

**MISSIONS POLICIES
AND
PROCEDURES OF
CALVARY NEXUS**

December 2012

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I. INTRODUCTION TO THE POLICIES AND PROCEDURES.

Calvary Nexus Acknowledges and Thanks Calvary Chapel Modesto for Providing the Document That Served as a Model from Which This Policy Was Drafted

1. The purposes of this Policy.

*This statement of policy describes the structure and purpose of the Missions Ministry of Calvary Nexus (from now on referred to as CN). It addresses the following issues:

- 1.** It clarifies the missions goals of CN, including calling, training, equipping, and supporting Christians to fulfill the Great Commission of Jesus Christ and make disciples of all nations.
- 2.** It describes the relationship of the Missions Ministry to the overall ministry of Calvary Nexus.
- 3.** It outlines the responsibilities of the Missions Committee.
- 4.** It provides guidance to prospective missionaries or ministries regarding financial support, and other types of support.
- 5.** It provides instruction regarding the review of missionaries and ministries supported by CN.
- 6.** It exists to provide guidance in making objective and consistent decisions, versus emotional or haphazard ones.
- 7.** It exists to avoid confusion, inconsistency, misunderstanding or discord by clarifying relationships and responsibilities between CN and its supported missionaries/ministries. It makes clear what CN expects of the missionary/sending agency and what the missionary can expect from CN.
- 8.** It exists to provide an informational foundation for new Missions Committee members and others both interested and involved in missions at CN.

2. Who This Policy Applies To

A. This policy applies to the Pastoral Staff, Board of Directors, Missions Committee, and the CN congregation. They shall be governed by this Mission Policy wherever applicable. Exceptions to the policy can be made with the appropriate agreement of the Missions Committee and/or the Pastoral Staff.

3. How This Policy Can Be Revised.

A. This policy can be amended at any time by the Missions Committee with the agreement of the Pastoral Staff. It should be thoroughly reviewed at least every 3 years by the Missions Committee to determine if improvements are needed to properly serve CN and associated missionaries/ministries.

4. The (Minimal) Doctrinal Foundations Required Of Missionaries.

A. To determine doctrinal compatibility with CN, all supported missionary activity will agree with the mission and emphases of CN including the following:

- 1.** An Acts 2:42 church model; continuing steadfastly in the apostles' doctrine and fellowship, in the breaking of bread and in prayer;
- 2.** A reliance upon the Bible as the basis for all doctrine and practice (2 Tim 3:16-17, 2 Tim 4:2), coupled with a dependence upon the Person and the power of the Holy Spirit (Acts 1:4-8).
- 3.** Faithfulness to the Great Commission (Mt. 28:19-20) and the Greatest Commandment (Mt 22:37-40).
- 4.** A reproduction of teachers (2 Tim. 2:2) and mature believers (Eph 4:11-16).

5. CN Statement of Faith, Vision and Beliefs:

CALVARY NEXUS

STATEMENT OF FAITH (WHAT WE BELIEVE)

1. CHARACTER

- (A) This Calvary Chapel church has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit.
- (B) We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ. We are an un-denominational church.
- (C) We believe that the only true basis of Christian fellowship is His (Agape) love, which is greater than any differences we possess and without which we have no right to claim ourselves as Christians.

In our services we focus on a "personal relationship" with God through song, worship, prayer and the clear teaching of the Word of God. We teach both expository and topical studies. We do not allow speaking loudly in tongues or the interruption of our services with prophesy if there is a Bible study in progress. It is not that we do not hold to the using of these gifts, but we believe that everything should be done decently and in order. We believe that God will not interrupt Himself. We have specific "believers meetings" that do allow the exercise of spiritual gifts.

WE BELIEVE: Worship of God should be Spiritual.

Therefore: We remain flexible and yielded to the leading of the Holy Spirit to direct our worship.

WE BELIEVE: Worship of God should be Inspirational.

Therefore: We give a great place to music in our worship.

WE BELIEVE: Worship of God should be Intelligent.

Therefore: Our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He would be worshipped.

WE BELIEVE: Worship of God is Fruitful.

Therefore: We look for His love in our lives as the supreme manifestation that we have truly been worshipping Him.

2. BELIEFS

In order to identify the church as conservative in theology, and evangelical in spirit, we set forth this general statement of fundamental beliefs:

- (A) We believe the Bible to be the inspired and only infallible and authoritative Word of God. We believe the Scriptures of the Old and New Testament as being verbally and completely inerrant in the original writings and of supreme and final authority in faith and life. We believe that God has not added to, deleted from, or altered the canon of the Bible with subsequent writings and revelations.
- (B) We believe there is only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Each distinct from the Other, and Each are fully God, yet They are perfectly harmonized in Their Triune Being.
- (C) We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His future return to this earth in power and glory, and His present life for us as High Priest and Advocate.
- (D) We believe that the lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a representative and substitutionary sacrifice, and that all who believe in Him are redeemed and justified on the grounds of

His shed blood.

