

Prayer Baptist Missions International, Inc.

Boiling Springs, South Carolina



*“The effectual fervent prayer of a righteous man
availeth much.”*

James 5:16

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CHAPTER I - OUR PURPOSE

- A. Under the guidance of our Lord and Savior Jesus Christ, and after much prayer, Prayer Baptist Missions International, Inc. was organized February 14, 1989. It is recognized as a non-profit organization and its sole purpose is to help missionaries and local, independent Baptist churches with their burden to carry the gospel around the world.

- B. Prayer Baptist Missions International acknowledges that the local Church is responsible to send out missionaries and that mission agencies exist to assist the local church in this ministry. Therefore, PBMI seeks to unite Bible-believing, independent Baptist Churches with like-minded missionaries for the sole purpose of evangelizing the lost and establishing local churches around the world with the same faith and practice.

CHAPTER II - OUR POSITION

- A. We believe in the verbal plenary inspiration and the infallibility of the Scriptures. We believe that the Word of God is divinely preserved in the King James Version for the English speaking people.

- B. We believe in one God eternally existing in three persons: Father, Son and Holy Spirit.

- C. We believe that Jesus Christ is eternal; was begotten by the Holy Spirit; was born of Mary, a Virgin; and is truly God and truly man.

- D. We believe man was created in the image of God; that man sinned, thereby incurring not only physical death but spiritual death as well. Therefore, man is born with a sinful nature and is separated from God.

- E. We believe that the Lord Jesus Christ died for our sins as our representative and substitutionary sacrifice.

All who believe on Jesus, with sorrow and repentance, and receive Him are justified on the ground of His shed blood.

- F. We believe in the bodily resurrection of Jesus, in His ascension into Heaven, and in His presence there as our High Priest and Advocate.
- G. We believe in the premillennial, pretribulational, and imminent return of Jesus Christ, when the Church, both those who are asleep in Jesus and those who remain on the earth, shall be changed and gathered together and shall ever be with Him.
- H. We believe all who, by faith, receive Jesus Christ as personal Savior are born again by the Holy Spirit and thereby become the children of God.
- I. We believe in the bodily resurrection of the just unto everlasting life in Heaven and the resurrection of the lost unto everlasting punishment in the Lake of Fire.
- J. We believe the local church, consisting of born-again, baptized believers, having Christ as its only Head, was instituted by God and commissioned by Him to evangelize the world.
- K. We believe that Scriptural baptism is by total immersion and only for those who have been born again; that it is the outward sign of an inward belief. Baptism and the Lord's Supper are the only ordinances to be observed by the local Church.
- L. We are opposed to the modern-day philosophies of Neo-orthodoxy, Neo-evangelicalism, the Ecumenical Movement, Hyper-Calvinism, Easy-believism, the modern-day Pentecostal/Charismatic movement, and the Secular Humanist movement.

CHAPTER III - OUR PHILOSOPHY

A. Regarding the High Call of God

1. The call to missionary service is a high calling of God; it is a call to be conformed to the image of Christ Jesus, our Lord and Savior. It must be a life of faith, humility, obedience, and most importantly, a life of prayer.
2. By faith, we understand that the call to missions must be a life of total dependence upon Him to lead according to His will - not by earthly wisdom, or man-made plans, but through the leadership of the Holy Spirit.
3. By humility, we understand that the call to missions is a call to be a true bond-servant of the Lord. Like all other Gospel ministries, the missionary life is one of commitment, hard work, and endless toil in which ALL the glory is given to Him. Therefore, the missionary's character must be one of true humility (Proverbs 15:33; Philippians 2:5-8)
4. By obedience, we understand the call to missions to be a call that demonstrates the sovereignty of God in the affairs of men and that He directs men according to His good pleasure with no obligation to justify His actions. Yet, the obedient missionary knows that the Lord will comfort with His love and direct by His Word and Spirit. The missionary must be sensitive, and obedient, to the Lord's leadership at all times.
5. Additionally, and most importantly, we understand that missionary endeavors must be first, and foremost, a ministry of prayer. The supreme example of this priority is seen in the instructions of our Savior. His first command regarding those whom He saw "*as sheep having no shepherd*" was to "**PRAY**...*that He would send forth laborers.*" Effectual, fervent prayer must be recognized as vital in the call and work of the missionary – "*it availeth much.*"

Prayer has a great deal to do with missions. Prayer is the hand-maid of missions. The success of all real missionary effort is dependent on prayer. The life and spirit of missions are the life and spirit of prayer. Both prayer and missions were born in the Divine Mind. Prayer and missions are bosom companions

6. As the missionary, through faith and obedience, labors for Him in a spirit of humility and in fervent prayer, he may rest assured that while others ignore him, the Lord will not. The missionary's labor of love for Him will not be in vain. What one does in far-away, secret places and with little recognition, will some glorious day be rewarded openly.

Therefore, my beloved brethren, be ye steadfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.

I Corinthians 15:58

B. Regarding the Indigenous Principle

1. The indigenous principle simply means that the foreign missionary endeavors to win souls, disciple converts and, as the Lord leads, establish a local church teaching the importance of the church becoming an autonomous, self-supporting body; and, as soon as the Lord allows, lead the church to call a national who has answered the call of God to pastor the church. At this point, the foreign missionary moves to another location to repeat the process.
2. The indigenous principle should be implemented after careful consideration by the missionary, the church, and the potential pastor. Because of the diversity in countries and cultures, there is no uniform, standard pattern for applying this principle. Each work must be individually evaluated to determine if it is spiritually, financially, and practically ready to become an indigenous ministry. Financial ability is not the only criterion for determining viability. The new work and its potential pastor may require missionary assistance until it is prepared to become a totally national work.
3. On the other hand, a church can be spiritually mature enough for autonomy in spite of financial challenges. With minimal assistance from the foreign missionary, the church may be able to become indigenous while working to correct any financial deficiencies through compassionate preaching and proper Biblical teaching on tithes, offerings and missions giving.

