



Global Outreach Mission, Inc. DBA

MISSIONGO

MISSIONARY HANDBOOK



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SECTION ONE: INTRODUCTION OF THE HANDBOOK

Message from the President



This “**Missionary Handbook**” is designed for the Christian who believes the Lord is calling him or her and has a burdened heart to share Christ with those who have not heard the Gospel message. It is an adventure in Christian faith which will take you into a spiritually needy world to advance the Kingdom of God against the powers of darkness at home or abroad.

I trust this book of information will serve as a guide for you into effective missionary service and give you an understanding of the principles and practices of MissionGO.

Dr. Brian M. Albrecht

President

History

MissionGO grew from one man’s heart for evangelism.

- 1934: James Stewart left Scotland with a passion to evangelize Europe. His work started in Latvia and moved through Poland into Czechoslovakia.
- 1936: James was joined in ministry by his brother, Douglas, and their work expanded into eastern and central Europe. With this expansion of opportunity came the necessity for an organized mission agency to better meet Gospel needs across the region. The mission was called the European Evangelistic Fellowship.
- 1939: At the outbreak of World War II, James and his wife returned to Britain.
- 1940: The Stewarts moved to North America to build a more stable base for mission operations. Douglas stayed in Europe and was captured on the Yugoslavian frontier. He spent more than four years in Nazi prison camps.
- 1943: With a growing desire to reach Europe with the Gospel and with the need expanding every day of the war, James founded The European Evangelistic Crusade in Toronto, Ontario, Canada.
- 1944: The European Evangelistic Crusade opened an American office in Buffalo, New York.
- Over the ensuing years, European Evangelistic Crusade’s work expanded beyond Europe and in 1971, its name was changed to Global Outreach Mission to better reflect the expanded goal of taking the Gospel of Jesus Christ throughout the entire world.
- 2020: Global Outreach Mission adopted the trade name of MissionGO.

Mission Overview

Vision Statement

For all people to know and experience the life-changing work of Jesus Christ.

Mission Statement

To take the Good News of Jesus Christ to all people.

Operational Statement

We will encourage and serve missionaries who are called by the Holy Spirit.

Our Promise

We will be faithful in supporting missionaries in their Holy Spirit-driven call, encouraging them purposefully to carry out their unique ministry.

Statement of Faith

All activities and decisions of MissionGO shall be guided by the teaching of the Holy Bible. The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. Our Board of Directors has the final interpretive authority on the Bible's meaning and application for faith, doctrine, practice, discipline, and policy.

1. We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed (2 Tim. 3:16-17; Isa. 8:20; Ps. 119:105; Heb. 4:12).
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (2 Cor. 13:14; Deut. 6:4; Matt. 28:19; John 10:30; 1 Cor. 8:6; Is. 44:6).
3. We believe in the deity of our Lord Jesus Christ who became man without ceasing to be God, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 1:14; Col. 2:9; John 10:30; Matt. 1:23; Luke 1:34-35; Heb. 4:14-15, 9:14; Mark 16:19; Matt. 28:18-20; Titus 2:13).
4. We believe all men have sinned and come short of the glory of God. We believe salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (Rom. 3:22-23; Rom. 5:12; 2 Cor. 5:21; Eph. 2:1-3, 8-9; John 5:24; Rom. 10:9-10).
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Rom. 8:9; John 14:26, 16:13; 1 Cor. 3:16, 6:19, 12:7).
6. We believe the Church, which is the body and bride of Christ, is a spiritual organism made up of all born-again persons of the present age. We believe in the establishment and continuance of local churches for worship, edification, and fellowship (Eph. 5:25-27, 32; 1 Cor. 12:12-24; Acts 20:28; Heb. 10:24-25).
7. We believe it is the obligation of the saved to witness by life and by word the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Matt. 28:19-10; 1 Peter 3:15).

8. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29, 11:25-26; Matt. 25: 46; Rev. 20:5-6).
9. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside this Biblical definition of the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24; Gen. 19:1-11; Ex 20:14,17; Lev. 18:22-23, 20:13,15-16; Matt. 19: 3-9; Rom. 1:18-31; 1 Cor. 6:9-10, 15-20; 1 Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth is immoral and therefore sin (Gen. 1:27; Deut. 22:5; Matt. 19:4; Mark 10:6).
10. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31; Eph. 4:1-2). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Scripture nor the doctrines of MissionGO.

Mission Philosophy

MissionGO is a worldwide fellowship of men and women telling the truth about Jesus Christ. Our strategy includes a cross-cultural partnership with national believers and representatives. MissionGO has over 500 missionaries and support personnel, currently in over 55 countries operating various programs of specialized missionary evangelism, leadership training, Christian medical and relief locations as well as church planting and development ministries. It is an interdenominational fellowship, which reaches out with the Gospel to people on every level.

MissionGO representatives have the liberty to follow their convictions and the direction of the Holy Spirit in the method of communicating the message of the Gospel.

The name of this organization is no accident! We are confident God has called us to a unique OUTREACH in this crucial hour of history. Every MissionGO representative recognizes the necessity of reaching out—whether he is at home or abroad with the Gospel message.

Let us consider Matthew 9:35 - - *“And Jesus went about all the cities and villages, teaching in their synagogues, and preaching the Gospel of the kingdom, and healing every sickness and every disease among the people.”*

Why did He Go? There are three reasons. Teaching was His first aim, and it was focused on the sinner. Now, nearly 2000 years later, we must follow His example—strengthening the local church and training believers for the task of conveying the Gospel message throughout their own countries.

Next, He emphasized preaching to the sinner, a mission closely interwoven with the responsibility of teaching and in reality, the essence of God's command to GO into all the world. By teaching and training believers and equipping local churches to reach the lost, we have a more effective evangelistic outreach.

Then, He also went to be of service. Wherever He encountered any kind of need, He filled it from His great resources. We, too, must have concern for the physical and social needs of local people on every field. One of our Christian responsibilities is to extend relief wherever we find problems of suffering and famine.

Note the order of these points as outlined in Scripture. We believe it is highly significant and indicates the order of our responsibility. We are committed to this approach as it was so evidently our Lord's method.

No one can deny the existing need in many countries today for hospitals, schools, clean water, and other means for alleviating human woes, and there is a place for such ministries providing they are our tools for furthering the Gospel. However, they cannot be considered the missionary's main ministry when Christ commanded, *"Go ye into all the world and preach the Gospel to every creature"* (Mark 16:15). The missionary representative must recognize that the great need of mankind is not social or economic, but spiritual. MissionGO has always proclaimed the Gospel of Jesus Christ and has been wonderfully blessed. Europe felt its impact originally, and its evangelism programs established many permanent outlets for the propagation of the Gospel now around the world.