- (E) We believe that salvation is by grace, through faith, and is a free gift from God. It is not attained by our own works. Therefore it cannot be earned by good works apart from faith. We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- (F) We believe in the threefold work of the Holy Spirit: that He seeks out and brings the lost to salvation; that He sanctifies the believer; and that He baptizes the believer into the body of Christ, giving spiritual gifts to the Christian for service. We believe the continuance of gifts as found in 1 Corinthians 12:4-11.
- (G) We believe that God utilizes ALL the spiritual gifts as given in Scripture, in accordance with His perfect will. We believe each Christian is endowed with both general gifts and specific gifts. Each belief is unique unto the Lord, and each is uniquely gifted. It is our job as believers to discover our gifts and use them in our service both to God and to each other. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. We believe that the filling of the Holy Spirit is a baptism of power and is given to all believers who ask for it. The primary, initial characteristic of the filling of the Holy Spirit is a release of LOVE in and through the life of the believer. Other signs may accompany this, but Love is the essential one.
- (H) We believe in the bodily resurrection of both the just and the unjust; the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost along with Satan and his fallen angels.
- (I) We believe in the spiritual unity of believers in our Lord Jesus Christ.
- (J) We believe in a literal interpretation of the Bible, taking exception only for the obvious metaphors and similes that God has not yet shed His light upon. We act on this belief by putting forth the entire word of God before the body in a book by book fashion, giving His people the entire counsel of His revealed Word to us.

- (K) We believe in the blessed hope, which is the rapture of the church at Christ's coming in the air. We believe that we will go to Him before the Tribulation (pre-trib) and that Christ will return to the earth physically to set up His kingdom before the millennium begins (pre-mil).
- (L) We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death but also spiritual death (separation from God) and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
- (M) We believe that the Holy Spirit is our Comforter, Teacher and guarantee of our inheritance.
- (N) We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer, **yet only in accordance with God's perfect will.**
- (O) We believe in a literal devil and his host of fallen angels, and that he is at work in the world today. We believe that Satan is a created being, and as such he is limited in presence and power.
- (P) We believe that we should walk in the victory that was afforded us by Jesus Christ on the cross. We believe that Satan has no power over true believers. He can affect his confusion on Christians only as permitted by God, **through which we are to be tested and found true, and by which we are to grow in faith and wisdom,** to the praise and glory of our LORD.
- (Q) We believe that God is worthy of all praise, reverence, and love; and that the highest calling of a Christian is to worship Him.
- (R) We believe that our supreme desire is to know Christ and to be conformed into His image by the power of His Holy Spirit.
- (S) WE REJECT:
1. ...the teaching of "positive confession".

2. ...the belief that Christians can be possessed by demons.
3. ..."dominion theology" or "kingdom theology".
4. ...a fatalistic Calvinist view, which allows no room for free will.
5. ...prophecy that overrides or supersedes Biblical Scripture.
6. ...the incorporation of humanistic psychology or philosophy into Biblical teaching.
7. ..."charis-MANIA" (the over-emphasis upon spiritual gifts, experiential signs and wonders, etc.).

(T) Concerning evangelism, we participate and support evangelistic outreach ministries in communities all over the world. We collectively work together every year hosting evangelistic "crusades" throughout the United States. Thousands upon thousands have received Christ at these yearly events.

However, our main belief concerning evangelism is that "sheep beget sheep". We are convinced that as we continue to feed the flock of God by teaching them the Word of God, they will "naturally" lead others to Christ.

(U) Marriage: Marriage has been ordained by God. This church defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in these Articles.

(V) Human Sexuality: Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as "porneia") including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teaching of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.

3. ORDINANCES

The church will observe regularly the two New Testament ordinances of water baptism and the Lord's Supper. These

ordinances are observed in obedience to our Lord Jesus Christ, as acts of love and devotion, and are not considered to be necessary for our salvation.

Our Vision

The early church gathered frequently as an assembly, and in smaller groups to encourage authentic relationships and spiritual growth. They learned the Word of God together, they prayed and worshiped together, ate together, and served together. They connected with Jesus and with one another, and they impacted their world. - acts 2:42-46

Connect | With God

We desire to see people connect with God. Jesus is the bridge that allows us to know God and have a personal relationship with Him. A personal relationship with God satisfies, unlike mere religion or ritual. Jesus said, "I am the way, the truth, and the life. No one comes to the Father except through Me."

Grow | Close to God & Others

We desire to see people experience spiritual growth. Growth comes from learning and applying the Word of God. Spiritual growth flows not only from a commitment to God and the Bible, but also from significant Christian relationships discovered and developed in smaller groups. Growth is manifest by transformed lives that reflect Christ-like character, and a desire to worship God with all our heart, mind, soul, and strength.

Reach | Our World

Our desire is to reach our community and impact our world for God. As we continue to grow, we learn to serve God by serving others. Therefore, we provide opportunity for and encourage Christian service. Love for others is great evidence of our love for God. Christian love is demonstrated by tangible acts that reach individuals, families, communities, and the world.

5. Definitions.

A. Missions: For the purposes of this policy, Missions is defined as any outreach to fulfill the Great Commission which crosses barriers of culture, distance or language, beyond the normal sphere of influence of CN. (Missions may include ministry in another country, or here in the local community, such as crisis pregnancy, the disabled, or incarcerated youth.) Fulfillment of the Great Commission by proclaiming the Gospel of Christ, making disciples, or gathering disciples into local congregations may involve ministry to the spiritual, physical, or social needs of people, but the ultimate goals of salvation and Christian maturity are to be paramount.

