

# CALVARY CHURCH MISSIONS POLICY

The purpose of this policy is to aid in achieving a clear sense of direction and provide the boundaries and guidelines for the Missions Ministry Team (hereinafter referred to as MMT) to administer the missions program of Calvary Church. It helps the MMT determine important decisions in a reasoned and orderly manner with maximum consistency and fairness being achieved when made. It is also written to maintain consistency when new MMT members are selected, and to insure good stewardship in the allocation of the Missions funds. This policy cannot foresee future situations, and so occasions may arise that warrant making an exception to the policy. In those rare cases, the Missions Director, Missions Elder and MMT may grant special waivers to this policy, which would be noted as such in their minutes.

## I. Definition of Global Missions

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- A. Missions is a part of fulfilling the Great Commission, which includes evangelism and discipleship in every people group<sup>1</sup>. We covenant to do our part by participating in those opportunities that will contribute toward reaching the world for Christ. World evangelism is then the sending out and support of equipped disciple-makers who cross barriers of distance, culture and language in order to establish and strengthen the church in places beyond the normal sphere of influence of our members, both within and outside the USA. (i.e.) *Global/Cross Cultural Missions: Crossing the cultural and/or geographical boundaries outside the influence of the local church and sharing Christ with people not like you.*
- B. Purpose Statement
1. We believe that our God is the God of every people, tribe, tongue and nation.
  2. By world standards, we are abundantly blessed by God in Biblical knowledge, material goods and freedom of expression.
  3. We are responsible to share our blessings around the world by taking the Gospel to those who have yet to know Christ personally (Mark 16:15) and minister to those fellow Christians who lack the necessities for growth in the faith (Luke 12:48).
  4. We desire that every believer be personally involved in world missions. This includes going, financial support, prayer and encouragement of those who do go, and welcoming those who come here as strangers.
  5. Our goal is to win people to the Lord, equip them in the faith, and establish churches with the same aim in every tribe, tongue, people and nation (Acts 14:21-23, Rev. 5:9).

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1. A group which can communicate acceptably with each other but cannot communicate acceptably with those outside the group because of cultural or linguistic differences.

- C. We are committed to the following:
1. Establish or strengthen Bible based churches.
  2. Translate, publish and distribute the Scripture and related materials.
  3. Train and disciple national leadership.
  4. Minister to the persecuted church.
  5. Teach Biblical Doctrine.

## II. Administration of Missions Program

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- A. Missions Ministry Team – The MMT shall consist of the Missions Director, Missions Elder and at least four Ministry Team members. The Ministry Team members shall be selected by the Missions Director and Missions Elder and upon their recommendation appointed by the Elder Board. The MMT shall select from its membership a chairman and a secretary.
- B. Roles and Responsibilities – The roles and responsibilities of the MMT members will be determined by the Missions Director and Missions Elder. Each Team member serves for a one year term, renewable as desired by the Missions Director and the Team member. A Leadership Agreement containing the expectations for their role is reviewed, signed, and renewed or dissolved at the end of each fiscal year. The Missions Director has the right to dissolve the contract at any time, if the expectations of the agreement are broken. The role of Missions Elder is for the term of office that is agreed upon by the Board of Elders and Missions Director, up to six years. It is desirable for the next Elder holding the role of Missions Elder, to attend the meetings of the MMT for a year prior to taking on this role allowing for a better transition and understanding of his role and the function of the MMT.
- C. Priorities for New Appointments - With sensitivity to the Spirit's leading, the MMT shall determine the support of individuals and organizations that fall within the *Definitions of Global Missions* recognized by the Missions Ministry Team. The MMT shall also take into consideration the giftedness and calling of the missionary candidate when evaluating the missionary candidate or organization.

