

# U.S. MISSIONS MISSIONARY MANUAL



ASSEMBLIES OF GOD U.S. MISSIONS  
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**U.S. MISSIONS**  
*...that none perish*

The General Council of  
The **ASSEMBLIES** of GOD

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ASSEMBLIES OF GOD U.S. MISSIONS

Zollie L. Smith, Jr.  
Executive Director  
Assemblies of God U.S. Missions

**Welcome** to the U.S. Missions team! We are mandated to reach the lost souls in America by spreading the gospel of Jesus Christ through whatever means necessary. We must be bold and courageous, embracing the major role we play in seeing heaven built with souls. Such a monumental task is comprised of many elements, and the U.S. Missions staff is here to help you understand and complete these tasks, enabling you to stay focused on your ministry.

This manual is designed to help you fulfill God's call upon your life. It is not a burden or a restriction we are imposing on your ministry; rather, it is the primary tool to help you learn to navigate the system as easily as possible.

You are joining ranks with a group that has a long and successful history of reaching America for Christ. We welcome you and will do all we can to serve you so that you, in turn, can give your best in your place of ministry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zollie L. Smith, Jr.', with a stylized flourish at the end.

Zollie L. Smith, Jr., Executive Director  
Assemblies of God U.S. Missions

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# MISSION STATEMENT

## Motto/Slogan

*“That none perish....”*

## Mission

To fulfill the Great Commission in the United States through missionaries, chaplains, and project volunteers

## Objectives

- Appoint U.S. missionaries
- Recruit and support chaplains
- Mobilize workers
- Train leaders
- Leverage resources
- Promote teamwork
- Cultivate relationships

## Values

1. **T**eamwork (teamwork with communication excellence)
2. **E**xcellence (excellence with integrity)
3. **A**ccountable (accountability with authenticity)
4. **M**issional (mission with vision)

# ASSEMBLIES OF GOD CONSTITUTION AND BYLAWS

## ARTICLE XIV *ASSEMBLIES OF GOD U.S. MISSIONS*

### SECTION 1. AUTHORIZATION AND PURPOSE

#### A. Authorization

The General Council of the Assemblies of God shall assume responsibility and do all within its power to spread the gospel to the homeland. In keeping with this obligation, there shall be an Assemblies of God U.S. Missions.

#### B. Purpose

The primary responsibility of this division shall be to act as an agency of the church in fulfilling its mission. The essential functions are promoting the establishing of indigenous churches and facilitating the evangelization and discipleship of individuals within the scope of the U.S. Missions. All such activities shall be conducted in full cooperation with the district councils. The division shall provide coordination, promotion, assistance to motivate action, and shall receive and disburse funds.

### SECTION 2. ORGANIZATION AND GOVERNANCE

#### A. Executive director

There shall be an executive director of Assemblies of God U.S. Missions who shall be elected in the manner described in Bylaws, Article II, Section 2, paragraph b.

#### B. Administrator

There shall be an administrator who shall serve under the executive director in the administration of the division.

#### C. Departments

The General Presbytery shall be authorized to establish departments within the division at the initiative of the Executive Presbytery. Departments shall operate within the parameters and guidelines of *The General Council of the Assemblies of God Organizational Manual* and *The General Council of the Assemblies of God Operations Manual*. These departments shall not be limited to, the following:

1. *Chaplaincy Ministries* endorses professionally trained clergy to provide pastoral care to people in specialized settings.



2. *Chi Alpha Campus Ministries, U.S.A.* provides campus ministry to evangelize and disciple American and international college and university students.
3. *Intercultural Ministries* provides ministry to distinct people groups in the United States who require specialized understanding.
4. *Mission America Placement Service* provides ministry to enlist, facilitate, and place volunteers in distinct areas of Christian service.
5. *Missionary Church Planters and Developers* provides ministry to facilitate and support the development, planting, and multiplication of missional churches.
6. *Teen Challenge International, U.S.A.* provides ministry to people of all ages with addictive behaviors.

**D. Amenability**

The division and all of its departments shall be amenable to and under the general supervision of the general superintendent, the Executive Presbytery, and the General Presbytery.

**E. U.S. Missions Board**

The work of the Assemblies of God U.S. Missions shall be under the advisement of a U.S. Missions Board.

**F. U.S. Missions Executive Committee**

The general administrative work of the division shall be conducted by a U.S. Missions Executive Committee consisting of the executive director as chairperson, the administrator as vice-chairperson, the directors of the major departments of the division, and other resource persons as determined by the executive director and approved by the Executive Leadership Team. The responsibilities of the U.S. Missions Executive Committee shall be the general supervision and direction of the work of the division and its missionaries.

**G. Commission on Chaplains**

1. *Composition.* The Commission on Chaplains shall consist of the executive director of Assemblies of God U.S. Missions, representatives of the Military/Veterans Affairs and Institutional/Occupational Chaplaincies, one of whom shall be the department director of Chaplaincy Ministries, two executive presbyters, two Military/Veterans Affairs chaplains, two Institutional/Occupational chaplains, two members at large, legal counsel, and others at the discretion of the Executive Leadership Team. The commission shall serve as the endorsing agency for The General Council of the Assemblies of God. Members of the commission and its chairperson shall be appointed by the Executive Presbytery.
2. *Authority and amenability.* The government and work of Chaplaincy Ministries shall be vested in and committed to the Commission on Chaplains. The commission shall operate within guidelines adopted by the Executive Presbytery. It shall have the responsibility to evaluate policies, to offer guidance and counsel in the area of its supervision, to establish criteria for the appointment of workers in the Military/Veterans Affairs, Institutional/Occupational Chaplaincies, and to sit as a Board of Appeal in all matters relating to its area of supervision. It shall be amenable to and under the general supervision of the Executive Presbytery and the General Presbytery.

## **H. National U.S. missionaries**

National U.S. missionaries shall be appointed by action of the U.S. Missions Executive Committee with the approval of their home districts and the districts in which the missionaries will be working. All missionary appointments and renewals shall be made according to administrative criteria established by Assemblies of God U.S. Missions upon the approval of the work district.

## **I. Liaison with districts**

The division and its departments shall maintain a constant liaison with the various districts so that proven programs and innovations in each area may be refined and offered to districts. The work of the departments within U.S. Missions is transdistrict. U.S. missionaries work in cooperation with both U.S. Missions and their assigned district(s) to fulfill the mission and purpose of the Assemblies of God. U.S. missionaries shall conduct their ministry under the blessing and support of the respective district(s). The evaluation of the missionary's effectiveness, pastoral care, and fellowship opportunities shall be shared by the district(s) and U.S. Missions.

## **SECTION 3. SUPPORT**

Financial assistance in meeting the operating expenses of Assemblies of God U.S. Missions shall be provided from:

1. Offerings
2. Five percent of all funds contributed through the national Assemblies of God U.S. Missions
3. One-half of the tithes of missionaries is designated to their respective departments.
4. All endorsed and/or approved Assemblies of God chaplains actively serving full- or part-time, reserve chaplains, chaplain trainees, military trainees, and military seminarians shall contribute one-half of their tithe from their income earned from chaplaincy services to Chaplaincy Ministries.
5. Chi Alpha Campus Ministries  
All Chi Alpha groups are required to contribute 5 percent of all group revenue to national Chi Alpha Campus Ministries.
6. Teen Challenge International, U.S.A.  
All Teen Challenge centers shall contribute a monthly accreditation fee determined by the Teen Challenge U.S.A. board of directors.

## U.S. MISSIONS BOARD MEMBERS

NAME	REGION	TERM
<b>Zollie L. Smith, Jr.</b> E-mail: zsmith@ag.org	Executive Director Chairman	N/A
<b>Ramona Edgman</b> E-mail: redgman@ag.org	U.S. Missions Administrator	N/A
<b>Joe Batluck</b> E-mail: jbatluck@teenchallengeusa.com	Ex officio	N/A
<b>Billy Thomas</b> E-mail: bthomas@ag.org	Ex officio	N/A
<b>E. Scott Martin</b> E-mail: esmartin@ag.org	Ex officio	N/A
<b>Manuel Cordero</b> E-mail: mcordero@ag.org	Ex officio	N/A
<b>Darlene Robison</b> E-mail: drobison@ag.org	Ex officio	N/A
<b>Malcolm Burleigh</b> E-mail: mburleigh@ag.org	Ex officio	N/A
<b>Dr. George O. Wood</b> General Superintendent 1445 N Boonville Ave Springfield, MO 65802 E-mail: gwood@ag.org cc: jwoodward@ag.org	Ex officio	N/A
<b>Reverend Doug Clay</b> General Treasurer 1445 N Boonville Ave Springfield, MO 65802 E-mail: dclay@ag.org cc: smackey@ag.org	Executive Leadership Team Rep	December 1, 2014 to November 30, 2017 (2 <sup>nd</sup> Term)
<b>Reverend Dave Cole</b> Missions Director Northwest District 35131 SE Douglas St, Suite 200 Snoqualmie, WA 98065 E-mail: davec@northwestministry.com cc: marianneg@northwestministry.com Phone: 425-888-4800	Northwest Area	December 1, 2014 to November 30, 2017
<b>Reverend Richard Collins</b> Georgia District Superintendent PO Box 28470 Macon, GA 31221 E-mail: rickcollins@gadistag.org Phone: 478-405-5901 Fax: 478-405-5902	Southeast Area	December 1, 2014 to November 30, 2017 (2 <sup>nd</sup> Term)

