

# **CanAmera Baptist Missions International**

## **INSTRUCTIONS FOR MISSIONARY APPLICANTS**

The first step of acceptance for a missionary with CanAmera Baptist Missions International will be to fill out the pre-application form. This is designed to ensure that all parties have a clear understanding of each other.

Once the pre-application has been approved, the candidate will be issued a full application for appointment form. As part of this application the missionary will be expected to supply his/her medical history, a biographical sketch of him and of his wife, credit reference, criminal record background check, and his/her signed personal doctrinal statement. He/she must submit a letter of recommendation from the pastor of the local independent BAPTIST church of which they are a member, stating that the said church is also their sending church. This letter should also contain a statement indicating that the home/sending church will remain actively involved in the missionary's work, and will act in matters of discipline should it be necessary. The foregoing applies to both husband and wife. It further applies to any future spouse where the applicant is currently single.

Upon the applicant successfully complying with the application procedure, the applicant will be granted an invitation to attend an interview with the candidate acceptance panel. Upon the recommendation of the acceptance panel an invitation to attend a candidate orientation program will be issued. Attendance at this program will be mandatory prior to final acceptance.

During the orientation program, the level of support required will be established along with a proposed plan for furlough. Any other special individual needs will be discussed and the way to meet them will be laid out. Further, the candidate will be counseled to have a plan for deputation, and a target date to reach the field of his/her calling.

After the candidate has attended the orientation program the candidate will be interviewed by the officers of CanAmera Baptist Missions International mission and will be advised at that time of what is expected as a missionary with CanAmera Baptist Missions International. This will be followed up in writing.

### **Pre-Field Requirements**

Once the missionary applicant has been accepted and appointed by the officers of CanAmera Baptist Missions International, he/she will be expected to start raising support immediately.

The missionary and spouse must make or have made a survey trip to their field. It is suggested that this should be for a minimum of one-month duration. It is further suggested that the missionary spend much of his/her time on the survey trip with a missionary who is currently on the field. CanAmera Baptist Missions International will work with the prospective missionary and the sending church to help make this happen. This is considered to be very important to first-term success.

The missionary will not receive approval to go to the field permanently until such time as full-support has been raised.

# **Operational Policies**

## **Furlough**

Furlough will be worked out on an individual basis. Consideration will be given to circumstances on the field, travel difficulties and other things as they arise from time-to-time. Total furlough will not be allowed above a ratio of one full year for each four-year period spent on the field. This may be taken in short-term furlough periods but must not exceed the above formula. The missionary must advise CanAmera Baptist Missions International and the sending church prior to any absence from the field no matter how short a duration. Any interim furlough must be discussed with CanAmera Baptist Missions International and the sending church. The missionary must take furlough following the above formula.

Missionaries on furlough will be under the supervision of their sending church and CanAmera Baptist Missions International.

Duties on furlough will be the visiting of sending churches, raising new support and taking care of any medical and personal business matters.

The missionary will be expected to attend the annual training meeting while on furlough.

## **Recall**

CanAmera Baptist Missions International in cooperation with the sending church, reserves the right to recall any missionaries from a country where it is judged that their safety is in danger due to unrest or war in the said country. A missionary may choose to remain on the field in such circumstances, but he/she must understand it is at his/her own risk.

CanAmera Baptist Missions International (after discussion with the sending church) will recall a missionary who through his/her actions and lifestyle presents a moral problem that will bring shame to the cause of Christ, CanAmera Baptist Missions International and the sending church.

CanAmera Baptist Missions International in cooperation with the sending church will recall a missionary who changes his/her doctrinal position. A missionary will also be recalled if he/she has any involvement with liberal, modernistic, neo- evangelical, seeker friendly, purpose-driven, charismatic, ecumenical churches or organizations. The missionary is to maintain a strictly local church position, and not to join together in an ongoing relationship with any group or individual who are not of like-faith and practice or do not hold to the King James Authorized Version of the Bible as the only God preserved text in the English language.

