

# The Bible Church of Little Rock

## Mission Policy

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**PART ONE: *BIBLICAL FOUNDATIONS OF MISSIONS***

**It is the mission of The Bible Church of Little Rock  
to glorify God the Father  
by enjoying and obeying Him;  
to proclaim the death and resurrection  
of His Son, Jesus Christ,  
spreading His gospel to all peoples;  
and to serve one another  
through the power and love of the Holy Spirit.  
(BCLR Mission Statement)**

**A. Missions Is A God Ordained Task Executed by the Local Church:**

The linchpin of Missions is that it is a God ordained and instituted task of the church. This is derived from Acts 13 when missions take on an intentional and organized effort in the church of Antioch (Acts 13:2, 4). It is also affirmed in the more well-known passages of Matthew 28:19-20, Mark 16:15, and Acts 1:8.

**B. Missions Is Focused on Gospel Proclamation & Discipleship:**

There are two critical components to the ultimate purpose of the church. The first is to proclaim repentance for the Kingdom of God is at hand and salvation in Jesus who has been made both Lord and Christ (Psalm 96:2b-3; Matthew 3:2; Matthew 4:17 18:11; 28:19 Mark 6:12; Luke 19:10 Acts 2:36,38; 3:19; 4:12; Acts 9:15; I Peter 2:9). The second is to strengthen those who repent and believe on the Lord Jesus Christ through teaching that results in obedience to God's written revelation. (Matthew 28:20; Acts 2:40-42; 9:31; 11:25-26; 14:21-22; 15:35,41; I Thessalonians 1:2-10; 2:13). This will result in God glorifying lives which is man's ultimate purpose of existence (Isaiah 43:7; Matthew 5:16; 13:23; I Peter 2:12). All of this should result in the establishment of other local bodies of believers which make up local churches. In Acts we have the Jerusalem church that established the church at Antioch. Antioch in turn sent out Saul and Barnabas for the purpose of establishing churches (Acts 14:21-23). The focus of the church should incorporate both a local proclamation and strengthening as well as a global perspective. (Acts 14:21-23; 20:28; I Timothy 4:11-16; Ephesians 4:11-16; Matthew 28:19; Mark 16:15; Acts 1:8; Revelation 7:9).

**“The Great Commission is more than “evangelizing,” it is  
“disciplining” (i.e. disciple making) with the end result always  
being the establishment of a local church.  
(GIBC Mission Policy)**

**C. Missions Is Accompanied With Gospel Adornment:**

A third component to the ultimate purpose of the church is the element of living the Christian life by obeying the great commandment **“You shall love your neighbor as yourself.”** Such living would include **“good deeds”** or **“mercy ministries”** that do two things: 1) It manifests the essential nature of God; 2) It provides a platform for the proclamation of the gospel.

Titus makes an interesting statement in Titus 1:16 saying, **“They profess to know God, but by their deeds they deny Him, being detestable and disobedient and worthless for any good deed.”**

**“Urge bondslaves to be subject to their own masters in everything, to be well-pleasing, not argumentative, not pilfering, but showing all good faith so that they will adorn the doctrine of God our Savior in every respect.”**  
(Titus 2:9-10)

Both of these passages emphasize that our **“deeds”** can deny our profession or our **“deeds”** can decorate and magnify our profession of knowing Him.

In Acts I will just mention three episodes where the disciples performed signs, wonders and miracles which confirmed their apostleship and the truth of their message but which also secondarily were used by God to gather a crowd for the purpose of gospel proclamation. Each of these events set the stage for gospel proclamation.

#### **Acts 2:22 Miracles of our Lord**

**“The miracles of our Lord were thus mighty manifestations of God’s power designed to get people’s attention and point them to spiritual truth.”** (John MacArthur, p. 61; Acts 2:22)

#### **Acts 2:43b**

**“As noted in the discussion of Acts 2:22 in Acts 2:43b, wonders and signs were designed to attract attention and point to spiritual truth.”**  
(John MacArthur, p. 86)

**“The apostolic activity includes wonders and signs . . . followed by A speech of explanation. This replicates the pattern of deed and word that Luke’s Gospel also used to describe Jesus activity.”**  
(Bock)

#### **Acts 3:1-26 Lame Man Healed:**

In John MacArthur’s commentary regarding the healing of the lame man in Acts 3 he states:

**“This astounding miracle of healing a man lame from birth gathers a curious crowd and prepares them to hear Peter’s sermon.”**  
(John MacArthur, p.98)

**“The healing attracts much attention and requires explanation, which verses 11-26 give and which is gospel proclamation”**  
( Bock, p. 163)

## **PART TWO: *BIBLICAL OBJECTIVES OF MISSIONS***

### **A. Lead the Church to Embrace It's Mission:**

The linchpin of Missions is that it is a God ordained and instituted task of every local church. This is derived from Acts 13 when missions take on an intentional and organized effort in the church of Antioch (Acts 13:2, 4). It should be noted that the action of the church in verse 2-3, particularly verse 3 when it says, **“they (the church) sent them away”** is a picture of the church aligning itself with the will of God which is stated in Acts 13:4 when it says, **“So, being sent out by the Holy Spirit, . . .”** The implication is that the Holy Spirit had already determined His mission through the church and in Acts 13:3 the church is aligning itself with and embracing the will of God. One must also note that this church based mission is also embraced than by the church of Antioch which was a fruit of the mission of the Jerusalem church (Acts 15:35-40). In verse 40 as Paul and Silas set off on Paul's second missionary journey it states, **“. . . being committed by the brethren to the grace of the Lord.”** In other words they had the affirmation of the church at Antioch for this mission endeavor. The church's mission is also affirmed in the more well-known passages of Matthew 28:19-20, Mark 16:15, and Acts 1:8.

**“Therefore, the responsibility of the Great Commission falls to the church, and not directly to para-church organizations or mission agencies. For the church to give this responsibility to other organizations is to relegate God's primary means of missions to a secondary role. Although para-church organizations and agencies are useful aids to the church, the authority, responsibility and impetus for missions belongs to the church.”**

Critical to our church body embracing being mission-minded is the leadership of the Church being mission-minded. As leaders we must provide opportunities to educate and energize our congregation to be mission-minded. Some of the practical ways we can endeavor to do this would include (1) by periodically preaching on the biblical basis of missions, (2) by periodically offering classes on missions, (3) by hosting mission conferences, (4) through regular short-term mission trips to encourage, support and serve the church's mission partners as we receive needs from them, (5) by a regular emphasis on praying for our missionaries, (6) Permeate the church with a mission-minded atmosphere by highlighting our missionaries regularly through church bulletins, circulate missionary newsletters; set up displays highlighting our missionaries; give pulpit time or some avenue to our missionaries as they come into town to communicate to our church body, and to our website when it does not endanger their welfare, (7) Encourage the body of BCLR to participate in the local mission ministries of BCLR, (8) Use events as a springboard to local mission initiatives.

### **B. Making Him Known Among the Nations:**

From the calling of Abraham to the book of Revelation it is clear that God is the One to whom all men should give their worship. Therefore the goal of the mission of the church is to call the nations to the worship of God. **(Genesis 22:18; I Chronicles 16:24-29; Psalm 96:3-13; Psalm 145:8-13).**

### **C. Preaching the Gospel:**

The only means by which people can worship God in spirit and in truth is through the proclamation of the gospel that calls men to repentance and the acknowledgement of Jesus as both Lord and Christ **(John 14:6; Acts 4:12; Acts 2:36,38; 3:18-19)**. Jesus being the exclusive means by which

men can become worshipers of God is to be communicated through men who preach, teach, and witness to others the message of salvation through Jesus Christ. **(Romans 10:13-15; I Peter 2:9; Matthew 28:19-20; Mark 16:16; Acts 1:8; Acts 6:7; Acts 8:4,12,25,35; Acts 9:19-20; Acts 10:42; Acts 14:21; Colossians 1:28a; I Corinthians 15:3-11; ).**

#### **D. Strengthening the Souls of the Disciples:**

It is abundantly evident in Scripture that missions involves much more than just bringing people to Christ. Mission is strengthening those who believe in the faith. In Matthew 28:19 the initial call is evangelism. This initial call is to people pleading with them to repent of their sins and to put their faith in Christ for the forgiveness of their sins. But then comes the public declaration of their association to Christ, **“baptizing them in the name of the Father and the Son and the Holy Spirit,”** this then is followed with strengthening the souls of the disciples, **“teaching them to observe all I have commanded you.”** This is the full orb picture of the mission of the church.