B. Missionary: CN defines a Missionary as someone who is serving as a part of a cross-cultural ministry abroad or within our own country, beyond the normal sphere of influence of CN. A person living in a foreign country as a member of a church or community is not necessarily a missionary based solely on his/ her geographical location. They must have direct, personal involvement in other people's lives.

C. Missionary Candidate: CN defines a Missionary Candidate as someone who is considering serving as a missionary, who is seeking counsel to confirm God's call, who is at some point in CN's preparation for ministry (including being active in ministry at CN, recognizing that one must first be doing here what they intend to do in the field), and who desires to be supported by CN.

D. Family Sent Missionary: A Family Sent Missionary is defined as someone sent from CN who is serving in a capacity consistent with the definitions above.

E. Extended Family Sent Missionary: An Extended Family Sent Missionary is defined as a missionary whose home church is not CN, but who is in the family of the Lord Jesus Christ, and that has met all the qualifications to be accepted for support by CN.

F. Missionary Ministry: A Missionary Ministry is defined as an organization supported by CN which has a missions focus consistent with CN, but which is not an individual or family.

II. MISSIONS COMMITTEE POLICIES.

1. Purpose of the Missions Committee.

A. The Missions Committee (MC) is established to make decisions regarding missions. The MC will seek consultation from the Pastoral Staff as appropriate, to accomplish the following:

1. Promote Missions Awareness: The MC will help keep missions in front of the congregation. This may be done by various methods including the following:

- * maintain the missions display monitors, missionary pictures and newsletters/literature made available by supported missionaries.

- *provide information by way of presentations, newsletters, bulletin inserts, announcements, handouts, or materials suitable for sharing with Home Fellowship Groups or other entities within CN;

- *equip the body to be a sending church through training, including the components and role of Home Groups "adopting" supported missionaries, as well as the development of Care Teams for missionaries.

2. Maintain files on supported missionaries.

3. Screen Prospective Candidates: All prospective supported missionaries will be asked to fill out an *Initial Interest Inquiry* (III, see appendix). The MC will review this screening tool along with additional input as appropriate to determine whether the candidate is satisfactorily prepared for his or her intended ministry. The overseer of the MC will contact the candidate and discuss any pertinent issues. If the candidate is ready to proceed, a *Missionary Application* (see appendix) will be completed. This Missionary Application will then be reviewed together by members of the MC and the candidate(s). At the next MC meeting a plan of preparation will be formulated, and this plan's recommendations will be communicated in writing to the candidate.

4. Oversee the Training for Missionary Candidates: It will be the responsibility of the missionary candidate to work diligently to complete the course of training and preparation based on the recommendation of the MC. The MC will monitor the progress of the candidate.

5. Assist the Missionary in Establishing Care Teams. Each missionary candidate will be expected to understand the importance of developing a Care Team. If they have questions they will be directed to the MC. Training may be presented to CN to help those interested in this concept. It is required for all supported missionaries that they have a CT for support in the areas of Prayer, Communications and Moral Health, Logistics, Re-Entry, and Finances. This will help make sure that the needs of the missionary are addressed and that involvement of the fellowship is enhanced.

6. Assist with the Maintenance of Care Teams: The MC will have contact with members of the Care Teams and/or Home Groups on a regular basis. The MC may be involved in recruiting members to assist with teams when a Care Team member is no longer able to serve in his or her capacity

7. Monitor Missions Activity of Supported Missionaries: The MC will be involved in monitoring such things as the financial situation and use of resources, personal spiritual well-being, fruitfulness of ministry, relationship stability, return plans, and so on, of those in the field. This will be done through the CT, HG or directly with the missionary as needed. Periodic formal evaluation will include the following considerations:

- *Are they operating in agreement with the vision and beliefs of CN?
- *Is there evidence of the empowering and blessing of the Holy Spirit?
- *Are they working toward worthy goals that were outlined as they were sent out?
- *Are there new directions or goals for the next time period?
- *Are resources being used to God's glory?

8. Report Information to CN Leadership: The MC will provide feedback that has been received about missionary

candidates, missionaries and ministries to Pastoral Staff and/or congregation as requested.

9. Build a Team to Constitute the MC: The MC will prayerfully approach people to consider becoming a part of the MC if members are needed. People may also approach the MC for consideration.

10. Meet to Act on Missions-Related Business: The MC will meet informally in conjunction with missions prayer meetings, and formally, quarterly, to keep working on ongoing business, and as needed, to fulfill its responsibilities.

2. Size, Composition and the Frequency of Meetings of the MC.

A. Size: The MC will be comprised of not more than 7 people who have been led by the Holy Spirit (see qualifications for MC Membership below) to serve in this capacity.

B. Composition: The Overseer of the MC will be the Senior Pastor or a person designated by him. A Secretary may be formally designated, if it is considered helpful. In later stages of development a Missions Pastor will act as chairman of this committee.

C. Frequency of Meetings: Meetings will be quarterly and MC members and the Senior Pastor or his representative will participate.