## III. Missionary Selection, Qualifications, and Responsibilities

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- A. All individuals interested in becoming a missionary should contact the Missions Director and become familiar with the Missions Policy. Upon further discussion the individual may be asked to complete additional requirements for candidacy and/or fill out a preliminary application for missionary service. At this point an interview with the Missions Director or the Personnel Chairman may take place. Once the individual reaches the point of being in a candidate process, the following procedures and criteria are usually followed as a prerequisite to approving the individual for missionary support:

1. Upon receipt and review of an application, the Personnel Chairman and/or Committee of the Missions Ministry Team shall seek to ascertain:
    - a. the personal integrity of the candidate;
    - b. the reputation of the agency with which the candidate is associated;
    - c. the ability of the candidate to do the task to which he/she is called;
    - d. the physical, emotional and spiritual suitability of the candidate for missionary service;
    - e. and the evidence of a holy life of intimacy with God.
  2. Procedure for Selecting Missionaries for Support:
    - a. An interview of the candidate (and candidate's family when applicable), by the Personnel Chairman and/or Personnel Committee.
    - b. Recommendation of the Personnel Committee either for or against approval.
    - c. The Missions Ministry Team may meet with the candidate, but in any case considers the recommendation of the Personnel Committee and the status of the Missions program in determining the approval of the candidate.
    - d. A letter of approval or denial is written to the candidate and notification by phone or in person is done when possible.
    - e. The candidate is considered a Calvary Missionary upon the date of approval by the Missions Ministry Team. Financial support for the Missionary begins up to three month prior to leaving for the field assignment.
  3. Criteria for selection of candidates:
    - a. The selection process shall take into account the priorities enumerated in Section II, part C, of this policy,
    - b. and the missionary qualifications, listed in Section B below.
- B. Missionary Qualifications
1. Long Term Missionary (service greater than two years):
    - a. Be an active participating member of Calvary Church for two years prior to his/her appointment. The exception to this is in regards to MKs (Missionary Kids), who are still required to become Calvary members, but do not always have the opportunity to be at Calvary Church for two years prior to departure, mainly due to the nature of their parent's ministry. It is highly recommended that the MK will go through membership classes while their parents are in the Orange County area during home assignments or deputation. It is also desirable that when possible the MK will be actively involved in Calvary Church ministry prior to their departure to the field. All other requirements of Missionary Qualifications are expected to be considered for approval.
  2. Short Term Missionary (three months to two years)
    - a. Be an active participating member of Calvary Church for one year prior to his/her appointment. (For service less than three months, membership is not required.)
    - b. Demonstrate evidence of their agreement with the Calvary Church Doctrinal Statement.
    - c. Meet all of the requirements of Calvary Church and the sending agency appropriate to the need of the proposed assignment on the field in which the applicant expects to be working. This includes, but is not limited to: Education; Knowledge; Skill for the task; Character and Emotional stability.
    - d. Show evidence of present and past commitment to the Lord and God's call to missions.
    - e. Acceptance by a mission agency which is approved by the MMT.
    - f. Physical, emotional and spiritual soundness.
    - g. Approval by the MMT.
  3. National Long Term Missionaries (Serving with their own people group outside US). The qualifications of all national missionaries will be determined on an individual basis.
    - b. A mature Christian who has outwardly professed faith in Christ for at least three years.
    - c. Demonstrate evidence of their agreement with the Calvary Church Doctrinal Statement.
    - d. Meet all of the requirements of Calvary Church and the sending agency appropriate to the need of the proposed assignment on the field in which the applicant expects to be working. This includes, but is not limited to: Education; Knowledge; Skill for the task; Character and Emotional stability.
    - e. Show evidence of present and past commitment to the Lord and God's call to missions.
    - f. Show evidence of cross-cultural sensitivity (be a "World Christian").
    - g. Participate in a program of missionary preparation while a candidate, prior to departure. The program to be designed for the candidate's need.
    - h. Acceptance by a mission agency which is approved by the MMT.
    - i. Physical, emotional and spiritual soundness.
    - j. The whole family, including spouse and teen-aged children, should be united in a sense of God's call to global missions.
    - k. Approval by the MMT.