In Acts 14:7 Paul continues to preach the gospel. Paul having been persecuted in Lystra to the point of death went to Derbe and after having preached the gospel to that city and having made many disciples it says, **“they returned to Lystra and to Iconium and to Antioch, strengthening the souls of the disciples, encouraging them to continue in the faith...”** (Acts 14:22).

#### **E. The Word of God And the People of God As Our Methodology:**

It is essential to our mission endeavor that we see God’s Word as **all sufficient** for all of life and godliness **(II Peter 1:3-4; I Peter 2:2; I Timothy 6:3-5; II Timothy 3:16-17; Matthew 28:20a; Colossians 1:28b-29; Psalm 19:7-11; Psalm 119 ).**

It is also important in strengthening the souls of our disciples or in our mission endeavor to teach our disciples the significant role of the community of God **(Acts 2:42-46; Hebrews 3:12-13; 10:19-25; Galatians 6:1-2).**

#### **F. Establishing Leaders & Church Plants:**

Important to our mission is the development of leadership and the establishment of a church. This endeavor requires a **“staying commitment”** of our church and its mission philosophy and also on the part of our mission partners whom we send. In the book of Acts we find the general practice of the apostles after many coming to the Lord of **“staying”** and it is obvious the purpose for their **“staying”** is to strengthen those who believed **(Acts 9:42-43; 15:35; 18:3-5; 19:22; 20:6-7; 21:4; 28:30-31)** . The implication of this in our mission philosophy will be manifested by asking our missionaries to stay in specific location long enough to strengthen the faith of their disciples and encouraging them to continue in the faith as well as appointing leadership for that particular community of believers which is the next step in our mission endeavors **(II Timothy 2:2)** **“When they had appointed elders for them in every church, having prayed with fasting, they commended them to the Lord in whom they had believed”** (Acts 14:23).

This is the end of a particular mission endeavor, or the full cycle of a specific mission endeavor. The Word of God clearly lays out the emphasis of a biblically based mission endeavor. The emphasis includes **calling men to repentance, baptizing them, strengthening them and establishing leadership and the formation of a church with the responsibility being transferred to the local church to carry out the mission of our Lord.** The Bible Church of Little Rock is committed to aligning itself to this biblical blueprint in fulfilling God’s mandate of missions to the church.

### **G. Adorning the Gospel:**

We believe that it is essential to the gospel proclamation of Jesus Christ as both Savior and Lord and the calling of men to repentance and faith in Christ Jesus that we should also manifest character and deeds that reflect the character of God, influence men with the transforming power of the gospel which is done both through our character and our deeds. In Matthew 5:13-16 we are reminded that **“we are the salt of the earth”** and also that **“we are the light of the world.”** This is the essential nature of one who has believed in Jesus as both Lord and Christ. They savor and flavor the world and also show the way to the world. So in Matthew 5:16 we have an imperative commanding us to **“Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven.”** In other words let the transforming power that has changed your very nature and disposition **“shine”** so that it might have an influence upon those to whom you preach, teach and witness. Character and deeds are a vital part of mission. In I Timothy 3 and Titus 1 the vast majority of qualifications has to do with character. In I Timothy 4:12 Paul instructs Timothy, **“... in speech, conduct, love, faith and purity show yourself an example of those who believe.”** (I Corinthians 11:1; I Thessalonians 1:6-7; Hebrew 13:7).

It is our belief that there is a place for **Mercy Ministry and Support Ministry** as an application of the great commandment for the purpose of aiding those engaged in our primary responsibility of evangelism, leadership development, strengthening of churches and adorning the gospel. Support ministries may include such activities as Bible translation, women discipling other women and children, administration, medical work, aviation, and other services essential to aiding the advance of the gospel.

So having understood the biblical basis of missions and the objectives of missions we must be actively engaged in taking the gospel of Jesus Christ to the world both locally and globally. The priority of our mission mandate necessitates us sending people out to do missions. Now we must determine the qualifications of those we send out to be an extension of the ministry of The Bible Church of Little Rock in making disciples of all nations.

**PART THREE:*****POLICY OF MISSIONS***

**“... You will do well to send them on their way in a manner worthy of God. For they went out for the sake of His name, accepting nothing from the Gentiles. Therefore we ought to support such men, so that we may be fellow workers with the truth.” (III John 6b-8)**

**A. RAISING UP & IDENTIFYING MISSIONARY CANDIDATES:**

1. **The Responsibility:** It is our belief that the local church should seek to raise up missionaries within their own local community. This responsibility begins with the Elders of the church. In II Timothy 2:2 we see not just a ministry instituted or an idea of something to do within the church but a mandate for leadership to train and develop more leaders (Acts 14:23; II Timothy 2:2; Titus 1:5). The leaders are called upon to identify men in the Church who possess character and giftedness. These men should be desirous of (I Timothy 3:1), eager (I Peter 5:1-5), and gifted (II Timothy 2:2) in this God-honoring task. Once the leadership has identified these men, trained them, given them areas of ministry, and observed their character, giftedness and faithfulness in the local body and deemed them fit for the advancement of the gospel to other locations they as an Elder Board should approve them for consideration by the church body which then would give their affirmation of these men.
2. **The Means:** There are a number of ways by which we can begin developing a pool of men and their families to serve on the mission field both domestically and internationally.
  - ❖ **Prayer:** (Matthew 9:35-38)
  - ❖ **Men’s Discipleship Groups**
  - ❖ **Biblical Teaching on the Mandate of Missions**
  - ❖ **Mission Conferences**
  - ❖ **Keeping Mission Partners Before the Church Body**
  - ❖ **Short-term Mission Trips**
  - ❖ **Local Outreach Ministries**

**NOTE!** The missionary candidate should manifest a gospel-centered life within the body of Christ stateside and be actively engaged in local ministry within the church and mission endeavors of the church.

3. **The People:**

A general reading of God’s Word clearly indicates a priority in missions of gospel proclamation that leads to the establishment of a local church and then the priority of strengthening the churches which are established. The more aligned a missionary is in this endeavor the more priority they will receive in the support of BCLR but always with an emphasis on homegrown missionary personnel. To do missions biblically is to have a mission’s effort that reflects the same emphases the New Testament does. Therefore,

missions at BCLR will be prioritized in following order of pastoral/teaching roles, followed by gospel adornment roles.

### 1. Pastoral/Teaching

1st) CHURCH-PLANTING MISSIONARIES:

2nd) PASTORAL TRAINING MISSIONARIES:

3rd) STRENGTHENING EXISTING CHURCHES:

#### i. The Qualifications:

- **Character:** Is there evidence of spiritual maturity and holiness of life? (I Timothy 3:1-13; II Timothy 2:21; Titus 1:5-9; I Peter 5:1-3).
- **Call:** Is there ministry giftedness and desire? (I Timothy 3:1-2; I Peter 4:10-11).
- **Competence:** In order to do evangelism, plant churches, and teach pastors we believe it is essential for these particular missionaries to have competency in these fields: (II Timothy 2:2, 15; Titus 1:9). Competency would be proven out by the following means:

#### ii. Theological Competence:

- **M.Div Training or It's Equivalent:** A biblically sound M.Div that should include the following fields of study and competence (1) Biblical exegesis and hermeneutics, (2) biblical exposition and homiletics, (3) systematic theology, (4) apologetic methodology, (5) pastoral leadership/training, (6) biblical counseling, (7) church history, (8) Bible knowledge (OT/NT Introduction and survey).

#### iii. Ministry Competence

- **2 Years Church Related Ministry Experience:** Ministry experience is crucial for both for the church to assess the competency of the missionary candidate and their giftedness. It also introduces the missionary candidate to the various aspects of ministry and working with people. This ministry experience will equip the missionary candidate to also give counsel and teaching to the young churches and young pastors whom they will serve on the mission field.
- **Ministry Experience:** Could include all or some of the following, (1) Weekly leadership training and development meetings, (2) weekly preaching practicum led by one of the pastors/elders/lay leaders where the student is evaluated, (3) home Bible studies or fellowship groups/ Equipping Hour classes, (4) Evangelistic outreaches and short-term missions trips, (5) serve on the mission team and take responsibility for the care of current mission partners.