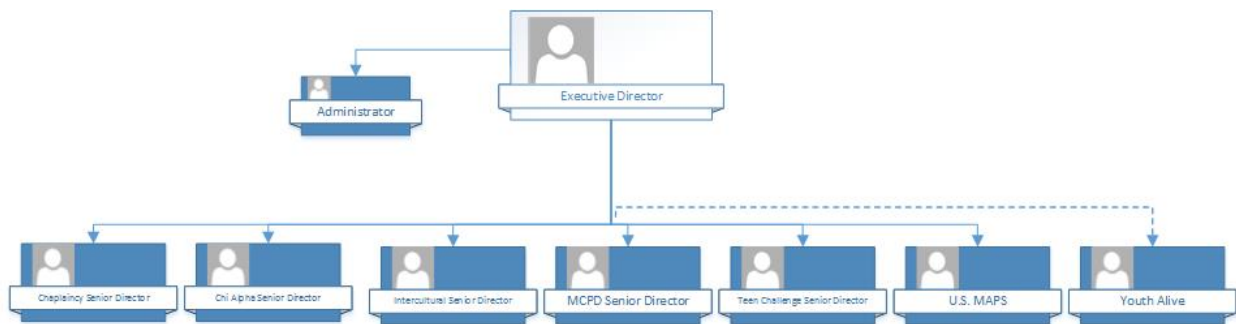
## U.S. MISSIONS BOARD MEMBERS CONT'D

NAME	REGION	TERM
<b>Reverend John E. Maracle</b> 2329 W Bent Tree Dr. Phoenix, AZ 85085 E-mail: thechief@agnaf.org Phone: 602-216-6001 Cell: 602-821-0531	Area EP	December 1, 2015 to November 30, 2018
<b>Reverend Gordon M. Butler</b> Retired Pastor 1921 Lemita Dr Duncanville, TX 75137 E-mail: topsoldier8@att.net Phone: 972-296-2250 Cell: 972-757-2861	South Central Area	December 1, 2014 to November 30, 2017
<b>Reverend Brian C. Schmidgall</b> 5156 Maple Ave Saint Louis, MO 63113 E-mail: brian@middletreechurch.com Phone: 314-649-8733 Cell: 314-807-0502	Area EP	December 1, 2014 to November 30, 2017
<b>Reverend Rachel L. Ross</b> The Assembly Jackson 141 E Michigan Ave Jackson, MI 49201 E-mail: pastorrachelross@gmail.com Phone: 517-782-8100	Great Lakes Area	December 1, 2015 to November 30, 2018
<b>Reverend Darrell J. Geddes</b> Christ Church International 3015 13 <sup>th</sup> Ave S Minneapolis, MN 55407 E-mail: darrellgeddes@gmail.com Phone: 612-722-6687	North Central Area	December 1, 2015 to November 30, 2018
<b>Reverend Ramon Hernandez</b> Spanish Eastern District Missions Director 213 Old Tappan Rd Old Tappan, NJ 07675 E-mail: rhernandez@sedag.org Phone: 201-358-9074	Northeast Area	December 1, 2015 to November 30, 2018
<b>Reverend Simon S. Gounder</b> Global AIM 1910 W Palmyra Ave Unit 89 Orange, CA 92868 E-mail: simon@globalaimusa.com Phone: 310-980-4254	Southwest Area	December 1, 2015 to November 30, 2018

## U.S. MISSIONS BOARD MEMBERS CONT'D

NAME	REGION	TERM
<b>Reverend Don E. Miller</b> Southern Missouri District Superintendent 528 W Battlefield Rd Springfield, MO 65807 E-mail: donmiller@somoag.org Phone: 417-881-1316	Gulf Area	December 1, 2014 to November 30, 2017
<b>Reverend Robert B. Wilburn</b> Mississippi District Superintendent PO Box 720309 Jackson, MS 39272 E-mail: bob.wilburn@msdistrict.com Cc: lhedgepeth@msaog.org Phone: 601-373-1943	Gulf Area	December 1, 2014 to November 30, 2017
<b>Reverend Saehee H. Duran</b> Life 360 1445 N Boonville Ave Springfield, MO 6802 E-mail: sduran@ag.org Phone: 417-773-1775	Gulf Area	December 1, 2015 to November 30, 2018
<b>Reverend Ted L. Cederblom</b> Life 360 Church 3581 S Kansas Ave Springfield, MO 65807 E-mail: ted@life360.org Phone: 417-447-9000	Gulf Area	December 1, 2015 to November 30, 2018
<b>Reverend Bismark Osei Akomeah</b> Jesus Power Assembly of God 5215 Cleveland Ave Columbus, OH 43231 E-mail: bismarkahomeah@yahoo.com Phone: 614-882-0423	Great Lakes Area	December 1, 2015 to November 30, 2018
<b>Reverend Daniel J. Miller</b> German District Superintendent First Assembly of God 3084 Niles Rd St. Joseph, MI 49085 E-mail: dan@imnetwork.org Phone: 269-556-1422	Great Lakes Area	December 1, 2015 to November 30, 2018

# U.S. MISSIONS FLOW CHART



## Boards and Commissions

- Commission on Chaplains serves as the endorsement agency for the General Council of the Assemblies of God
- Teen Challenge has a separate board of directors that oversees the activities of the corporation
- U.S. Missions Board—the work of AGUSM shall be under the advisement of a U.S. Missions Board

## **CHAPLAINCY**

### **Authorization/National Office**

The Chaplaincy Department was officially established in 1973. The senior director is amenable to and serves under the executive director of the Assemblies of God U.S. Missions in supervising the work of the department. As the action officer for the Commission on Chaplains, the senior director is also amenable to the general superintendent who serves as chairman of the Commission, which is the endorsing agency for the Assemblies of God chaplaincy. The senior director is appointed by the Executive Presbytery.

### **Vision and Mission**

The Chaplaincy Department is a model for other denominations to emulate. Based on increasing demands for specially qualified ministries, we envision Assemblies of God chaplains taking leadership roles in federal, state, and other public institutions and organizations because of their highly effective ministry. Chaplains and staff personnel take their divine calling and commitment seriously, combining current communication technology and skills with a keen sense of mission. We seek qualified applicants who will meet high educational and training standards required in ministering to personnel in pluralistic, specialized settings not normally accessible to other clergy.

Our mission is to provide an effective organization to recruit, train, endorse, equip, and supply professionally and academically qualified persons to serve as chaplains in federal, state, and other facilities; to provide ancillary guidance and nurture for chaplains who serve in a wide variety of institutional and occupational settings such as military, veterans affairs, correctional, health care, industry, and other areas; and to provide for their support and accountability to U.S. Missions and the Commission on Chaplains.

### **Scope of Ministry**

#### **Departmental**

The primary functions of this department shall be to:

- Recruit qualified ministers to fill openings in public and private agencies utilizing chaplaincy ministry
- Deliver effective training to chaplains, including legal issues
- Provide current information to keep chaplains abreast of changes within their specific area of ministry
- Encourage chaplains toward continuing education goals
- Promote membership and involvement in professional associations
- Increase the awareness of the denomination at large concerning the viable ministries of our chaplains
- Provide resources and training for churches and districts
- Facilitate the endorsement of chaplains
- Facilitate the processing of U.S. missionaries

### **U.S. Missionaries for Chaplaincy**

The majority of our endorsed chaplains do not require U.S. Missions appointment as they are hired by the government, by institutions, or by other organizations to fill the role of chaplain. U.S. missionary appointment then is focused on, but not limited to, facilitating the ministries of chaplains in the more nontraditional areas which have no hiring bodies such as motorcycle clubs, race tracks, rodeos, etc. Chaplain U.S. missionaries must meet the same professional

requirements as other endorsed chaplains. They must demonstrate a call to the ministry for which they request appointment, be ordained, and have two years of pastoral ministry. U.S. missionary appointment is also available to chaplains serving in more traditional areas of ministry, such as corrections or hospitals, if the institution does not provide funding for this ministry and support from an outside source must be raised in order to continue the ministry.

– *Chaplaincy also provides a supplement to the Assemblies of God U.S. Missions Missionary Manual.*

## **CHI ALPHA CAMPUS MINISTRIES, U.S.A.**

### **Authorization/National Office**

Chi Alpha Campus Ministries, U.S.A. is the national office working in cooperation with and at the invitation of the various districts. The supervision and administration of the work of the missionaries and ministries, who have official recognition through national U.S. Missions appointment with Chi Alpha Campus Ministries, U.S.A., are committed to the districts where they are located. Most districts have Chi Alpha Committees led by the district's missions director or a designee.

The Assemblies of God has established the national Chi Alpha Campus Ministries, U.S.A. Department to provide ministry among the college and university population of the United States, including international students studying on America's campuses.

The college and university campus is a community, sometimes a metropolis, unto itself comprised of students, faculty, staff, and leaders-in-training from most nations and religions of the world. The university campus is clearly a distinct culture.

### **Vision and Mission**

Chi Alpha Campus Ministries, U.S.A. exists to serve as an agency of the Assemblies of God for the evangelization and discipleship of college and university students, primarily on secular campuses in the United States, and by being a missionary appointing and sending agency as well as facilitating and resourcing agency for churches and campus ministries in reaching collegians.

Our vision is to reconcile students to Christ, transform the university, the marketplace, and the world. Our mission is the fulfillment of Christ's Great Commission on campus, primarily through the formation of ministries on campus.

### **Scope of Ministry**

#### **Departmental**

Chi Alpha Campus Ministries, U.S.A. fulfills its role to college and university students through the following means:

- Provide for the recruitment, appointment, and placement of national U.S. (campus) missionaries
- Provide information, resource, and promotion assistance to districts, local churches, and campus ministries
- Provide training for staff and students
- Supervise the work of national representatives who assist in specific areas of the



- national ministry
- Devise strategy and programs for implementing campus ministry

Chi Alpha Campus Ministries, U.S.A. is committed to evangelism and discipleship of American and international college and university students.

### **Local Campus Missionaries**

The terms *campus missionary*, *campus director*, *campus staff*, *campus minister*, *campus worker*, *chaplain*, and *campus pastor* are often used interchangeably and mean the same thing. Generally, these terms apply to paid vocational campus workers serving on a college or university campus.

Campus ministry includes personnel who have no ministerial credentials (campus missionary associate), the certified minister (campus missionary appointed certified), and those licensed or ordained (campus missionary).

Campus missionary associates are requested and approved by a local campus missionary/campus director.

With district approval, a certified, licensed, or ordained minister may serve as a campus minister/missionary.

The category of campus missionary intern is an approved intern participating in a nationally recognized program. Interns are not staff; they are campus missionary interns.

To qualify as an approved Chi Alpha campus missionary, individuals must:

- Attend one annual Reach the University Institute
- Participate in one 9–10 month campus missionary intern program
- Pursue ministerial credentials
- Be approved by the district

Additionally, to be nationally appointed, the individual must:

- Make application for campus missionary service
- Be invited and interviewed by the Chi Alpha Missionary Screening Committee
- Be approved
- Itinerate and raise a full budget

Campus ministers/missionaries will:

- Promote Pentecostal worship
- Build community on campus
- Disciple
- Model and train and conduct evangelism
- Pray
- Develop and train student leaders
- Teach
- Counsel
- Represent the Assemblies of God to students and students to the Assemblies of God

- Network with other campus ministries/ministers
- Itinerate, raise and manage budget
- Communicate with donors
- Create and advertise special ministry events
- Develop personally
- Educate and provide missions opportunities
- Facilitate ministry to internationals
- Participate in district and national Chi Alpha events

## **MISSIONARY CHURCH PLANTERS & DEVELOPERS**

### **Authorization/National Office**

The Missionary Church Planters & Developers Department has been established by the General Presbytery at the initiative of the Executive Presbytery. There shall be a department senior director who shall be amenable to and serve under the executive director of Assemblies of God U.S. Missions in supervising the work of the department. The senior director shall be appointed by the Executive Presbytery.