C. Responsibilities of Calvary Church and Calvary Church Missionary to Each Other

1. Missionary Responsibility - Working toward a close relationship with Calvary Church.
  - a. Communicate with Calvary Church MMT at least every two months, (this can be by email, phone, letter or in person), and meet with the Missions Director upon return from the field.
  - b. Communicate financial and material needs to the Missions Director.
  - c. Refrain from the direct or indirect solicitation of additional financial support from within the Calvary Church body, either in person or by personal correspondence.
  - d. Participate in the annual Calvary Church Missions Conference as often as possible.
  - e. Spend as much home assignment time as feasible with Calvary Church.
  - f. Advise the Missions Director, as early as possible, of any potential changes in ministry, work assignment, mission agency, family status or other matters that could affect their work, including advising of times they are in the Orange County area.
2. Calvary Church Responsibility –Working toward a close relationship with the missionary.
  - a. Prayer for the missionaries and their families.
  - b. Fulfill financial commitment.
  - c. Communicate effectively with the missionaries and their families.
  - d. Assist missionaries and their families with their needs while on home assignment.
  - e. As possible, provide an opportunity for church ministry while on home assignment.
  - f. Assist in missionary care, as much as possible, in consultation with the missions agency.
  - g. Provide an opportunity for debriefing as early as possible upon return from the field.
  - h. Process requests of changes to ministry, work assignment, mission agency or other matters that could affect their work, as soon as possible, and keep in touch with the missionary concerning the process of the same.
  - i. Missions Director to visit the missionaries on the field, as finances and timing allow, to better understand and pray for their ministry.

**IV. Short Term Team Missions**

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- A. Definition: A group sent on a mission trip, which works together as a team
  1. Global Short Term Teams
    - a. A team sent out from Calvary Church for a short term (two weeks or more) intensive missions experience.
    - b. These trips will give priority to working with missionaries or ministry projects that Calvary is already supporting.
    - c. The primary purpose of the trip shall be evangelism and teaching. An important secondary purpose is to give team member advanced experiences in front-line work.
    - d. The team shall consist of at least four people, (not all related) the majority of which are Calvary Church members. The team leader shall be a member of Calvary Church and at least 25 years old. If younger, another member of the team must be this age and in a position of responsibility. The MMT may make exceptions in certain circumstances.
    - e. Team members will raise their own support. All solicitation of financial support shall first be to people outside of the Calvary Church body. Letters to Calvary Church individuals shall be limited to family and close friends, and will have the Elder approved disclaimer noted on the letters. All money received, whether by an individual or the team, will be deposited in the Global Short Term Team account. Any funds in excess revert back to the Global Short Term program.
    - f. The formation of the team shall be in response to an invitation from a church, Calvary missionary or approved mission agency working in the area where the ministry will be done. The team shall serve in cooperation with the host and be accountable to it.
    - g. All Global Short Term trips must be approved by and are accountable to the MMT.
    - h. Calvary Church will try to commission the team prior to departure (this may be in a service or at a time of prayer before departure) and commit to uphold them in prayer during the trip.
    - i. Funds raised for a Global Short Term team (through car washes, garage sales, etc.) must be held off the campus of Calvary Church, unless funds are being raised for all teams going out during a similar time.
    - j. The MMT may provide financial and material support.

## 2. Guest Helpers

Guest Helpers teams are sent from Calvary Church to assist mission organizations or individual missionaries by doing skilled or unskilled physical work.

- b. The primary purposes are performing tasks that allow missionaries to focus on ministry and exposing Guest Helpers to mission experiences in the field.
  - c. The team shall consist of at least two, with the leader a Calvary Church member. Exception to this would be when the Guest Helper teams go Global, at which time they become Global Short Term teams and are under the same privileges and rules.
  - d. Team members provide for their own finances. Exceptions to this would be when the Guest Helper teams go Global, at which time they become Global Short Term teams and are under the same privileges and rules.
  - e. The formation of a Guest Helper team shall be in response to an invitation from Calvary Church missionaries or a mission agency approved by the MMT, operating in the area where the work will be done. The team shall serve in cooperation with, and be accountable to, the host.
  - f. All Guest Helper projects must be approved by, and are accountable to the Guest Helper Council and the MMT.
3. Refer to Short Term Team Policy and Procedures Manual for budget and team leader requirements.