#### iv. Adherence To The Affirmations, Core Values and Doctrinal Statement of

**BCLR:** The candidate should demonstrate this adherence through his teaching and the practice of his life in addition to his verbal assent.

## 2. Gospel Adornment

### 4th) MERCY MINISTRY MISSIONARIES:

### 5th) SUPPORT MINISTRY MISSIONARIES:

The priority of the local Church should be on training men for Church planting ministry, as this is clearly the biblical priority and emphasis (Acts 13:1-4; 14:21-23; I Timothy 3:1-13; Titus 1:5-9). This doesn't mean however, that women have no role to play in missions. Women are equal with men in dignity and worth (Genesis 1:27; I Peter 3:7). They are however different in function and role. Women are not to have authority over men or to occupy a position of leadership in the Church (I Corinthians 11:2-116; 14:34-35; I Timothy 2:11-15). They do however play an important role in support ministry (evangelism, ministry to women and children, ministry to their husbands, etc.) (John 4:39; Philippians 4:3; Romans 16:3; Titus 2:3-5; Genesis 2:18).

**Mercy Ministry:** is ministry that is designed to complement or adorn the gospel proclamation. Such ministries could include (1) Orphanages, (2) Well-drilling, (3) Community Development Projects, (4) Medical Clinics, (5) Teaching English as a Second Language, etc.

**Support Ministry:** is ministry that is designed to enable those focused on gospel advancement, church planting, church strengthening and leadership training to use the majority of their time in these fields rather than being distracted by other necessary things. It would also include ministry that aids the primary ministry. Support Ministry might include (1) Managers of Mercy Ministries, (2) Administration, (3) Bible Translators, (4) Women discipling women, (5) Children's ministries, (6) Aviation, and other services.

### **i. The Qualifications:**

- **Character:** Is there evidence of spiritual maturity and holiness of life? (I Timothy 3:1-13; II Timothy 2:21; Titus 1:5-9; I Peter 5:1-3).
- **Call:** Is there ministry giftedness and desire? (I Timothy 3:1-2; I Peter 4:10-11).
- **Competence:** Any missionary going to the field must acknowledge their primary purpose in going is the advancement of the gospel both in its call to men, women and young people, and children unto salvation and discipleship (Matthew 28:19-20). This requires that those going out under a mercy ministry or support ministry also need to be competent in the following ways:

### **ii. Theological Competence:**

- **General Theological Training:** This training might include (1) Introductory course in theology (e.g. Truth for Life; Full Reading of Grudem or Erickson Systematic Theology; The Moody Handbook of Theology Paul Enns), (2) OT/NT survey, (3) Course in How to Study God's Word, (4) How to prepare and lead Bible studies (5) Book on The Doctrine of the Church, (6) Evangelism Training or Read; "Tell the Truth" by Will Metzger or "Evangelism" by Mack Stiles, (7) Read & Discuss "When Helping Hurts by Stephen Corbett and Brian Fikkert, (8) Introduction to Biblical Counseling

(Through BCLR, Videos 36 Hours; Faith Church Lafayette, Indiana, Sunrise Baptist Ozark, Missouri), (9) World Religions, (10) Cultural Studies.

### **iii. Ministry Competence:**

- Anyone desiring to serve overseas should be actively involved in the body life of the local church. Regular attendance in the designated meeting times of the church (Equipping Hour; Sunday Morning Worship; Training Venues Sunday evening; Truth for Life; Men or Women's Bible study Wednesday evening or ministering in Wednesday evening activities such as Student Ministries or Awana program.
- **Ministry Experience:** Could include the following : (1) Participation in local outreach efforts, (2) Leading Bible studies, (3) Participation in Short-term mission trips, (4) Participate in the Mission Conference, (5) VBS or Backyard Bible Clubs, (6) Leading a small group, (7) Involved in the Children's Ministry, (8) Lead a small group in Student Ministry.

### **iv. Adherence To The Affirmations, Core Values and Doctrinal Statement of**

**BCLR:** The candidate should demonstrate this adherence through his teaching and the practice of his life as well as his or her verbal assent.

## **B. BCLR Responsibility to Mission Partners:**

Acts 13:3-4 is a clear indication of God's will that the church participate in advancing the gospel. The implication of this passage is that prior to the church (v.3) sending Barnabas and Saul on mission the Holy Spirit had already affirmed this as God's will. Acts 13:3 is the church getting in line with the will of God, or you could say the church affirming what had already been affirmed by the Holy Spirit. Therefore, it is the expectation of God that the local church will take the responsibility of sending missionaries locally and globally to fulfill the Great Commission. Sending a missionary includes financial support, spiritual cultivation, nurturing and caring for them. Our missionaries should be viewed as an extension of the ministry of The Bible Church of Little Rock. We should see our support of them as a privilege and blessing from our Lord and also as an obligation for us to care for them emotionally, spiritually and financially.

### **1. MISSION PARTNER APPROVAL PROCESS:**

- i. Contact the Mission's Pastor and scheduled an appointment to discuss your desire to serve as a mission partner of BCLR. (Mission Pastor will send out BCLR Mission Policy for Missionary Candidate to read and bring to the appointment to discuss. Mission Pastor will distribute Mission Partner Application; **(Please see Appendix A for items required on the application for becoming a Mission Partner of BCLR).**
- ii. Candidate should complete the Mission Partner Application and send it to the Mission Pastor. Mission Pastor will have it either hard copied or scanned and sent to the Mission Team for review prior to meeting with the Missionary Candidate. The Mission Pastor will schedule a date for a Mission Partner interview with the Mission Team and the candidate.

- iii. Mission Team Interviews the Mission Partner Candidate. Once the interview is complete the candidate will be asked to leave and the Mission Team will discuss the interview pros and cons and take a vote whether or not to proceed with the candidate approval process.
- iv. If the candidate is approved to continue the approval process the Mission Pastor will notify the Chairman of the Board of Elders of the Mission Teams approval and request the Chairman to schedule an interview time for the candidate with the Board of Elders.
- v. If the Mission Partner Candidate is approved by the Board of Elders the Mission Pastor will notify them of the approval

## **2. MISSION PARTNER SUPPORT:**

### **Financial Support of Mission Partners and Ministry Needs:**

It is our desire to align our support of missionaries according to the spirit and principle set forth in III John 6 “. . . **to send them on their way in a manner worthy of God.**” Paul also teaches in I Timothy 5:17, **“The elders who rule well are to be considered worthy of double honor, especially those who work hard at preaching and teaching.”** In order to do this we will take the following factors into consideration when adding new mission partners:

- i. After the approval of the candidate’s application by the Elders an announcement will be made to the congregation informing them of the Board of Elder’s affirmation and desire to add the candidate’s to be officially received as Mission Partners of BCLR.
- ii. The affirmation of the congregation will be gauged by a consistent giving pattern as defined by the current policy for adding support for missionaries or adding a new missionary.
- iii. The minimum financial support of BCLR to those approved as Mission Partners should not be below 10% of the mission partner’s monthly needs. The actual support level can be greater than 10%. The percentage will be determined at the Elder Board level and then sent to the Deacons for input and feasibility of this suggested percentage. If it is deemed this percentage level is not doable the deacons will communicate to the Elders and the Elders will set a new percentage but this percentage should not go below the 10% support level.
- iv. Because BCLR has a separate fund for missions from which we support our missionaries members are encouraged to give directly to the missions fund of the church, from which missionary support is allocated.
- v. Though we encourage all donors to support the general Missions fund, a donor may designate their gift for one or more of the approved BCLR missions partners who are receiving financial support. In this event, the donor’s designated gift will be used toward funding the church’s support commitment to that missions partner. All designated gifts will be tracked to ensure that no missions partner receives less than the amount designated for their ministry over the course of the year. If, at the end of a calendar year, more has been designated for a missions partner than was given to them in their normal support commitment, the additional funds will be sent to that missions partner. In this way, we ensure that all designated gifts are used for the support of the intended missionary.