Thus, with deep conviction, the Board of Directors adopted the approach already proven effective as the means for worldwide communication in spreading the Gospel of Jesus Christ. The name Global Outreach Mission was established in 1971 to more accurately describe the expanded goal of making the salvation message known, not only in Europe but throughout the entire world. In 2020, Global Outreach Mission began doing business as MissionGO to reflect our continued outreach yet creating a distinctive name from other organizations.

At one time or another, almost every Christian has thought of serving the Lord in a full-time capacity. MissionGO is a fellowship of representatives telling the truth about Jesus Christ, and in this book, we outline our philosophy in a handbook for mission service at home or abroad.

The Savior's imperative is clear: *"Go ye into all the world and preach the Gospel to every creature"* (Mark 16:15).

It is a very personal and serious business. We must hear God's voice and heed His direction.

¹⁹Then, the same day at evening, being the first day of the week, when the doors were shut where the disciples were assembled, for fear of the Jews, Jesus came and stood in the midst, and said to them, "Peace be with you." ²⁰When He had said this, He showed them His hands and His side. Then the disciples were glad when they saw the Lord.

²¹So Jesus said to them again, "Peace to you! As the Father has sent Me, I also send you." ²²And when He had said this, He breathed on them, and said to them, "Receive the Holy Spirit. ²³If you forgive the sins of any, they are forgiven them; if you retain the sins of any, they are retained." *John 20:19-23*

Here we find our foundation!

Our Commission

Five times in the New Testament we are commissioned to “Go.” You will find this instruction in Matthew 28:19, Mark 16:15, Luke 24:46-47, John 20:21 and Acts 1:8. It becomes very personal as indicated in the reference from the Gospel of John: “As my Father hath sent me, even so send I you.” As the Father sent His Son to the Cross of Calvary to secure our redemption, in like manner “**even so send I you.**” We become partners in the glorious task: His to die—ours to proclaim.

Our Power

It is a commission that cannot be accomplished in our own strength, although we recognize that many try. Our potential for achievement is in the fact we have been given the Holy Spirit to enable us to obey our commission to fulfill it with His power.

Our Responsibility

We are responsible for the eternal destinies of men! The apostle Paul speaks in Acts 20:31, “*I ceased not to warn everyone night and day with tears.*” Our missionary representatives, including specialists in medical, educational, and technical fields, realize that cultural programs (no matter how good in themselves) must always be subordinate to the main task of presenting the Gospel of Jesus Christ as the answer for a dying world. Our chief purpose is to lead people to the Lord Jesus Christ and see them established in a local fellowship of believers including Pastors and Teachers.

MissionGO believes in the establishment of indigenous national churches that are self-governing, self-supporting (as soon as possible), and self-propagating. No foreign missionary representative should consider his ministry permanent or in any degree indispensable. He should work for the day when he can move elsewhere and leave the local task of evangelism in the hands of trained national workers in the local church. We further believe the local national church to be God’s chosen agency through which the Holy Spirit works for the edification of believers. The inevitable result of this teaching will be evangelism in the form of missions in the surrounding area. Concern for the physical needs around them will also follow naturally and become a part of the total ministry.

We encourage foreign missionary representatives to seek and train local national workers (Timothy’s) who manifest gifts of the ministry to become national representatives under MissionGO in our partnership program.

In most cases, all specialized projects should be undertaken by the missionary representatives with the intention of eventual support and administration by the local church.

As we consider the rapidity of world change today, the most essential ingredient for successful missionary service is adaptability and flexibility. We therefore insist on teamwork in a cross-cultural partnership basis for all MissionGO missionary representatives.

It is on this foundation that our Board of Directors presents the following Principles and Practices as a “Missionary Handbook” serving with MissionGO.

Administration

Board of Directors and President:

MissionGO is governed by a Board of Directors in North America. The administration of the work is under the supervision of the President who is employed by the Board of Directors to administer and direct the policies established by the said Board. He has general oversight of the total program at home and abroad. All additional executive staff is selected by the President, endorsed by the Board, and serve under the management of the President. Other staff workers are employed by the President with the Board of Directors retaining final authority.

The Board of Directors is composed of up to eighteen born-again believers of outstanding Christian experience and integrity. They are selected by the President based on their Christian character, their spirituality, heart for missions, values pleasing to God, life experiences, professional experiences, and practical experiences that will help the Mission accomplish the task of reaching the unreached for God's kingdom. They can give leadership providing guidance and oversight for the furtherance of the Gospel. The directors are elected for a three-year term on a rotating basis.

The duties of the Board of Directors are:

1. To appoint a President to administer the operation of this worldwide association.
2. To promote missionary interest on a global basis.
3. To receive financial statements of contributions and funds disbursed in North America for the work at home and abroad.
4. To secure an annual audit.
5. To accept and appoint new missionaries as missionary representatives (both North American and national workers).
6. To appoint the following committees annually: Executive Officers, Administrative, Candidate, and Finance Committee.
7. To ratify appointments of official Mission Representatives in various countries as selected by the President.

The Board of MissionGO and each missionary join in a cooperative plan of mission endeavor in preaching the Gospel of Jesus Christ to every creature. Cooperation implies a reciprocal relationship with responsibilities and benefits in both directions. When a missionary accepts appointment by the Board, he has a right to expect certain benefits from the organization. In return, the missionary subjects himself to the direction of the Board to maintain a healthy overall ministry.

Good communication is the key to a successful relationship in this respect. Recognizing that most of the Board members have numerous interests in addition to service on the Board of MissionGO, regular reports through the Mission President are essential. In this way, the President and his appointed executive staff, serve as a liaison between the Board of Directors and the missionary family, relaying its policies and decisions.

Prerequisites for Missionary Service

Qualifications for appointment on all fields are as follows:

It is the desire of MissionGO to recognize those whom the Spirit of God, the Lord of the Harvest, has called missionary representatives. While the association maintains high educational standards and requires strict spiritual and physical qualifications, each candidate is considered on his or her own merits.