### **Vision and Mission**

The vision of the Missionary Church Planters & Developers Department is to see missional churches multiplying into every underserved community and people group within the United States.

Our mission is to send missionaries to plant and strengthen churches across America.

### **Scope of Ministry**

#### **Departmental**

The Missionary Church Planters & Developers Department shall:

- Facilitate the planting of churches in the United States in urban, suburban, rural communities, and among the various ethnic/cultural groups
- Sound the call and vision for missionary church planters and developers
- Facilitate the revitalization of plateaued and declining churches to become reproducing churches
- Provide resources, strategies, and training for districts, churches, and pastors
- Provide networking opportunities
- Facilitate the processing of U.S. missionaries
- Provide leadership and training for nationally appointed missionary church planters and developers missionaries

U.S. missionary appointment is focused on facilitating church planning, revitalizing churches, and providing related ministries.

U.S. missionary appointment is for those individuals who have a unique church planting call and necessary qualifications to multiply the planting of healthy churches.

U.S. missionary appointment is also available to those who lead ministries that facilitate, equip, encourage, or oversee ministries related to church planting and revitalization.

U.S. missionary appointment is available to urban missionaries whose ministries, such as Urban Bible Training Centers, etc., are directly connected to a local church.

– *Missionary Church Planters & Developers also provides a supplement to the Assemblies of God U.S. Missionary Missions Manual.*

## **INTERCULTURAL MINISTRIES**

### **Authorization/National Office**

The Intercultural Ministries Department is a facilitating agency, working in cooperation with and at the invitation of the various districts. The supervision and administration of the work of the ministers and ministries, who have official recognition through the Intercultural Ministries Department, are committed to the districts where they are located.

The Assemblies of God has established the Intercultural Ministries Department to provide ministry among those groups of people in the United States whose evangelization involves specialized understanding and preparation. These groups are those having cultural, ethnic, or language distinctiveness; those constituting specialized communications groups such as deaf culture, blind, and persons with disabilities.

### **Vision and Mission**

The Intercultural Ministries Department exists to serve as an agency of the Assemblies of God for the evangelization and discipling of culturally distinct groups in America, by being a missionary-sending agency as well as a facilitating and resource agency for existing churches in reaching out to the cultural groups throughout the United States of America.

Our vision is to see the Assemblies of God U.S.A. become a fully integrated, culturally diverse Fellowship following the pattern of the Early Church in the Book of Acts. This would allow cultural groups to remain diverse and distinct while maintaining the unity of the Spirit in the bond of peace.

### **Scope of Ministry**

#### **Departmental**

The Intercultural Ministries Department fulfills its role to these specialized groups through the following means:

- Facilitate the processing of U.S. missionaries
- Provide information, expertise, and promotional assistance to districts and local churches
- Supervise the work of national representatives who assist in coordinating the work of specific areas of ministry

The Intercultural Ministries Department is concerned with outreach to America's lost through these primary areas:

- Ethnic ministries
- Deaf culture ministries
- Ministries to persons with disabilities
- Ministry to the blind and visually impaired

- Other distinguishable groups that require specialized understanding and preparation

### **U.S. Missionaries for Intercultural Ministries**

Intercultural Ministries U.S. missionary appointment is focused on facilitating ministry to the various ethnic and cultural groups of America. If the intent of a missionary is to reach ethnics via a church plant then that missionary would be placed with MCP&D.

Appointment is available for those whose ministry facilitates, equips, encourages, or oversees ministries related to the culturally distinct groups of America.

Missionary appointment may also be available to those whose ministry targets any group of people that requires a special focus.

## **U.S. MISSION AMERICA PLACEMENT SERVICE**

### **Authorization/National Office**

The Mission America Placement Service (MAPS) department is the facilitating arm of U.S. Missions that coordinates volunteers in various avenues of service. U.S. MAPS is a servant ministry designed to help local churches, districts, and other AG ministries with construction and evangelism needs.

### **Vision and Mission**

The structure of U.S. MAPS provides for volunteer participation in four distinct areas of Christian service throughout the United States, Puerto Rico, and the Virgin Islands.

### **Scope of Ministry**

#### **RV Volunteers**

Hundreds of RV volunteers, most of whom are retired, spend from a few weeks to nearly full-time working on U.S. MAPS projects as they travel to different places in their motor homes, trailers, and fifth wheels. Many use their construction abilities, whether they qualify as apprentices or skilled workers, building or repairing churches, Teen Challenge centers, children's homes, campgrounds, and AG college facilities all across the country. Others use skills as accountants, office workers, librarians, church workers, seamstresses, painters, Bible teachers, and preachers to fulfill various evangelism and ministry needs. RVers travel from project to project and pay their own food and travel expenses. Project hosts are responsible to provide water, sewer, and electrical hookups while RVers are on assignment. U.S. MAPS office personnel provide RVers information where they are most needed and ask for their prayerful consideration.

#### **U.S. MAPS Church Team Ministry**

Through U.S. MAPS a network of volunteers is available to assist local churches and leaders with both construction and non-construction projects across America. These volunteers are individuals from local churches who desire to help by participating in short-term ministry (usually a week or two). It is often possible for this network of volunteers to partner with other ministries across our Fellowship. Many of our teams include both construction and evangelism components. When possible, teams bring extra funds to assist in purchasing building materials. The host project is expected to have the necessary materials on-site so U.S. MAPS teams can accomplish the most during their stay.

### **Missionary Associates**

Missionary Associates are non-credentialed persons eighteen years old and older ministering alongside nationally appointed U.S. missionaries or other approved ministry leadership and work in a wide variety of ministry opportunities for a year or longer. These include but are not limited to teachers, musicians, office workers, maintenance workers, and ministry workers. These associates can have a missions account and are permitted to raise support from friends, family, and their home church. RVers are allowed to have these accounts.

### **Summer Volunteers**

Numerous opportunities are available for college students, individuals eighteen years old and older, and married couples, to share their skills for work and ministry alongside U.S. missionaries, pastors, and directors of various ministries in need of helpers for a six- to twelve-week missions assignment. Summer Associates find valuable firsthand experience, mostly in the areas of minor cleanup or repair work, to full-fledged camps or community evangelism outreaches involving puppets, mime, drama, music, preaching, and witnessing. Summer volunteers are permitted to raise travel and living support from friends, family, and their home church so they can give full time to their volunteer activities.

– U.S. Missions MAPS also provides a supplement to the Assemblies of God U.S. Missions Missionary Manual.

## **TEEN CHALLENGE INTERNATIONAL, U.S.A.**

### **Authorization/National Office**

Rev. Dave Wilkerson began Teen Challenge in 1958 as an outreach to help street gangs build new life through finding Jesus Christ. As the scope of the drug problem grew, Teen Challenge ministries were started around the country and across the world. There are over two hundred Teen Challenge centers in the United States with approximately six thousand beds for those needing residential care.

The organization of Teen Challenge is similar to that of Assemblies of God churches in that the centers are sovereign with their own local board of directors and constitution. Each center is required to abide by the accreditation standards of Teen Challenge International, U.S.A. and is subject to periodic inspections to verify compliance, but is self-governing and responsible for all organizational, personnel, and management decisions.

### **Vision and Mission**

Teen Challenge International, U.S.A.'s mission is to provide youth, adults, and families with an effective and comprehensive Christian faith-based solution to life-controlling drug and alcohol problems in order to become productive members of society. By applying biblical principles, Teen Challenge endeavors to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

The goal of Teen Challenge is to provide prevention programs to the youth of America and to take the faith-based treatment techniques developed over the last fifty years to the thousands of people who are addicted to drugs and alcohol and see no hope of an effective solution.

### **Scope of Ministry**

#### **Departmental**

Teen Challenge International, U.S.A. exists to:

- Provide curriculum and resources both to our centers as well as to those who have similar ministry goals for the propagation of the gospel
- Provide certification, and certification standards, and policies for Teen Challenge Ministries around the United States and to monitor existing centers and their compliance to the accreditation standards of Teen Challenge International, U.S.A.
- Act as a conduit for Teen Challenge centers to communities across the country, churches, the Assemblies of God national office, and other ministries within the Assemblies of God
- Represent Teen Challenge centers on a national level to media, government entities, and other organizations of national scope
- Facilitate the processing of U.S. missionaries
- To provide leadership to the Teen Challenge organization on a national level

### **U.S. Missionaries for Teen Challenge**

U.S. missionary appointment is focused on facilitating the operation of the local Teen Challenge facility providing for ministry to those caught in addictions.

U.S. missionary appointment is primarily for those individuals who have a unique call to minister and have demonstrated the necessary qualifications to provide leadership in a Teen Challenge setting.

U.S. missionary appointment is also available to those who lead ministries that facilitate, equip, encourage, or oversee ministries within the structure of Teen Challenge International, U.S.A.

U.S. missionary appointment is available to Teen Challenge executive directors and immediate support staff based on the recommendation of their executive director and their Assemblies of God district office.

*– Teen Challenge International, U.S.A. also provides a supplement to the Assemblies of God U.S. Missions Missionary Manual.*

## **YOUTH ALIVE**

### **Authorization/National Office**

Youth Alive (YA), a ministry of the National Youth Ministries of the Assemblies of God, functions under the umbrella of the Assemblies of God U.S. Mission in mobilizing nationally appointed Youth Alive missionaries. As such, YA/Assemblies of God U.S. Missions is a facilitating agency, working in cooperation with, and at the invitation of the various districts. All nationally appointed missionaries shall be amenable to the district leadership in which they minister in cooperation with the policies set forth by Youth Alive and the Assemblies of God U.S. Missions.

### **Vision and Mission**

Youth Alive is a campus ministry strategy to present Jesus Christ, the Message of Hope, to every student on every campus.

Youth Alive strives to establish and assist ongoing campus ministry for every middle, junior

high, and senior high school campus. Youth Alive is committed to providing encouragement, resources, and training for students and leaders.