- vi. Special Missionary Needs: If one-time projects or needs arise on the part of the missionary and they make an appeal for assistance or a need is brought to the attention of the Mission Pastor or those communicating with the missionary. Then the Mission Pastor and Mission Team can approve such request if the funds required are above the Mission Funds one month reserve and do not exceed \$5000.00. Anything over \$5000.00 must go through the Elder and Deacon Boards. If the monies are not available in the mission's fund, this does not preclude the Missions Pastor from asking the Elders and Deacons to take up a special offering for a missionary.
- vii. BCLR desires significant relationships with our mission partners not just based on financial support. However it is in line with biblical principles and our desire to be strong financial supporters of those who are official mission partners of BCLR.
- viii. There may be some missionary candidates who we deem worthy of a partnership with who are not dependent upon our financial support. They may draw personal salaries from institutions or mission agencies they are connected with. Financial support is not a prerequisite for mission partner status. Financial support is just one means of relationship to our mission partners.

#### **Support Prioritization:**

Financial prioritization is based on the biblical objectives of this document. Support levels will be prioritized according to the following categories:

- A. *Ministry Assignment*----(1) Church planting; (2) Leadership training; (3) Church strengthening (4) Support Roles (directly tied to 1-3 ).
- B. *Training/Preparation*---- (1) Seminary training level; (2) Bible College level training; (3) Church based training.
- C. *Mercy Ministry* ---- (1) Orphanages; (2) Medical Missions; (3) Famine relief efforts; (4) Well digging ministries; etc.

#### **Support Details:**

- i. A missionary candidate(s) arrival on the field after affirmation from the Mission Team, Board of Elders, Board of Deacons and congregation should not exceed two years. Field orientation, internships or extenuating circumstances would not count towards this time frame. If there is failure within the two year limit to raise the necessary funds of support the Mission Team and Board of Elders can at that time reevaluate its commitment of support if they deem the candidate is not making satisfactory progress in discovering support sources or failed to demonstrate initiative and industry in their deputation.
- ii. BCLR's support shall be in consultation with the Church Administrator and the Mission Pastor. Normally support will begin upon departure for the field or for pre-assignment training/ field orientation. Payments will be made monthly by check, directly to the mission sending agency.

### **Support Shortfall**

In the case of a shortfall in giving to the mission account should occur resulting in impacting our mission program the following prioritization procedure would apply:

If monthly giving does not cover all our commitments, funds from the undesignated funds will be used to meet those needs. In the unlikely event the balance from the undesignated fund is inadequate to meet those needs, a request will be made to the Deacon Board to approve funds to be taken from the General Fund of The Bible Church to cover those, and an announcement will be made to the congregation regarding the shortfall.

### **Catastrophic Shortfall**

Should monthly giving consistently fall to the point it reaches a catastrophic level requiring that the mission budget be reduced the following process will be followed:

- i. Support given to special projects would be reviewed first and turned to absorb the majority of the initial reductions.
- ii. Support of institutions and non-personal commitments would be next and would either be reduced or dropped.
- iii. As a last resort missionary personnel or mission agencies would be evaluated on the basis of which ones are least essential to the biblical priority of proclamation of the gospel, church planting, and church strengthening.
- iv. Upon completion of the above steps, all remaining support commitments would be reduced proportionately as may be necessary.

**Support Suspension:** Support from BCLR may be suspended and/or terminated in the event that a missionary:

- i. Deviates from the BCLR doctrinal position, ministry philosophy, and/or missions policy.
- ii. Is reported by a local church or his mission agency as subject of a discipline or performance problem.
- iii. Is culpable of specific incompetence, misconduct, or persistent behavior unbecoming to a believer, reasonable and convincing evidence of such having been established.
- iv. Changes agency assignment or affiliation without prior communication with and approval of the Mission Team and Board of Elders, resigns from his agency, or is receiving full support from other sources, or assumes employment during furlough or at other times while maintaining missionary status.
- v. Enters an educational program which has not been discussed with and approved by the Missions Team and Board of Elders or otherwise interrupts his/her ministry activity for other than normal vacation, furlough, or board-mandated assignments.
- vi. Consistently fails to communicate with and carry out the ministry to which BCLR agreed to support them in.

### **Support for Retirement:**

- i. It is expected that approved mission boards and agencies have retirement programs in place for career workers. Where such plans have not been adequate, or where a career missionary is not fully vested, it is the intent of BCLR to provide limited assistance to retirees.
- ii. The retiree should have been retired in good standing by his/her mission board.
- iii. Extenuating circumstances beyond the control of the worker shall warrant special consideration by the Mission Team.
- iv. The amount of support should be determined by the Board of Elders in conjunction with the Mission Team after an evaluation of the retiree's other income sources, C.O.L. requirements, proportion of support carried by BCLR during active service, and length of service.
- v. The retirement amount will not exceed the amount contributed during active service.

### **Spiritual Cultivation Of Mission Partners:**

- i. Those assigned the task of communicating with a particular mission partner should regularly check on the devotional life of the missionary. (Care Group; Mission Pastor; Mission Team).
- ii. Provide resources that will refresh the souls of our missionaries. This might include messages from our Mission Conference speaker. If internet is accessible recommend various sermons etc. on line for spiritual nourishment. Provide books and articles for the spiritual growth.

### **Care of Mission Partner**

- i. Consistent and faithful prayer for the mission partners.
- ii. Visits by Mission Pastor and wife and short term teams meeting mission partner needs which originate from the field.
- iii. Regular communication with the mission partners.
- iv. Regular communication of church functions, activities and major events occurring within the church body.
- v. Opportunities for further training for ministry, or skill development related to missionary living.
- vi. Make Biblical Counseling available to them while they are stateside.
- vii. Once the missionary completes their term on the field they are required to meet with the Mission Team and Elder Board to assess their progress in language learning if required, ministry objectives, personal relationships to the people they work with, financial situation and any special concerns that might be impacting their family and marriage.

### **C. Mission Partner Responsibility to BCLR:**

- A. A walk that is worthy of the calling of God on their lives. Missionaries are involved in proclaiming the gospel of Jesus Christ and teaching others how to live life in a God honoring way. Therefore, it is imperative that their lives are influential and persuasive in the manner in which they themselves live. Those in the field of church planting, church strengthening or pastoral leadership training are viewed as an extension of BCLR pastors and therefore should meet the qualifications of an elder.
- B. Work closely with the Mission Pastor and the Mission Team by staying in regular communication. They should keep the Mission Team up to date on ministry objectives and the progress of those objectives. They should submit an annual report giving updates on ministry, things to rejoice with them about and ways to be praying for them. They should consult with the Mission Pastor and Mission Team of any significant ministry changes.
- C. Consult with Mission Team regarding the selection of a Mission Agency and mission assignment.

### **D. SHORT-TERM MISSIONARIES: (1-2 Year Assignments)**

1. Short-term missionary service is open to both men and women. While we believe the priority of the mission of the church is the planting of churches which would include a teaching ministry targeted toward men and involve instruction to men serving as pastors there are still plenty of opportunities for women to participate in the mission of the church. These areas would include evangelism, ministry to women and to children. They also can assist in the areas of mercy ministry and support roles which both adorn the gospel and free up those who are engaged in church planting, strengthening the churches and leadership and pastoral training.
2. Short-term missionary personnel should submit a short term missionary application to the Mission Pastor. Upon receiving the application the Mission Pastor will set up an interview with the Mission Committee. If the Mission Committee approves this candidate they will then send a recommendation to the Board of Elders for their consideration of this candidate. Short-term missionaries should have sufficient support in cash or pledges prior to leaving for the mission field to cover their entire 1-2 year assignment.
3. Prior to approval the short term missionary should be approved by a mission sending agency.
4. Before sending short-term missionaries BCLR would expect the mission station to provide and appoint a supervisor for the short-term missionary we are sending to them. BCLR would expect this supervisor to assist us in staying:
  - In regular communication with the short-term missionary we have sent to them.
  - Arranging living conditions that are as safe as possible.
  - They should check on their well-being physically, emotionally as well as spiritually.