3. Qualifications for a Member of the MC (Who You Are)

- A.** A born again Christian.
- B.** Minimum one year attendance at CN.
- C.** Active involvement in ministry at CN in some capacity.
- D.** An observable and recognized commitment to the Lord
- E.** Personal experience in "cross-cultural" ministry, if possible, on a long or short term basis.

F. A willingness and ability to commit to the responsibilities outlined below.

G. Meets the criteria for a deacon as outlined in 1Timothy 3:8-13, as well as exhibiting the following characteristics:

1. Faithful (2Tim 2:2).
2. An Example (1 Tim 4:12).
3. A Team Player (Phil 1:27).
4. A Servant (Mt 20:25-28).
5. A Consistent Giver (Lk 16:10-11).

4. Appointment/Term of a Member of the MC.

A. Initial appointment of a MC member: As described previously, a person who is interested in serving in missions, or one who the current members feel would be a good addition to the MC and has been asked to pray about joining, may complete a Ministry Questionnaire if they haven't already done so.

If, after prayer, it is concluded that the person would be a helpful addition to the MC (as evidenced by a unanimous vote of the current members and any input the Pastoral staff gives the MC) they will be invited to join. It would be possible to serve as a CT team member for someone on the field and as an MC member.

B. Probationary Period: A MC member is under a probationary period for the first six months of his/her term and can be released during that period if necessary.

C. The Normal Term of Service: The normal term of will be 2 years.

5. Responsibilities of a Member of the MC (What You Are Expected to Do)

A. Each member of the MC must be characterized by the following:

- *attend CN consistently.
- *maintain a spiritually healthy lifestyle with evidence of spiritual maturity.
- *be familiar with the policies and procedures of CN missions.

- *attend regularly scheduled MC meetings.
- *pray for missionaries regularly.
- *maintain an interest in communicating with missionaries.
- *be actively involved in the ongoing missions activities of the church.
- *be actively committed to the vision of CN missions.

6. Resignation or Removal of a Member of MC.

A. A member of the MC may cease involvement at any time. However, this should be a prayerful decision as continuity is desired. If a person is found in word or in deed to be not abiding by the qualifications and responsibilities above, or if he/she is no longer willing or able to perform these functions, then he/she will be asked to resign from the MC.

7. Relation to Pastoral Staff.

A. The MC will document key issues or decisions. These will be given to the Pastoral Staff as appropriate.

III. FINANCIAL SUPPORT POLICIES.

1. Introduction.

A. CN is asked to support the work of many missionaries and ministries, each with a unique and special call. The amount and type of support varies depending on whether the missionary has been sent out by CN, is married or single, the type of work that is being done and the specific needs of the individual missionaries. CN never wants to be a church that just sends out missionaries with financial contributions, but wants to be actively involved in a 2-way relationship between the missionaries and the congregation.

2. Whom does CN support?

A. Introduction: CN is committed to raising up those from within the congregation in Camarillo to serve in missions. Therefore those who are a part of CN are given high priority for support consideration.

Candidates and ministries from elsewhere will be considered as led by the Holy Spirit.

B. Required Characteristics of Supported Missionaries:

1. Have a growing relationship with Jesus Christ continually maturing in the Word.
2. Be a healthy, integral part of a local church.
3. Be clear about the foundation of missions.
4. Actively serve at home as you expect to serve in the field.
5. Stay out or get out of debt.
6. Learn about missionaries.
7. Be a man or a woman of prayer.

3. Short Term Missions Activities and Special Projects.

A. Introduction: CN will encourage members of the congregation to be involved in short term missions (STM) and Special Projects (SP) that are originated by or endorsed through the MC.

B. STM/SP Procedure: In order to have a project endorsed by the MC a short-term missions/special project proposal form (see appendix) must be submitted.

C. Funding for STM/SP's: A portion of the Missions budget may be designated for STM/SP's. Some of this may be used for the expenses of the designated leader. Financial support may be provided for a STM or SP participants or groups at the discretion of the MC and Pastoral Staff.

D. Each participant of a short term mission activity must complete a Short Term Missions Application Form (see appendix.)

4. Long Term Missions.

A. Introduction: All requests for monthly financial support from CN must be submitted in writing to the Overseer of the MC.

B. Procedure: After receiving a written request, the Overseer of the MC may then request that additional information be provided and/or a missions application be completed before the consideration of the request by the MC. The Overseer of the MC will then pass on to the Pastoral Staff the recommendations of the MC. Support for a new missionary must fit within the appropriated missions budget. If additional funds are needed to support additional missionaries, the final decision regarding finances will rest with the Pastoral Staff based on how the proposed ministry/mission fits into the overall budget of the church.

C. Funding Long Term Missions. Factors upon which recommendations may be made include the following:

1. Has the person/family completed the process of inquiring about missions, and presenting his/her/their vision to the MC?
2. What steps have been taken to complete the recommended training?
3. Are the requests reasonable? What research has been done to verify this?
4. Have the needs already been met elsewhere?
5. Does the person/family clearly understand (and can they articulate) what is expected of them by CN?

D. Follow-up action: A written response will be provided to candidates. Every effort will be made to do this in a timely manner though decisions may only be possible on a quarterly basis. Denied requests may be resubmitted after at least 6 months when more of the criteria above have been met.