SPIRITUAL

1. **Conversion.** Regeneration is the first requirement for *"Except a man be born again, he cannot see the kingdom of God"* (John 3:3). There must be definite evidence of a personal experience of salvation through faith in Jesus Christ and recognition of His Lordship in every aspect of life and service.
2. **Call.** There must be a conviction of divine direction to service and obedience to the Great Commission of our Lord, a genuine love and concern for the lost souls of men and evidence of some spiritual gift for Christian service. (See Romans 12, I Corinthians 12 and 14, Ephesians 4:11-16, I Timothy 4:12-16, II Timothy 1:6-7, and I Peter 4:10-11.) These requirements apply to career missionary representatives.

3. **Reliability.** Acceptance of the authority and trustworthiness of the Scriptures and a willingness to subscribe to our Statement of Faith.
4. **Faith.** Complete dependence upon God in faith and prayer as a means of guidance, as well as for the supply of financial needs for personal support and ministry.
5. **Experience.** Some experience in Christian work and the manifest blessing of God upon the effort is helpful in preparing for a ministry with MissionGO.
6. **Recommendation.** The prospective candidate should be highly recommended by his home church having fellowship there for a reasonable length of time. He should have shown a definite interest in missions.
7. **Character.** The applicant must know victory and consistency in his life and character. The fruit of the Spirit must be seen. His reputation must be above reproach in every way. He should exercise moderation in the areas of dress, grooming, and personal habits.
8. **Resilience.** The applicant should demonstrate adaptability to new situations and the emotional resilience to live, serve, and develop meaningful relationships amidst the cultural context of their assignment.

MISSIONARY

The first responsibility of a representative upon arrival on the field will be to learn the language and culture of the people. Here the foreign missionary representative encounters two basic problems: to completely overcome the barrier of culture may take a lifetime and, in most countries, the formal language program will take at least two years. The cost of tuition and books for language study will be paid from the missionary representative's work fund account.

It must not be forgotten that missionary representatives arrive on the field with the same weaknesses they may have had at home. Remember that the evil one always attacks at the weakest point. It is for this reason that jealousy and superstition often plague missionary work, bringing strained relations between fellow workers. We believe it is the strategy of Satan to turn God's servants against one another. The only weapon we have is the closest possible relationship with the Lord Jesus Christ and allow Him to flow through us. The unity of the Spirit is vital for healthy missionary service.

It is a serious mistake for missionary representatives to discuss each other's failings with national Christians and other missionaries. We **must** maintain open channels to only discuss with each other matters that will affect the welfare of the overall ministry.

EDUCATION

The Scriptural principle of preparation expressed in Paul's admonition, "*Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth*" (II Timothy 2:15) is a worthy rule for candidates to follow.

A minimum of high school and Bible school diploma is recommended for all missionary representatives. Specific areas will require complete college training, including a Bible background such as is offered by a Bible institute, college, or seminary. Both short-term and career representatives in medical, technical, teaching, agricultural, and social areas will be considered according to their qualifications providing such service is in conjunction with a specific evangelistic outreach ministry.

Individuals not meeting the above qualifications, including spouses or specialized workers, will be prayerfully considered if other qualifications are met. It is recognized that many areas of the world will allow entrance to specialized professional workers where general missionaries are unwelcome. Nevertheless, in all cases, adequate knowledge of the Word of God will be required.

PHYSICAL CONDITION

1. The physical and emotional well-being of missionary applicants will be considered. The specific level of fitness required will vary depending on the field of service, ministry plan, access to health service, and other factors as necessary.
2. The Mission may request a medical or other health-related check-up if they feel current health conditions could affect ministry service.

MARITAL STATUS

3. Both single, engaged, and married applicants will be considered. Married couples entering career service as a couple will both complete applications and share like conviction and dedication for missionary service. Husband and wife will both be considered candidates upon acceptance.
4. Applications of engaged couples will be handled as married couples. The timing of their deployment will be considered based on specific circumstances.
5. For married couples, there should be evidence of a healthy and supportive relationship.
6. Single applicants who are engaged must declare this fact and will be accepted for career status after both parties have been considered and approved. Single missionaries are strongly encouraged to focus on language learning, cultural adaptation, and ministry skills during the first year of assignment. For the first year, single missionaries are discouraged from pursuing a romantic relationship. Any exceptions should be discussed with field leadership and the Mission President and Executive Vice President.

DECLARATION OF FINANCIAL STATUS

Applicants must disclose their financial status. Prospective candidates are required to state clearly whether they have any financial indebtedness as it may seriously affect the work (Romans 13:8).

MISSION COVENANT

Through the application process, applicants will have indicated their willingness to abide by the Principles and Practices of the Mission. After having been approved by the Personnel Committee, the missionary will be asked to sign the Mission Covenant to formally confirm their commitment to serve with the Mission. After MissionGO receives the signed **Mission Covenant** from an approved applicant, a Letter of Appointment will be provided by the President (see Appendix 1 for detailed list).

In the event of a violation or breach of these standards, MissionGO will attempt to bring about the restoration of the individual to maintain a working relationship with the organization dependent upon the nature and extent of the violation or breach. MissionGO retains the right to terminate the appointment to serve with MissionGO at its discretion if any of these key principles are violated.

SECTION TWO: APPLICATION PROCESS

Application for Missionary Service

If you have received this Handbook, the following process has been completed: Application for service for periods greater than 6 months: This process includes application forms, a criminal background check, and an interview with the Candidate Committee. For your approval as a Missionary Candidate, the following are considered: ministry plan, proposed ministry assignment location, the applicant's physical and emotional health, family relationships, sending church recommendation, and financial circumstances. The newly appointed Candidate will be guided by the Development Department on the next steps toward preparing for field service, which need to be completed before the release of a field assignment. If you have not completed all these steps, please contact the Director of Development as soon as possible.

1. Signing of Mission Covenant Document (Appendix 1)
2. Budget Development
3. Formal Ministry Plan Development (with Development Director)
4. Successful completion of one week of Mission Candidate Orientation Training (MCOT)

Ministry Plan

Missionaries must have an approved "Ministry Plan" on file with the Mission prior to fundraising or undertaking ministry activities. Such plan shall be approved in consultation with the Development Department. Over time as ministries grow and develop, it is important that the Ministry Plan on file with the Mission be updated as needed to accurately reflect the ministry. If a missionary is led to substantially change the location and/or type of ministry he is doing, it is required that a new Ministry Plan be submitted to the President for approval.

Release for Field Service

If you have not completed these steps between appointment and field deployment, the missionary candidate will devote himself/herself to preparation for service. The Development Department will review with the candidate(s) the preparation steps; they shall include:

1. Support Building/Training and Coaching of same.
2. Language, cross-cultural or other training as required.
3. Any other needed specialized requirements based on field service is required.