- Keep tabs on their relationships both to other missionaries as well as the local people they are ministering to.
  - Be ready to give correction and instruction when needed.
  - Provide instructions for short-term missionaries of what to do in emergency situations. This would include but not be limited to (1) Embassy warnings of terroristic activity or threats; (2) Sickness (Especially in areas with malaria); (3) Automobile accidents or hitting a pedestrian; (4) Travel restrictions; (5) Dangerous areas to avoid; (6) Walking outside of the compound, etc.
  - Be quick to notify the Mission Pastor of any difficulties they are having with the short-term mission personnel in following supervisors counsel, relationships or failure in performance or morally.
5. Supervisor's should be assigned women to women and men to men. There should be no men supervising a woman short-term missionary, nor a woman supervising a male short-term missionary.
  6. Short-term missionary personnel should not be assigned to a station alone nor should they be assigned to a station with only the opposite sex present.
    - E. Should a short-term missionaries funding fall below 75% the Church Administrator should notify the Mission Pastor in advance of this trend. The Mission Pastor should then notify the short-term missionary that their funding is below the 75% level and needs to be raised above 90% within the next six weeks. If the short term missionary is not able to recover these financial needs they will be requested to return home.

### **SHORT-TERM EXTENSIONS: (An Additional 1-2 Year Assignment)**

It is the purpose of our short-term mission efforts to expose young men and women to the mission field in hopes that the Lord might call out some of these young men and women to serve overseas rather than to remain stateside.

Sometimes an initial two year period of service can stir up desires for full time missionary service and yet there can be an uncertainty about making that career move within a two year period. Making provision for an additional two year stint of service will assist both the local church leadership and the potential missionary candidate an opportunity to truly assess their desire of full-time missionary service.

Should a short-term missionary express a desire to extend their ministry beyond their present short-term assignment of two years the following considerations should be followed:

1. Support of Short-term missionary personnel serving for two years or those extending for two additional years should not exceed two short term personnel at any one time.
2. Short-term missionaries can be permitted to extend their short-term service up to an additional two years. No additional request for extensions will be granted. After 4 years of short-term service the individual should be ready to make a decision as to their future in missions or coming back stateside and pursuing another endeavor.

3. The short-term missionary should notify the Mission Pastor of their intent to extend 6 months prior to the completion of their first term assignment.
4. The Mission Pastor should then make the Mission Team, Board of Elders, and Deacon Board aware of this request.
5. The short-term missionary will be required to return to BCLR for the purpose of evaluation and debriefing regarding their experience, spiritual character and growth, and to meet with the Mission Team and Board of Elders to explain how the Lord has used them in their first two years, the circumstances that have led to this desire to extend their ministry and if they are having a desire to pursue full time missionary service. They will also need to work with the Mission Pastor, Board of Elders and Board of Deacons for working out a plan for additional funding of the next term of service. These meetings should take place 2-3 weeks after their arrival stateside.
6. The extension request must be supported by a letter from the short-term missionary's supervisor on the field serving with them. This letter should state their affirmation of the individual in character and in fulfilling their responsibilities on the field. It would also affirm the short term missionary's relationships on the field are currently good. Lastly it should include a description of that individual's job responsibility during this extended period of time and if there will be additional responsibilities to their job assignment or if there will be a major change in their responsibilities.
7. If the candidate is affirmed by the Mission Team, and Board of Elders, the Board of Elders will then decide on a percentage of support from BCLR. The minimum financial support of BCLR to these approved short term missionaries should not be below 10% of the short-term missionary's monthly needs. The actual support level can be greater than 10%. The percentage will then be sent to the Deacons for their approval of the support level after reviewing the feasibility of this suggested percentage.
8. Upon the affirmation of the candidate by both the Mission Team, and the Board of Elders and the Deacons approval of the financial support package the Mission Pastor will contact the short term missionary's field supervisor notifying them of BCLR's decision.
9. After affirmation the short-term missionary will be free to contact their support team. These individuals would include those who financially supported them, committed to pray for them or were in communication with them as well as family friends within the BCLR community during their first term of service.
10. The short-term missionary candidate should anticipate and prepare for a possible turnaround time of 3-6 months total after initial meetings, receiving affirmation from the Mission Team, Board of Elders, and Board of Deacons and then raising the additional funds necessary for their next term of service. The short-term candidate's return to the field should not exceed six months. Those extending their Short-term mission service would be expected to have sufficient support in cash or pledges prior to leaving for the mission field to cover their entire 1-2 year assignment. This is the same requirement as the initial short-term missionary.

## F. **BCLR'S Mission Team Policies & Guidelines**

The umbrella under which we carry out short-term missions is the biblical priority that the primary mission of the church in missions is the proclamation of the gospel which should include both evangelism and discipleship that result in the establishment of a local church plant. (**Acts 14:21-23**; Matthew 28:18-20; Romans 15:14-29; Romans 10:14-17).

This biblical methodology necessitates a firm commitment and priority to the encouragement and support of full-time and long term missionary service over short-term missions. Limited funding and personnel will always go to full-time and long term endeavors prior to short-term projects.

The funding and personnel both in full-time missions as well as short-term missions will be given to those projects which most align with this over-all perspective of the primary mission(s), (Gospel Proclamation; Discipleship; Church Development of individual members or leadership), of the church in missions.

BCLR sees the role of short-term missions as an opportunity to expose teams made up of BCLR members to the (inter)national ministries of mission partners that BCLR supports. Other short-term ministries to non-mission partners of BCLR can be considered and approved under the leadership of the Board of Elders and The Mission Team. The evaluation of any Non-Mission Partner ministry must still be measured according to our overall understanding of the primary mission statement mentioned above. (Doctrinal Statements of such ministries must be obtained and demonstrate "like faith" for the spiritual welfare of our team members.)

**Our primary goal** in sending out short-term teams is to serve, encourage and meet specific needs of our mission partners and their ministries as well as to help strengthen the local church member and leadership of that particular field of ministry. Our mission is to assist the long-term and full-time missionary in their mission.

Because our mission is to assist the long-term and full-time missionary in their mission all short-term mission projects should be approved from the field and be brought to BCLR leadership, (Mission Pastor).

### **Definition of Mission Teams:**

A Short term mission trip is considered to be any mission trip lasting from one week up to less than two years. Short-term mission trips are connected with either a BCLR supported mission partner or an approved missionary ministry (can be a ministry which has not been officially approved as a mission partner of BCLR. However, such a ministry must receive affirmation of both the Mission Team and the Board of Elders). **As part of the approval process Elders will discuss the level of funding by the church.** The Short-term mission

endeavor must meet the stated goals of BCLR Mission Philosophy as well as the missionary. Support of short-term missionaries and ministry projects must have a church based ministry behind it. The purpose of this requirement is in keeping with the full mission of the church in regard to missions of not only evangelizing but also discipling and establishing a church plant for a place for believers to grow and mature in their faith. While our primary philosophy of missions is evangelism and discipleship in cooperation with established churches or with a goal to planting a church, we also recognize that various mercy ministries can serve as an extension of a church based ministry or as a platform for the planting of a church and therefore will be considered on a case by case basis for participation in various mercy ministries.

If an individual is going on a Mission Team outside of BCLR financial support from the church will be decided on a case by case basis.

### **Objectives of Mission Teams:**

1. The Word of God provides a mandate for the church to be involved in missions and should be the primary motivating factor for involvement in missions whether that be through giving, or going long or short term to serve. We also believe enabling our people to see mission's first-hand brings missions to a more prominent place in the hearts of our people. This in turn encourages prayer, active involvement on the part of our people with our mission partners and the faithful and consistent support of our current mission partners as well as future mission partners.
2. We believe Short-Term missions can be a factor which God uses to create a desire in the hearts of some of our people to consider full time mission work. In light of that we also believe that short-term missions allows both the leadership of the church and those considering missions to assess the calling of one who is considering full time missionary service.
3. We believe Short-Term missions should seek to assist and enhance our long term mission partners personally as well as their ministries. We believe our short-term missions should be designed to provide one or multiple of the following areas. Short-Term missions could be used in the following ways:
  - A. **To Shepherd our Mission Partners:** (i.e. Bring our Mission Partners together for a joint conference and minister the Word of God to them through the teaching and preaching of our own Elders; Group of Youth who would lead a VBS for their children while the parents are in conference).
  - B. **To Encourage our Mission Partners:** (i.e. Teams to go out and do house repairs on Missionary homes, To conduct Backyard Bible Clubs/ VBS for Missionary families).
  - C. **To Assist In Developing Local Leadership:** (i.e. Specific training and seminars to strengthen leadership and help them to develop skills in biblical studies, theology, pastoral ministry and managing their homes well.)
  - D. **To Assist In Developing Local Churches:** (i.e. Bible Conferences; Marriage Seminars; Backyard Bible Clubs, etc.