5. Yearly Evaluation and Review of Support Commitments.

A. Introduction: CN will perform an evaluation of each recipient of support during the third quarter of each year. Decisions regarding support commitments for the following year are based on this evaluation.

B. Input: Recommendations from the missionary and the sending agency (if appropriate) will be considered. A yearly report, yearly update of missionaries/ministries supported by Calvary Nexus (see appendix) will be requested in May/June timeframe and due back within 30 days. This is required from each supported missionary to assist the evaluation process. Decisions regarding continued support will be made in conjunction with the Pastoral Staff and will be sent to the missionary/ministry/ agency. A priority list for support may be developed.

6. Beginning and Ending Support.

A. Beginning: CN will notify a missionary in writing about the approval of a support request. At that time additional information may be necessary to determine the specific dates of departure, preparations for departure, etc. as well as the specific amount of support (updated budgets, fund raising efforts, etc). When all necessary information has been provided, CN will notify any supported missionary in writing of the specific financial support commitment and agree upon a timeframe for the donation with the missionary (i.e., 1st, 2nd, 3rd or 4th quarter). Support will begin when the missionary leaves for the field, or earlier as determined by the MC.

B. Ending: CN will notify any supported missionary in writing of a decision to cease support. Every effort will be made to notify the missionary at least 60 days in advance. Causes of termination may include the following:

1. Changes in ministry activity.
2. Changes in agency affiliation.
3. Deviation from CN's doctrinal foundations.
4. Incompetence or moral problems.
5. Failure to fulfill responsibilities and/or goals as negotiated with CN and/or the MC..
6. Reallocation of Extended Family Sent Missionary funds to accommodate Family Sent Missionaries going to the field.

7. Funds Shortage Policy.

A. Should inadequate resources be available to honor support commitments of CN to its missionaries, the following actions may be considered:

1. New commitments will not be made.
2. Administrative costs will be minimized.
3. Discretionary funds may be utilized.
4. Support to specific people, as opposed to ministries, will be given priority.
5. Reallocation of Extended Family Sent Missionary funds to accommodate Family Sent Missionaries going to the field may be made.
6. Changes in support level will need to be made with communication of expected changes made as soon as possible to the recipients of support.
7. Communication of the needs to the CN fellowship, with an emphasis on prayerful seeking of guidance from the Holy Spirit may be made by the MC or Pastoral Staff.

8. Relationship with an Established Sending Agency.

A. Introduction: If a missionary is going under the auspices and organization of an approved sending agency, separate from CN, the following is the **Criteria for evaluating and approving Sending Agencies**. The following criteria may be used to evaluate agencies:

1. CN must understand the level of control/supervision of the sending agency for the missionary and the details of carrying out the mission.
2. CN will receive status reports regarding the missionaries and ministries we support, at least annually.
3. CN will be involved with the evaluation process with CN supported missionaries, especially those whom CN is heavily supporting or who are regular attendees of CN. Ideally, CN and the agency will be willing to share information with each other.
4. The sending agency may help with missions mobilization and education within CN.
5. There must be accord with CN's vision and beliefs.
6. The MC must approve the choice of the sending agency offered by the missions candidate.

B. Receipting: Receipting for donations may be accomplished either directly through CN or through a sending agency approved by the MC.

9. Honoraria for Speakers.

A. Missions-related speakers may receive honoraria as decided ahead of time by the MC, as well as receive a free-will offering if determined to be appropriate.

IV. EXPECTATIONS FOR MISSIONARIES.

1. The Process.

A. All prospective supported missionaries will fill out an *Initial Interest Inquiry* (see appendix). The MC will review this screening tool along with additional input as appropriate to determine whether the candidate is satisfactorily prepared for his or her intended ministry. The overseer of the MC will contact the candidate and discuss any pertinent issues. If the candidate is ready to proceed, a *Missionary Application* (see appendix) will be completed. This *Missionary Application* will then be reviewed together by members of the MC and the candidate(s). At the next MC meeting a plan of preparation will be formulated, and this plan's recommendations will be communicated in writing to the candidate. Prior to departure, all recommendations must be adhered and a pre-field arrangement form (see appendix), completed.

2. The Care Team (CT).

A. Introduction: The missionary is responsible to prayerfully develop a team of people committed to addressing the issues of logistical support, financial support, prayer support, communication and moral support, and re-entry support (see appendix, Care Team Members.) A Home Group can fulfill the function of a Care Team as part of CN's Adopt a Missionary program (see appendix).

B. Composition of the CT: Ideally 5 or 6 different people will fill these roles according to their gifting and relationship to the missionary. One of those 5 must be identified as a Care Team leader. He or she will be the main contact in CN for the missionary. He/she

will represent the missionary to the MC, Pastoral Staff and congregation as necessary.

C. Maintenance of the CT: If one of the CT members is unable to continue in his or her position then this member must be replaced. If an area that the Care Team member coordinates is weakened over time, the overseer for that area, or overall designated overseer, should be committed to prayerfully increasing interest in the area he/she coordinates.