4. PBMI missionaries should fully understand the indigenous principle and make use of every opportunity to prepare their ministries to become self-supporting as soon as possible. We must guard our ministry practices to prevent newly planted churches from becoming dependent upon outside sources for their sustenance. This is neither practical nor Scriptural. The newly planted church should become a national church supported by its own membership.
5. We must understand that the Biblical principles for church finances are the same regardless of country, culture or available capital. The churches of Macedonia were able to sustain themselves and give to missions in spite of “*their deep poverty.*” (II Corinthians 8:2, Philippians 4:19) Field churches must be taught how to support themselves through tithes, offerings, and regular giving.
6. If God's people are taught properly and have reached the necessary level of scriptural maturity, they will not look for hand outs, nor will they expect someone else to build their building, do their work and pay their pastor while taking no personal responsibility in these things.

C. Regarding the Faith Principle for Support

1. All Officers, Directors, Home Office staff and missionaries serving with PBMI, knowing that PBMI does not accept support from any denomination or convention, are expected to conduct their ministries by faith trusting the Lord to meet all spiritual and material needs.
2. Each missionary is expected to raise the support necessary for his ministry.
3. PBMI makes no charges for its services. It neither demands, nor arbitrarily deducts, any funds from the missionary's account for the support of the Home Office. However, they may choose to do so at their own discretion.

D. Regarding Cultural Issues

1. Culture is defined as “the beliefs, customs, practices, and social behavior of a particular nation or people.”

2. To serve effectively, a foreign missionary must learn to adjust to living in a new environment without compromising the standards he has spent years learning and adhering to. One must recognize and adapt to a different country, citizenry, cuisine, conversation, and a totally different culture. You may also have to adjust to your fellow missionaries who have learned and adjusted to living in this new environment.
3. In most cases, this new, foreign culture will be a challenge, perhaps even a confrontation, to long-held standards of separation associated with a godly, Christian lifestyle. The missionary must learn to live in this new culture without compromising these standards and principles while, at the same time, ministering to the people unprejudiced by their cultural practices.
4. To help adjust, you will need to become acquainted with the geography and history of the country to which you are called and to the lifestyle and customs of the people. Books regarding the various countries are available at your local library.
5. Although we are not to study the ways of the heathen, it is important to understand that the lifestyles, customs, and culture of a people are directly influenced by their religion. It may be necessary to familiarize yourself with their basic spiritual beliefs.
6. If there are any other religious groups (missionaries) working on the field where you plan to serve, familiarize yourself with their basic beliefs. You should be prepared to discuss the difference with the nationals. By all means know what the Bible says regarding areas where you differ. When you have a Scripture for an answer, you need no other answer.
7. Become acquainted with other missionaries from your field and seek their cooperation through correspondence.
8. You should know the "best" time of the year to enter some countries. The missionaries already on your field may be a great help in this type of information. The type of equipment, clothing, transportation, etc., needed on these fields is available through various sources. Try to have enough; but, do not go over equipped.
9. The more you familiarize yourself with your field the more likely you will be able to adjust. The better you adjust the more likely you will be able to remain on the field.

CHAPTER IV - OUR PREREQUISITES

A. Missionary Qualifications

1. Because the caliber of the messenger directly impacts the message delivered, excellent personal character, a Spirit-filled, Christ-honoring life, proper training, and the call of God are necessary to effectively minister as a missionary. Missionaries are to be examples in appearance, actions, and attitudes.
2. Such qualifications are found in the life of that great missionary, the Apostle Paul. He was a well-educated, humble, and devoted servant of his Lord and Savior. Most importantly, he was set apart and called by the Holy Ghost – "*As they ministered to the Lord, and fasted, the Holy Ghost said, Separate me Barnabas and Saul for the work whereunto I have called them*" (Acts 13:2). This same combination of Spiritual preparation is needed today. Without Scriptural and Spiritual preparation missionaries will not be able to endure the rigors associated with missionary endeavors.

B. Personal Standards

God's people should not be conformed to this world in their dress and appearance. Therefore, the missionary should give great attention to his or her personal appearance. Missionaries should be spiritually mature enough to discern appearance which is considered worldly and refrain from it. *Modesty should be the rule regardless of the occasion.* Worldly styles and fashions should be avoided at all times. The same standards should be taught to the missionary's children and should be observed by all those who wish to cooperate with us in our field ministry.

1. Men's Appearance:

- a) *Clothing*: must not wear shorts, tight-fitting trousers; should not go without a shirt.

- b) Hair: should not be over the ears or collar. Sideburns and mustaches, if worn, must be conservative, neatly trimmed; not extreme. Men's hair style should be manly, never feminine, in appearance.
- c) Unisex trends (i.e.: long hair, wearing of women's clothing or jewelry, body-piercing, etc.): must be avoided at all times.

