

# **Grace Chapel**

## ***International Missions Support Policy***

Approved by the Board of Elders

February 21, 2000

# Grace Chapel

## International Missions Support Policy

### 1. OVERVIEW

The following Policy is designed to help Grace Chapel decide on two things:

- 1) initial financial support for individual cross-cultural workers or projects; and,
- 2) ongoing financial support based on a review/evaluation of established cross-cultural workers or projects.

It is also designed to help prospective and established cross-cultural workers or project representatives understand the prerequisites and ongoing requirements for cross-cultural service as a member of the Grace Chapel international missions team.

This policy serves only as guidelines for determining financial support and is subject to exceptions but only as allowed by Grace Chapel's Missions Pastor working in concert with the *International Missions Advisory Committee (IMAC)*.

### II. DEFINITIONS

The following terms are used throughout this document and are defined below. Defined terms are printed in italics.

**Approved Sending Agency** A mission agency or board that is a current member of the International Fellowship of Missions Agencies (IFMA) or the Evangelical Fellowship of Missions Agencies (EFMA) or has otherwise acceptable evangelical accreditation (consistent with IFMA or EFMA, affiliated with the World Evangelical Fellowship, or affiliated with the Evangelical Council of Financial Accountability). This does not include denominationally-sponsored mission agencies.<sup>1</sup>

**Cross-Cultural Ministry** Those outreach efforts which communicate the gospel of Jesus Christ by word and deed, make disciples, and plant churches outside of the Grace Chapel culture and the American culture in general.

**Full-Term Worker** An individual, other than a *National Worker*, who has committed to serving in *Cross-Cultural Ministry* for at least one year.

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<sup>1</sup> As an independent, inter-denominational church, Grace Chapel does not wish to appear to be favoring any denomination. For this reason, Grace Chapel will not provide financial support to *Workers/Projects* that are directly under denominational boards. This, however, does not reduce Grace Chapel's willingness to support *Workers/Projects* that are under an *Approved Sending Agency* yet receiving partial financial support from a denomination.

<b>International Missions Advisory Committee</b>	A committee that advises the Missions Pastor on all aspects of International Missions including, but not limited to, initial financial support for cross-cultural workers or projects, ongoing financial support based on a review/evaluation of established cross-cultural workers or projects, and implementation of the International Missions Support Policy. [For additional details on this committee and others that are set up to assist in the effective carrying out of Grace Chapel's international missions program, see Section V(A).]
<b>National Worker</b>	An individual, generally from another country, who is more closely associated with another cultural context and is committed to ministry among a target group with whom he/she generally shares more in common in language and/or culture than most other <i>Full-Term Workers</i> .
<b>Normal Furlough Period</b>	A period of time during which a <i>Full-Term Worker</i> or <i>National Worker</i> leaves his/her target field for the purposes of raising financial support, rest, educational pursuits, etc. This period of time cannot exceed twelve months over any five-year period.
<b>Primary Sending Church</b>	A church where a <i>Full-Term Worker</i> or <i>National Worker</i> holds membership and which also supports, either by itself or jointly with other churches, the <i>Cross-Cultural Ministry</i> of the Worker.
<b>Project</b>	An effort, usually made up of more than one Worker, in <i>Cross-Cultural Ministry</i> that requires funding of a general budget more than the needs of a specific individual.
<b>Retirement</b>	A <i>Full-Term Worker</i> or <i>National Worker</i> will be considered to be of retired status when he/she starts drawing on retirement income.
<b>Short-Term Worker</b>	An individual who has committed to serving in <i>Cross-Cultural Ministry</i> for a period of two to twelve months. (Those committed to serving for more than twelve months will be considered as <i>Full-Term Workers</i> , and less than two months under the <i>Super Summer Missions Program</i> described below.)
<b>Super Summer Missions Program</b>	An annual program sponsored by Grace Chapel wherein individuals or teams of at least Junior High age have the opportunity to take part in a short (usually no longer than two months) <i>Cross-Cultural Ministry</i> experience. It is a specific line item within the Missions Training Budget of Grace Chapel. (Copies of this document are available upon request.)