Deployment

Deployment, moving to one's field of service, is only authorized after consultation with the committee of executive staff as selected by the President. The President will review information with all departments and the Executive Committee. Candidates are required to be fully funded before deployment. Full funding is required as part of the deployment approval. Normally, this shall be 100% of your monthly budget, plus a balance reserve for 90 days.

Candidates may not deploy outside of the official deployment process, unless the President has agreement with the Executive Committee.

Categories of Service

CATEGORIES OF PERSONNEL: Within this document, the term “missionary” should be understood in a general sense. However, below there are some categories of missionaries that are defined to help guide our communication, policies, practices, and services. The category terms should be understood from a perspective of not hierarchy, but as descriptions to help us understand each other’s roles and responsibilities within the Mission. All following categories of personnel are long-term workers.

Applicant: You are considered an Applicant from completion of the initial application through official appointment for service.

Candidate: A person is considered a Candidate from the moment of appointment for service, through all pre-field training, the support development process, and completion before deployment.

Vision Missionary: A person is considered for service for periods of more than one month to 3 to 4 years. Some professions with special training, such as medical fields, can be approved at various stages of service. This can also be someone who travels to the field on a reoccurring basis but does not typically live in that country for a 12-month period. The terms “**internship, encounter, or vision trips**” can be used for these individuals.

Career Missionary: For periods longer than one year of service and approval by the Mission President, you are considered a Career Missionary who has reached their full support as developed by the Chief Financial Officer. The first two-year period of service is a probational period with the Mission and service can be ended by either party with or without cause.

National Missionary: A person who is a citizen of the country in which they serve and is advancing the Gospel outreach yet may not have sufficient self-support from North America to sustain a full-time budget. Acceptance of this status is approved by the President.

Associate Missionary: A missionary who is using their professional knowledge and/or skills to advance projects and ministries of MissionGO but is self-supporting. This person may raise project funds or ministry work funds to support the work and travel to fields for periods of less than one year. Associates can also be on ministry assignments within North America when a ministry plan supports the mission and has been approved by the President. Associates must process associated costs (such as any travel, support raising training, and additional services) through MissionGO.

Retired Missionary: The Mission has no mandatory age of retirement. Missionaries will communicate with the President as the need arises to make changes to their individual ministries. Retired missionaries may still be listed in the prayer diary and receive support if provided by donors.

Inactive Missionary: An individual who was approved as a career missionary, but who has not reached full support within 24 months or their support has fallen below 75% of full support for a period of 12 months. After an interview with the Executive Staff and upon the Executive Committee’s report to the President, one of two options will be presented: return to training in support raising or a re-evaluation of assignment.

Special Assignment: Specific situations may arise that require a unique approach to best meet staff, Mission, and/or ministry needs. In such cases, the Special Assignment designation is used as the means to create a response appropriate to the situation. Special assignments are granted by the President and are evaluated, reviewed, and (if appropriate) renewed every six months.

SECTION THREE: FIELD POLICIES

Field Leadership: Where missionaries are serving together, a defined leader may be assigned by the Mission. In some cases, a missionary may be assigned to work under a direct supervisor of an approved ministry partner or a country director. Consequently, missionaries in this situation should recognize that they are bound by the policies and practices of their field leadership, in addition to those of this organization.

Marriage & Singleness: Single missionaries are strongly encouraged to focus on language learning, cultural adaptation, and ministry skills during the first year of assignment. For the first year, single missionaries are discouraged from pursuing a romantic relationship. Any exceptions are required to be discussed with field leadership and, if appropriate, final approval is to be given by the President in a written agreement.

Single personnel considering marriage are required to consult with the Executive Vice President and President before deciding to become engaged.

Adopting Children: Missionary couples shall not adopt children without consulting the President in writing and receiving approval. This policy is not intended to exert control in personal matters, but to ensure that necessary information and considerations have been provided before important decisions are made.

Reporting One's Location: As missionaries are understood to be on full-time assignment and accountable to MissionGO, it is important that missionaries conscientiously report their general whereabouts to the Mission. This particularly includes the reporting of their intentions for: vacation, furlough, home assignment, travel outside the field of assignment, etc.

Vacations: An annual vacation is granted to each missionary and is to be taken at such a time to accommodate their ministry and ensure that necessary activities are covered in their absence. We recommend that no vacation days will be taken within the first year; however, a break from the field can be requested at any time.

MissionGO emphasizes that vacation is important to the welfare and work of each missionary representative.

Longer vacation periods are to be requested through the President. If situations necessitate a longer period of vacation, final permission should be requested from the President.

Home Assignment: Home Assignment is a period for missionaries to reconnect with family and friends, reinforce relationships and partnerships, raise the necessary funding, refresh emotionally and physically, and retool for their return to fieldwork. Requests for home assignment are approved by the President.

Home Assignment duration will vary according to the unique needs of each missionary.

Generally, the following will serve as a guide (not prescriptive):

- Two-year term permits a maximum of four months home assignment.
- Three-year term permits a maximum of eight months home assignment.
- Four-year term permits a maximum of twelve months home assignment.

All requests for Home Assignment/Furlough, standard or emergency, will be submitted to the President for approval before any firm plans or travel arrangements are made by the missionary. As part of the request, the missionary will state whether or not they intend to return to their field of service.

Missionaries on Home Assignment may submit ministry receipts, invoices, and/or Home Assignment related spending records to Finance for reimbursement from their account.

Office Visit: Missionaries on Home Assignment are cordially invited to schedule a visit to US Headquarters in Buffalo, NY to share their stories, renew relationships with Mission staff, receive personal updates on current Mission practices and vision, and be encouraged and appreciated for their faithfulness in service.

This is an excellent time to update personal and emergency information, sign reaffirmation documents related to the Statement of Faith, Missionary Handbook, and Mission Commitment, and renew your vision with Executive leadership.

Returning to Field (regarding gaps in service beyond standard furlough and vacation): Prior to returning to field service, missionaries should request verification of their finances from the Finance Department. A missionary must be at full level support to return to the field. The Executive Committee may request a statement from a medical or other health-related professional to confirm the individual's health-related ability to continue their assigned duties, check with other departments to corroborate readiness, and make a report for the President. If not at full support, there may be a requirement for coaching to rebuild support.

The President reserves the right to adjust the terms of Home Assignment taking into consideration the missionary's long-term effectiveness in the field—reviewing health and financial status. Considering these factors, the President may authorize return to the field.

