedures for itineration, such as travel, accommodations, presentation in the churches and solicitation of funds. The national minister shall adhere to established policy and procedures for itinerating missionaries. Funds solicited and received shall be sent to the department properly designated and used in their entirety as intended by the donor. Prior to departure the national minister will present a detailed accounting of all funds solicited and received. He will be responsible for his personal travel expense to and from as well as in Trinidad & Tobago. Itineration expenses shall be covered by offerings received. Requests for itineration will be considered on an individual basis and only as schedule allows.

Section 5: Trinidad & Tobago Ministers Visiting International Fields

All Field Directors shall consult the Elder-Director of Missions prior to inviting foreign speakers, from Trinidad & Tobago or elsewhere.

The administrative aspects of this policy are subject to the prevailing statutory laws in the jurisdictions in which it is to be applied.

Completed 14/2/07 @ 1:00pm