2. Ladies' Appearance

- a) Clothing:
 - i. Should not be suggestive or revealing either at the neckline or the hem
 - ii. Should not be form-fitting or give the appearance of worldly styles
 - iii. Unisex trends (i.e.: wearing pants, pantsuits, jeans, shorts, etc.) must be avoided at all times.
 - iv. See-through clothing or other body-revealing apparel should be completely avoided.
 - v. On occasions where culottes are worn, they should be full at the waist and not tight fitting.
- b) Hair Styles -
 - i. In I Corinthians 11:14-15, God makes a distinction between the male and female hairstyle.
 - ii. Ladies should style their hair in a way that is not exaggerated or flamboyant.
 - iii. Hair styles should reflect their femininity; they should never be manly in appearance.
- c) Makeup -
 - i. When used, should be applied in such a way that it does not draw undue attention.
 - ii. Ladies should give careful attention that they are not noticed because of flashy clothing, extravagant hair styles, gaudy jewelry, or heavy makeup.

C. Spiritual Standards - All missionaries and applicants must:

1. Have a clear testimony of salvation followed by baptism by immersion and a consistent Christian

life and character.

2. Have a definite and convincing call from God.
3. Must be a member of a local, independent Baptist Church and authorized, commissioned, or ordained by the church for missionary ministry.
4. Not have more than one living spouse.
5. Have the man as the spiritual head of the home with children in subjection to the parents.
6. Have a standard of living that is free from worldly pleasures and habits that dishonor Christ.
7. Abstain from the use of alcoholic beverages, narcotic drugs (except those prescribed by a qualified physician) and tobacco products.
8. Have a life of daily devotion to the Savior.
9. By faith and prayer, rely upon God as a means of guidance in missionary endeavor.
10. Desire a daily filling of the Holy Spirit for power to witness.
11. Have the anointing of the Holy Spirit for wisdom in ministering the Word.

D. Educational Standards - Missionaries with PBMI:

1. Should have a minimum of three years of Bible College training. (This does not suggest that missionaries should limit their education to three years.)
2. Maturity, age, and/or ministry experience may be suitable substitutes for educational credit.

E. Ministry Standards- Missionaries with PBMI must have:

1. A clear and convincing call of God to missionary service.
2. A genuine love and concern for lost souls.
3. A belief in the authority and trustworthiness of the Scriptures using only the KJV when ministering in English.
4. A willingness to submit to PBMI's policies and practices as outlined in *The Handbook*.
5. Knowledge of, and agreement with, historic Baptist principles and practices.
6. Active involvement in soul-winning efforts.
7. Separation from ecumenism, liberal theology, neo-evangelicalism, modern-day

Pentecostal/Charismatic/tongues movement, Calvinism, Arminianism, and Humanism.

F. Other Requirements

1. Must indicate, by signature, their full agreement with PBMI's policies
2. Must be scripturally sound in convictions, faith, prayer life, and must be totally surrendered to the Lord.
3. Must attend the Annual Institute of Missions while on deputation or furlough (See Chapter VII A: *Annual Institute of Missions.*)

CHAPTER V - OUR PARTNERSHIP

PBMI's priority is partnering together with well established, local churches and pastors and with missionaries under the authority of these same churches and pastors focusing on evangelizing at home and abroad. Primarily, our missionaries come from local, stateside churches seeking to evangelize in distant or foreign places.

We believe the local church is instituted by God to evangelize the world. Therefore, we must maintain a right relationship with the local Church in order to bring glory to the Lord Jesus Christ. We will not sacrifice the purity of the church nor compromise the Word of God to improve external relations or widen our fellowship. Accordingly, we oppose any spirit of error that would disrupt the Scriptural unity of the Church and weaken its testimony.

A. PBMI's Relationship to the Local Church:

1. Our goal is to challenge local churches and individual Christians:
 - a) To gain a renewed vision for reaching the world for the Savior.
 - b) To make greater efforts in reaching the lost.
 - c) To incorporate faith-promise missions in the local church mission program and to be obedient to the Lord's command to be witnesses "*both in Jerusalem, and in all Judaea, and in Samaria,*

and unto the uttermost part of the earth.” (Acts 1:8)

2. Our hope is to conduct mission conferences in local churches emphasizing the Great Commission and Faith-Promise Missions giving.
3. Our obligation is to keep local churches informed about the missionary, his field, and his needs.

PBMI meets this obligation through:

- a) Its online web site
- b) Its quarterly newsletter, *Looking on the Fields*
- c) Various brochures and pamphlets
- d) Regular correspondence (at least quarterly), by the missionary to supporting churches and the mission office
- e) Preachers who represent the Mission and its missionaries informing churches about the activities of PBMI missionaries. Also, mission representatives make occasional visits to the various fields to provide first-hand updates.

B. The Local Church's Relationship with PBMI

1. Given that the Mission Board exists for the sole purpose of aiding the local church in its commission and operates on a faith basis; and given that, for the most part, all monies to support missions comes from local churches, it is incumbent upon local churches to help the Mission Board function on their behalf.
2. Prayer Baptist Missions International concentrates its efforts on helping missionaries on the field; and, endeavors to keep its operating costs at a minimum. However, it does take substantial funds to operate a mission agency. Therefore, local churches should be willing to financially support the Mission Board as an investment in the total cost of accomplishing the Great Commission.
3. Pastors, churches, and missionaries alike should be aware that the Mission Board requires regular support on the same faith-basis as the missionary. Costs for the Mission Board can include office facilities, utilities, clerical staff, telephone bills, postage, paper, advertisement, etc. As the

missionary relies on regular monthly support from local churches so, too, does the Mission Office. The Mission Office relies on local church support for its monthly operating budget.

