

# **Missions Manual**

Munising Baptist Church  
2008

This **Missions Manual** is intended to guide our church and its missions committee to most effectively fulfill our Biblical mandate to world missions (Article IX, Section 3).

-It is intended to be general and not specific. Specific implementation will always be done after prayerful and thoughtful consideration of each individual situation.

-It is intended to guide and not dictate or restrict the freedom of our church in regards to its missions program and therefore no part of it shall be considered absolutely binding if the church after prayerful consideration senses God is leading in another direction.

-It is intended to be flexible and not rigid, allowing for sensitivity to the uniqueness of every situation.

-It is intended that this manual will be reviewed annually and updated as needed to meet the current church and committee needs.

-It is intended that the principles and policies in this manual be changed only with church approval. Organizational details can be modified as the Missions Committee deems necessary.

# Missions Manual

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## **1. Our Mission Purpose**

Since man apart from Christ is lost, separated from God by sin and eternally condemned (Rom. 1-3), since our Lord has given us the Great Commission (Matt. 28:19, 20), since the local church is the means established by God to accomplish this task (Acts 1:8), and since the New Testament pattern shows that a local church sent others to fulfill this task in regions beyond itself (Acts 11-21), it is our purpose to “send” men and women to “make disciples of all nations”.

Believing a true disciple for this age is a part of the universal church of Christ and should be a part of the local church of Christ, it is our purpose to send missionaries whose ministry will contribute to “mankind disciples” who are organized into established local churches (Acts 14:21-28). The normal process will include the giving of a full presentation of the gospel, leading others to Christ, baptizing them, teaching them to observe all things that Christ has revealed and organizing them into self-supporting, and self-propagating. In short, our missionaries must contribute to the process of reproducing or planting Baptist churches of like precious faith to that of Munising Baptist Church. Although the goal is church planting, those sent may include printer, nurses, doctors, teachers, church builders, and others whose work helps the process of church planting.

## **2. Our Missions Philosophy**

Based on the pattern of Acts 13-16, it is our conviction that a missionary is “sent out” by a local church on a mission (i.e. for a specific task). They are to be a part of the means by which a local church can fulfill its part in the great commission in “all the world” (Acts 1:8), a task it cannot do as it remains in its own location. As such, the missionary is doing the Lord’s work in partnership with the sending churches. It is vital that the missionary and sending churches accept this proper relationship and not accept the concept that a church simply “supports” a missionary who is doing his own ministry.

Being “sent”, the missionary is accountable to the sending churches and his mission agency. As such, the major decisions and directions of the work should be made with the prayerful consent of the sending churches. Also, the missionary should report consistently to the sending churches of the needs, progress, and other information vital to the work.

By “sending”, the church, in cooperation with mission agency and the other supporting churches, is responsible for the care and ministry of the missionary. The church is not to treat the missionary as if it is helping him, but rather that the missionary is helping the church.

### **3. Our Missions Committee**

#### 3.1. Personnel

The Missions Committee shall be composed of church members in good standing with a burden for missions and they shall be approved as members by the church board.

The Missions Committee shall annually select its own chairman and secretary. In general, the chairman and secretary shall be ones who have served on the Missions Committee for at least one year.

The Committee shall delegate responsibilities (i.e., publicity, hospitality, correspondence, etc.) as it deems best and necessary to fulfill its duties.

#### 3.2. Purpose

The duties of the Missions Committee shall be:

- to recommend and implement missions policy to the church
- to inform the church of missions matters
- to annually contact the missionary or the mission agency to receive an annual report to determine support levels and needs (generally sometime after the annual meeting in October)
- to recommend to the Church Board the missions budget for the following year (at least 8 weeks before the annual budget meeting of the church)
- to recommend to the Church Board those missionaries and agencies to be considered for support
- to evaluate the effectiveness of our missions program
- to plan for mission speakers, conferences, and projects
- to strive to educate all members of Munising Baptist in regards to the call, commission and daily prayer needs of our missionaries and promoting these
- to be in charge of the selection process for new missionaries and to insure that all missionaries are aware of church policy
- to care for the hospitality of all mission speakers
- to maintain correspondence to and from our missionaries
- to inform missionaries/missions agencies of any support change

#### 3.3. Power (Authority)

The Missions Committee shall be an extension of the church body and have only that authority given it by the church. A selected member of the committee shall act as liaison to the Church Board.