### III. EMPHASES

In all of its support considerations, Grace Chapel shall seek to target its financial support to three emphases: the target group, the specific work/task, and the Worker.

- Target Group** The first emphasis in *Cross-Cultural Ministry* will be to target Grace Chapel's financial support to those socio-ethnic people groups that are classified as "unreached."<sup>2</sup> (Romans 15:20-21) These ten thousand or so groups (mostly within the Muslim, Hindu, Buddhist, Nonreligious, and Tribal blocs), which do not yet have a reproducing/multiplying church, constitute the largest percentage of the unreached world, and most budgetary considerations will be made in this light.
- Specific Work/Task** The second emphasis will be on the specific work/task that needs to be done in order to reach these unreached people groups. Preference will be given to pioneering efforts in evangelism and church planting, Bible translation, evangelistic efforts through health care and relief/development, and leadership development, all designed to help create indigenous, multiplying churches.
- Worker** In all of its support considerations, Grace Chapel will seek to target its financial support to the best Workers, whether or not they are *Full-Term Workers* or *National Workers*, and whether or not they are members of Grace Chapel. However, within this context, Grace Chapel will have a third emphasis: to intentionally identify, recruit, train and send Grace Chapel members as "laborers in the harvest." (Luke 10:2)

The extent to which Grace Chapel supports a Worker/*Project* will be directly related to the extent to which the ministry of the Worker/*Project* addresses these emphases.

#### IV. PREREQUISITES AND SUPPORT GUIDELINES

Prerequisites and support guidelines vary to a certain extent by whether the *Cross-Cultural Ministry* is associated with a *Full-Term Worker*, *National Worker*, *Project*, or *Short-Term Worker*. These differences in prerequisites and support guidelines are given below. Grace Chapel's fiscal year runs from May through April. Thus, all requests for financial support, whether new or adjustments to existing levels, must be received in the Grace Chapel Missions Office by December 31 to be considered for the following fiscal year's budget. Any requests received after December 31 will be considered only if unallocated funds are available.

##### A. *Full-Term Workers*

##### 1. Prerequisites for Support

A *Full-Term Worker* will be considered for support subject to the following:

- a. Completion of a written application.
- b. Membership in a church that will serve as the *Primary Sending Church*.
  - i. Members of Grace Chapel must contact the Missions Pastor who, working in concert with the *International Missions Advisory Committee*, will set up a

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<sup>2</sup> The most current/updated list of "unreached" people groups may be obtained from any *Approved Sending Agency*.

process whereby the applicant's "inward call" can be examined and affirmed by the church. (Acts 13:1-3) The process may include, but is not limited to, participation in a mentoring and/or missions leadership development program, involvement in *Cross-Cultural Ministry* here at home to gain experience and acquire necessary skills, etc.

- ii. Non-member applicants must be willing to facilitate a dialogue between Grace Chapel and their *Primary Sending Church* so that the two churches can partner together to examine and affirm the "call" and, upon successful completion of that process, enter into an agreement for jointly supporting the Worker.
  - iii. The process of evaluation<sup>3</sup> (including examining and affirming a person's "call") may take one to two years and, to that end, early entrance into the process is strongly encouraged.
- c. Fulfillment of the Biblical standards for leadership (I Timothy 3 and Titus 1).
  - d. Affiliation with an *Approved Sending Agency*.
  - e. Good physical, emotional, relational, and spiritual health.
  - f. Properly addressed financial responsibilities (i.e., debt status).
  - g. Recommendations from objective sources who are familiar with the spiritual, educational, or vocational background of the Worker.
  - h. At least one full year of successful ministry experience relevant to the intended task on the assigned field.
  - i. An educational background which qualifies the Worker for the intellectual and spiritual rigors of the assigned field.
  - j. A background of cross-cultural and language training or commitment to receive such training (through the *Approved Agency* or elsewhere) which is adequate for the assigned field.
  - k. Agreement with the Grace Chapel Articles of Faith.
- 1. Agreement to assist in forming and maintaining an active "Sending Team" at Grace Chapel.<sup>4</sup>