Resignation: If a missionary desires to end his connection with the Mission, he is required to give a three-months notice in writing to the President. The President may permit or require an early departure from the field or assignment.

Any individual, in any category of assignment, leaving the Mission for any purpose other than dismissal will be allowed the following:

1. Those who have completed the probationary period (2 years) are eligible for three month's support for each year on the field during the current term, providing funding is available and the representative is not on furlough at the time of resignation.
2. Those who have not completed the probationary period (2 years) are eligible for 31-60 days of continued salary (from proposed end of service until the end of the next calendar month).
3. Candidates who resign before deployment to the field are not eligible for any support.

Note: Separation pay, salary, or support is only available if the missionary's ministry account has enough funds.

All other ministry funds remain Mission property. Any remaining funds can be considered for transfer to another international sending agency, which is a Christian nonprofit corporation by the country in which it is incorporated. Such organization shall have a similar Statement of Faith, as well as the same accountability standards for the use and accountability of those funds in support of the outreach of the Gospel, as intended by the original donors and for the same type of ministry and purpose matter which it was solicited. The transfer is not automatic and is subject to a review committee selected by the President.

Any category of status ending ties with the Mission shall surrender to the Mission all monies, accounts, equipment, and properties involving tax-deductible donations that were used in their ministry with the Mission (reference Section 4 under Property).

Fund Raising Assignment: A fund raising assignment is related to a person who is assigned to the Home Office and who raises personal support. Missionaries with ministries assigned to support

the head office operation may request time to reconnect and reinforce relationships and partnerships, raise necessary funding, refresh emotionally and physically, and retool for their return to active service. A request for this assignment is approved by the President and requires the discussion of how their ministries and duties will be handled during this absence.

Fund Raising Assignment duration will vary according to the unique needs of each category of assignment.

Generally, the following will serve as a guide (not prescriptive):

- First Year of Service may require a minimum of three to six months with coaching.
- Thereafter, individuals will reach an agreement with the Financial and Development Officers along with approval by the President for the time allowed to do fundraising and build relationships.
- Should this period exceed more than one year, an interview may be requested with the President or Executive Staff as determined by the President.

All requests for changes in your Assignment, standard or emergency, will be submitted to the President's office for approval before any firm plans or travel arrangements are made by the missionary. As part of the request, the missionary will state whether they intend to return to their field of service.

Career missionaries on Home Assignment may submit ministry receipts, invoices, and/or Home Assignment related spending records to Finance for reimbursement from their account.

Dismissal: In the event of unsuitable service or actions, which are not in keeping with the policies of this manual, the President reserves the right to dismiss or recall the missionary concerned.

If an occasion should necessitate such a decision, the President may terminate the relationship between the Mission and any staff, candidate, or missionary.

Departure from the field of service will be as soon as possible and determined by the President.

Ending Service: If a missionary is dismissed or retires from the field or a position within this Mission or chooses to leave the field by resignation, it should be remembered that gentleness, humility, and love will guide his/her attitude.

Spiritual maturity and submission to the Holy Spirit's leading are needed to guide the separated parties. Either party should not try to communicate the reasons for disagreement outside of the ministry organization unless they are willing to submit to a biblical arbitration over the disagreement.

Retirement: MissionGO has no mandatory retirement age. All missionaries with MissionGO are to actively prepare for retirement as a matter of ministry. MissionGO does provide access to an investment program with automatic deductions through a trusted third party.

- a. However, the Executive Committee may review medical, physical, and spiritual issues before allowing continuing service in missions.
- b. Other Causes for Retirement: Retirement due to failure of health and other adequate causes will be given due consideration.

Provision for Retirement Income: Missionaries are required to raise adequate support while in initial deputation work to cover the cost of an approved retirement and insurance program. Should anyone desire to continue supporting a retired missionary, the Mission Office will continue to receive and forward the funds to the missionary each month, *if available*.

SECTION FOUR: MISSION FINANCE

Financial Contributions: MissionGO is entirely supported by the voluntary contributions of God's people.

In order to issue receipts for charitable donations (USA and Canada), a nonprofit organization must record and maintain control of all funds, including those designated for missionary support. Therefore, all funds are handled through the Mission offices and are under the control of MissionGO, which is the government-registered charity. Neither the contributor nor any individual missionary can control the use of the donation.

Gifts identified as "personal" gifts from donors to be given for birthdays or Christmas can also be received by the Mission. These gifts are applied to your "personal" account and are forwarded to the missionary the next available pay period. The donor's gift to the personal account is NOT tax-deductible. The spirit of this giving is to use previously established financial arrangements to forward gifts from your supporters. The Chief Financial Officer of the Mission will have the discretion over the use and application of gifts designated to the personal account. These gifts should not exceed \$1000 per family per year and generally fall in line with a special birthday or holiday gift amount.

All designated contributions to the Mission will apply to approved missionaries, projects, and/or category field assignments and will be used as specified by the donor and in accordance with Mission policies. Other contributions will be placed in the general account to be used where most needed.

All contributions should be made payable to MissionGO.

US checks should be mailed to:

P. O. Box 2010

Buffalo, New York 14231-2010

Canadian checks should be mailed to:

P.O. Box 1210

St. Catharines ON L2R7A7

Donations received from non-North American sources need not be sent to the Mission but should be reported to the Finance Department for purposes of accountability and transparency.

Every missionary representative should inform supporters (individuals and churches) to send their contributions to the Mission offices in the U.S. or Canada—not to the field.

No third-party donation collection services shall be used (examples: Go Fund Me, Pay Pal or Facebook, etc.).

Ministry Accounts: Ministry accounts with the Mission are not banking accounts. All funds received by MissionGO with a charitable receipt are required, by law, to be under complete control of MissionGO. Such funds are then allocated into respective missionary accounts as "preferred for future ministry" and held to meet future needs related to being "fully-supported" in salary, housing, passage fund, approved work funds, and support costs.

MissionGO is a faith mission and does not guarantee salaries. ***Therefore, no guarantee is made for payment of a full salary or expense reimbursement in the event funds are not available in an individual's account.***

All contributions received in North America toward missionary or other category of fieldwork support will be reported together with the disbursements of the missionary concerned in (real-time online) reports.

Commingling personal and ministry funds is not a good practice and is discouraged.

Therefore, missionaries may not put private means into the Mission work or property unless it is intended to be a permanent gift to the Mission.