### 3.4. Practice

The Missions Committee shall normally meet

- at least once every month
- with all missionaries who are reporting on furlough
- with every missionary speaker being considered for support

## **4. Our Missions Personnel (Policies)**

### 4.1. Selection of Missionaries

A new missionary shall not be taken on when our obligations to our existing missionaries are not being met.

A missionary who is to be sent from Munising Baptist must be:

- 4.1.1. One who is or could be a member of Munising Baptist, i.e. is born again, evidences a “walk worthy of the Lord” (Col. 1:10), and holds to and practices the same beliefs, convictions, and philosophy of ministry and missions of Munising Baptist.
- 4.1.2. One who evidences genuine dedication and desire for the task involved.
- 4.1.3. One who has the full approval of a home church which has adequately evaluated his abilities and maturity for the task.
- 4.1.4. One who has adequate training, evident talent, and demonstrated ability to accomplish what he is being sent to do. Caution will be taken in sending a novice.
- 4.1.5. One who is associated with a mission agency that is in agreement with our articles of faith.
- 4.1.6. One who agrees to our Philosophy of Missions (Section 2) and its policy of accountability. (See 4, 3.3, 4.1.2 for details)
- 4.1.7. Special consideration will be given to those who have some tie to Munising Baptist (membership, relative, etc.)

NOTE: Proper evaluation of missionary candidates will be accomplished by using the following:

Appendix A – Questionnaire to Missionary Candidate

Appendix B – Guidelines for Interviewing Missionary Candidates

Appendix C – Questionnaire for the Pastor/Local Church of a Candidate

Appendix D – Questionnaire for the Mission Agency of a Candidate

Appendix E – Guidelines for annual field reports (as needed)

## 4.2 Support – Financial

### 4.2.1. General

All support of missionaries should be church support. Classes or smaller groups of the church should not take on a missionary obligation or project for anyone currently not a part of the missions program of Munising Baptist or without the approval of the church. *Individuals who wish to give support directly to a missionary of their choice and amount should do so on their own rather than through designated giving to the church.*

Currently active missionaries should be given first consideration for increased support if it is needed.

Support should be limited to that number with whom the church can practically and adequately be acquainted.

Support will normally begin when the missionary begins full-time pre-field ministries. This may be done in a case by case basis.

Support will be reviewed if the missionary has a major change in ministry.

Support will be reviewed annually. Munising Baptist will endeavor to not decrease or terminate support while a missionary is on the field. (See 4.2.2)

Support will be limited to those involved in missions. Colleges and other ministries should be considered in other parts of the church budget.

### 4.2.2. Guidelines for Support

4.2.2.1. The beginning support for a new missionary will normally be \$100.00 per month. This amount may vary by church approval.

#### 4.2.2.2. Termination of Support

Support will be terminated for any of the following reasons:  
-departure from doctrinal position and missionary policies of Munising Baptist

- serious personal sin which disqualifies from further missionary ministry.
- lack of cooperation with Munising Baptist or the mission agency
- failure in faithfulness to the ministry assigned
- inability of Munising Baptist to carry on the financial responsibility

#### 4.2.3. Retirement

For those situations where retirement provision has not been adequate, support will be evaluated on an individual basis.

### 4.3. Support – Relational

#### 4.3.1. From Church to Ministry

The Missions Committee shall be responsible to keep the missionary informed and updated on the current status, needs, blessing, etc. of Munising Baptist. The goal will be to communicate with the missionary once a month via some church member. Options include: letters, e-mails, phone calls, videos, pictures, slides, tapes, bulletins. One Missions Committee member shall be responsible to locate those who will fulfill this task.

#### 4.3.2. From Missionary to Church

The missionaries are to keep the church informed of their status, goals, needs, etc. This can be done in a variety of ways but would normally include:

- regular letters, e-mails, slides, pictures, videos, phone calls
- annual field reports (these can be copies of those sent to mission agencies or the form of Munising Baptist – Appendix E)
- personal visits and reports to Munising Baptist while on furlough
- meeting with the missions committee once each furlough

### 4.4. Speakers

In an effort to keep ourselves missionary minded, we desire an adequate and varied exposure to missionary speakers.