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<sup>3</sup> Evaluation of a new application will usually begin at an appropriate Regional Planning Team [see Section V(A) for the Committee Structure]. The Missions Pastor will then take its recommendation to the *International Missions Advisory Committee* and seek its advice before a decision is made on the application.

<sup>4</sup> The concept of "Sending Team" is described in a booklet entitled *Graceful Senders: A Training Guide For Missionary Sending Teams At Grace Chapel*. The booklet is available upon request from Grace Chapel's Missions Office, 3 Militia Drive, Lexington, MA 02421.

- m. Agreement to submit an Annual Report [as described in Section V(B)(1)].
- n. Agreement to spend at least 50% of the furlough at Grace Chapel.
- o. Agreement to attend Grace Chapel's annual Missions Conference/Global Awareness Week (usually held during the first week of March) during the furlough and, if mutually agreed upon subject to ministry demands in the field of service, at least one other time in between two *Normal Furlough Periods*.

## 2. Guidelines for Support

Financial support for a *Full-Term Worker* will be determined by the following guidelines:

- a. Newly approved Workers will receive support in accordance with the following:
  - i. Intended field of service, with preference given to those going to unreached people groups.
  - ii. Intended task to be accomplished, with preference given to pioneering efforts in evangelism and church planting, Bible translation, evangelistic efforts through health care and relief/development, and leadership development, all designed to help create indigenous, multiplying churches.
  - iii. Financial Policies and requirements of the *Approved Sending Agency*, with preference given to those going with Agencies that are run most effectively and efficiently and do not have high overhead expenses. In situations which demand excessive support (especially the result of overhead allocations), research and evaluation will be done before significant support levels are considered.
  - iv. Income/assets of the Worker, with preference given to those who receive either no or very little direct income in performing their task and who do not have sufficient assets on which to rely while performing the task.
- b. Newly approved Workers will receive at least 50% of their support.
- c. Outgoing expenses<sup>5</sup> will be considered on an individual basis. The general guideline is that Grace Chapel will provide at least 50% of the Worker's outgoing need.
- d. When support begins:

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<sup>5</sup> These are one-time expenses (such as travel, apartment set up, etc.) associated with the Worker's move to the intended field of service.

- i. Support for the Worker may begin as soon as he/she achieves full-time status with the *Approved Sending Agency*.
- ii. Initial support will continue up to two years for the preliminary training, language school, and preparation for the Worker.
- iii. In cases where, after two years, the Worker is not on the field to which Grace Chapel approved him/her, support will be reviewed and, possibly, terminated.
- e. Furlough: A Worker will be supported throughout the *Normal Furlough Period*, but support will be reviewed for furlough extensions.
- f. Insurance, personal education, and education of children will be the responsibility of the Worker and the *Approved Sending Agency*.
- g. Expenses during *Retirement* will be the responsibility of the Worker and the *Approved Sending Agency* and, to that end, Grace Chapel expects Workers and Agencies to plan for the expenses of *Retirement*.
  - i. Grace Chapel will consider allocations to a retirement fund as part of the Worker's current financial needs provided its contribution is used exclusively for that purpose.
  - ii. Grace Chapel will not provide salary support during *Retirement*, as salary will derive from planned retirement fund, except on critical need basis.
  - iii. Workers continuing to do ministry during *Retirement* may be considered for non-salary, ministry related, support if they reapply on an annual basis.