C. The Missionary's Relationship to the Local Church

1. Given that the local church was instituted by God to carry on the great work of world evangelization, all missionary efforts are dependent upon the local church. The local church has been given the Great Commission and is responsible to see that it is carried out.
2. Therefore, all PBMI missionaries must be a member of a local, independent Baptist church of like faith and practice (See Chapter II: *Our Position*).
3. Changing church membership:
 - a) Anytime a PBMI missionary feels the need to change his local/sending church membership, he must immediately notify the Mission Board to explain the purpose for the change.
 - b) The Mission Board will not interfere with the Lord's leadership in this matter but, at the same time, must ensure that there are no conflicts between pastors, churches, and missionaries that may adversely affect the parties involved and that the gaining church is one in full agreement with the policies and practices of PBMI.
 - c) The Mission Board may be questioned about this from supporting churches; therefore, the Board must be notified, in writing, during the transition period and prior to any notifications being sent to supporting churches.
 - d) The Mission Board can help with the transition to a new church but must ensure that all things are done decently and in order.

D. The Missionary's Relationship to the Mission Board

1. Permanent Records

- a) The Mission office is the central location where home churches, supporting churches and families can expect to get up-to-date information on their missionary friends and/or loved ones. Therefore, it is important that all PBMI missionaries maintain current, up-to-date files at the home office.

- b) The Mission Office must be able to contact you in case of death, sickness, or other similar emergencies.
- c) Missionaries must, as soon as possible, notify the Mission Office of the following:
 - i. Changes of address for yourself, your parents, children, next of kin, etc.
 - ii. Of the death of any of your immediate family.
 - iii. Information regarding new births in your family; i.e. name, date, place of birth, etc.
 - iv. Changes in citizenship or residence status. All missionaries serving in a foreign country are well advised to register with the American consulate nearest their place of service. This will be advantageous in cases where evacuation of US citizens is required because of political unrest, natural disasters, or armed conflict.

2. Personal Correspondence

All mail received for the missionary by the Mission Office will be handled as follows:

- a) All mail except that specifically identified as “Personal for (“*Missionary’s Name*”)” will be opened by the office staff to determine if support funds are enclosed. This is done solely for security reasons. In many foreign countries, mail theft is not unusual especially for mail that appears to be Birthday cards, greeting cards, etc. Many people know that this sort of mail often contains checks or money orders making them easy targets for theft or pilfering.
- b) Any contributions will be processed and properly accredited to the missionary’s account.
- c) Any other correspondence included in the letter will be forwarded to the missionary in the end-of-month statement. Additional postage, if required, will be charged to the missionary’s account.
- d) To prevent delays in receiving correspondence, missionaries should encourage their supporting churches to mail all contributions to the PBMI office and all personal correspondence to your local mailing address.

E. The Missionary’s Relationship to Supporting Churches

All missionaries should realize that they have been deputized by their supporting churches and, thus,

become an extension of that church's ministry. Inherent in this relationship is the responsibility to be a faithful steward of their financial support and to be accountable to them for your activities. Therefore, regular correspondence with these churches is the missionary's responsibility.

1. Corresponding with Supporting Churches

- a) The name and address of the Mission Board must be included on all prayer cards, prayer letters and stationary.
- b) Should any of these materials be updated, a copy of each should be on file at the Mission Office.

2. Letters of Acknowledgment:

- a) This is a vital part of your ministry; an important line of communication. Any missionary who is not a faithful steward in this matter dishonors the Lord!
- b) Supporters have every right to expect a personal letter from you thanking them for their support.
- c) Missionaries on deputation should acknowledge scheduled meetings, if time permits, by sending the pastor a letter reminding him of the scheduled appointment.
- d) After the meeting, a "thank you" card ought to be sent to the church thanking them for whatever food, lodging or love offering was provided. This is a good time to remind the pastor that you are seeking support for your ministry.

3. Prayer Letters:

- a) Your prayer letter is the main link between you and those who prayerfully and financially support your work. This letter can be one of the most significant means of encouraging others to become involved in supporting missions.
- b) Failure to faithfully correspond with your supporters may not only cost you financially but will cost you in that most important area - prayer. Churches that don't hear from you regularly will ultimately terminate your financial support and how can they know how to pray for you if they do not regularly hear from you? The prayer support of friends at home is vital, and it largely depends upon your consistent contact with them.

c) The following are some basic things to remember when preparing your prayer letter:

i. Who should I correspond with?

- All supporting churches and individual contributors, your home church, and the Mission Office
- Churches you have visited and any other that you know may be interested in missions.
- Pastor friends and other missionaries
- Friends who express their desire to receive your letters
- Any others for whom there is a special reason

ii. How often should I send my prayer letter?

- At least quarterly and more often if pastors require
- When special prayer needs arise. However, do not become a habitual beggar for money. Raise the support you need before you leave for the field.
- If financial needs arise after you arrive on your field and you feel the need to raise additional funds for special projects, write personally to the pastors - not to the churches. When sending correspondence to raise additional funds, it is advisable to include a letter from your pastor or the mission, or both.

iii. What media should I use to send my prayer letter?

- Printed, mailed correspondence is still the preferred method. If you use a prayer letter service, it is your responsibility to keep your mailing list accurate and you should give final approval before your letter is mailed.
- E-mail is also acceptable if pre-approved by the receiving church.
- Whatever media you chose make sure it is presentable. Most churches will post your letter in a public place. It should be well written, grammatically and structurally correct. If your writing and grammar skills are weak, don't be afraid to get some help. An incoherent letter will fail to communicate your message and can be embarrassing. Your letter should be attractive, legible, and informative.
- Don't preach; don't give a Bible study. Report on your work, activities, conversions, and make your prayer requests known. You should make regular

requests, by individual names, for the salvation of souls.