## **Scope of Ministry**

### **Departmental**

Youth Alive is a multidenominational effort of presenting Christ on campus and is concerned with outreach to America's lost through these primary areas including but not limited to:

- Prayer Zone Partners
- Campus Missions
- Youth Alive clubs
- The Seven Project, school assemblies, and other outreaches
- Events and conferences
- Training of student leaders
- Multidenominational networking
- Campus Alliance

Youth Alive fulfills its role, providing ministry to the school community using the following strategy:

- Facilitate the processing of U.S. missionaries
- Serve the churches through connecting youth leaders and students to the school
- Devise strategies and program applications for the development of ongoing school ministry to America's middle schools, junior high, and senior high schools focused on prayer, student empowerment, student networking, and outreach
- Provide information, resources, support, expertise, and promotional assistance to students, leaders, local churches, and districts
- Serve as a liaison to the various secondary campus ministry efforts (middle schools, junior and senior high schools) within the United States
- Facilitate the work of nationally appointed Youth Alive missionaries who assist in coordinating the ministry to students, leaders, churches, and organizations on campus

### **U.S. Missionaries for Youth Alive**

Each Youth Alive missionary is concerned with the evangelization and discipleship of students who attend America's middle schools, junior and senior high schools. The objective of the nationally appointed missionary is to promote the Youth Alive goal of reaching every student with the gospel of Jesus Christ before he or she graduates high school.

U.S. laws, which have opened doors for ministry at school, refer merely to the students themselves—not to outside adults. Realizing this, nationally appointed Youth Alive missionaries understand that their goal is to mobilize and equip students and leaders to reach their school for Christ.

*– Youth Alive also provides a supplement to the Assemblies of God U.S. Missions Missionary Manual.*

## ASSEMBLIES OF GOD U.S. MISSIONS PERSONNEL CHART

There are several different categories of missionaries in the Assemblies of God U.S. Missions. Each category has a minimum level of required credentials, a level of approval required from the district, opportunity for deputation, and financial requirements to Assemblies of God U.S. Missions.

### Missionary Personnel Requirement Categories

- Institutional-Occupational Chaplaincy
- Intercultural
- Youth Alive\*
- MAPS
- Missionary Church Planters & Developers\*\*
- Teen Challenge
- Chi Alpha\*\*

	<b>Appointed General</b>	<b>Appointed Certified</b>	<b>Missionary In Training</b>	<b>Associates &amp; Interns</b>
<b>Credentials</b>	Licensed Ordained	Certified	Licensed	Varies by Department No – MAPS
<b>District Approval</b>	Yes	Yes	Yes	No
<b>Itineration</b>	Yes	Yes	Yes	No
<b>AGUSM Financial</b>	5% Admin fee	5% Admin fee	5% Admin fee	5% Admin fee
<b>Requirements</b>	50% tithe	50% tithe	50% tithe	50% tithe

**Note 1:** Until full budget is raised, missionaries have a “candidate” status.

**Note 2:** All U.S. missionaries must be approved by the U.S. Missions Executive Committee. In addition, the Commission on Chaplains approves/endorsees all chaplains.

\***Youth Alive** – contact them for their specific Missionary in Training program.

\*\***Chi Alpha and Missionary Church Planters & Developers** – contact them for their specific Intern program.

## PERSONNEL CATEGORIES

Appointment through the Assemblies of God U.S. Missions may be given under the following ministries:

- Chaplaincy
- Chi Alpha Campus Ministries, U.S.A.
- U.S. Missions Administration



- Intercultural Ministries
- U.S. Missions MAPS
- Missionary Church Planters & Developers
- Teen Challenge International, U.S.A.
- Youth Alive

### **Appointed General (AG)**

This is the term for a U.S. missionary who has raised a full budget and is a licensed or ordained minister. This category is eligible for all benefits.

### **Appointed Certified (XM)**

These individuals qualify if they have district approval and certified minister's credentials. They are permitted to itinerate in churches. They do not qualify for service increment until they move to Appointed General status; however, they do appear in the *Official List of Ministers*. Once a certified missionary candidate becomes appointed he/she has 24 months to meet the study requirements and complete the license exam. Becoming licensed opens opportunity for greater influence as a General Council voter and allows a greater missionary benefit package. It also sets a pattern for personal growth and affirmation by the church of continued calling and ministry. Work funds may be used to cover the costs of the study requirements.

### **Short-Term Missionary (ST)**

On occasion, short-term U.S. Missions approval is given to ordained ministers to work in a needed area of ministry for approximately one year or less. No official "appointment" is given and requests are considered on a case-by-case basis by the department senior director, executive director, and U.S. Missions Executive Committee. A short-term account is opened to receipt funds generated by family, friends, and the minister's local church.

### **Missionary-in-Training (IT)**

MIT appointment provides opportunity for qualified credentialed Assemblies of God ministers, especially recent Bible school graduates, to serve two-year apprenticeships on the field under the supervision of a qualified U.S. missionary or minister in specialized ministry such as ethnic or inner city. They are permitted to itinerate in churches and must raise their budgets before beginning their two-year service on the field. They are not considered fully appointed for service increment until they move to Appointed General, however, they do appear in the minister's directory. They are not eligible for a Speed the Light vehicle.

The purpose of the MIT program is to place divinely called people under the supervision of experienced missionaries or qualified specialized pastors in order that the MIT may develop a future life work in missions. The primary focus will be on developing a future career missionary, rather than meeting field needs.

The greater benefits to the field and to the candidate are:

- Practical experience before cultural adjustments
- Ministry recognition by a section and district
- Establishment of a prayer and support base

**Note:** Contact Youth Alive for their MIT program specifications.

### **Missionary Associate (MA)**

There are a wide variety of ministry opportunities available for individuals 18 years or older who may or may not hold ministerial credentials. Approved applicants are assigned to a U.S. Missions department under the supervision of a nationally appointed U.S. missionary or other assigned ministry leader. Missionary Associates have a missions account, and are permitted to raise support from individuals and churches where they have family and friends but are not permitted to itinerate in churches.

### **Missionary Intern (MI)**

These individuals are receiving supervised, on-the-job training to prepare them for various leadership roles. The internship is ten months or longer depending on departmental requirements. The credentialing requirements vary by department. Missionary interns are not permitted to itinerate in churches.

### **Work Accounts (MW)**

For special needs of ministries outside the scope of the above accounts, U.S. Missions approves work accounts for churches (normally this would be a new church plant), individuals, and corporations with U.S. Missions type ministries. The purpose of this account is to allow them to receive donations and issue AG Total Giving credit to AG churches. A \$200 application fee is required (excluding Teen Challenge Centers, and missionaries opening work accounts) along with district approval. Work accounts are reviewed annually and must follow special guidelines. Work accounts must maintain an average of \$200 per month in cash receipts or there will be a \$25 monthly account fee.

## **MISSIONARY APPOINTMENT**

### **Definition of a U.S. Missionary**

A U.S. Missionary is an AG credential holder in good standing affirmed by the U.S. Missions Executive Committee to be a person who is called to fulfill the Great Commission in the United States in a manner compatible with the values of U.S. Missions and within the scope of its departments. The missionary is appointed by AGUSM in concert with appropriate district approval and final affirmation by local churches who act as primary sending agents, providing financial and prayer support for U.S. missionaries.

### **U.S. Missionary Appointment**

Appointment is the result of a process and partnership involving the Assemblies of God U.S. Missions, districts, and the candidate. U.S. missionaries are commissioned upon an approval of the sending district, the working district(s), and the U.S. Missions Executive Committee. A missionary does not become appointed until their full budget is raised and they have been released for ministry by the U.S. Missions Executive Committee.

### **Purpose of U.S. Missionary Appointment**

The essential functions are promoting the establishing of indigenous churches and facilitating the evangelization and discipleship of individuals within the scope of U.S. Missions.

## **Benefits of Appointment**

- Helps to provide personnel, vision, and ministry tools to our whole Fellowship
- Elevates the value of U.S. missionaries by approaching the United States as a true missions field
- Exposure to 12,000+ Assemblies of God churches helps to broaden their church's vision for a changing America
- A Fellowship-wide recognized system for giving and receipting of contributions
- IRS compliant
- Itineration in churches increases the number of people involved in financing, prayer support, and ministry involvement
- Helps fulfill the Great Commission by giving districts/ministries a funded and fully accountable worker
- Provides resources unique to missionaries such as Speed the Light, Light for the Lost, Women's Ministries, and Boys and Girls Missionary Challenge
- Attracts gifted and motivated candidates

## **MISSIONARY APPOINTMENT PREREQUISITES**

### **Requirements for Applicants**

The applicant must:

- Show evidence of the call of God for the work to which he or she seeks appointment
- Possess appropriate credentials for the category
- Have proven ministry effectiveness and/or gifting for his or her particular ministry field
- Apply for a specific department and/or field
- Have approval of the home and proposed work district
- Sign the Missionary Candidate Agreement and Authorization

## **APPLICATION PROCESS**

### **How to Become a U.S. Missionary**

Those wishing to become U.S. missionaries should contact the Training and Development Manager within U.S. Missions. Questions will be asked about background, ministry experience, educational experience, training, credential status, and God's call.

A meeting with the appropriate district superintendent or his designee is necessary to explain God's call regarding national U.S. Missions. The district must state, in writing, to the national U.S. Missions office that the application process may begin and then an application packet will be sent from U.S. Missions.

The Assemblies of God U.S. Missions will review the application and send personal reference forms to the persons provided and others as needed. A credit report, background status, and a personality assessment will be obtained. Both the home (sending) and work district must give recommendation.

After all forms are returned, a determination will be made by the U.S. Missions Executive Committee whether to continue the application process. If the determination is favorable, the candidate will be invited to orientation week for a final personal interview to determine if final approval is granted.

## **Interview/Orientation**

The Assemblies of God U.S. Missions schedules a formal interview/orientation for candidates at least twice yearly. The applicant must attend the interview/orientation. The transportation costs to and from the orientation are to be covered personally by the candidate. However, these expenses are tax deductible and may be reimbursed from deputational offerings after approval. Room and board are provided by Assemblies of God U.S. Missions.

## **Missionary Candidate Interview and Orientation Statement of Purpose**

The purpose of the interview is to review the candidate's spiritual, moral, and academic qualifications for candidate missionary status. The Interviewing Committee should review the applicant's file and be prepared to prayerfully question the candidate about his or her ministry, personal life, and missionary calling. Areas of strength, as well as potential problem areas, should be addressed. The interview should seek to ascertain the candidate's ability to communicate his or her missionary calling to congregations that could support, and to establish good relations between the Assemblies of God U.S. Missions, districts, and local Assemblies of God churches. The committee should consult with the candidate concerning an appropriate field of labor and, if possible, tentatively define the field location. If the interview is satisfactory, the candidate will be recommended to the U.S. Missions Executive Committee.

The candidate interview should be the final step in the application process.