- E. **To Assist in Specific Ministry Goals, Tasks, or Projects:** (i.e. help construct church buildings or repairs to church buildings, Baby Home staffing; or Orphanage Relief.

### **Guidelines for Mission Team Trips:**

#### A. Guidelines for Selection of Short Term Mission Trips:

Short term mission trip requests should **be approved from the field** preferably with BCLR supported mission partners through correspondence with the Mission Pastor. Other recognized and BOE approved missionaries and ministries can be submitted for approval.

The Mission Pastor will make sure the request is **consistent with the stated goals and purposes of our Mission Philosophy and Policy**.

After determining that the request is aligned with our goals and purposes the Mission Pastor will then seek **approval of the requests through the Mission Team and the BOE's** so that the Mission trips are officially recognized by BCLR.

The Mission Team with the assistance of the Trip Leader under the leadership of the Mission Pastor will then begin the process of **enlisting and interviewing short term mission volunteers** to affirm that they meet the guidelines for Short Term Mission Team Candidates as listed below.

#### B. Guidelines for Short Term Mission Team Candidates:

Each candidate should complete a BCLR Short-Term Missionary Application.

Each candidate should have read and given their assent to BCLR's Mission Philosophy and Policy as well as its Short-Term Mission Policy.

Each candidate will be interviewed by Mission Team members and the Trip Leader(s). Once the Mission Team has finished all the interviews, the Mission Team will select a list of names to serve on a particular team and these names will then be submitted to the Mission Pastor who will present the names to the Board of Elder's for their approval. During the interview a candidate will be expected to:

1. Each candidate for the Mission Trip should be able to give an articulate personal testimony of saving faith in Jesus Christ. They should be able to give a sound presentation of the gospel. They should possess a growing and vibrant relationship with Christ. They should also be witnessing in their local context prior to seeking to go and do evangelism overseas.
2. Each candidate should be a member of BCLR, they should be actively engaged in the church, and this would include areas such as regular attendance at called services,

participation in Equipping Hour, involvement in a Care Group and have a visible area of service within the local church.

3. Each candidate should bring to the interview with them an explanation of the trip, (they should demonstrate a passion for the trip and manifest it by demonstrating some knowledge of the country and its people; etc. This information is available just by looking up a countries website or reading about the country in a book like Operation World etc.),
4. Each candidate should be able to present to the interviewers what they would say to a potential donor and how they would seek funds from them. (Not looking for things like a “life-time opportunity;” always wanted to go to **wherever**; but passion for gospel proclamation; understanding of the Great Commission; testimony of how God has been preparing them for such an opportunity; how they expect God to use this in their life; and of course listen for interest in missions.)
5. Each candidate must complete an interview with the Team Leader.
6. Each candidate should demonstrate spiritual maturity and the ability to be flexible and give evidence of a teachable spirit. They should reflect submission to authority. If a candidate has been on previous teams their past conduct and attitude will play a part in their participation on additional trips. The Mission Team would speak with the previous team leader for their input in this interview process.

Each candidate is expected to attend all team meetings and complete any required reading designed for preparation, communication and training for the trip. (One absence will be excused; however the Team member is then responsible for getting the information which they missed). Last minute withdrawals from the team will be considered in the future if this same person signs up for another mission trip. (Circumstances beyond one’s control certainly would be understood; but just deciding to change one’s mind shows a lack of counting the cost prior to making a commitment and a lack of faithfulness to one’s word).

Each candidate must demonstrate a willing submission to the authority of Scripture and the appointed leadership of the trip.

Each candidate is responsible for raising enough support to cover their own cost for the trip and, if additional funds are needed to meet a specific need for the missionary or ministry to where they are traveling, there should be a willing effort to continue to help the team raise funds even after raising enough funds for one’s own needs.

In order to be tax-deductible, all contributions made to support the mission trip, including those raised in support of a specific candidate, must be made to BCLR and will be used to support the trip as a whole. Each candidates support-raising efforts will be tracked for accountability but gifts given in support of a candidate are NOT the property of the

candidate and cannot be used for personal expenses, trip-related or otherwise. In the event that a significant purchase is required by the trip, a candidate can make a request to see if the purchase can be made by the church out of the trip budget, but the item will then remain as property of the church to be used, as needed, for future ministry needs.

We recommend that each candidate after being selected for the Short Term Mission Team make it their aim to develop a **Support Team**. The goal of this team will be to offer prayer support, financial support and spiritual instruction and encouragement.

### **Steps for Building A Support Team:**

1. Be prepared for hard work. It will take up your time and you will have to be ready to expend energy on this part of your trip preparation.
2. Begin praying and thinking through people in your life. These should be people who have shown an interest in your life, those who may have been involved in your discipleship, family members, or friends, peers or classmates, or fellow employees or even supervisors and bosses.
3. Make prayer support a high priority. Remember the work you are about to engage in is not fought with weapons of the flesh but divine weapons, (II Corinthians 10:4). There will be discouraging times, and times when you are tempted to worry. You need people praying. Enlist people who will pray for you while you are preparing to go, daily while you are on your trip, and in your transition back home.
4. Let this experience be a time when you can make much about God and speak to friends and family about God by explaining why you are even doing this.
5. Watch for unexpected ways of God's provision and be ready to communicate those to team members and others so that in the process of getting support you again make much about God.
6. Stay in regular communication with your support team. There are **three** phases of support team building. Keep in mind you are building a team, and communication is the key.

### **Phase 1 - Information Letter**

This is the initial Prayer/Financial Support Request letter. You need to send this letter as soon as you are approved for the trip (four months prior to departure date). Whether you are going by yourself or on a team, this letter needs to be approved by the Mission's Pastor before you send it out. Once it is approved, the office will print the letters for you and supply you with envelopes. You will be responsible for purchasing the postage that is needed for your letters. Here are the items you should include in the content:

- Where you are going
- What organization you are going with
- Why you are going

- What you will do
- How much support you need
- All gifts are to be given to The Bible Church of Little Rock in support of the mission trip.
- What the support is for (airfare, food, lodging, in-country transportation, project expenses, etc.)
- How they can contact you (phone, address and email)
- The gifts are tax deductible
- Where to send the support
- The date by which you need your support raised
- How the check should be made out
- To: The Bible Church of Little Rock
- Memo: (country-name; Example: Tanzania-Pam Cotton)

Concentrate on excellence in your letter to future supporters. Make sure you use the person's name in the introduction, and by all means do your homework and do not misspell their name. Sign the letter and leave a little room at the bottom to make a personal note. Be creative in thinking of ways that they can be more involved, like inviting them to special prayer times or information meetings so they can join you in the preparations. Ask them to help you shop, pack, or borrow something from them for the trip. Make your letter very personal and be transparent about what you feel God is doing in your life. You may wish to include a Bible verse.

### **Items to include in the envelope with your letter:**

- The pre-addressed return envelope to "The Bible Church of Little Rock"
- A commitment card to indicate the level of financial support and commitment to pray

### **Phase 2 – Thank You Notes**

Before you depart on your ministry trip, your team will meet together and everyone will receive printed thank you postcards and a list of their supporters. This is so you can send each one of them a personal handwritten thank you note. Realize this is a special gift! This warrants some thoughtful communication on your part. Let them know of any last minute prayer requests as well. After you finish writing them, you will be responsible to send them out before you depart.

### **Phase 3 – Debrief Letter**

When you return, you should send out a letter on your own stationery to all those who were on your support team. Include at least one example of how God used you specifically and what spiritual impact it made on your life. Thank them again for their prayer support

and relate how that was experienced while you were away. If there are any times you or your team will be sharing publically, invite them to join that event and see who you were able to minister to by being on your support team. Then sign them and put them in the mail. Usually this is completed within three weeks after you return.