D. Advance Agreement: These matters must be discussed between the missionary, the CT, and the MC before departing.

3. Finances.

A. Introduction: Estimates for start up and ongoing costs will be provided by the candidate. This should include a budget that takes cost of living expenses in the host country into account. CN reserves the right to do its own inquiry and cost estimate as appropriate.

B. Finances from CN: At the appropriate time the missionary candidate will submit a written request for funding from the fellowship. See the process described above.

C. Finances from other individuals: A part of the plan laid out in the discussion with the MC will probably include the need for the missionary to raise support with interested individuals with whom he/she/ they have shared their vision. Every effort should be made to help donors to see that they are not only supporting the missionary but the work that the Lord is doing through the missionary. Appropriate avenues to raise individual support at CN may include;

- *The opportunity to share if/as invited by the Pastoral Staff.
- *The distribution of an (approved) letter outlining the vision for ministry.
- *Personal sharing at home fellowship groups or special classes.
- *With MC approval, the fabrication of an (approved) display to be put out occasionally for one Sunday--in a designated area of the church campus under the direction of church administrative personnel.

*Networking with Godly friends outside CN who wish to participate with the Lord in the missionary's ministry.

D. Should the missionary candidate be accepted, CN expects a minimum of a yearly budget status.

E. Stewardship: It is expected that the missionary will have the attitude that only the Lord can supply the finances and that "where God guides, He provides". Additionally as He does provide it is expected that the missionary will be a good steward of all gifts and will in no way become sloppy in the use of kingdom resources.

F. Adequate resources: CN will not send a missionary into their mission field without adequate support for start-up and ongoing expenses. CN will not recommend purchasing plane tickets or making specific time commitments until the necessary support arrangements have been made.

G. Financial Shortfall: If while in the field a sent missionary of CN has a financial shortfall, CN may consider raising church support for the missionary for a short time. However, if this continues for a period of 3 months in a 6 month period, CN may recommend or require that the sent missionary return home to raise additional support. The CT may also pursue the raising of adequate support.

4. Communications.

A. Regular communications: CN recommends regular communication. Before departing for the field CN requires that newsletters be sent to supporters. Once in the field, it is expected that the missionary will be in some form of contact with the communications member of their CT at least quarterly and preferably monthly. This communication can be written/paper correspondence, e-mail, or telephone/fax and can be varied. The MC requires at least one quarterly newsletter that can be reproduced and shared with the congregation via the missions area in the church. Failure of regular communication may result in the loss of support from individuals or CN. Either the missionary (or the CT person as arranged in advance) should then communicate with all prayer supporters and interested parties. If the MC is not able to obtain a clear picture of the missionary's activity (ministry blessings, current struggles, continuing plans, etc) for longer than one quarter, the missionary will be notified that his/her/their relationship with CN is in jeopardy. The MC will contact the missionary to help him/ her/ them see that CN cannot

continue to endorse their ministry unless regular communication is improved.

B. Communication regarding finances: CN requires that the missionary communicate regularly with financial donors. It will be at the discretion of the Missionary or agency as to whether or not to provide information about the specific donation amounts made by each donor. If the finances are handled through an agency it will be the agency policy that determines how finances are handled.

C. Communication regarding home visitation/furlough: When the missionary is back from the field, opportunities will be made available to share with individuals or groups within CN.

D. Communication of the Yearly report: As described in the financial section, a yearly report (to be sent to Missions Overseer) is required in May/June timeframe (see appendix "Annual Update Form").

5. Priorities while in the Field of Service.

A. There will always be more to do than the missionary in the field is able to do. It is important, therefore, that communications help CN see that the missionary is endeavoring to continue to have the priorities that the Lord has for His kingdom. While all ministries may not be in a church planting model, it is important that the ultimate goal of the mission work is spiritually vibrant and not only physical relief. It is understood that the gospel must be shared in a culturally relevant and politically correct fashion, however, one must still keep "the main thing (the gospel) the main thing (focus and ultimate goal of ministry)." If a missionary has a substantial change in his job description, purpose, location, or doctrinal stand CN must be informed.

6. Essential Logistical Considerations that Must Be Addressed before leaving for the Field.

A. Introduction: There are several logistical details that must be considered. Most of these will be discussed with the Logistical person on the CT and/or worked through with the sending agency. They may also be a part of the discussion with the MC but they need to be stated here so that it is clear that CN has expectations about these matters.

1. Financial/Legal Affairs:

- a. Outgoing expenses.
- b. Monthly budget.
- c. Transfer of funds.
- d. How donors designate gifts.
- e. Receipting of donations.
- f. Taxes.
- g. Retirement funds.
- h. Ongoing expenses requiring stateside management.
- i. Power of attorney.

2. Family affairs;

- a. Education of children in the field.
- b. Education of children in the States upon return.
- c. Communication with extended family – particularly aging parent (s), plan in case of an emergency/health crisis.
- d. Provisions for unexpected occurrences.
- e. Health-care/medical insurance.
- f. Evacuation.
- g. Kidnapping.
- h. Death/management of remains.
- i. Current Last Will and Testaments to include care of children in event of death of both parents.