#### 4.4.1. Variety

-Missionaries we support will normally be given the opportunity to speak and report to the church when they are on furlough and/or in the area.

- Missionary candidates will be invited so we can be exposed to future possibilities of support.
- Missionary veterans will be invited so we can be exposed to their wisdom and to existing work being done around the world.
- Missionary professors and agency personnel will be invited so we can be educated to the needs, progress, potential, and methods of missions.

#### 4.4.2. Frequency

It is desired that missionary speakers come about 4 times per year.

#### 4.4.3. Scheduling/Arrangements

The Pastor & Missions Committee shall be in charge of arranging missionary speakers.

#### 4.4.4. Housing/Meals

The Missions Committee will take care of all arrangements for housing and meals of missionary speakers.

#### 4.4.5. Remuneration

Missionary speakers will be given the larger of a love offering **or** an amount equal to their travel expenses plus the current pulpit supply fee (established by the church board). The Pastor or the Mission Committee will inform the church Treasurer of any upcoming speakers.

#### 4.4.6. Special Emphasis

The Missions Committee shall plan and arrange for special missionary emphasis events **or** conferences on a tri-annual basis. It shall be coordinated with the overall schedule of the church through the Pastor.

#### 4.5. Short-Term Ministries

It is the goal of Munising Baptist to keep a proper perspective on the opportunities for all ages of our church to be involved in short-term missionary ministries. Our goal is that these be “Meaningful Missionary Ministries”. By “meaningful” it is meant that they be rewarding, productive and helpful. By “missionary” it is meant that they are sent by a local church. By “ministries” it is meant that something is accomplished for the Lord. They should be a wise steward of time, talent, and treasure and be a blessing, not a burden to full-time missionaries or our missions budget.



In general, the Missions Committee should work with the Pastors to assist in the development of these ministries on either the home or foreign fields. These ministries will favor work with missionaries sent from Munising Baptist. Those involved in these church sponsored and supported ministries must meet the selection criteria for full-time missionaries (Section 4.1) as well as any other criteria established by the Missions Committee for the particular ministry being planned.

## **Appendices**

Appendix A – Questionnaire to Missionary Candidate

Appendix B – Guidelines for Interviewing Missionary Candidates

Appendix C – Questionnaire for the Pastor/Local Church of a Candidate

Appendix D – Questionnaire for the Mission Agency of a Candidate

Appendix E – Guidelines for Annual Field Reports

Appendix F – Missions Committee Checklist

## Appendix A

### Questionnaire to Missionary Candidate

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Spouse: \_\_\_\_\_

Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mission

Agency: \_\_\_\_\_

\_\_\_\_\_

Education:

**School**

**Years**

**Degree**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Background, Salvation Experience, and Baptism:

Why do you have a personal interest in missions and, in particular, this field?

Give a brief outline of your ministries in witnessing and local church service.

Why did you choose the field of ministry you are heading to?

Why did you choose your mission agency?

What part did your local church have in helping you determine your chosen field and mission agency?

What part do you expect your home church and sending churches to have in your future ministry decisions?

What are your support needs and present level?

If married, briefly describe how you will work as a team in this ministry.

Have you or your spouse been divorced? \_\_\_\_\_

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Signature

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Date

## Appendix B

### Guidelines for Interviewing Missionary Candidates

1. Would you please give your testimony of salvation? Include:
  - background
  - point of salvation
  - baptism
  - church membership
2. Would you indicate your present walk with the Lord? Include:
  - devotional time
  - witnessing pattern
  - ministries you are involved in
3. Would you indicate why you want to go into missions ministry? Include:
  - what you mean by a “call” of ministry
  - what has prompted your decision
  - how definite is your focus of ministry
4. Are you in agreement with the Baptist doctrinal statement? Include:
  - Are you a convinced Baptist?
  - List distinctives you feel important
  - What is your position on “separation”?
  - What is your position on “evangelism and church growth”?
  - What is your position on “ecumenical” movement”?
  - What is your position on the “charismatic” movement?
  - Do you hold any unique doctrinal position we should know about?
  - Will you contact us if you change your doctrinal position?
  - What are some doctrinal problems you anticipate facing on the field?
5. Are you in agreement with the missions philosophy and policies of the Baptist?
6. What is your education background and how does it prepare you for the ministry?
7. Briefly describe your experience which prepares you for the ministry.
8. Briefly interact with the qualification of 1 Timothy 3:1-7.
9. Will you contact us when you face any ministry changes?