Throughout the week and even on your flight home, be thinking of what God was showing and teaching you. Take the opportunity to write them down in your journal so you can reference them later when you are sharing with others and drafting the letter to your supporters.

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Each candidate will need to take responsibility for obtaining and financing the necessary documents and immunizations in place for international travel.

- Secure a passport: Before applying, you will need the following items:  
**Birth certificate** – A certified copy of your birth certificate (with the state or county raised seal) which can be obtained at the Vital Records office of the county where you were born.

**Passport photographs** – Two identical passport photographs with white backgrounds on 2"x2" paper. Photos can be obtained in some post office locations as well as in most stores that have photo processing centers. Make sure you tell them it is for a passport.

**Valid Drivers license** – For ID verification.

**Cash or check** – the post office does not accept credit cards for passport applications.

- Submit Documentation for Visa if Needed.
- Update Necessary Immunizations:  
 There is a yellow-colored vaccination booklet which provides verification that are required immunizations for both the U.S. (for re-entry purposes) and the country visited have been obtained. **The county Department of Public Health will issue this booklet for you during the immunization process.**

## **BCLR'S Mission Team Financial Policies**

### **What about the Cost?**

How is the cost determined?

Team budget can contain a variety of expense categories. Some of these include airfare; vehicle rental and gasoline; housing; food; faxes; shipping; visas and work permits; training materials and speakers; and ministry materials for door-to-door evangelism, youth programs, sports evangelism, adult discipleship, construction as well as Trip Leader expenses. Every effort is made to minimize costs without jeopardizing the quality of the ministry.

Each candidate is responsible for raising enough support to cover their own cost for the trip (i.e. a "base goal" defined by the trip leader) and, if additional funds are needed to meet a specific need for the missionary or ministry to where they are traveling, there should be a willing effort to continue to help the team raise funds even after raising enough one's own needs.

In order to be tax-deductible, all contributions made to support the mission trip, including those raised in support of a specific candidate, must be made to BCLR and will be used to support the trip as a whole. Each candidates support-raising efforts will be tracked for accountability but gifts given in support of a candidate are NOT the property of the candidate and cannot be used for personal expenses, trip-related or otherwise.

There will be two notable exceptions to this rule. If the trip requires the candidate to pay expenses to cover passport/visas or immunizations AND the candidate has raised additional donations over and above the base goal required of each candidate, they may apply for a reimbursement for their passport/visa or immunization expenses. Such reimbursement will only be made up to the lesser of the additional amount raised or the cost of the passport/visa and/or immunization expenses. In the event that an additional significant purchase is required by the trip, a candidate can make a request to see if the purchase can be made by the church out of the trip budget, but the item will then remain as property of the church to be used, as needed, for future ministry needs.

### **BCLR's Mission Team Financial Policies:**

The funds raised for a ministry trip are non-refundable. You must have 100% of the total cost submitted two weeks prior to the trip date. These deadlines are vital in order to purchase plane tickets, secure lodging and to pay other expenses that are time sensitive. Therefore, every effort must be made to make payments on time.

#### 4. **Payment Schedule**

- Individual responsibility is 10% of the cost of the trip due 120 days before the team leaves
- 50% of the balance is due 90 days before the team leaves
- 75% of the balance is due 60 days before the team leaves
- The remainder of the balance is due 2 weeks before the team leaves

1. If you raise more than the required trip cost, any excess funds will go into a ministry scholarship fund to be used in the following manner:
  - a. Excess funds will be used to assist other team members needing support in order to meet total team budget expenses as well as meet yours if you should come up short
  - b. If the team meets the required budget expenses, then excess funds can be applied to the project for ministry supplies, if needed excess funds can be used for specific ministry needs to the ministry where you are serving.
2. All funds given for ministry trips must be given to The Bible Church of Little Rock with **no personal designations** (no strings attached) to be considered tax deductible.

Principle: When building a support team, you are raising money for The Bible Church of Little Rock for a specific ministry project, not for personal use. The I.R.S. does not recognize gifts to or for individuals.

When you ask for support, do not say "I need \$1,000 to go on a ministry trip to...," but instead say "I am raising funds for The Bible Church of Little Rock and the short-term ministry to \_\_\_\_\_ (country). My portion of the team commitment is \$\_\_\_\_\_."

3. If for any reason you are unable to fulfill your commitment to go on the ministry trip, you will be responsible for all pre-paid expenses incurred on your behalf (i.e. airfare, lodging, training expense, etc.). Additionally, it is your responsibility to communicate to your support team regarding your inability to participate in the ministry and to assure them that the funds will be used for the intended purpose.
4. If you have difficulty raising funds for your portion of the team commitment before the due date, you must make an appointment with the Mission Pastor and other designated Mission Team members to discuss your specific situation. You must show adequate effort in raising funds before assistance is given. If no reasonable effort has been made to raise funds or if you are unable to pay the trip cost balance by the due date, then a payment plan will be worked out with you.

## Is it acceptable to pay my own way?

You may be in a position which allows you to completely fund your trip with your own personal resources. Though that is a great blessing, please consider allowing others the opportunity to support your ministry trip. If not for your own trip expenses, perhaps the funds could go toward the ministry project or even others on the team who may struggle to rally support with their friends and family. Please remember this is a team and we need to work together so that all members will be able to raise their funds. Regardless, you need a support team that will pray and encourage you as you embark upon your new adventure and to receive the blessing of giving to God's work. **On a team, everyone has a responsibility, so those who pray and give are just as important as those who go and serve.**

## What are acceptable ways of raising funds?

The primary means by which we encourage Short-Term Ministry Volunteers to raise funds is by personally contacting individuals either through telephone or personal one on one visits. The principle behind this method is that it allows for:

- Thinking through biblically and spiritually why you are going and articulating that to your support team as you seek support in prayer and finances.
- It demonstrates to others dependence on God. The Lord's provision and your speaking of it can actually be a means by which to stimulate others to go and to grow in their understanding of God.
- This effort of personally approaching people and speaking with them builds excitement in the lives of others, builds your support team and will serve to strengthen your faith as well.
- These efforts also help us with the balance of trusting God while at the same time being responsible in our endeavors. You should be ready to work hard and invest time in speaking with people about what you are going to do, what you hope the Lord will do in your life as a result of participating and how they can pray for you. This takes time, energy and hard work.
- Short-term Missions and the process of contacting individuals to support you encourages others to participate directly in this endeavor.
- Individuals are welcome to contact close family friends within the church to support their mission trip. We do request that blanket fund-raising letters to the entire church body not be sent out.

We also recognize joint team projects and fundraisers can help build team unity and also church awareness as well as church wide excitement for the up-coming trip. The leadership of BCLR has given approval to two formats of raising funds for short term mission trips beyond **the primary means** of one to one visits with individuals. We recognize two

categories of fundraising. The first category would be those events on the BCLR campus allowed for raising funds. These would include the following:

**BCLR Campus Mission Team Fundraising Events:**

- Two church wide meals will be allowed for the purpose of raising funds for short term mission trips. These meals can be planned in conjunction with other events or what works best for the mission team hosting them.
- Sale of T-shirts, bracelets etc. will be permitted only during the approved and designated times of book sales during conferences (Mission Conference; Reformation Celebration; Church-Wide Conferences) or on a designated Sunday. The T-shirts, bracelets or bookmarks etc. should have some relationship identified with the mission trip, (Arkansas to Africa). All other sales of these products should be conducted off the church campus. All such fundraising events should be discussed and approved by the Mission Pastor or Student Ministry Pastor and the Church Administrator.
- Team funds can be used for production or promotion of items being sold. This should be approved through the appropriate pastor (Mission Pastor/Student Ministry Pastor) overseeing the Mission trip as well as the Church Administrator. Such expenses should be figured into the overall budget of the mission trip.
- Checks for approved sale items can be made out to BCLR but will not be marked as tax deductible.
- Any donation to the mission trip that receives a service in exchange for the funds, (i.e Car Wash; Yard Work), is not tax deductible. If you are receiving some kind of service but would like to give more than just \$5.00 or \$10.00 write out a separate check to BCLR for the additional amount.