- Keep your letter to a maximum of one page. Pastors are busy people. If your letter is too long it may not be read at all. If you feel you need to give more details, then you might consider publishing a quarterly Newsletter and include it along with your prayer letter. This way, the pastor hears from you and he can decide when he has time to read your Newsletter.

iv. What should be included in my letter?

- Date of letter
- Your complete name. You may feel comfortable just signing your first name but your full name should be somewhere on the letter.
- Your personal identification, your field of ministry, and your points of contact (i.e. phone #'s, field address, email address, and sending church info.)
- Your association with the Mission including the mission address, contact information, and the Mission logo if space allows.
- Interesting facts, current events, other activities regarding your ministry, updates on your family, and prayer request - be specific.

CHAPTER VI - OUR PROCEDURES

A. Application Procedures

1. Requesting Applications: - Applications may be requested from the Home Office by phone, US Postal Service, email, or by downloading from PBMI's Internet web site.
2. Submitting Applications:
 - a) Applications must be filled in completely and to the best of the applicant's ability. Individual applications are required for both husband and wife.
 - b) Applications must be accompanied by a letter of recommendation from the applicant's pastor, a recent photo (one photo is sufficient for married couples or families), and individually signed copies of the *Declaration of Agreement*.

3. Processing Applications:

a) PBMI's office staff will:

- i. Process all applications.
- ii. Create a personal file folder and indicate the date and time application was received.
- iii. Submit questionnaires to personal references listed on the application.
- iv. Make copies of the applications and questionnaires and distribute to all Executive Committee members.

b) PBMI's Executive Committee will

- i. Review each application.
- ii. Review the recommendation received from the applicant's pastor.
- iii. Review recommendations provided by the references contacted.
- iv. Discuss any issues concerning the applicants at the quarterly Board Meeting.
- v. Have final approve/disapproval of all applications.
- vi. Notify applicants of final decision.

B. Furlough Policy

1. **Missionaries MUST NEVER depart their field of service without first notifying the Mission Office.**
2. Furloughs should be scheduled at the end of each term of field service (every 3 or 4 years).
3. Furloughs should be limited to 12 months barring extenuating circumstances.
4. Short-term furloughs may be approved but are highly discouraged. Frequent returns to the U.S. will justifiably cause supporting pastors to question your ministry.
5. Requests for furlough:
 - a) Should be submitted, in writing, for the General Director's approval.
 - b) Should be submitted thirty days prior to furlough start date. If help is needed to find a fill-in missionary, requests should be submitted six months prior.
6. Furloughs for bona-fide emergencies will be processed according to the nature of the emergency.

C. Dismissal Policy:

1. The following actions WILL result in immediate dismissal:

- a) Participating in Ecumenical endeavors, embracing liberal theology, neo-evangelicalism, the modern-day Pentecostal/Charismatic/tongues movement, Five-point Calvinism, Arminianism or Secular Humanism.
 - b) The use of or involvement with alcoholic beverages, narcotic drugs (except as directed by a physician) or tobacco products.
 - c) Sexual misconduct including but not limited to: adultery, incest, fornication, homosexuality or lesbianism.
 - d) Failure to maintain prescribed standards (See: Chapter IV *Our Prerequisites*)
2. The following actions MAY subject the missionary to re-evaluation by the Executive Committee and possible dismissal:
- a) Failure to pay or make arrangement for the payment of all debts.
 - b) Failure to attend the Annual Institute of Missions (see Chapter VII: *Annual Institute of Missions*).
 - c) Unreasonable delays in raising support resulting in a delayed departure to the field.
 - d) Failure to correspond with supporting churches and the Mission Office on a regular basis.
 - e) Failure to maintain family health insurance. Some governments require assurances that foreigners will not become a liability to their governments.
 - f) Failure to maintain liability insurance on vehicles registered in the name of PBMI. Proofs of insurance on such vehicles must be provided to the mission office.
 - g) Failure to notify the Mission of changes in marital status. Newly acquired spouses must make application to, and be approved by, the Executive Committee, as missionaries.
 - h) Failure to make accurate reports to supporting churches and the Mission.
 - i) Failure to obtain PBMI's approval before affiliating with services agencies, fellowships and religious counsels. Many of these organizations are not in agreement with PBMI's policies and practices.
 - j) Failure to maintain loyalty to the Mission in word and/or action.
 - k) Failure to agree with PBMI's policies. Should the mission adopt a new policy the missionary cannot agree with, the missionary will be allowed to resign in good standing. Supporting churches will be notified and given an explanation for the resignation or dismissal.

- l) Conviction, in court of law, for crimes other than misdemeanors such as traffic violations.

D. Resignations:

1. Before making a final decision, and only after contacting your Pastor, please contact the General Director to fully discuss your situation.
2. After making the decision to resign, a letter of resignation should be submitted to PBMI before notifying supporting churches.
3. A letter notifying your supporting churches should be drafted and a copy sent to PBMI for preview before sending to supporting churches.

CHAPTER VII - OUR PREPARATION

A. Annual Institute of Missions

The Annual Institute of Missions is normally scheduled for the first week of June. Exact dates will be established by the Executive Committee and announced as early as possible. Missionaries required to attend as outlined below are expected to attend the entire Institute. All other appointments and meetings should be rescheduled.

1. Course of Study
 - a) The curriculum includes, but is not limited to, studies in our Mission's policies and practices as outlined in *The Handbook*.
 - b) It also covers the history and objectives of the work, adjustment to missionary life, survey of the various fields, New Testament Churches, New Testament Missions, Deputation, and other related subjects. Evening services will include special music, testimonies, and inspirational preaching.
 - c) Furloughing or veteran missionaries may be called upon to instruct a class, give a testimony, provide special music, or preach.