**B. *National Workers***

**1. Prerequisites for Support**

*National Workers* may be considered for support subject to the prerequisites of *Full Term Workers* [see Section IV(A)(1)]. Exceptions will be made (specifically in submitting an application and in having a personal interview) because of limitations of distance and/or language. In addition to the applicable *Full-Term Worker* prerequisites, the following apply:

- a. Funds must be administered in such a way to assure that finances get to the Worker and his/her ministry.
- b. *The Approved Sending Agency* must have a means of maintaining follow-up and accountability of the Worker, with written evaluations and visits (especially during the Missions Conference/Global Awareness Week usually held during the first week of March) to Grace Chapel.

## 2. Guidelines for Support

Financial support for *National Workers* will be determined by the following guidelines:

- a. Newly approved Workers will receive support in accordance with the following:
  - i. Intended field of service, with preference given to those going to unreached people groups.
  - ii. Intended task to be accomplished, with preference given to pioneering efforts in evangelism and church planting, Bible translation, evangelistic efforts through health care and relief/development, and leadership development, all designed to help create indigenous, multiplying churches.
  - iii. Financial policies and requirements of the *Approved Sending Agency*, with preference given to those going with Agencies that are run most effectively and efficiently and do not have high overhead expenses.
- b. Newly approved Workers will receive at least 50% of their support.

## C. *Projects*

### 1. Prerequisites for Support

*Projects* may be considered for support subject to the following:

- a. A description of the *Project* must be submitted in writing.
- b. *The Project* must be affiliated with an *Approved Sending Agency*.
- c. Funds must be administered in a manner which assures that finances get to the *Project*.
- d. The Agency must have a means of maintaining follow-up and accountability as it relates to the *Project*, with written evaluations and visits (especially during the Missions Conference/Global Awareness Week usually held during the first week of March) by *Project* representatives to Grace Chapel.

### 2. Guidelines for Support

Financial support for *Projects* will be determined by the following guidelines:

- a. Newly approved *Projects* will receive support in accordance with the following:

- i. Intended field, with preference given to those reaching unreached people groups.
  - ii. Intended task to be accomplished, with preference given to pioneering efforts in evangelism and church planting, Bible translation, evangelistic efforts through health care and relief/development, and leadership development, all designed to help create indigenous, multiplying churches.
  - iii. Financial policies and requirements of the *Approved Sending Agency*, with preference given to those going with Agencies that are run most effectively and efficiently and do not have high overhead expenses.
- b. There will be no set minimum or maximum levels of support for *Projects*. The general guideline is that it will be comparable to (i.e., in the range of) the support Grace Chapel provides to the Workers.

**D. *Short-Term Workers***

**1. Prerequisites for Support**

A Worker qualifies for consideration for short-term support when he/she:

- a. Is going on a short-term assignment for more than two months. (Workers going for less than two months will be considered separately under the *Super Summer Missions Program*. See Section II for definition.)
- b. Fulfills the preparation requirements of an *Approved Sending Agency*.
- c. Is an active member or regular attender of Grace Chapel and is involved and committed in a particular ministry.
- d. Has a recommendation from an elder or pastor at Grace Chapel.
- e. Is in good physical, emotional, relational, and spiritual health.
- f. Shows evidence of maturity and spiritual growth.
- g. Submits an application as required by Grace Chapel's International Missions Support Policy.
- h. Agrees to submit a report to Grace Chapel's Missions Pastor within three months after the short-term assignment is completed.

## 2. Guidelines for Support

Financial support for *Short-Term Workers* will be determined by the following guidelines:

- a. Workers may be provided at least 50% of their financial need.
- b. Workers must demonstrate that this assignment will fulfill a strategic missions role or give training in missions, service experience, and exposure to Christian workers in cross-cultural environment.
- c. Workers going for more than two months will be considered (for financial allocation purposes) in the regular budgetary process. Therefore, the December 31 deadline date will apply and applications received after this date will be considered only if unallocated funds are available.