The purpose of candidate orientation is to familiarize candidates with procedures, policies, and guidelines to ensure compliance with the objectives of the Assemblies of God U.S. Missions. The division should clearly communicate lines of accountability to the national office (divisional and departmental), work district and home district. A clear reason for being should be articulated as well as the benefits to be derived from national appointment. The sessions should impart technical knowledge in the areas of promotion and finance, and give a general U.S. missionary job description. Orientation presentations should be informative, not promotional, and should be fine-tuned to ensure continuity and avoid duplication.

During the orientation process, applicants will be given an extensive session on finances. A Pre-Budget Form, prepared in advance by the senior department director and the U.S. Missions Accounting Department, will be presented to each candidate. A meeting of each candidate with the senior department director will be scheduled.

## **U.S. Missions Executive Committee (USMEC) Approval**

Upon completion of the interview and orientation, the following procedures are followed:

1. At the next meeting of the USMEC, applicants will be submitted for final approval.
2. A letter stating the applicant has been approved as a candidate missionary will be written by the executive director and sent within the week to the candidate, with a copy to the department senior director as well as the home and work district superintendent, U.S. missions director, Women's Department director, Men's Ministries director, Light for the Lost coordinator, and the missionary's personnel file. When applicable, copies will be forwarded to the work district youth director, district Chi Alpha director, and the candidate's pastor.

## **Deputation**

The U.S. missionary candidate may begin itineration upon notification of U.S. Missions Executive Committee approval.

Accountability shall be in written form as follows:

The missionary should inform the department senior director of the actual date he or she would begin itineration. During itineration, the missionary will communicate with the department senior director on a monthly basis as well as submit the required deputational report. A prescribed schedule for an appropriate time frame for raising budgets is one year with extensions considered by the department senior director and approved by the U.S. Missions Executive Committee. There will be a periodic review of missionary deputation by the department senior director every three months, six months, twelve months, etc. Twenty-four months is the maximum period allowed for deputation. If the approved budget has not been raised within that time, the missionary must be re-evaluated.

Deputation should be the candidate's full-time focus during itineration.

To be approved for an extension a missionary should be at these percentages:

12 months – 60 percent  
18 months – 75 percent  
24 months – 100 percent

## **Final Clearance**

Once the candidate receives full missionary appointment, he or she will be released to his or her field of ministry only on final clearance from the U.S. Missions Executive Committee. A letter with an appointment card will be sent to the missionary. It is considered provisional appointment until the missionary attends GO!

## **Reports**

During the missionary's ministry, he or she will submit ministry, personal, and financial reports to Assemblies of God U.S. Missions on a monthly basis. All reports shall be sent to the U.S. Missions Accounting Department.

Copies of newsletters are to be sent to the appropriate department senior director.

## **APPOINTMENT**

### **Approved Budget Raised**

When sufficient signed faith promise forms have been sent to the Assemblies of God U.S. Missions to cover the candidate's approved budget and the current revenue matches the commitments, a formal Appointment Card will be issued.

### **Term of Appointment**

The term of appointment is for four years, and is renewable for additional four-year periods. The appointment is for full-time service.

### **Assignment (Place of Ministry)**

The ministry of the nationally appointed U.S. missionary shall be arranged by the Assemblies of God U.S. Missions and the district where the missionary will work.

## **WORLD MISSIONS MISSIONARY APPLYING TO U.S. MISSIONS**

### **Protocol/Procedure**

The missionary desiring to transfer should contact his/her leadership team.

The sending division's appropriate leadership should review the transfer request and make a recommendation. If the recommendation is in favor of the missionary pursuing the transfer, the missionary should contact his district and if the district is in favor, the missionary should contact the receiving division.

Once the district and the receiving division are in favor of the missionary pursuing the transfer, the sending division should forward the missionary's file to the receiving division.

The receiving division's appropriate leadership should review the request for transfer, including the missionary files and input from the missionary's district, then make a recommendation.

Appropriate communications should be sent to the missionary's district and supporting churches/donors regarding the transfer, after which the missionary may send appropriate communication of the transfer.

Three months' base salary will be transferred to the new account of the missionary in the receiving division, after final expenses have been deducted from the missionary's account in the sending division. If the missionary's account has less than the total of three months' advance pay, what is available will be transferred. If the missionary's account exceeds the amount of three months' advance pay, the balance of excess funds will remain with the sending division.

Any approved personal or ministry expense incurred during the missionary's tenure with the sending division that is processed after the transfer (after the transfer of either advanced salary or ministry funds, as applicable) may be reimbursed from the missionary's account in the receiving division. This is only needed if the excess funds remaining with the sending division after the transfer of funds are not adequate to meet the expense.

The World Missions U.S. Relations Department is notified in ample time of the arrangements between U.S. Missions and World Missions regarding the transition. The U.S. Missions department senior director and World Missions each write a letter to the missionary's donors; letters are coordinated to be received a few days apart. Copies are sent to each division, as well as to the home and work districts of the missionary.

The transitioning missionary sends a letter shortly after the Assemblies of God World Missions and Assemblies of God U.S. Missions letters are mailed.

Assemblies of God U.S. Missions and Assemblies of God World Missions, along with the respective finance areas, work closely together in the transition of the account so that the transitioning missionary is assured of a monthly disbursement during the month of the change. Receipts of donor money should begin to be deposited to the missionary account in the receiving division on the first day of the month of transfer. The timing for the transfer of the missionary account should be done at the closing of the monthly accounting cycle. The account should be closed in the sending division, then opened in the receiving division on the same day.

The missionary will transfer over with candidate status. When the required budget is raised Assemblies of God U.S. Missions appointment is granted.

Service completed (service increment) will be considered when setting the new Assemblies of God U.S. Missions salary figures.

## **RELATIONSHIPS WITH DISTRICTS AND U.S. MISSIONS**

### **Assemblies of God U.S. Missions and Districts' Partnerships**

The Assemblies of God U.S. Missions cooperates closely with districts. Missionaries are approved with the approval of their home and work districts, and field assignment is made at district invitation with the final approval of U.S. Missions.

### **Missionary Responsibility to Assemblies of God U.S. Missions**

As a representative of the Assemblies of God Missions, the missionary is governed by all policies and directives of the division.

#### **Tithes**

Assemblies of God U.S. missionaries are required to contribute one-half of their tithe to their department.

### **Missionary Responsibility to Districts**

The U.S. missionary shall become a member of the district in which he or she is working, and his or her work is subject to that district's policies and directives. The ministerial credentials held by the missionary shall determine his or her participation in district council and voting.

#### **Dual Membership**

The U.S. missionary is encouraged to retain honorary membership in his or her home district and be listed as an honorary U.S. missionary in the home district's yearbook. While on official furlough in the home district, the missionary will be granted voice and vote in district council sessions as determined by his or her ministerial credentials.

#### **Tithes**

The U.S. missionary shall conform to district and General Council regulations regarding financial support of these bodies.

### **Communication**

#### **Monthly Reports**

Required monthly reports must be completed in triplicate with copies distributed as follows:

- National U.S. Missions

- Work district
- Missionary's own files

### Reporting on Time

Timely submission of the missionary's monthly report is an absolute requirement. Failure to do so may result in the monthly check being withheld. Consistent failure to report on time will result in ineligibility for a Speed the Light vehicle.

#### *Delinquency Policy:*

1 month late	-----	Reminder from finance department
2 months late	-----	Check withheld
6 months late	-----	Letter from department senior director
8 months late	-----	Department senior director writes missionary and district
12 months late	-----	U.S. Missions Executive Committee reviews for termination

### Newsletters

Frequent newsletters and other communications are a vital part of the missionary's ministry for keeping in touch with supporters. Copies of all newsletters should be sent to the department senior director.

U.S. missionaries are to use either the words "U.S. Missions" or the division logo to identify with the Assemblies of God U.S. Missions in all newsletters and printed promotional pieces.

In addition to monthly reports and newsletters, U.S. missionaries are encouraged to communicate personally with their department senior director at any time, sharing burdens, needs, and victories.

### Departmental Conferences

The U.S. missionary is required to attend the departmental functions/conferences as determined by the department senior director.

## MISSIONARIES WHO PASTOR A SELF-GOVERNING AND SELF-SUPPORTING CHURCH

When a church that is planted or pastored by a U.S. missionary becomes self-governing (General Council affiliated status) and self-supporting, the missionary has two options:

- Retain his or her appointment by resigning as pastor and continuing missionary assignment, or
- Remain as a U.S. missionary whose focus will be replicating church planting, ethnic ministries, or specialized ministries in accordance with U.S. Missions and district policies. The status of the missionary will change to non-missionary status if focus of replication of church planting, ethnic ministries, or specialized ministries changes.

## ANNUAL EVALUATIONS OF MISSIONARIES

An annual evaluation of appointed missionaries shall be conducted by the appropriate department in conjunction with the districts. The evaluation of the missionary's effectiveness, pastoral care, and fellowship opportunities shall be shared by the district(s) and U.S. Missions.



## **RENEWAL OF MISSIONARY APPOINTMENT**

### **Renewal of Appointment**

U.S. missionary appointments are renewable every four years with the appointment period ending December 31. Once a missionary changes to retired missionary status, he or she is not required to renew.

### **Evaluation and Renewal of Appointment**

An annual evaluation of appointed missionaries/chaplains shall be conducted by the appropriate department in conjunction with the districts. The evaluation of the missionary's effectiveness, pastoral care, and fellowship opportunities shall be shared by the district(s) and U.S. Missions.

Various factors are examined by the Assemblies of God U.S. Missions in evaluating the missionary for reappointment. Among these are:

- Ministry assignment with impact on the field
- Quality of relationships with the Assemblies of God U.S. Missions, districts, and donors
- Balance and health of spiritual and personal life
- Continuing education and ministry relevance
- Budget
- Financial integrity

### **Evaluation by Districts**

A written evaluation of each missionary is sent by the work district to the Assemblies of God U.S. Missions as part of the evaluation process.

### **Underfunded Status**

Underfunded is the gap between the assigned budget and the monthly average of actual funds received.

Missionaries who fall into the underfunded category can take up to a year to get to 100%. We do encourage taking a furlough to itinerate and raise funds. Itineration is optional unless underfunded.

### **Review and Approval of Renewal Appointment**

The Assemblies of God U.S. Missions Department makes a recommendation concerning the renewal of appointment or termination of each missionary to the U.S. Missions Executive Committee.

### **Notification and Appointment Cards**

The Assemblies of God U.S. Missions notifies each missionary of the action of the U.S. Missions Executive Committee in his or her case. A new appointment card, not to be confused with the ministerial fellowship card issued by the General Council, is sent by the Assemblies of God U.S. Missions to those who have been approved for renewal of appointment.