## **V. Other Opportunities**

Calvary Church will support other programs that encourage and train its people, particularly the youth, to consider missions. This would include URBANA, Perspectives on the World Christian Movement, Kingdom 101, Calvary's Connect, Grow, and Reach Lab classes, world religion classes and more.

## **VI. Mission Agencies**

Calvary Church recognizes its partnership with the missionary's agencies and accepts responsibility to provide financial, prayer, and spiritual support for the missionary and promotional opportunities for the agency. Calvary's expectations for the agencies are as follows:

### A. Qualifications of Mission Agencies

1. Be in full agreement with Calvary's Doctrinal Statement and the Missions Policy of Calvary Church.
2. Be accountable to a Board of Directors.
3. Provide for the missionary preparation, supervision and care.
4. Provide a means by which the missionary is able to set aside funds to provide towards retirement and health insurance which is required by the MMT.

5. Be associated with one or more of the following: The Missions Exchange (formally EFMA); Cross Global Link (formally IFMA) or be specifically exempted by the MMT.
6. Be a member of the Evangelical Council for Financial Accountability (ECFA) or demonstrate their financial accountability in other ways satisfactory to the MMT.

### B. Responsibilities to Calvary Church:

1. Provide the following:
  - a. Doctrinal Statement and by-laws of their organization and be in agreement with Calvary's Doctrinal Statement.
  - b. List of Board of Directors with their qualifications.
  - c. A current financial statement or latest audit.
  - d. Report and evaluation of Calvary Church missionaries, including financial data and anticipated changes in assignment.
  - e. Promotional materials.
2. Work in partnership with the MMT regarding major assignments and issues in the missionary's life.

### C. Missions Agency Partnership Projects

In addition to the support of our missionaries, Calvary Church enjoys partnerships with several mission agencies that allows us the opportunity to go into places and reach people where our missionaries cannot or may not be currently serving. These partnerships currently are in media, curriculum, Bible translation and distribution, training and scholarships of nationals, building projects, and humanitarian efforts that result in evangelism and the establishment of churches.

1. All partnership projects that Calvary Church MMT supports will be under the accountability of a missions agency. These agencies are subject to the same requirements listed in Section VI., A and B above.
2. The agency is also responsible to regularly provide Calvary Church MMT with reports and updates on their supported partnership projects.

## **VII: Finances**

Calvary's Global Missions program is budgeted and funded separately from the financial gifts that come in as regular church offerings, and as such, is not supplemented.

A. Annual Budget

An annual budget shall be prepared by the Missions Director and the Finance Committee of the MMT and approved by the MMT, Trustees, and Board of Elders. The budget is first based on the total amount of Faith Promise Commitments that our church body commits to give. In addition, the Mission Ministry Team use the commitment cards as a guide and by faith sets the budget about 5% above the total of the commitment cards.

B. Financial Support

1. The financial support status of missionaries and agencies receiving regular support from Calvary Church shall be evaluated on an annual basis by the Missions Ministry Team to determine financial revisions for the coming fiscal year.
2. The amount of support allotted on an annual basis to a missionary or agency shall be dependent upon their ministry purposes, financial needs, and the availability of funds in accordance with the strategy of Calvary Church.
3. Financial support for Calvary Missionaries shall be no less than \$100 per month.
4. Financial support of missionaries on home assignment shall continue as usual.

C. Long Term Missionary Support

Categories for long term missionaries are noted below. As has been the policy over the past decade, all long term missionaries supported by Calvary Church are selected in accord with our Definition of Global Missions on page 1 of this document, and so does not include local mission work that would fall under the normal sphere of influence of our members. *Missionaries currently in Category 3 were grandfathered into the policy revision of 1999. Category 3 noted in the following is for informational purposes only.*

- Category 1 – Bible translation; church planting (which includes evangelism, training, discipleship); training of indigenous people serving in other countries; least reached people groups; creative access countries.
- Category 2 – Support work of category 1 (which can include administration, teachers, pilots, and finances).
- Category 3 – Support of support workers; local ministry or ministry that would normally be provided stateside by local churches; fund raising; humanitarian work.