## V. REVIEW PROCEDURES

### A. Committee Structure

1. *International Missions Advisory Committee (IMAC)*: This committee, which the Missions Pastor chairs, shall consist of six others chosen from any of the Mobilization or Regional Planning teams (see below, and also the organizational chart on page 13, for description of these teams). Each member shall be appointed for a four-year term, and those who have served for four consecutive years shall not be eligible to serve on the *IMAC* for at least one year.<sup>6</sup> In choosing and appointing new members, the Missions Pastor shall work in concert with the *IMAC*. Only members of Grace Chapel in good standing shall be eligible to serve on the *IMAC*.
2. The Missions Pastor, working in concert with the *IMAC*, may set up and empower subcommittees/teams to assist in the effective carrying out of Grace Chapel's international missions program. These subcommittees/teams shall have at least one meeting per month and, their leaders shall be responsible for providing written minutes/progress reports to the Missions Pastor and ensuring that a representative be present at the monthly gatherings of all those involved in international missions at Grace Chapel. The current subcommittee/team structure is as follows:
  - a. Mobilization Teams: These are set up to assist in the mobilization of Grace Chapel people and ministries for international missions. Mobilization will include, but not be limited to, creating opportunities to learn, pray, give, send, go, tell and celebrate, and integrate international missions into the various ministries of Grace Chapel.

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<sup>6</sup> An IMAC member's term shall begin and end on the date of Grace Chapel's annual business meeting (usually held in the first week of June).

- b. Regional Planning Teams: These are set up to assist Grace Chapel to be proactive, rather than reactive, in researching and establishing effective partnerships in international missions. The seven Regional Planning Teams, each being focused on a specific region of the world (as outlined in the organizational chart on page 13), shall be responsible for bringing their recommendations for approval or other action, as appropriate, to the Missions Pastor and the *IMAC*.

**B. Ongoing Review: The Worker's/Project's Role**

Once Grace Chapel supports a Worker/Project, the support of the Worker/Project will be reviewed on an annual basis.

1. Each Worker (other than *Short-Term Worker*) /Project supported by Grace Chapel will provide a written Annual Report which must include the following:
  - a. The most recent goals of the Worker/Project. This should include ministry and (for Workers) individual goals.
  - b. An evaluation of the previous year's accomplishments and shortcomings.
  - c. An update on the Worker's/Project's financial status (past year's target income and actual income, next year's target income and projected income, and status of retirement plan indicating whether or not Grace Chapel's contribution to the Worker's retirement fund was used exclusively for that purpose).
  - d. For Workers, an update on upcoming furlough plans, educational pursuits, retirement plans, or ministry ventures.
  - e. Current prayer needs.

These reports must be submitted by December 31 each year. Reports submitted to the *Approved Sending Agency* can be submitted to meet this requirement.

**C. Ongoing Review: Grace Chapel's Role**

1. Grace Chapel's Missions Pastor, working in concert with the Regional Planning Teams and the *International Missions Advisory Committee (IMAC)*, shall review the support needs of each *Worker/Project* in accordance with the following guidelines:
  - a. The Annual Report information (see above).
  - b. The strategic goals/emphases of Grace Chapel described in Section III.

- c. The demonstrated effectiveness of the Worker/Project in accomplishing the assigned tasks.
2. Worker/*Project* support will be considered for increases according to:
- a. Inflationary costs of the country of service.
  - b. Increased support needs as assigned by the *Approved Sending Agency*.
  - c. An added desire on the part of Grace Chapel to participate in a particular ministry and/or an unreached people group.
  - d. Emergency funding for special or unexpected needs.
3. Worker/*Project* support will be totally re-evaluated when:<sup>7</sup>
- a. The Worker/*Project* changes field assignment and/or the basic nature of the work.
  - b. The Worker/*Project* changes Agencies.
  - c. The Worker retires. [See Section II and IV(A)(2)(g), respectively, for Grace Chapel's definition of and policy on *Retirement*.]
  - d. The Worker/*Project* representative fails to keep his/her agreements with Grace Chapel:
    - i. Grace Chapel's Articles of Faith [Section IV(A)(1)(k)].
    - ii. Assisting to maintain an active "Sending Team" at Grace Chapel [as described in Section IV(A)(1)(1)].
    - iii. Submission of an Annual Report [as described in Section IV(A)(1)(m) and V(B)(1)].
    - iv. Spending 50% of the furlough at Grace Chapel [Section IV(A)(1)(n)].
    - v. Participation in Grace Chapel's annual Missions Conference/Global Awareness Week [as described in Section IV(A)(1)(o)].
  - e. The Worker extends his/her furlough beyond a *Normal Furlough Period* (see Section II for definition).