Ministry Account Deficits: A temporary deficit or payroll adjustment in a missionary's ministry account does not trigger an immediate adjustment to status and their approved budget. However, if consistent downward trending is reflected in support, missionaries are required to open conversation with the Finance and Development Departments and work together to plan and put into practice an appropriate correction of this deficit. The desire is to maintain the fully approved budget. As missionaries are expected to be fully funded, MissionGO is committed to providing the training, resources, and coaching opportunities to do so. It is the goal of MissionGO for missionaries to remain on their respective Field of Service while raising the funds necessary to return to full funding. This may require participation in formal coaching for support raising. However, should it be necessary for missionaries to return home to address the critical nature of their support shortfall, MissionGO may require them to be fully funded and have a three-month balance before authorizing their return to their Field of Service.

Financial Support: All MissionGo personal are expected to engage in training and coaching for the purpose of raising monthly support from individuals and churches. They must raise the support for the established budget approved by the Chief Financial Officer according to the budget before the Mission will approve the field deployment of the Candidate.

The required support level budgets for every single missionary or family will be developed together soon after the time of appointment and prior to Missionary Candidate Orientation Training (MCOT). It is understood that support levels will differ from country to country and type of ministry. The following items are to be included in the development of the necessary support required:

SALARY: This includes basic salary, cost-of-living adjustment, rent/utilities, retirement/life insurance plan, medical plan, applicable taxes, student loans, children's education (as applicable).

PASSAGE FUND: Costs of transportation to the field. Return cost of transportation for approved Home Assignment trips on behalf of the missionary.

MISSIONARY WORK FUND: The definition for work funds to be included in the missionary budget includes, but is not limited to: field traveling expenses, purchase and distribution of Christian literature, rental of facilities for ministry outreach, evangelistic advertising, ministry entertainment, technical and computer equipment and software support, and other approved items. This is handled through an annual budget that is submitted by the missionary and approved for monthly transfers. Since work funds are tax-exempt, proper receipts for all such disbursements are to be sent to Headquarters and maintained for audit purposes.

Each missionary will submit a regular report, not to go beyond 3 month intervals (quarterly), summarizing the expenses incurred for housing allowance and work funds with the applicable receipts (original or scanned).

If these funds are not properly reported to the Financial Office, these funds could be classified as ordinary income and become taxable as part of your salary.

Ministry funds are provided to you for costs associated with operating a ministry. These funds do not need to be claimed on your tax returns because they are not considered a personal benefit.

The tax authorities (IRS and CRA) require MissionGO to retain receipts for the expenditure of ministry funds.

Consequently, MissionGO missionaries must provide receipts to the Finance Department for all ministry funds expended each month.

Projects (Ventures): Project funds are utilized for vehicles, equipment, and other items identified as work funds. They are recognized as special projects and a request for approval must be submitted in writing prior to fundraising. Following approval from the Finance Department, the missionary will be authorized to present an appeal electronically, through the mail or in person, and a project fund will be established in his/her account for said project. All designated funds for the said project will be allocated to the project fund and disbursed accordingly, as required for purchases.

The approved project balance is treated as a separate entity. Projects that have been approved and funds raised for said project and designated accordingly will be disbursed in the same manner. Receipts covering project purchases must be submitted to Mission headquarters for audit purposes.

RETREAT/CONFERENCE FUND: The retreat fund charge is a fixed amount that is debited from each missionary's account every month to assist the Mission organize regional conferences and continue educational programs. This will be part of your monthly budget.

HOUSING ALLOWANCE: In the USA, this amount is subject to Social Security tax (U.S.) but not subject to income tax. The proposed allowance covers items such as rent or mortgage costs, utilities, and property taxes. In Canada, similar benefits are extended to clergy through the CRA. The housing allowance is limited and may not exceed more than 1/3 of the salary earned/reported for the missionary each month.

HEALTH INSURANCE: All MissionGO workers serving outside the United States and Canada will be enrolled in the Mission's group insurance plan.

Exceptions: MissionGO workers who have successfully enrolled in a prior approved government medical program of the following countries: Switzerland, Norway, Australia, New Zealand, Japan, and European Union countries.

MCOT, COACHING, TRAINING, ETC: The cost of Missionary Candidate Orientation Training (MCOT), Coaching, Training, Counseling, etc. and other related expenses will be the responsibility of the missionary candidate or missionary. These costs are deducted from the individual missionary account.

SUPPORT COSTS (SSP): Service Support Plan (SSP) is a deduction of financial receipts to contribute toward the costs associated with maintaining the services and administration of the Mission. This current fee is set at 15% of gross receipts deposited into the Mission account (**see Section 5 for details of services**).

CHILDREN'S EDUCATION FUND: Requests for special assistance for the schooling of missionary children must be submitted in writing.

Following permission from the Mission and providing there are sufficient funds in the account, this amount will be included in the cost of living adjustment on a monthly basis. It will be considered as part of the annual calculation for taxable income.

The following is to serve as a guideline to cover the cost of children's education after high school. The cost of college tuition, room and board, and travel to and from the foreign field to school is a personal family expense. At the same time, it is recognized that this is often a financial strain for many missionary families. This cost can be financed in one of two ways:

1. The first option is to increase personal support. If the parents decide to assume a portion and/or all the college funding costs and are able to raise the necessary pledged support to underwrite that cost, then an appropriate increase in salary could be discussed.

2. The second option is to consider the cost of college funding as a special project. As an approved project, the missionary could appeal to his supporting constituency. Any designated funding could then be sent directly to the college from the Mission on his behalf. It must be emphasized in this option as well that the cost would still be considered a personal cost, and the missionary should be prepared to make the appropriate deductions to cover all tax obligations.

A missionary child's first trip home from the field to begin college is considered to be reimbursable from the missionary's ministry account and not a personal cost to the missionary family.

If the funds are available in the account, a missionary family could apply for reimbursement of one annual return trip to the field of missionary assignment by the college student to visit his family. This would be a return flight from the college to the home of the missionary. It should be emphasized that this again would be considered a personal cost in terms of necessary deductions being made, but could be reimbursed from the account, if and when available. The request for reimbursement would have to be specifically approved by the Chief Financial Officer.

Property: During service, missionaries will be entrusted with monies raised through the Mission. In general, the two main categories of money are personal and ministry funds. Both types of funds have been raised as support, and the donors have been issued a charitable receipt.