CanAmera Baptist Missions International in cooperation with the sending church will recall a missionary who unduly involves himself in political activity that is detrimental to the purpose of CanAmera Baptist Missions International, or will bring Christian missionary effort into disrepute.

## **Resignation From the Mission**

If a missionary chooses to resign from CanAmera Baptist Missions International, it is requested that the said missionary will give the mission, his sending church and his supporting churches sixty days prior notice. This must be in writing, and a clear reason for the departure stated. At no time is a missionary to leave or change his field permanently without giving his supporting churches prior notice. This would be unethical and will not be condoned.

## **Discipline for Cause**

CanAmera Baptist Missions International supports the practice of scriptural church discipline. Any violation of CanAmera Baptist Missions International policy statement and/or any part of this document will be strictly dealt with. All problems involving false doctrine, immoral behavior and deviation from Baptist distinctives will be referred to the sending church to be dealt with.

Irresponsible financial activities will be cause for dismissal. All CanAmera Baptist Missions International financial policies must be adhered to.

Breaking any of the “General Provisions” will be considered cause for dismissal.

## **Prayer Letters and Reports**

The missionary will be expected to send out prayer letters to supporting churches on at least a bi-monthly basis. Copies of all prayer letters are to be sent to CanAmera Baptist Missions home office. A brief monthly report must be sent to the general director of CanAmera Baptist Missions International. This report will outline what activities have been undertaken in fulfillment of the mandate given the missionary project, and what is planned for the future. A detailed financial report must be forwarded to the mission office quarterly.

## **First-Term Missionaries**

First-term missionaries will be expected to work with an experienced, veteran missionary wherever possible. This is considered especially important in fields outside of North America, and is wise no matter where the field of service.

## **Medical and Life Insurance**

All missionaries will be expected to have adequate medical and life insurance. Approval will not be given to go to the field without the same. CanAmera Baptist Missions International will work with the sending church and the missionary to make this happen.

## **Missionary Finances and Support Level**

CanAmera Baptist Missions International and the sending church will work together with the missionary to establish the amount of support required by the missionary. This figure will be reviewed on a regular basis. Changing currency markets will be monitored.

While on initial deputation, the missionary will be expected to put funds aside for his/her initial move to the field.

Monthly support levels will be arrived at taking into consideration the following needs.

1. Living Allowance – the cost of food, clothing, personal needs, medical (including insurance), schooling (including home schooling for children), taxes & etc.
2. Housing – mortgage or rent, furniture, local taxes, utilities, repairs and maintenance.
3. Ministry Expenses – printing supplies, church planting ministry expenses and office expenses. This is very important and can only be established through an intensive survey trip that is more than taking some pictures.
4. Insurance – life insurance in the amount of at least \$100,000 dollars, medical insurance mentioned above, an adequate retirement plan. This will depend on individual circumstances.

5.

Travel Allowance – includes cost of a vehicle and all other travel costs.

6. Escrow account – this is a rainy day fund for emergencies.

All missionaries will be expected to maintain an escrow account with CanAmera Baptist Missions International for emergency purposes. The amount of the fund will be established with each missionary and the sending church.

Escrow funds will be held in trust for the missionary for which they are designated. Any interest earned will go to the credit of the said missionary.

### **Designation of Funds Received**

All designated funds will be credited to the account of the individual or corporate project account for which they are designated.

### **Financial Responsibility**

Every missionary or project manager will be held accountable to ensure funds are only expended for the purpose defined in the missionary Agency and Services Agreement. All missionaries or missions project managers must personally control the financial responsibilities of his/her ministry. Any fundraising efforts over and above the mission project established support level must be discussed with CanAmera Baptist Missions International and the pastor of the sending church prior to any funds being solicited.

The missionary will keep accurate, auditable, financial records of his/her missions project receipts and expenses, and will provide a quarterly financial statement to CanAmera Baptist Missions International and his/her sending church.

The missionary will be responsible to file all required tax returns in his/her home country and the country in which he/she is ministering in as a missionary agent of CanAmera Baptist Missions International. International tax laws govern what must be complied with. Most countries now have tax treaties with each other.