7. Logistical Details that the Missionary may want to address.

- A. Drivers Licenses.
- B. Professional Licenses and Credentials.
- C. Absentee Ballots/Voter registration.
- D. Residency Requirements.
- E. Management of belongings (home, car, items in storage, bank accounts).
- F. Ongoing supplies needed (for home-schooling, computer, professional equipment, ministry equipment, etc).

V. APPENDICES.

Contents of Appendices

- **Initial Interest Inquiry for long term missions**
- **Missionary Application for prospective Missionary candidates**
- **Short-Term Missions / Special Project Proposal**
- **Short-Term Missions Application**
- **Annual Update Form for Missionaries/Ministries Supported by Calvary Nexus**
- **Care Team Members**
- **Pre-Field Arrangements**

Initial Interest Inquiry for Long Term Missions.

Purpose: This form is for those who feel that the Lord may be leading them to be involved in long term missions so that the Calvary Nexus Missions Committee will begin to understand the interest and be able to assist as the Lord leads.

Please complete the following, (you may continue on the back):

Name_____.**Date:**_____
Phone number:_____
best time to call_____

- 1. Describe your current walk with the Lord.**

- 2. Why do you feel that God is calling you to the missions field?**

- 3. What do you believe you are called to do in Missions?**

- 4. Give a brief description of how the Lord has led you to consider participating in missionary activity. Please list any missions/cross cultural training or experience that you have had, including any "short-term" missions trips you may have taken.**

*When this form is received you will be contacted by a member of the Missions Committee (MC). The next step will be either the completion of a Missionary Application and/or an interview with the MC or MC Overseer.

Missionary Application for Prospective Missionary Candidates

Note: Applicant must read CN Statement of Faith, Vision and Beliefs as stated in the CN Missions Policy prior to completion of this form.

Purpose: to provide introductory information to Calvary Nexus regarding the vision and plans of prospective missionary candidates.

Name _____ **Date** _____
Male() **Female**() **Birth date** _____
(m/d/y) _____
Address _____
City _____ **State** _____ **Zip** _____
Home Phone _____ **Home E-Mail** _____
Married Yes() No() **Name of Spouse** _____
Names/Ages of Children _____

Employer _____
Type of Work _____
Work Phone _____ **Length of Employment** _____
Social Security # ___/___/___ **Driver's License** _____

Please complete the following questions using additional paper if necessary.

1. Please describe the general nature of the missionary endeavor in which you are interested/involved, as well as when you anticipate actually beginning.

2. Please tell us how and when you became Christian.

3. Please describe your church affiliation, including how long you have fellowshiped at your church(-es).

4. Please describe any ministry and missions experiences in which you have been involved.

5. Please describe your level of agreement with the Calvary Nexus Statement of Faith, Vision and Beliefs as stated in the CN Missions Policy.

- Full agreement without any reservations**
- Disagreement with portions. Please explain.**

6. Please briefly state your beliefs on the following:

A. What is the significance of water baptism?

B. What is the significance of the baptism of the Holy Spirit and gifts of the Holy Spirit?

C. What are the reasons for trials and illness? Are all healed?

D. Is Jesus divine? What is the nature of the Trinity?

E. Please describe the Rapture and its relation to the tribulation.

F. How is someone saved and how can one be sure he/she is saved?

7. Please describe your experiences leading you to consider this missions endeavor. How has God prepared you for this future work?

8. Please describe your strengths and weaknesses.

9. Please describe the kind of assistance you anticipate that Calvary Nexus may provide to you?

10. Have you been in contact with any missions agencies or have any thoughts about the specific plan to get to the field?

11. Are you aware of the Missions policies of Calvary Nexus (CN) [See Missions Policy document]? Have you been involved with missions related activities at CN?

12. Please let us know of anything else you consider significant as we consider your request for assistance.

Short-Term Missions / Special Project Proposal

Purpose: Provide a tool by which to evaluate the appropriateness of endorsement and/or support by Calvary Nexus of Short-Term Missions activities or Special Missions-Related Projects

Please complete the following information so that the Missions Committee will have a clear understanding of the short term project and can make a determination to endorse and/or participate in funding the activity.

Name: _____
Overseer of the Activity: _____
Person to contact: _____
Contact person phone: _____ **best time to call** _____

1. Please describe the proposed activity. Be as specific as you can about the activity, dates, participants, supplies needed, etc.

2. What preparation has been done so far?

3. In your own words tell how this activity will contribute to the Lord's work in advancing His gospel?

4. Do you have any thoughts about how this activity can help shape the vision or advance the spiritual growth of those involved at Calvary Nexus?

5. How can Calvary Nexus participate with you?

Short-Term Missions Application

Purpose: People from around the world are looking for love and peace. When we go on short term trips, we are taking the love and peace of Jesus to them by serving as the hands and feet of Jesus. We go to offer practical help and assistance to the ministries and people that we support both nationally and internationally. If you join us, you will help people experience the love of Jesus. Here is what you can expect prior to the trip:

1. We will hold information and planning meetings prior to the trip. These will help you understand the culture, schedule, expectations and cost.
2. You will need a passport for international travel.
3. You may need inoculations for some international travel.
4. You will need a servant's heart.
5. Travel and lodging accommodations must be paid during trip planning.
6. Unaccompanied minors must be 15 years or older. Minors are subject to trip leader approval.