1. Monthly support is determined by the MMT on an annual basis.
  - a. Currently all missionary families in Category 1 & 2 receive \$1000 a month, or whatever amount is deemed adequate to their needs, determined at least yearly by the MMT.
  - b. Currently all missionary singles in Category 1 & 2 receive \$700 a month, or whatever amount is deemed adequate to their needs, determined at least yearly by the MMT.
  - c. Currently funding for all missionaries in Category 3 are 25% less than funding for families and singles in Categories 1 & 2 or whatever amount is deemed adequate to meet their needs, determined at least yearly by the MMT.
2. Financial support for new missionaries shall begin up to three months prior to departure to their field of service, as determined by the MMT.
3. Financial support shall end when the:
  - a. missionary resigns, retires or dies,
  - b. agency terminates the missionary,
  - c. missionary fails to abide by the rules and requirements of Calvary Church missionary's/agency's doctrinal position differs from that of Calvary Church,
  - d. missionary's time away from their approved MMT ministry assignment exceeds their allotted 1 year home assignment/furlough,
  - e. missionary is taking time away from MMT approved assignment to go to school (other than during their home assignment/furlough).
4. Financial support for a deceased spouse shall continue for the surviving spouse for three full months following the month of death, if the surviving spouse does not continue in missionary service. The MMT shall determine whether the remaining spouse will continue as a Calvary Church missionary and notify the same in a timely manner.
5. Outgoing expenses for new missionaries may be given at the discretion of the MMT.
6. A Re-entry gift, for reestablishment back into the US, may be given to overseas missionaries upon their return after four years of service and who remain in the US for a minimum of 6 months. The gift shall be calculated as follows: A gift of \$500 for a single missionary or \$1000 per family. If the service time overseas is less than four years, the gift shall be factored based upon the actual time spent on the field. Funding is at the discretion of the Missions Director.
7. Extraordinary financial help from Calvary Missions is available as a secondary source for our missionaries. However, missionaries who are members of Calvary Church should first contact the Missions Director concerning their need. They can then apply to the Pastoral Care Ministry for help from the Emergency Needs Funds.

8. The Missions Director may distribute funds to individual missionaries up to \$1,000 without waiting for MMT approval.

D. Missionary Funding Determination

1. Long Term Missionary (service greater than two years)
  - a. Missionaries shall receive their monthly designated support but not to exceed the quota established by their mission agency. The maximum monthly quota that Calvary Church recognizes is \$8500 per month, excluding exceptional ministry expenses.
  - b. Semi-Retired missionaries who have retired from an approved missions agency, but devote 60% of their time to serving their agencies, may receive up to \$500 a month, currently ½ of the monthly support designated.
  - c. Retired missionaries do not receive any on-going monthly support. The exception would be those missionaries who began service with Calvary Church prior to 1970 and whose circumstances may have prevented the accumulation of adequate funds to meet their retirement needs. These missionaries will be considered for supplemental support on a case-by-case basis.
2. Short Term Missionaries
  - a. Short Term or Summer Missionary (up to three months) – Individual scholarships may be considered by the MMT.
  - b. Short Term Missionary (serving from three months to two years) - Determination of their support level will be made by the MMT, up to the current monthly amount of \$1000.

E. Program Support

1. Partnership Projects – The MMT may provide funding in the missions budget for missions partnership projects. These funds, as available, shall be appropriated when the projects have been reviewed by all applicable missions committees and the MMT. Funding will begin once basic missionary support has been assured.
2. The Missions budget shall include funding for the administration and mobilization of the Missions program.

*Missions Policy updated February 20, 2011*

## 2011-2012 MISSIONS TEAM MEMBERS

Liz Gold, *Missions Director*  
Craig Bryson, *Elder & Chairman*  
Karen Ottoson, *Vice Chairman & Missionary Care/Prayer*  
Paul Holsted, *Secretary*  
Harold Stephens, *Short Term*  
Mark Zwirner, *Personnel*  
Anker Christensen, *Ministries*  
Katy Lang, *Mobilization*

Lynn Ahern & Jill Lynch, *Missions Administrative Assistants*

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