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<sup>7</sup> The purpose of "total re-evaluation" is to determine whether or not the changes in Worker/Project are in line with the strategic goals/emphases of Grace Chapel described in Section III.

- f. The Worker is assigned to the home office, US-based support ministry, other administration, or educational pursuits.
  - g. Grace Chapel ascertains that the support of some Workers/*Projects* must be reduced or terminated and the support of other Workers/*Projects* increased or added in order to reach its strategic goals/emphases described in Section III.
4. The procedure for reducing or terminating a Worker's/*Project's* support is as follows:
- a. Generally, the Worker/*Project* representative can plan ahead for the changes described in Section V(C)(3)(a-f). Therefore, it is expected that the Worker/*Project* representative will engage Grace Chapel's Missions Pastor early on in the process. In turn, working in concert with the *International Missions Advisory Committee*, the Missions Pastor will advise the Worker/*Project* representative of Grace Chapel's response to that change. In the event of a reduction or termination of support, the Worker/*Project* representative will be given a twelve-month advance notification.
  - b. The Worker/*Project* representative, however, cannot plan ahead for strategic changes [described in Section V(C)(3)(g)] brought about by Grace Chapel. In those instances, the following procedure will be used to reduce or terminate support over a period of three to five years:
    - i. Workers retiring during the three to five year period will continue at their level of support until retirement. [See Section II and IV(A)(2)(g), respectively, for Grace Chapel's definition of and policy on *Retirement*.]
    - ii. The Missions Pastor, working in concert with the *International Missions Advisory Committee*, will work out a plan with the Worker/*Project*. The plan is flexible in that it can have different provisions (e.g., a five-year declining rate, a three-year continuation at the current level of support, a four-year plan so that reduction or termination can coincide with the Worker's furlough, etc.), but it cannot exceed the five-year limit.
  - c. Workers/*Projects* that are supported for a pre-specified period of time will not receive any advance notification.
  - d. In certain crisis situations (e.g., the Worker/*Project* representative experiences moral failure, engages in unethical practices, severs their relationship with the *Approved Sending Agency*, etc.), the support will be stopped immediately upon notification of the situation.
  - e. In all instances of reduction or termination of support, the Worker/*Project* representative will be told why support is being altered and given an opportunity to respond.

**International Missions Advisory Committee**

**Mobilization Teams**

*Goal: To mobilize every member of Grace Chapel for Missions by creating/providing opportunities to:*

**Learn**  
Missions Classes, Handbook, Missions Table, Brochures, Bulletin Boards, Hall of Missions

**Pray**  
Prayer Meetings, Prayer Calendars, Concert of Prayer-Missions Focus

**Give**  
Special Projects:  
Church-wide; In Sunday School Classes

**Send**  
Missionary Sending Teams

**Go**  
Short-Term (Summer) Missions

**Tell and Celebrate**  
Global Awareness Week, Ministry Moments  
Monthly Luncheons, S.S. Class Presentations

**Integrate Missions into GC Ministries**  
e.g., Children, Youth, Young Adults & Singles, Family, Men, Women, Pastoral Care, etc.

**Regional Planning Teams**

*Goal: To assist in researching & establishing effective Partnerships:*

USA

Latin America & Caribbean

Africa & Middle East

Eurasia & Europe

East Asia

South Asia

Southeast Asia & Pacific