10. Do you plan to have health insurance, life insurance, and a retirement plan?

11. What are your immediate plans and goals, i.e. pre-field ministry goals?

12. Once on the field:

-what do you hope to accomplish?

-what will you be doing?

-what will your wife/family be doing?

13. What is your planned furlough schedule?

14. What do you expect from a supporting/praying church?

## Appendix C

### Pastor/Local Church Questionnaire

Dear Pastor of \_\_\_\_\_ Church,

At the present time we are considering \_\_\_\_\_ for financial support. We understand you are their home church. If you kindly answer the following questions, it would help us in the evaluation process.

1. What has been your relationship to this candidate and his family?
2. Does your church support them?
3. Before they became missionaries (candidates) how did they serve in your church?
4. Do you feel they are adequately trained and experienced to do the task before them?
5. What part did/does your church have in their decisions, directions, etc.?
6. Please give your impressions of the candidate's:
  - a. Personal faith/walk with the Lord –
  - b. Husband/Wife relationship –
  - c. Parenting skills –
  - d. Ability to work with other people –
7. What will you as a home church do to be assured the candidate is functioning in the tasks that God has called them to on the field, i.e. how will you stay in contact and encourage the candidates?
8. Is there any other information which you would help us evaluate our supporting this candidate?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix D

### Mission Agency Questionnaire

Dear Agency,

At this present time we are considering \_\_\_\_\_ for financial support. They have chosen you as the agency under which to serve the Lord. In our evaluation process, it would greatly help us to know:

1. From your evaluation/testing, how do you believe the candidate(s) is able to fulfill the task he is being sent to fulfill?
2. Please list the evaluation/tests you gave this candidate.
3. How did the candidate test in the area of aptitude, strengths, or abilities, that will aid his performance on the field?
4. How did the candidate test in the area of personality temperament that will positively and negatively affect his performance on the field?
5. Are the candidates cross-culturally capable of working with nationals and veteran missionaries?
6. Please give your impressions of the candidate's:
  - a. personal faith and walk with the Lord –
  - b. Husband/Wife relationship –
  - c. Parenting skills –
  - d. Ability to work with other people –
7. As an agency, what will you do to help the candidates function well in the task they are going to do?

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Signature

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Date



**Appendix E**

Annual Field Report

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Support Level  
Status: \_\_\_\_\_  
Status of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The work is: \_\_\_\_\_progressing well  
\_\_\_\_\_standing still  
\_\_\_\_\_struggling  
\_\_\_\_\_declining

Your personal feeling toward the work:  
\_\_\_\_\_excited  
\_\_\_\_\_encouraged  
\_\_\_\_\_flat  
\_\_\_\_\_discouraged

Goals:  
What is your goal for the work to be self-supporting? \_\_\_\_\_  
What goals/plans do you have for:  
Next 3 months: \_\_\_\_\_  
Next year: \_\_\_\_\_  
Next 5 years: \_\_\_\_\_

Needs:  
What are your greatest needs and how can we help?

Would you please share a few highlights of your ministry?

## **Appendix F**

### Mission Committee Guidelines

#### **Annually**

- plan with Pastor for approximately 6 missionary speakers per year
- plan with Pastor toward special missionary ministry opportunity for member(s) of the congregation
- plan with Pastor for special missionary emphasis meetings

#### **At Each Meeting**

- review upcoming scheduled missionary visits and meetings
- review correspondence received from missionary candidates and agencies
- discuss noteworthy points in correspondence received from supported missionaries

#### **Additional Reminders**

- November/December:           select chairman and secretary  
  delegate responsibilities among committee members  
  review Missions Manual
- January:                           contact missionary or mission agency for updated level of  
  support information and annual report
- August/September:           prepare mission budget for Budget Committee
- October:                         annual mission report to Pastor
- May:                               notify missionaries and mission agencies of support  
  changes