## **CHANGE OF MISSIONARY ASSIGNMENT**

Deputation, educational leave, medical leave, change in department, and change of missionary

category all represent a change of assignment.

Failure to request and receive advance approval constitutes unauthorized absence from the field and is grounds for termination of national appointment.

Contact should be made by letter and followed up by phone to the appropriate department.

### **Change of Assignment**

- Change of department
- Change of location
- Limitation of ministry for personal reasons

### **Advance Approval Required**

Approval in advance for any change of status or assignment must be received from the appropriate department senior director and the work district office.

### **Timeliness**

The missionary must send a written request, through the department senior director, in time for formal approval by the U.S. Missions Executive Committee before the change is to begin.

### **Late Requests**

In cases where it is impossible to submit the request in sufficient time for formal approval (e.g., illness), the missionary may make an emergency request. A late request must include, in writing, the reason the request was not made in accordance with policy.

## **CHANGE OF ASSIGNMENT TYPES**

### **Furlough Leave for Deputation**

U.S. missionaries are not required to take a one-year deputation at the end of their four-year term. Missionaries are encouraged to communicate with their support team, including supporting churches, on a regular basis. The missionary may request approval, from his or her department senior director and work district, to take up to a one-year furlough for the purpose of raising financial support should monthly support drop substantially.

### **Deputation**

Missionaries are expected to arrange their own itineraries in cooperation with the U.S. Missions directors of the districts where they expect to conduct deputational ministry. The itinerary should be arranged to allow sufficient time for the district officials to plan for its success. Often the district must have from six months to one year's advance notice before an itinerary is established.

### **Reports**

Monthly deputational reports are required while a missionary is on deputation.

### **Temporary Assignment**

- A missionary may request temporary assignment for no more than one year and not more than once every three years.
- A written agreement between the national office department and the U.S. Missions department must be in place.

- The temporary assignment must benefit in some way the missionaries on the field.
- Final approval must come from the U.S. Missions Executive Committee.
- The work district must agree.
- Donors must be notified.

### **Medical Leave**

Leave due to serious illness may be granted to a U.S. missionary upon the written recommendation of his or her physician, approval of his or her work district, and approval of USMEC.

### **Length**

Within six months, the leave shall be evaluated by the U.S. Missions Executive Committee. Medical leave shall not exceed one year in length.

### **Maternity Leave**

Appointed female account holders will receive eight weeks paid maternity leave. A total of twelve weeks are permitted with the last four being unpaid. If the missionary has vacation time available, they may use four weeks of vacation in order to receive pay for the entire 12 week leave. If the missionary has no vacation, then their salary will be cancelled for the last month of the leave. All ministry responsibilities should be appropriately addressed prior to the leave. Departments need to minute the dates of the maternity leave prior to or at the beginning of the leave and include information if vacation time will be taken. After twelve weeks, the account holder will need to return to full time ministry. Extenuating circumstances will be considered on a case by case basis and may qualify for additional medical leave.

Appointed male account holders are eligible for up to two weeks paid paternity leave. A total of twelve weeks of leave is permitted with the remaining ten being unpaid. If the missionary has vacation time available, they may use six weeks of vacation in order to receive pay for 8 weeks. If the missionary has no vacation, then their salary will be cancelled for the last 10 weeks of the leave. All ministry responsibilities should be appropriately addressed prior to the leave. Departments need to minute the dates of the maternity leave prior to or at the beginning of the leave and include information if vacation time will be taken. After twelve weeks, the account holder will need to return to full time ministry. Extenuating circumstances will be considered on a case by case basis and may qualify for additional medical leave.

Candidate female and male account holders will develop an individualized maternity/paternity leave agreement with his/her department senior director. While individualized, the agreement will take into consideration the appointed missionary guidelines stated above. Departments need to minute the dates of maternity/paternity leave prior to or at the beginning of the leave and include information if vacation time will be taken. Departments also need to minute extensions to candidacy deadlines resulting from the leave.

### **Employment in a National Office Department or Division outside of U.S. Missions**

Any U.S. missionary who becomes an employee of any department or division outside of U.S. Missions must resign his or her U.S. Missions appointment in accordance with guidelines under the *Termination of Appointment* section of this manual.

## **RETIREMENT STATUS**

### **Criteria**

Missionaries attaining the age of sixty six will be granted retired status provided they have completed 10 years of service and have the recommendation of the district.

If at age sixty six a missionary wishes to continue in full time ministry they will be changed to a status of retired active and will be reviewed annually.

Retired disability is an option for U.S. Missionaries that have been defined by social security as disabled prior to the age of sixty six.

### **Regulations**

It is understood that, while U.S. Missions will continue to handle funds for the retired or retired disability U.S. missionary, the missionary shall not be free to itinerate or solicit additional support.

Retired or retired disability missionaries are no longer required to renew their appointment every four years.

Retired or retired disability missionaries are not eligible for Speed the Light vehicles, however retired active are still considered eligible. At retirement or retired disability the disposition of the current STL vehicle will be determined by the STL department.

### **Reports**

No monthly reports are required for retired or retired disability missionaries. Retired active missionaries are still required to report.

## **TERMINATION OF APPOINTMENT**

Upon either voluntary or involuntary termination of a U.S. missionary appointment for any reason, any equipment assigned to the missionary must be returned to U.S. Missions for reassignment or disposal.

### **Voluntary Termination**

When a missionary contemplates a permanent change, he or she should notify the district superintendent where he or she is laboring, the superintendent of his or her honorary district, and the Assemblies of God U.S. Missions. The Speed the Light vehicle needs to be returned at the end of the resignation on the first day of the month of the missionary's final check. Resignation should be in accordance with normal procedures for leaving the field.

### **Involuntary Termination**

As the agency responsible for the approval of U.S. missionaries, the Assemblies of God U.S. Missions has the authority to act in terminating U.S. missionaries in cases such as:

- Unsatisfactory reports from district officials
- Failure to maintain valid General Council minister credentials
- Failure of a missionary to comply with General Council requirements for ministerial conduct
- Failure to comply with the U.S. Missions policy

The Speed the Light vehicle must be turned in within thirty days.

### **Support**

After a missionary is terminated either voluntarily or involuntarily, missionary support will be determined by the U.S. Missions Executive Committee, provided valid General Council ministerial credentials are maintained and the missionary account contains sufficient funds. An exception to this policy would be made if the missionary were gainfully employed in some other work or ministry. (Generally, the maximum is three months.) Donors must be notified in writing by the missionary and the U.S. Missions department.

## **U.S. MISSIONARY APPLYING TO WORLD MISSIONS**

### **Protocol/Procedure**

The missionary desiring to transfer should contact his/her leadership team.

The sending division's appropriate leadership should review the transfer request and make a recommendation. If the recommendation is in favor of the missionary pursuing the transfer, the missionary should contact his district and if the district is in favor, the missionary should contact the receiving division.

Once the district and the receiving division are in favor of the missionary pursuing the transfer, the sending division should forward the missionary's file to the receiving division.

The receiving division's appropriate leadership should review the request for transfer, including the missionary files and input from the missionary's district, then make a recommendation.

Appropriate communications should be sent to the missionary's district and supporting churches/donors regarding the transfer, after which the missionary may send appropriate communication of the transfer.

Three months' base salary will be transferred to the new account of the missionary in the receiving division, after final expenses have been deducted from the missionary's account in the sending division. If the missionary's account has less than the total of three months' advance pay, what is available will be transferred. If the missionary's account exceeds the amount of three months' advance pay, the balance of excess funds will remain with the sending division.

Any approved personal or ministry expense incurred during the missionary's tenure with the sending division that is processed after the transfer (after the transfer of either advanced salary or ministry funds, as applicable) may be reimbursed from the missionary's account in the receiving division. This is only needed if the excess funds remaining with the sending division after the transfer of funds are not adequate to meet the expense.

The World Missions U.S. Relations Department is notified in ample time of the arrangements between U.S. Missions and World Missions regarding the transition. The U.S. Missions department senior director and World Missions each write a letter to the missionary's donors; letters are coordinated to be received a few days apart. Copies are sent to each division, as

well as to the home and work districts of the missionary.

The transitioning missionary sends a letter shortly after the Assemblies of God World Missions and Assemblies of God U.S. Missions letters are mailed.

Assemblies of God U.S. Missions and Assemblies of God World Missions, along with the respective finance areas, work closely together in the transition of the account so that the transitioning missionary is assured of a monthly disbursement during the month of the change. Receipts of donor money should begin to be deposited to the missionary account in the receiving division on the first day of the month of transfer. The timing for the transfer of the missionary account should be done at the closing of the monthly accounting cycle. The account should be closed in the sending division, then opened in the receiving division on the same day.

## **CONTINUING EDUCATION**

U.S. Missions encourages field personnel to engage in studies or pursuits that maintain or improve an individual's service as a U.S. Missionary.

Some of these pursuits may be further described as capability maintenance, providing enrichment and enabling an individual to stay current with skills or adapt to changes in the marketplace. An example of this type of education would be seminars and workshops requiring one or more days.

A second type of pursuit could be described as capacity expansion, which would be developmental in nature, often requiring more robust work and greater financial investment, such as degree completion or professional certifications.

Work funds are available for both capability maintenance and capacity expansion. Guidelines for using work account funds for continuing education are outlined below.

A missionary accepted as a full-time student at any school is expected to contact his or her senior director, regardless of how the education is funded.

### **Eligibility**

When the missionary completes itineration and is assigned Appointed General status, he or she is eligible for education enrichment benefits, including seminars, workshops, or up to two college courses per school term. No special approval is necessary.

Eligibility for development benefits (degrees and professional certifications in addition to those currently held) shall be available after appointment, upon completion and approval of a proposal submitted to the department senior director and giving consideration to the budget, kinds of training, contribution to AGUSM and applicant, and duration of study.

### **Enrollment in Degree Program**

- Enrollment must be vetted by the department senior director and approved by USMEC
- Degree must directly benefit applicant and field work
- A proposal detailing the level of participation in degree program (full-time or part-time) is negotiated and vetted with the department senior director and approved by the

- USMEC, and may be subject to change with changes in the ministry conditions
- Investment of both work funds and the individual's personal salary is required

### **Expanding Study Loads Beyond Minimums**

Individuals pursuing a more robust study load beyond 2 undergraduate courses or one graduate course per term use the Enrollment in Degree Program guidelines above to secure approval. The health and direction of the missionary, integrity of the work, and relationship with district and donors are verified in this vetting process.

### **Costs and Funding**

Expenses specific to seminars, workshops, or course work of up to 2 college courses per term may come out of a missionary's work budget.