2. Required Attendance

- a) All *applicants* are required to attend the *entire* Annual Institute of Missions as a condition of their acceptance by PBMI. *They are required to attend each year while on deputation.*
- b) All applicants entering service with Prayer Baptist Missions while already on the field are required to attend the *entire* Annual Institute of Missions during their first furlough.
- c) All furloughing missionaries, and those returning to the States for additional deputation work, are required to attend during this time.
- d) Missionaries ministering within the continental United States are required to attend the *entire* annual Institute at least once every four years.

3. Accommodations

- a) While accommodations remain the attendee's responsibility, every effort will be made to provide accommodations for all those required to attend.
- b) We suggest that each missionary:
 - i. Put aside funds in an escrow account to cover this cost, or
 - ii. Contact your Pastor, to see if the church would be willing to provide these funds from their mission budget or through special love offerings, or
 - iii. If funds are not available, contact the Mission as soon as possible. The Office will do all it can to help.

B. Deputation

1. Deputation is a Ministry

- a) Deputation is asking churches to appoint you as an official representative of that church's ministry. You are literally asking to become a deputy to that pastor and represent his ministry in a region beyond his church's influence. Therefore, you have a responsibility to minister on behalf of that church.
- b) Missionaries who view deputation as a "necessary evil" or a detriment to their ministry are overlooking an excellent opportunity to minister to local churches. You not only have the

opportunity to present your burden to other believers, but you also have an opportunity, and responsibility, to witness and preach to lost souls, to challenge others to surrender to God's call, and to help provide opportunities for others to get involved in reaching the world who may not otherwise have an opportunity.

2. Deputation is a Measure

- a) The factors that affect your deputation ministry are your burden, zeal, dedication, and determination to do the work God has called you to do.
- b) The duration and the success of your deputation will be measured by these factors. It will either be a rewarding experience or drudgery. The choice is yours.
- c) Your deputation ministry will, most likely, be a measuring stick for how you will perform in your field ministry.

3. Deputation requires Good Management

- a) The Executive Committee, Directors and Office Staff will
 - i. Do all it can to assist those on deputation.
 - ii. Work with the missionary to determine the amount of support required for each field of service.
- b) The Missionary:
 - i. Must understand that deputation is a personal ministry for which he is solely responsible.
 - ii. Must remain on deputation until the support goal is reached. Exceptions to this policy must be approved by PBMI's Executive Committee.
 - iii. Must meet with the General Director and complete a pre-departure checklist prior to departing for the field (See: Appendix B).
 - iv. Must meet with the Executive Committee prior to departing for the field.

c) The Mission office:

- i. Can provide contact information for churches that already support PBMI missionaries.
- ii. Will provide Deputation Critiques for pastors to evaluate each missionary's presentation (See: Appendix A). These reports will be used to evaluate your deputation ministry with the aim of helping you improve your presentation, if necessary. Fill in as much of the church's pertinent information as you can and leave the Report with the pastor for him to critique your presentation. It is advisable to present the Report to the pastor in self-addressed, stamped envelope addressed to the Mission Office. The report also asks the pastor to indicate the probability of you receiving support. As you near the end of your deputation ministry, these reports can be helpful in contacting churches you may have visited but from whom you are not yet receiving support. The Report can also help identify problem areas missionaries may be experiencing on deputation.

4. Deputation Requires Good Manners

a) Some DO's:

- DO be neat – first impressions are lasting impression. Your appearance is important!
- DO be prompt - be on time for every meeting. If it is a speaking appointment, arrive in time to check with the pastor, he may have a meal planned. You should be in the auditorium at least 15 minutes before the service begins. Study your map, be sure of the directions, and allow time for travel and emergencies.
- DO be interested - show an interest in the people to whom you are to speak. Ask the pastor questions which will indicate your concern for his work. Encourage him----he probably needs it.
- DO be in prayer - the preparation of your message should be bathed in prayer. Make it a point to have a time of prayer with the pastor before the service.
- DO be Obedient – the pastor is in charge. Do what he requires of you; no more, no less.
- DO be sincere – communicate your burden to the church. If you don't demonstrate a

burden for your work they won't be burdened for your work either.

- *DO be knowledgeable* – know as much about your place of ministry as you possibly can. There is no excuse for ignorance of your field.
- *DO be creative* -there are numerous ways to add interest to your presentation. Slides, a map, a blackboard, flashcards, or some curios may help. Practice telling the stories, illustrations, or experiences about which you are going to speak.
- *DO be Biblical* - there are many Scriptures applicable to missions.
- *DO be humble*- there is no place for arrogance in the life of a representative of the Lord. “...before honor is humility.”
- *DO be ethical* - where financial matters are involved be open, accurate, frank and honest. If requested to present a project, financial, or personal need, be specific, but do not beg.

b) Some Don'ts:

- *DON'T be late* – if it looks like you're going to be late, call the Pastor!
- *DON'T be controversial* –do not bring up issues that are irrelevant to your presentation or deputation ministry.
- *DON'T get involved* – internal church matters are just that. You're a visitor.
- *DON'T exceed your allotted time* – the Pastor knows what he's doing and how much time he has available; you don't. If you're the first presenter, or preacher, don't forget about the man coming behind you. The first speaker ought always to be the briefest!
- *DON'T presume* – the pastor may have forgotten that you are coming; call ahead to verify. It might save you a long trip. Keep the pastor informed.
- *DON'T assume* – the pastor may not have planned what you think he has. Get information.
- *DON'T refuse the pastor's advice* – you might not think you need it but don't embarrass him; at least, listen.
- *DON'T double-up* – if your testimony and audio-visual presentation are the same then introduce your presentation and let it do the work. Showing your presentation and giving a verbatim testimony of your presentation gets boring and takes up too much

time. Do one or the other; not both.