Personal funds are provided to the missionary for his personal living expenses. Because they are personal in nature, they should be claimed as income on his tax returns. Consequently, missionaries do not need to provide receipts to the Mission on how their personal funds are expended. (For Ministry Funds, reference "Missionary Work Fund")

During the course of operating a ministry, missionaries may find it necessary to purchase various kinds of property (land, vehicles, equipment, supplies). **The Internal Revenue Service and Canada Revenue Agency require that all property purchased with ministry funds to be deemed property of the Mission.** Although the property may be registered in the name of the individual missionary or local ministry, MissionGO owns the property. Consequently, if the property is ever sold, then the realized funds should be returned or reported to the Mission. ***Note Tax Issues**

If a MissionGO missionary is interested in purchasing a house, land, or a significant asset on the field of assignment, he/she is obliged to speak with the Finance Department prior to purchase. This policy is not intended to exert control in personal matters, but to ensure that necessary information and considerations have been provided before important decisions are made.

SECTION FIVE: MISSION SERVICES

The following is a list of some of the services that MissionGO makes available to support its workers.

1. Freedom and flexibility to pursue the ministry that God is leading one to.
2. Affiliation with a recognized and credible mission agency.
3. Accountability personally, vocationally, and financially.
4. Opportunity to raise support for his/her ministry as a project/ministry of MissionGO and have donors receipted accordingly.
5. The ability for donors to donate by check/cheque, electronic fund transfer, or credit card.
6. Accounting of funds received from donors, cost of receipting all gifts, disbursements, and management of funds, as per regulations.
7. Charitable tax receipts for donors in the USA and Canada.
8. 24/7 access (real-time) to the current status of ministry fund balance via MissionGO online services.
9. Employee status with the Mission, social security, retirement programs, etc.
10. Recognized as an employee of a recognized charity, thereby being eligible for certain privileges with the government and some organizations.
11. Partnership development training and coaching.
12. Access to services such as the distribution of missionary newsletters via traditional mail and/or email with our email marketing program—and the development of professional and personal prayer cards.
13. Provision of a MissionGO email address.
14. A web profile page on the Mission's website to provide basic information, links, and donation options.
15. Access to the Mission's "crowdfunding" feature on the Mission website for raising funds for projects.
16. Short-term volunteer logistical support for teams and individuals. The Mission manages an application process and the Mission Short-term Logistics Coordinator manages the volunteers from the point of approval to getting on the field. An online campaign project helps them raise funds.
17. MissionGO has group health insurance for both US and Canadian citizens. This will be discussed at budget development.
18. Travel arrangement support—including flights, visa processing, etc.
19. Ongoing relationship and fellowship with the Mission for encouragement and various kinds of assistance.
20. Liaison on behalf of missionaries to churches and donors requesting MissionGO missionary information.
21. All missionaries are to prepare actively for retirement as a matter of ministry. MissionGO does provide access to an investment program with automatic deductions through a trusted third party.
22. Member Care Counseling is available by third party counselors.

SECTION SIX: CLOSING AND APPENDIXES

Communication with Committees and Departments: In the course of this manual, there is reference to the various Committees and Departments. These are assigned at the request of the President, as required. Their definitions and functions are described below, along with an outline of connection points.

The Executive Staff is established to make personnel-related decisions with interdepartmental input.

The Finance Department is established to make decisions related to missionary financial support with interdepartmental input.

The Recruitment Department is established to make decisions related to short-term and career missionaries, launching the path that leads to their ministry on the field.

The Communications and Administrative Services Department is established to make decisions related to missionaries' communications, along with the execution of the services that are provided to them.

Contact Information

Career Mission Questions: career@missiongo.org

Short-term Mission Questions: shortterm@missiongo.org

Other Questions: gom@missiongo.org



APPENDIX 1: MissionGO Covenant

I have carefully and prayerfully read the Philosophy and Practices of MissionGO, as outlined in the “Missionary Handbook” and approve the same. I/we affirm that I/we have read and accept the above MissionGO Covenant as a fundamental condition of continuing service with MissionGO. I/we will endeavor to carry out these Principles and Practices.

- I/we agree with, will abide by, and will teach others, according to the Statement of Faith of MissionGO.
- I/we agree with and will abide by the Code of Conduct of MissionGO.
- I/we will adhere to the policies established by MissionGO.
- I/we will maintain regular communication with the Mission through monthly accountability reports, annual reports, and regular financial reports.
- I/we will build and maintain relationships with ministry partners who choose to partner with their spiritual and material resources. I/we commit to sending a minimum of four prayer letter updates a year.
- I will prayerfully seek to extend the kingdom of God where He calls me/us. This will include humbly engaging with the body of Christ in the country to which God has called me/us.

In the event of a violation or breach of these standards, MissionGO will attempt to bring about the restoration of the individual in order to maintain a working relationship with the organization dependent upon the nature and extent of the violation or breach. MissionGO has the right to terminate my involvement with MissionGO at their discretion if any of these standards are violated.

This MissionGO Covenant must be agreed to and signed by MissionGO missionaries as part of their assignment and are a condition of service with MissionGO.

Signature

Date

Signature

Date

APPENDIX 2: Code of Conduct

Volunteers and missionaries serving with MissionGO are required to fully support the Christian commitment of the Mission and conduct themselves in a manner consistent with principles of Scripture. The points outlined in this policy are based on Scripture which are accepted by MissionGO to be the final authority in matters of faith and conduct.

MissionGO endorses the following conduct, viewing it as consistent with Christian standards and values for a personal lifestyle of anyone serving with MissionGO.

- Always tell the truth, speak the truth in love, do not gossip, do not slander, be trustworthy as well as be responsible in all personal interactions, respect others' property and personhood, avoid ethnic harassment, ensure gender equality, do not misuse power or position for personal gain, and always be careful not to breach trust or confidence.
- Do not engage in criminal activity, such as, but not limited to theft, fraud, substance abuse, physical aggression, abusive behavior, and child abuse (see child and vulnerable persons protection policy).
- Do not engage in premarital and extramarital sexual relationships of any type, use pornographic material, engage in sexual assault, or sexual harassment.
- As part of MissionGO's commitment to holy living, MissionGO upholds the Biblical principles of chastity before marriage and faithfulness in marriage and believes that both heterosexual monogamous marriage relationships and celibate single lives are part of God's pattern for human beings. I will not pursue actions that lead to a violation of these principles.

In the event of a violation or breach of these standards, MissionGO will attempt to bring about the restoration of the individual in order to maintain a working relationship with the organization dependent upon the nature and extent of the violation or breach. MissionGO has the right to terminate my involvement with MissionGO at their discretion if any of these standards are violated.