Expenses specific to a degree program are to be included in the proposal to the department senior director. These include travel, books, materials, tuition, per diem (housing and meals), and fees.

Funds from the missionary's 00 may be applied to direct expenses (books, materials, and tuition) for approved undergraduate and postgraduate degrees. Personal salary will cover per diem (housing and meals), travel, and fees.

### **Expected Payback**

It is expected that those individuals who complete undergraduate or postgraduate degrees while maintaining their Appointed General missionary status will continue in service with AGUSM for an additional period of time proportionate to the length of time that ministry and educational pursuits were juggled.

A full-time student in a degree track (limited availability for ministry) commits one additional year to AGUSM for each year of degree study, or alternatively, pays back 00 funds used for that year for education.

A part-time student (in a degree track, but still doing field service), commits to AGUSM six months for each year of study, or pays back the 00 funds used that year for education. (Part time is defined by the institution, relative to the number of hours taken per semester.)

Check with our AG institutions as many of them offer discounts to missionaries and/or family members.

## **CONTINUING EDUCATION – NON-CREDENTIALLED SPOUSE**

Continuing education for a non-credentialed spouse may be approved by the department senior director provided the education has a relationship to the ministry. If approved, these costs may come out of a missionary's work budget.

## **VACATION GUIDELINES**

Missionaries may take up to four weeks of vacation each calendar year (thirty days including weekends), provided at least three months of the year has been spent on field assignment. After the second renewal of appointment, missionaries are eligible for six weeks. All vacation and holidays are with full pay. Vacations are to be scheduled during a time when someone can

be obtained to carry on the work. Funds for vacation expenses are a personal expense and must come from personal funds.

## **EMPLOYMENT OUTSIDE OF U.S. MISSIONS ASSIGNMENT**

Missionary appointment and ministry is a full-time assignment.

A missionary may hold employment with another organization as long as it does not interfere with ministry performance or attendance at U.S. Missions events, or create a conflict of interest in the missionary appointment, or have an adverse impact on U.S. Missions.

If U.S. Missions determines that a missionary's outside work interferes with performance or the ability to meet the requirements of U.S. Missions, the missionary may be asked to terminate the outside employment if he or she wishes to remain with U.S. Missions.

## **OVERSEAS TRAVEL**

Because of the direct link between Assemblies of God U.S. Missions and Assemblies of God World Missions in ministry to all nationalities and cultures, at times it is appropriate for a U.S. missionary to request travel overseas. Continuous service in overseas assignment may not exceed ninety days in twelve month period. The following guidelines must be followed:

- The missionary sends a letter of request to his or her Assemblies of God U.S. Missions department senior director including:
  - Reason for requesting overseas travel
  - Dates of anticipated travel
  - Amount of funds needed
  - How the funds will be raised
  - Who will fill in during the absence
- The missionary includes a copy of the invitation letter from the world missionary or Assemblies of God World Missions regional director

The department senior director will:

- Assess the missionary's ministry and account balance
- Clear travel with the Assemblies of God World Missions regional director
- Seek U.S. Missions Executive Committee approval
- Send a letter to the missionary stating approval or disapproval

## **POLICY ON 5 PERCENT ADMINISTRATIVE FEES**

### **Missionary**

The following funds will be subject to the 5 percent administrative fee:

- All funds received directly through the Assemblies of God U.S. Missions and
- All funds received by a missionary as a direct or indirect result of his or her appointment as a missionary must be reported to the U.S. Missions, even if the donor requests that no receipt be issued.
- Salary and Benefits paid to U.S. missionaries that are not paid through U.S. Missions.

### **Incorporated Organizations (with 501c3 status)**

The following funds will be subject to the 5 percent administrative fee:



- All funds received directly through the Assemblies of God U.S. Missions
- All funds received from an Assemblies of God entity
- All funds received directly by the organization as a direct or indirect result of the Assemblies of God U.S. Missions approved project status must be reported to the Assemblies of God U.S. Missions, even if the donor requests that no receipt be issued.

### **Exception to 5 Percent**

The following funds may be exceptions to the 5 percent administrative fee:

- Funds received directly by a non-missionary incorporated organization from non-Assemblies of God sources and the donor does not want a receipt from the national office unless it goes towards paying a missionary salary and benefits
  - If both of these guidelines are met, the offering may be retained and is not subject to the 5 percent administrative fee
- Funds received as a result of sales from products generated through ministry and registrations for conferences
- Offerings to missionaries, getting paid through U.S. Missions, designated as special personal offerings or defined as Christmas or birthday offerings up to the specified maximum per year. (This does not apply to missionaries being paid through a corporation, church, district, etc. or RVers)

## **FINANCIAL INFORMATION**

### **Ownership of Missions Funds**

The Assemblies of God U.S. Missions operates under a tax-exempt status of the Internal Revenue Service (IRS) concerning charitable organizations. The IRS law is clear that upon the issuance of a tax receipt to a donor, the ownership of funds or gifts-in-kind transfers to the charitable organization, not to the person or designated project.

Since the missionary functions as a representative of Assemblies of God U.S. Missions, all funds he or she receives, as a direct or indirect result of missions activities, becomes the property of Assemblies of God U.S. Missions. Neglect to report or unauthorized use of these funds constitutes embezzlement.

### **Missionary Accounting System**

The Assemblies of God U.S. Missions missionary accounting is on a non-accountable system meaning that all disbursed funds are included on the annual 1099. This includes salary, reimbursed work expenses, medical and insurance benefits, etc. Missionaries retain their receipts to deduct the eligible expenses on their income taxes. For example, work is deducted on schedule C of the missionary's personal income taxes. The exceptions to this would be when funds are disbursed for Light for the Lost, BGMC, and Speed the Light. In those cases, U.S. Missions requires the original receipts and the funds are NOT taxable to the missionary.

### **Salary – ADP**

All salary, support, work funds, project funds, etc. are ADP or “as designations permit.” Funds are only disbursed if they are available. Credentialed spouses of missionaries are eligible for a stipend if they qualify.

### **Source of Support – Itineration**

Prior to proceeding to the field, the approved candidate missionary is responsible for raising funds in accordance with the individual budget established by the Assemblies of God U.S. Missions. Missionary status does not imply that the financial needs or liabilities of the missionary will be met by U.S. Missions or the district councils.

### **Ministers Benefit Association (MBA) – Retirement**

Missionaries may raise funds over and above salary for retirement to be placed in the Ministers Benefit Association. If he or she wishes, the missionary may put additional funds into MBA from their personal salary. See *Finance Handbook* for specifics.

### **Insurance**

Assemblies of God U.S. Missions does not offer any insurance plans at this time. However, a missionary may raise funds over and above the salary for health, dental, and life insurance.

### **Housing**

Housing allowance is included in the salary figure. Annually, the missionary must fill out a housing allowance form before the end of the year for the next year or Assemblies of God U.S. Missions will default the housing allowance amount to 50 percent. To qualify for housing allowance, a missionary must hold ministerial credentials with the Assemblies of God.

### **World Ministries Credit for Churches Holding Missions Conventions**

Churches may receive credit for the costs incurred in holding a missions convention. The U.S. Missions Accounting Department has a form the church can request, fill out, and return for credit to be issued.

## **RESOURCES FOR MISSIONARIES**

### **Boys and Girls Missionary Challenge (BGMC)**

Since 1949, Boys and Girls Missionary Challenge (BGMC) has served as the children's missions education and fund-raising program of the Assemblies of God. U.S. Missions receives a monthly subsidy from BGMC.

To request BGMC assistance, a missionary needs to contact their department senior director. If approved, the department senior director forwards the request to the administrator's office for further processing and disbursement with the missionary's regular monthly check.

BGMC funds may be used for writing, editing, translating, printing, and shipping Christian educational and evangelistic materials. Educational materials are intended to teach, train, and disciple new converts, adherents, and missionaries. These materials may include Sunday School curriculum, teacher training resources, VBS materials, doctrinal curriculum, discipleship resources, correspondence courses, Bible curriculum for child care programs, Bible school textbooks, and library books.

### **Women's Department**

#### **Touch the World**

Touch the World provides funds for indoor equipment for national U.S. Missions Bible

schools and institutions. Annually, a letter is sent by the accounting manager to the qualifying recipients asking for a list of equipment needs and money required. The list is turned in to the Women's Department for consideration.

### **Women's Department Library Fund**

The Women's Department Library Fund provides for the purchase of study and reference books for Bible school libraries. Grants of \$200 for day schools and \$100 for evening schools are awarded.

### **Speed the Light (STL)**

*Vehicle Assistance to Appointed U.S. Missionaries and Teen Challenge Centers*

#### **Application for Vehicles**

Nationally appointed U.S. missionaries and Teen Challenge centers are eligible to receive Speed the Light (STL) assistance for vehicles. Eligibility for STL vehicles does not guarantee securing the requested vehicle. Assistance depends upon the ability of the districts to raise the necessary funds in cooperation with the district youth directors. Eligible recipients should obtain vehicle application forms from their work district office. The application must be completed fully, including the required district signatures, before returning the form to the Assemblies of God U.S. Missions. Both the home district and current work district must both sign the application.

The application should include information regarding the type of vehicle needed and the accessories required. Accurate and complete information regarding the nature of work and how the vehicle will aid the work should also be included. All requests will be evaluated by the district superintendent and the district youth director of the area in which the recipient ministers before the application goes to the U.S. Missions STL Committee.

The applicant should state if they currently have a STL vehicle. The U.S. Missions STL Committee shall give written instructions concerning the sale, trade, or other disposition of STL vehicles. Anyone possessing a STL vehicle shall not dispose of the vehicle without authorization. All funds from the sale of vehicles shall be returned to the Assemblies of God U.S. Missions to be applied toward the purchase of other STL equipment. If the vehicle is not to be sold, the U.S. Missions STL Committee will give instructions for its transfer or use.

No vehicle is ever to be left at a mission station when the missionary is changing locations or ministry. If it is inconvenient for the vehicle to be transported with the missionary to his or her new station, the missionary must request approval from the U.S. Missions STL Committee to sell the vehicle.

In order to assure an equitable distribution of vehicles and the greatest possible utilization of STL funds, vehicles will be limited to the low-price class. Air conditioning, heaters, power steering and brakes, and automatic transmissions will be provided, but luxury accessories are not to be included. Vehicles are to be used seven years, according to the model year, before a new one is provided, unless one of the following criteria is met:

- The vehicle has 150,000 miles.
- The type of the vehicle is not adequate for ministry.

- There is a change of location/ministry.
- The necessary repairs exceed the value of the vehicle.
- The vehicle has been wrecked and repairs exceed the value of the vehicle.