CHAPTER VIII - OUR FINANCIAL POLICY

A. Contributions

1. All funds should be handled through our Finance Office.
 - a) Supporters should be notified to send their contributions to the Mission Office designated for you.
 - b) If the Church has any reservations about sending support to the Mission Office, assure them that all funds designated for you will be deposited to your account.
 - c) A receipt is sent for each contribution received. Only official receipts, from our office, are accepted by the government, in support of tax deduction claims. A personal receipt from you to your contributor is valueless, as far as tax deduction is concerned.
2. Funds Sent Directly to the Missionary
 - a) The Mission cannot give a receipt when money is given directly to the missionary.
 - b) To ensure they qualify for tax exemption, all contributions sent directly to you should be forwarded to the Finance Office for processing.
 - c) If equipment or high-value gifts are contributed, for tax purposes, we can issue a letter of receipt for the value of the contribution. These items, then, become the property of your ministry. When you leave the work they must remain with the work. If you take them with you after you leave the work, they must be declared as income.

B. Accountability –

1. Receipt of Funds

- a) All offerings will be properly recorded, receipted for, and deposited by the Finance Office.
- b) All funds will be dispersed as designated by the donor. All undesignated funds will be used for the expense of the Home Office, to help missionaries in times of hardship or bona-fide emergencies, or as determined by the President and/or Directors.

- c) The General Director will provide a quarterly financial report to the Executive Committee.
- d) Audits will be conducted by an outside agent at the discretion of the Executive Committee.

2. Monthly Support.

Supporting churches view their support as an investment of their funds. They have entrusted us with the offerings God has provided through their people. Missionaries MUST be faithful stewards of all monetary and material gifts received. We must hold ourselves accountable to the Lord and to those who help us in our ministries.

The Finance Office:

- a) Will record all relevant data for each contribution received
- b) Provide receipts to each contributor monthly.
- c) Provide each missionary with a monthly statement listing all contributions received and status of the missionary's accounts. Any discrepancies should be reported to the Finance Office as soon as possible but no later than 30 days from the statement date.

3. Disbursements

- a) Funds Transfer
 - i. The Home Office can help with recurring transfers from your PBMI bank account into another bank account if the amount to be transferred remains constant from month to month. (Contact the Finance Office for more information.)
 - ii. You can also transfer funds from your PBMI banking account through the Bank's online banking service.
- b) Bill Paying
 - i. The Home Office can make payments for your personal bills from your contributions before the end-of-month close-out.
 - ii. These bills should be mailed to the Home Office with written authority from the missionary to make the transactions.
 - iii. You can also pay bills through the bank's on-line bill payment services. There are not usually any fees incurred unless you exceed a certain monthly limit.
- c) Disbursements can also be made directly from your account to

- i. Support other PBMI missionaries
- ii. Support the Home Office account

4. Field Expenses.

- a) Each missionary is expected to pay all expenses incurred on his field from the support received for his ministry.
- b) The missionary should not owe large debts nor borrow large amounts of money without the approval of the Mission Board.
- c) The missionary should never divulge his support level to his people and should never loan money to his people.

C. Banking Policy

- 1. The Mission Office will open an account for each missionary at the same bank used by the Mission Board. All monthly support will be deposited into the missionary's account at this facility. (PBMI currently uses First Citizens Bank of Boiling Springs, SC.)
- 2. Those not electing to use the same facilities as PBMI will receive their support check by mail or may have their funds electronically transferred by FCB to their bank of choice. Those choosing the latter will be responsible for any transfer fees incurred.
- 3. Overdrafts
 - a. Continual over-drafting of bank accounts is unacceptable. The Board understands there may be an occasional slip up but habitual over-drafting will lead to a bad testimony.
 - b. Continual, habitual financial irresponsibility may result in dismissal from the Board.

D. Furlough Funds

- 1. Furlough Accounts
 - a) PBMI missionaries are required to maintain a furlough account at all times.
 - b) Furlough accounts are reserved for travel to and from the field and for bona-fide emergencies only.

- i. Each missionary family, in concert with the Mission Board, must determine the minimum amount needed for furlough.
 - ii. Factors, such as family size, field of service, estimated travel expenses, etc., will be used to determine the amount each missionary family needs.
 - iii. Funds will be deducted from the missionary's account each month and held until needed.
- c) Monthly deposits will be automatically deducted as follows:
 - i. For stateside missionaries - \$25.00/month will be held for furlough.
 - ii. Overseas missionaries –
 - When support level reaches \$ 750.00/month automatic deposits will be \$25.00/month.
 - When support level reaches \$1,500.00/month automatic deposits will be \$50.00/month.
 - As the monthly support increases, deposits will need to increase to ensure that sufficient funds are available for the required travel expenses.
- d) The money held in these accounts belongs to the missionary. However, to ensure furlough funds are available when needed, the Mission Board will control the release of these funds. Only the President, General Director, or Assistant General Director can authorize release of furlough funds.

E. Escrow Accounts

1. If missionaries need to “lay aside” funds for taxes, vehicles, school supplies, etc., additional escrow accounts to hold these funds can be established. (See sub- paragraph F-3, below: *Understanding Your Statement*)
2. These funds may be released at the missionary's discretion.