**BCLR Off Campus Mission Team Fundraising Events:** All fund-raising should be done in a spirit of being honoring to Christ and not self-promoting or business like. Every precaution should be taken so that our efforts do not communicate dependence on self-effort, or give an appearance of worldly means, or cast any kind of shadow on the character of Christ or His church and particularly the local church of BCLR. The aim of any fundraising event should be to communicate the reason behind our raising funds and the unashamed communication of why we go, which is to make Christ known to the nations.

All such fundraising events should be discussed and approved by the Mission Pastor or Student Ministry Pastor and the Church Administrator.

Some examples of things that have been done in the past for fund-raising off campus are listed below. Team Leaders should in the early planning of the trip present a fund raising plan for the entire process and this plan will be subject to approval.

- Car Wash Events
- Bake Sales

- Work Projects
- Sales of T-shirts; Bracelets; Bookmarks at approved times of book tables in church foyer. Otherwise outside of church through Facebook or word of mouth.
- Garage Sales
- Music concerts with music from Christian artist.
- Other events and ideas should be presented to the Mission Pastor and Church Administrator for approval prior to hosting the event.
- PLEASE REMEMBER FUNDRAISING IS MUCH MORE THAN MERELY EXCHANGING MONEY FOR A PRODUCT. IT IS A TIME TO TESTIFY OF GOD'S WORK OF GRACE IN YOUR LIFE, INFORM OTHERS ABOUT MISSIONS AND WHY WE DO IT AND TO BUILD A TEAM OF SUPPORTERS WHO WILL PRAY AND SHOW INTEREST IN THIS MINISTRY.

**PART Four:*****Appendix***

**MISSIONARY AGREEMENT**  
**The Bible Church of Little Rock**  
19111 Cantrell Road  
Little Rock, Arkansas 72223  
Phone (501) 227-4980  
Email: [paul.hamline@bclr.org](mailto:paul.hamline@bclr.org)

Having carefully read the Mission Policy and Statement of Faith of the Bible Church of Little Rock, I herewith affirm my accord with these documents and agree to comply with the stated requirements for missionary personnel supported by BCLR. (Please state on the back of this agreement any area of concern or uncertainty regarding the Mission Policy or the Statement of Faith.)

I specifically agree to be a faithful and regular communicant of news and prayer concerns respecting my ministry activities.

In the event that my doctrinal views should change or that I should otherwise find myself in disagreement with any point of the BCLR doctrinal position, I agree to share this with the BCLR Missions Team and Elder Board.

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

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

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MISSIONARY ANNUAL REPORT**  
**The Bible Church of Little Rock**  
19111 Cantrell Road  
Little Rock, Arkansas 72223  
Phone (501) 227-4980  
Email: [paul.hamline@bclr.org](mailto:paul.hamline@bclr.org)

Annual Report For: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Email: \_\_\_\_\_

Due Date: \_\_\_\_\_

**RESPONSES TO THE FOLLOWING QUESTIONS SHOULD BE ATTACHED AND IDENTIFIED BY PART AND NUMBER CORRESPONDING TO THE APPLICABLE QUESTION. BE AS COMPLETE AS POSSIBLE. IF YOU DO NOT UNDERSTAND A QUESTION, PLEASE ANSWER IT TO THE BEST OF YOUR UNDERSTANDING.**

**PART ONE: Ministry Report**

1. If you provide an annual report to your supervisory organization, please attach a copy of the most recent one submitted.
2. What are your ministry goals for the next 12 months?
3. What have been your significant ministry accomplishments this past 12 months?
4. What is the primary limitation to your ministry?

**PART TWO: Financial Report**

1. Please attach a current budget.

2. How much total annual support, plus other income, are you receiving?
3. What, if any, are your current one-time financial needs?
4. Share your short term and long term financial needs, such as need of new automobile in the next few years, children's school, need of new major appliance, furlough, etc.

### **PART THREE: Personal Report**

1. Please share, to the extent you feel comfortable, any significant personal family issues with which you or your family is dealing.
2. How and by whom are you held accountable, spiritually and emotionally?
3. How can we pray for you and your family? Be as specific as you can.
4. Please send us two recent pictures of you and your family, and any ministry pictures that may be used for future articles, bulletins, etc., as a part of our ministry to you.
5. When is your next furlough?

Do you anticipate visiting Little Rock? \_\_\_\_\_ If so, when? \_\_\_\_\_

What, if anything, can BCLR do to aid you in your next furlough?

6. What may we send you in the way of material gifts occasionally, (Holiday, etc.) such as household items, foods, or things not available to you in your ministry location?
7. Is there anything else that we as a body can do to affirm and support you and your family?

### **PART FOUR: General Report**

1. Please feel free to supplement this report with anything that you would like us to know or consider.
2. Please give us feedback on how we are doing in providing you with support in all areas of your lives and ministry.
3. Is there a desire on your part for someone or a group from the church to visit you on the field? If so, please tell us specifically how this is to be worked out, and how

many persons you would like to have come. Include a proposed agenda for the time spent with you in your ministry.

**THANK YOU FOR YOUR TIME IN RESPONDING. THE INFORMATION SUBMITTED WILL BE MAINTAINED IN YOUR RECORDS WITHIN THE CHURCH, AND INFORMATION IDENTIFIED AS CONFIDENTIAL WILL BE HONORED. YOUR RESPONSES WILL ASSIST US IN MAKING VITAL DECISIONS REGARDING ALLOCATION OF FINANCIAL AND HUMAN RESOURCES IN THE YEARS TO COME.**

## APPLICATION FOR CAREER MISSIONARY SUPPORT

### The Bible Church of Little Rock

19111 Cantrell Road  
Little Rock, Arkansas 72223  
Phone (501) 227-4980

#### Contact Information:

#### Personal Information:

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Gender: Male Female

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status: Single Engaged Married Widowed Divorced

Education (Last Year Completed): \_\_\_\_\_

Current Degree(s) Earned: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Years: \_\_\_\_\_

#### Marriage and Family

Spouse's Name: \_\_\_\_\_

Spouse's Birth Date: \_\_\_\_\_ Spouse's Age: \_\_\_\_\_

Spouse's Education (Last Year Completed): \_\_\_\_\_

Spouse's Current Degree(s) Earned: \_\_\_\_\_

Spouse's Email Address: \_\_\_\_\_

Spouse's Cell Phone: \_\_\_\_\_

Spouse's Business Phone: \_\_\_\_\_

Spouse's Current Employer: \_\_\_\_\_

Spouse's Position: \_\_\_\_\_ Years: \_\_\_\_\_

### **Mission Information:**

#### **A. Mission Desire:**

1. Have you read BCLR's Mission Philosophy in its entirety? Do you have any questions? What did you resonate with in the philosophy? Did you notice any areas where you might need additional training or experience?
2. Give a detailed account of how and when you came to know Jesus Christ.
3. Share with us how you came to desire going to the mission field.
4. In what ministry do you desire to serve on the mission field (evangelism, church planting, discipleship, church strengthening, leadership development, theological and pastoral training, support personnel, mercy ministries, etc.)?

#### **B. Mission Affirmation:**

1. Explain how you understand the purpose of missionaries being sent out by the church? How do you see your role fulfilling that mission?
2. Do you have the affirmation of your church leadership in pursuing this endeavor?
3. What mission board are you applying to serve with? Have you been approved by that mission board?
4. How have people affirmed your desire to go to the mission field? What have they said that has affirmed your desire to go?
5. What are your current immediate family members saying about going to the mission field?
6. How have you been involved at BCLR or your local church in the past? How are you currently involved at BCLR or your local church?

#### **C. Mission Competency:**

1. Have you been on any short-term mission trips? If so, how many? What were your responsibilities?
2. Have you had any church ministry experience? If so, what kind? How long did you fulfill this ministry? Have you ever been a pastor or elder? If so, how many years have you served?
3. Have you had any formal or informal theological training? What level, if any, seminary training have you had?
4. Who have you recently shared the gospel with? Who are you currently discipling?

#### **D. Mission Support:**

1. What is the amount of your required monthly support?
2. What amount have you raised to this date? What is your remaining balance?
3. We request a copy of a yearly budget, reflecting all income and expenses, for the purpose of presenting it to our Mission Team and Board of Elders.