This Code of Conduct is reflective of the *Statement of Faith* required of volunteers and missionaries as part of their assignment and are a condition of service with MissionGO.

I/we, _____, as an individual serving with MissionGO, affirm that I/we have read and accept the above Code of Conduct as a fundamental condition of continuing service with MissionGO.

APPENDIX 3: Whistleblower Policy

Article VIII, MissionGO By-laws

In order to ensure the continued good and faithful operation of MissionGO, there shall be a Whistleblower Policy in place. The policy states:

1. No officer, director, employee, or volunteer of this Corporation, who in good faith reports any action or suspected action taken by or within the Corporation that is illegal, fraudulent, or in violation of any adopted policy of the Corporation shall suffer intimidation, harassment, discrimination, or other retaliation, or, in the case of employees, adverse employment consequences.
2. This policy will be distributed to all directors, officers, employees, and volunteers.
3. Any individual who wishes to make a report of the Whistleblower Policy shall make that report to any member of the Audit Committee of the Board of Directors.
4. The duly elected members [by the Board of Directors] of the Audit Committee are designated to administer this policy and to report to the Board of Directors of their actions.

Signature

Date

Signature

Date

APPENDIX 4: Conflict of Interest Policy

Article IX, MissionGO By-laws

It is the intention of this Corporation that there be no conflict of interest between any director, officer, or employee of the Corporation.

1. A conflict of interest occurs where a person is responsible for promoting the interest of the ministry at the same time he or she is involved in a competing personal interest, whether financial, business, or personal. All trustees, officers, agents, and employees of this organization shall disclose all real or apparent conflict of interest that they discover of that which has been brought to their attention in connection with this organization's activities.
2. In the event that there is a potential conflict of interest, the proposed conflict of interest must be disclosed to the Audit Committee [of the Board of Directors], in writing, at the earliest possible time, but in no event, more than (10) ten days after the potential conflict of interest occurs.
3. The term "disclosure" shall mean providing properly, to the appropriate person or audit committee, a written description of the facts comprising the real or apparent conflict of interest.
4. In any deliberations or any vote on the issue regarding the conflict of interest, the conflicted person or persons will not be present at, nor participate, in any deliberations or vote on the issue.
5. The person with the conflict is strictly prohibited from attempting to influence the deliberations or voting.
6. An annual disclosure statement shall be circulated to the members of the Board of Directors, the corporate officers, and any employee who is a spouse of one of the members of the Board of Directors or officers, to assist them in considering whether or not potential conflict of interest exists. Notices of disclosure shall be filed with the President or such other person named by the President to receive such notifications. At the Annual Meeting of the Board of Directors, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.
7. That the conflict of interest, and its resolution, must be documented, including the minutes of any meetings whether by the Audit Committee, the Board of Directors, or any other committee appointed by the Board of Directors to consider the conflict of interest.
8. Any new director must submit a written statement, to be retained in the Corporation's records, that identifies any entity in which such director is an officer, director, trustee, member, owner, or employee in which the organization has a relationship, and any transaction in which the organization is a participant and in which the director might have conflict. Such statements shall also be submitted annually. A copy of each statement must also be provided to the Chairman of the Audit Committee.

Signature

Date

Signature

Date

APPENDIX 5: Policy Statement Conduct and Discipline

1. **CONDUCT:** All members, directors, officers, employees, and other personnel serving under the Corporation shall be expected to live their lives in accordance with Biblical principles. Any such person who is involved in adultery, fornication, homosexual conduct, sexual harassment in the workplace, child abuse, or any other conduct unbecoming of a Christian shall be subject to discipline or removal or dismissal from the Corporation.

A. **SEXUAL HARASSMENT:** Definition: Sexual harassment is any comment or conduct, sexual in nature that is known to be, or reasonably is known to be, unwanted and unwelcome. This may include, but is not limited to, unwelcome remarks, jokes, innuendos, taunting, sexually-oriented conduct and requests, comments, gestures or materials that are considered offensive, threatening, or degrading.

Procedure:

Informal Procedure: Individuals who believe that they have been subjected to sexual harassment are encouraged to communicate his/her discomfort and/or disapproval to the person(s) responsible for the conduct which is the source of the concern and request that such conduct ceases immediately. In addition, said individual may ask the President to recommend or act as an intermediary to facilitate an informal resolution to the situation.

Formal Complaint: If the individual is not satisfied with or does not wish to take advantage of the informal procedure, he/she may communicate the complaint, containing details of the alleged sexual harassment, in writing to the President. Such complainant must file such complaint within six months from the date of the alleged incident(s).

- a) Upon receipt of a written complaint, the President or designate shall promptly inform the respondent of the allegations and provide a copy of the written complaint to the respondent.
- b) The President or designate shall, in his discretion, request the complaint be mediated and appoint a mediator or appoint an investigator. Said mediator and/or investigator shall prepare recommendations upon the conclusion of the mediation and/or investigation, which shall be provided to the President or designate.

2. **DISCIPLINE:** Upon receipt of the report, the President shall:

Dismiss the complaint on the grounds of insufficient evidence of sexual harassment.

Propose a remedy and/or penalty against the respondent if the complaint is upheld, or

If the finding is that the complaint is frivolous or vexatious, propose a remedy and/or penalty against the complainant.

Both the complainant and the respondent shall be notified of the disposition stating reasons for the decision.

A. **Appeal:** If the final disposition is not satisfactory to either party, such party may request a reconsideration of the complaint, which must be submitted to the President or designate within 10 working days of the receipt of the decision. The request shall be reviewed by the Executive Committee or designate. Said Committee may base its review on the original report, or, in its discretion, may consider new evidence, hear new testimony, or submit the matter to a new investigator to make a new report to the Executive Committee or designate. The Executive Committee shall then either uphold the previous decision or substitute another remedy and/or penalty.

APPENDIX 5: Policy Statement Conduct and Discipline (continued)

B. Confidentiality: All complaints, identities and proceedings shall, where possible, be kept confidential, unless required for the purpose of a proceeding in a judicial or governmental forum with subpoena powers. However, the Corporation reserves the right to carry out its responsibility to report its findings to other organizations or churches, in a confidential manner, where a person has applied for employment if the findings are such that it would appear that the welfare of children or others served by the other organization or church may be in jeopardy, or that the said organization or church might want to consider that information in the hiring or placement of the individual.

Signature

Date

Signature

Date



USA

PO Box 2010
Buffalo, NY 14231-2010
888.900.5048

CANADA

PO Box 1210
St. Catharines, ON L2R 7A7
866.483.5787