F. General Procedures for Processing Support

1. Processing Contributions

- a) Transactions are recorded daily, or as they are received.
 - b) At the end of the month statements are sent to each missionary giving a full account of all the funds received and dispersed by the finance office.
 - c) Processing of support closes no later than the 27th of each month, deposits are made into individual bank accounts, and statements are mailed to each missionary. If the 27th falls on a weekend or a holiday, accounts will be closed on the first workday prior.
2. Processing Support for missionaries no longer serving with PBMI
- a) For resigning Missionaries:
 - i. Support will be processed and forwarded for a period of 90 days.
 - ii. After 90 days, contributions will be returned to the sender
 - b) For missionaries dismissed without prejudice:
 - i. Support will be processed and forwarded for a period of 90 days.
 - ii. After 90 days, contributions will be returned to the sender
 - c) For missionaries dismissed with prejudice:
 - i. Support will be returned to the sender
 - ii. An explanation of the circumstances will be provided if requested by the sender.
3. Understanding Your Statement -
- a) Your monthly statements is in two parts:
 - i. Part One (First page of the statement)
 - Summarizes all your accounts at PBMI. Contributions are deposited into these accounts as designated by the contributor.
 - Account numbers are designated as follows:
 - 0 – Personal Support (salary) Account
 - 1 – Work Fund Account
 - 2 – Travel/Transportation Account
 - 3 – Personal gifts
 - 4 – Misc. Contributions

-5 – Vehicle Account

-6 through -9 – Reserved for other accounts as requested by individual missionaries, i.e. taxes, school materials, etc.

-10 – Christmas love offerings/contributions

- Furlough account information will also be provided on the summary. Review this section and make adjustments as necessary to ensure that you will have enough furlough funds available when the time comes.

ii. Part Two (remaining pages)

- Gives a detailed listing of all the contributions received since the previous statement.
- Sometimes contributions arrive after the end-of-month close-out. Consequently, you may not see a particular church's contribution on your current statement if it comes in after the "cutoff" date. It will not appear on your statement until the next month. Therefore, it is best not to contact supporters about missing support until you've had opportunity to review at least two or three statements.

b) Reporting Errors. Contact the Mission Office:

- i. If you receive support that does not belong to you. Sometimes, mistakes are made. These need to be corrected ASAP; so, don't hesitate to call or email the Mission Office regarding errors.
- ii. If you notice errors in deductions, contact the Mission Office ASAP. We will work to correct them.
- iii. If you have any questions concerning your statement, do not hesitate to contact the Mission Office. The Office Staff work diligently to make sure all errors are kept to a minimum. We process thousands of contributions each month and some errors will occur. We do ask for your patience and that you to be courteous and forgiving with the Office staff.

APPENDIX A – Deputation Evaluation



Prayer Baptist Missions International

P.O. Box 160849 • Boiling Springs, SC 29316 • Phone: (864) 599-5132 • Fax: (864) 599-5133

Dear Pastor (or Missions Officer):

Prayer Baptist Missions International, Inc. is honored to be able to serve your church through your missions program. Thank you for allowing our missionary to present his ministry in your church. In order to help our missionaries ministry more effectively, we monitor their progress by evaluating their deputation ministry. We'd like for you to assess our missionary's effectiveness through this Deputation critique. ***Your comments will be kept in strict confidence.***

Name of Church: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Pastor of Church: _____ Name and Position of the Evaluator: _____

Missionary Name: _____ Mtg/Conf Date: _____

Country of Field of Service _____

Pre-meeting Communication	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor	Comment:	
Arrival at meeting	<input type="checkbox"/> On time	<input type="checkbox"/> Late	Comment:	
Personal Appearance:	<input type="checkbox"/> Neat	<input type="checkbox"/> Unkempt	Comment:	
Display/Audio Visual presentation	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor	Comment:	
Testimony/presentation	<input type="checkbox"/> Within Time	<input type="checkbox"/> Exceeded time	Comment:	
Topic of presentation	<input type="checkbox"/> Presented missions well	<input type="checkbox"/> Deviated from topic	Comment:	
General attitude	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	Comment:	
General attitude of wife	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	Comment:	
Behavior of children	<input type="checkbox"/> Well behaved	<input type="checkbox"/> Negative	Comment:	
Missionary's behavior	<input type="checkbox"/> Friendly	<input type="checkbox"/> Shy	<input type="checkbox"/> Offensive	Comment:

Additional observations:

What are the prospects of your church supporting this missionary?



APPENDIX B – Pre-Departure Checklist

Prayer Baptist Missions International

P.O. Box 160849 • Boiling Springs, SC 29316 • Phone: (864) 599-5132 • Fax: (864) 599-5133

PRE-DEPARTURE CHECKLIST

Missionary: _____ Field: _____

Estimated Departure Date: _____ # in family: _____

Recommended support level: _____ % Receiving: _____

Medical Insurance:

Medical supplies/drugs available? Ample on hand at time of departure?

Passport/Visas:

Legal Fees:

Custom Fees:

Wills/Living Will/Power of Attorney:

Where are documents filed? Does PBMI have a copy?

Housing:

Suitable Housing available/procured?

Temporary lodging available?

Are security deposits required? Are funds available?

Travel/Shipping Funds:

Sufficient funds available for airfare? Shipping container? Customs clearance forms/fees, etc.?

School Material:

Schooling for children: Home school or local school? Materials available for first year? Host country restrictions?

APPENDIX C – Monthly Statement

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(An example of a missionary's monthly statement will be
inserted on this page prior to going to print)