Contact Information:

Name _____ **Date** _____
Male() **Female**() **Birth date**
(m/d/y) _____
Address _____
City _____ **State** _____ **Zip** _____
Home Phone _____ **Home E-Mail** _____
Married Yes() No() **Name of Spouse** _____
Names/Ages of Children _____
Attending Calvary Chapel since _____
Drivers License State and No. _____

Health Information:

Insurance Policy Carrier _____ **Policy #** _____
Medications taken _____
Describe any medical limitations _____

List any allergies _____
List any food restrictions _____

1. Have you been on a short term mission trip? If so, where?

2. Why are you being led to go on this trip?

3. In what areas do you have experience, interest, or a desire to serve:

Age Group

Children Teenager Adult

Creative Arts

Arts and crafts. Drama or puppetry Photography
 Musical instrument Singing Worship Leader

Outreach Activities

Sports Construction Evangelism Painting
 Medical Services (doctor or nurse) Bible Teaching

Leadership Skills

Organizational skills Trip leader Assistant leader

Other skills that we should know about:

CALVARY NEXUS MISSIONS

Annual Update Form

For Missionaries or Ministries Supported by Calvary Nexus

Purpose: To provide a tool by which we can update awareness of and evaluate missionaries and ministries supported by Calvary Nexus. This form should be completed for the calendar year preceding and submitted to Calvary Nexus within 30 days of the request (May/June Timeframe).

Name: _____

Date: _____ Field of Service _____

Mission Agency if appropriate (include address/phone #):

Address/Phone/FAX/Email in the field:

Is it important that CN be careful of our wording when communicating to you in the field?

___yes ___no. Please explain

6. How can we pray for and/or serve you?

7. What else would you like us to know?

Calvary Nexus Missions Care Team Information Sheet

Adopt a Missionary - Home Group Guideline

The purpose of the "Adopt a Missionary" program is to establish a closer relationship between our church congregation and the missionaries that we support. The following are suggested guidelines for the home groups. Any questions or concerns should be referred to the Missions Ministry Overseer.

- 1. Contact:** Obtain one volunteer to reach out to the missionary via e-mail or phone on a regular basis (every two weeks or every month). This assignment can be rotated among group members. The intent here is to avoid having everyone in the group sending e-mails to the missionary.
 - a. News and prayer requests can be shared with the home group.
 - b. There is no better feeling for a missionary than to know that their church is praying for them and for their needs.
- 2. Re-Entry:** When the missionary is scheduled to come home on furlough or permanently, there is a "re-entry" period that they go through. There are also needs for transportation and lodging.
 - a. Work within the home group to see how the group can help and make the missionary feel appreciated.
 - i. If they are going to be in the area, having a potluck welcome home dinner for them will be a blessing.
 - ii. If they are going to stay locally and someone has a room that they can stay in, that is a big savings for them. Or perhaps the home group can help with hotel expenses.
 - iii. If they are in need of a vehicle and someone can lend one... Or perhaps the group can help finance a car rental.
- 3. Care Package:** As you communicate with the missionary, you can find out what sort of needs or "wish list" items they would like. Snacks, treats, shampoo, books, whatever the need. You can then arrange to collect the items in your group and mail a "care package" as a gift for them. Work with the missionary to find out the best way to get the gift to them. Sometimes, for international ministries, it is safer to send with your church team if they are planning to go there or mail to a church team that will be sending a team to the ministry.

- 4. Support:** The group can also prayerfully consider a periodic financial donation to the missionary.
- a. This can be accomplished by having home group members (that want to participate) pool a donation together. Any amount is a blessing!
 - i. Name one volunteer to collect the donation and give it to the Missions Ministry leader. Our church will then send a check.
 - ii. Donations should be coordinated through the Missions Ministry. Checks from members should be made out to Calvary Nexus with a note line referencing the supported missionary (example: "CC Managua").

CALVARY NEXUS MISSIONS

Pre-Field Arrangements Form

Purpose: To provide clarification of proposed activities and arrangements, including preparation and ministry plans.

1. Before you leave for the field please complete this form so that we will have a clear record of the specifics related to you and your service.

Name: _____
birthday _____

Name of spouse: _____
birthday _____

Date of wedding anniversary: _____

Children: _____
birthday _____

If not all of your children will be accompanying you to the field please leave their contact information:

Name _____
Phone _____

Address

City/State/Zip

2. Name and address of your missions agency if appropriate:

3. All funds designated for your ministry should be sent to:

Name of Organization

Address

City/State/Zip

Phone _____
Fax _____

4. Your Care Team is composed of the following overseers:

Prayer _____
Phone _____

Logistics _____
Phone _____

Moral Support _____
Phone _____

Finances _____
Phone _____

Communication _____
Phone _____

Re-entry _____
Phone _____

The primary contact person from the list above is:

5. Do you understand the requirements to communicate with CN?

_____yes _____no

6. Do you understand what is expected for an annual report?

_____yes _____no

8. Have you covered Emergency procedures with the logistics person and/or contact person and are they documented somewhere in case of an emergency?

_____yes _____no

Where are they documented?

8. Anticipated date of departure:_____

9. Anticipated date of return (if known):_____

10. Is there anything else you'd like us to know?