The U.S. missionary or institution should be current and consistent for the previous year on their Quarterly Vehicle Reports and all other reporting, and be in good standing with their district. STL/AGUSM Committee 7-14-14 passed the following update of policy: The approval of any replacement vehicle AGUSM STL vehicle will be determined by the percentage of business vs. personal use of the vehicle by the missionary. If it is determined that 75% or more of the past year's vehicle use is personal (as defined by IRS), then the missionary would be ineligible for a replacement STL vehicle.

STL/AGUSM Committee 12-11-14 passed the following update of policy: The applications will expire during the fifth year after they are four years old and no funds have become available. The U.S. missionary may reapply at that time with a new application and new signatures.

U.S. missionaries are not to use their STL vehicles for itinerating and raising support.

Policy has been established whereby the STL office notifies the Assemblies of God U.S. Missions as soon as the district(s) has pledged the necessary funds for STL purchase of a vehicle.

### **Utilization of STL Vehicles**

Provisions for operating STL vehicles are outlined in the STL agreement signed by the missionary at the time of purchase.

Title: All vehicles are to be titled in the name of the General Council of the Assemblies of God, or Teen Challenge center.

Operation: A STL vehicle is not the personal property of the Assemblies of God U.S. Missions affiliate but is provided for his or her work on the field. It should be cared for as it were personal property, but in the event the affiliate leaves the field permanently, there would be no further claim of ownership of the STL vehicle. The U.S. Missions STL Committee is to be notified so proper disposition can be made. While a STL vehicle is in the keeping of an affiliate, it should be operated only by the missionary, the missionary's spouse, or a staff member of the Teen Challenge center. The recipient of a STL vehicle will be responsible for the care and maintenance of the vehicle assigned in his or her name.

Neglected care of the vehicle will have a negative impact on approval for subsequent applications. All drivers of STL vehicles must be approved to drive and must be cleared by the corporate insurance office as a driver. Children and unauthorized drivers are not allowed to drive the STL vehicles and if they do so and an accident occurs, the missionary will be charged a \$500 fee. A working spouse of a missionary who has a STL vehicle is not permitted to drive the vehicle to a job at the national office or to any non-missionary-related job.

The IRS considers the availability of an "employer" owned vehicle as a taxable benefit. Even if the vehicle is only driven to and from work (which the IRS considers personal mileage),

there is a value in having it. Therefore, when the Quarterly Vehicle Report is filed, the missionary is required to list the total personal miles driven. The Assemblies of God U.S. Missions will use the lease rate value set by the IRS regulated amount and add that amount as a taxable benefit on the IRS form 1099 for the missionary. If no personal miles were driven, the missionary will be responsible for providing a statement to the Assemblies of God U.S. Missions indicating so.

If a Quarterly Vehicle Report and a personal mileage statement are not filed on time for the first three quarters, the formula for figuring the tax liability on the STL benefit will default to the full annual lease value of the vehicle. The value of the full lease amount will be added to the IRS form 1099. To determine the amount of personal miles driven, a detailed mileage log would need to be maintained. This log should detail all mileage driven and indicate which miles are personal and which are business. The log would need to be retained with tax records in the event of an IRS audit. Business mileage should include all miles driven for ministry purposes. The IRS does not consider the commute between home and work as a business expense, but rather as a personal expense. Gas for personal miles driven should be figured separately and paid personally.

### **Upkeep of Vehicles**

Items such as general upkeep, insurance, maintenance, and operational expense on all STL vehicles are the responsibility of the recipient to whom the vehicle is assigned. New vehicles that fall under the new title policy will be charged for fleet insurance through the General Council. The monthly charge will automatically be debited from a missionary's account. Assemblies of God U.S. Missions affiliates with STL vehicles may draw from their accounts for repairs amounting to less than \$200. If approved repairs are \$200 or more, the entire amount, less a \$25 deductible, may be paid by STL, unless the recipient has an excess of \$1,000 in their account. In the latter case, the affiliate will draw funds from their account for the expense.

Prior approval is required from the Assemblies of God U.S. Missions Finance Office when assistance for repairs is requested. Failure to secure advance approval, except in the case of a true emergency, will result in the applicant bearing one-half of the repair costs.

The receipt describing the major repairs must reach the Assemblies of God U.S. Missions within sixty days of the date on the receipt. (When two or more repairs are combined to meet the \$200 minimum requirement, the receipts must all be dated within thirty days of each other.)

Failure to complete and return the Quarterly Vehicle Report to the Assemblies of God U.S. Missions will forfeit the applicant's eligibility for STL assistance with repairs. Non or late reporting of the Quarterly Vehicle Report will result in forfeiture of a replacement vehicle. Non or late reporting of ALL reports will result in the forfeiture of a first time vehicle or a replacement vehicle. Reporting must be consistent for one year for STL vehicle eligibility. STL money should not be solicited for vehicles that have not been cleared through an approved STL application. In the event a vehicle is given to an Assemblies of God U.S. Missions affiliate, a report of the gift should be made to the Assemblies of God U.S. Missions so proper record can be made of the vehicle. All such gifts must be cleared by the U.S. Missions STL Committee before STL credit, if appropriate, can be given to the donor.

Only one STL vehicle may be assigned to each missionary. Teen Challenge centers with more than sixty full-time, live-in resident/students may request a second vehicle.

### **Teen Challenge Centers Vehicles**

Teen Challenge centers are eligible for grants in lieu of vehicles. The grant is for \$25,000 and can be applied toward people movers, etc.

Eligibility includes:

- Ten or more live-in residents, not including staff
- Second grant if sixty or more live-in residents, not including staff
- Must be in good standing with Teen Challenge International, U.S.A.
- May only apply once every seven years

The STL grant can be applied to the purchase of an adequate vehicle for the ministry of Teen Challenge such as a people mover, shuttle bus, school-type bus, minivan, or a 12-passenger van. The STL grant cannot be used to purchase a 15-passenger van because of legal concerns.

As of October 1, 2003, STL will no longer provide assistance to Teen Challenge centers for repairs on vehicles.

Teen Challenge centers that currently have STL vehicles are eligible to request the STL grant when the current STL vehicle is seven years old.

STL vehicles currently assigned to Teen Challenge centers are the property of the Teen Challenge center.

The vehicle being purchased with the STL grant is to be registered in the state where the Teen Challenge center is located. There is to be a lien on each title to Teen Challenge International, U.S.A.

The STL grant will not be provided towards the cost of any vehicle purchased before a Teen Challenge center has been approved for the STL grant.

It is the responsibility of the Teen Challenge center to obtain full coverage vehicle insurance as required by the state where the Teen Challenge center is located and sufficient coverage to replace the vehicle, if it is totaled.

Vehicles purchased fully or partially with STL grant funds shall be considered a STL vehicle and shall bear the STL logo sticker.

If a center ceases to be a Teen Challenge center, it is the responsibility of Teen Challenge International, U.S.A. to retrieve the vehicle. The Assemblies of God U.S. Missions STL Committee will need to be notified on the disposition of the vehicle purchased with the STL grant. Transferring a vehicle to another Teen Challenge center without prior approval could affect their eligibility for a future STL grant.

### **Application for Equipment**

Nationally appointed U.S. missionaries and Teen Challenge centers are eligible to receive

Speed the Light (STL) assistance for equipment. The maximum for sound equipment for missionaries is \$5,000. Provision can be made for additional funding if warranted due to the purpose. Eligibility for STL equipment does not guarantee securing the requested item(s) as assistance depends upon the ability of the districts to raise the necessary funds in cooperation with the district youth directors.

Eligible recipients should obtain equipment application forms from their work district office. The application must be completed fully, including the required district signatures before returning the form to the Assemblies of God U.S. Missions. The application should include information regarding the type of equipment needed and the accessories required.

Accurate and complete information regarding the nature of work and how the equipment will aid the work should also be included. All requests will be evaluated by the district superintendent and the district youth director of the area in which the recipient ministers before the application goes to the U.S. Missions STL Committee.

Only equipment used for evangelism, such as portable P.A. systems, cassette duplicators, video projectors, etc. will be approved. STL equipment is not given for promotion, solicitation, or normal administrative functions.

Policy has been established whereby the STL office will notify the applicant as soon as the district(s) has pledged the necessary funds for the STL purchase. At the time the funds are available, STL will authorize the applicant to purchase the approved equipment. An itemized bill of sale with taxes and all other expenses listed must be sent to STL before reimbursement can be made to cover such purchases. Under no circumstances shall STL money be used to purchase additional or different equipment other than that which was approved by the U.S. Missions STL Committee.

STL equipment is not the personal property of the Assemblies of God U.S. Missions affiliate but is provided for his or her work on the field. It should be cared for as if it were personal property, but in the event the affiliate leaves the field permanently, they would have no further claim of ownership over STL equipment. The U.S. Missions STL Committee is to be notified so proper disposition can be made. The recipient of STL equipment will be responsible for the care and maintenance of equipment assigned in his or her name. Neglected care of the equipment will have a negative impact in approval for subsequent applications.

Items such as general upkeep, insurance, maintenance, and operational expense on all STL equipment is the responsibility of the recipient to whom the equipment is assigned.

STL money should not be solicited for equipment that has not been cleared through an approved STL application. In the event equipment is given to an Assemblies of God U.S. Missions affiliate, a report of the gift should be made to the Assemblies of God U.S. Missions so proper record can be made of that equipment. All such gifts must be cleared with the U.S. Missions STL Committee before STL credit, if appropriate, can be given to the donor.

### **Light for the Lost (LFTL)**

Light for the Lost is designed to provide evangelism literature for general distribution.

Applications can be found on the U.S. Missions website. The LFTL committee meets quarterly to approve applications. The appropriate district then chooses the projects they will fund.

Special Disbursement Reports are sent with the LFTL disbursement. The receiver of the LFTL funds is responsible to compile an itemized listing and report with receipts or invoices for the LFTL expenditures within sixty days.

## **ABBREVIATIONS**

AGUSM	Assemblies of God U.S. Missions
AGWM	Assemblies of God World Missions
AG	Assemblies of God
ADP	As Designations Permit
BGMC	Boys and Girls Missionary Challenge
COC	Commission on Chaplains
GC	General Council
USMEC	U.S. Missions Executive Committee
IM	Intercultural Ministries
IR	Itineration Report
LFTL	Light for the Lost
MAPS	Missions America Placement Service
MBA	Ministers Benefit Association
MR	Monthly Report
SDR	Special Disbursement Report
STL	Speed the Light
TC	Teen Challenge
XA	Chi Alpha
YA	Youth Alive