It is mandatory that the missionary absolve himself/herself of all personal debt before leaving for the field.

Funding from and through CanAmera Baptist Missions International will cease immediately if funds are used contrary to the agreed upon mandate as laid out in the missionary Agency and Services Agreement.

### **Taking Out Loans on the Field**

The missionary is required to advise his sending church and CanAmera Baptist Missions International prior to taking on any major personal debt on the field. This advisory should include the reason for the loan, amount to be borrowed and how it will be repaid.

The missionary is never to acquire credit or take on any indebtedness under the name of CanAmera Baptist Missions International or his/her sending church.

## **Home Office Expenses**

A missionary or missions project receiving funds from CanAmera Baptist Missions International will not be assessed any amount toward home office expenses. They, their sending churches and others will be asked to consider giving freely to the support of CanAmera Baptist Missions International home office expenses.

## **Church Planting**

CanAmera Baptist Missions International will expect every prospective church planter to give a reason why they believe God has called them to plant a church in a given area or country.

CanAmera Baptist Missions International will at no time hold property on the mission field in its name, unless required by law.

Missionary church planters are encouraged to implement a missions program and to take on the support of missionaries without delay.

Every church started by a missionary sponsored by CanAmera Baptist Missions International must be a soul-winning church in the spirit of the Great Commission as laid out in Matthew 28:18-20. The purpose of a church therefore is three-pronged:

1. To preach the Gospel: the death, burial and resurrection of Jesus Christ.

2. The scriptural baptism of converts by immersion.
3. Grounding believers in the faith, through the teaching of the whole Counsel of God.

This will be accomplished by the winning of souls through an aggressive plan of soul winning. No particular method will be promoted over another, but no stone should be left unturned. Door-to-door, street preaching, literature campaigns, special meetings, and whatever else may work in a particular area may be used as long as it does not compromise the Word of God.

It is to be recognized that the salvation of souls is the main work of the missionary. The planting of a church will naturally follow as believers gather together to worship.

It is the philosophy of CanAmera Baptist Missions International that any church that is planted should become indigenous as soon as is practical. This means the missionary should commence the training of the men in the new church to this end as soon as possible. An emphasis is to be placed from the beginning on the teaching of what it is to be a historical, fundamental and independent Bible-believing Baptist.

## **Emergency Policy of CanAmera Baptist Missions International**

Recognizing the real possibility of emergency situations arising in the unstable world conditions of our time, CanAmera Baptist Missions International has established the following emergency procedure. All missionaries, including nationals serving in their own country will be requested to agree to this policy. There will be no exceptions.

1. CanAmera Baptist Missions International in cooperation with the sending church will take all possible steps to secure the release of any missionary or constituent held by insurgent and/or criminal elements. Let it be known, however, that CanAmera Baptist Missions International does not subscribe to the payment of ransom and/or any other method employed to extort material gain. Therefore, missionaries or constituents of CanAmera Baptist Missions International must not presume that any ransom will be paid for their release.
2. In the event of a hostage situation, CanAmera Baptist Missions International will provide trained negotiators for the purpose of affecting the swift and safe release of our missionaries. Such negotiators will function in accord with the policies of CanAmera Baptist Missions International, and under the authority of CanAmera Baptist Missions International.
3. CanAmera Baptist Missions International requires that all hostage victims, all members of their immediate

family still of their household, and all members of the crisis management effort be interviewed by CanAmara Baptist Missions International crisis counselor or a counselor approved by CanAmara Baptist Missions International.

4. CanAmara Baptist Missions International requires that, should a husband be taken hostage, the wife along with all children of the household must be evacuated to their home country forthwith. Should both parents become hostages, the children of that household shall be evacuated to the location of parental choice in their home country. This also applies to any hostage situation where there is only one parent. Other situations may require evacuation as well, but will be determined by the Crisis Management Team on a situational basis. The Crisis Management Team will be made up of the president, general director and one other board member.
5. It is the policy of CanAmara Baptist Missions International that all missionaries will have a Temporary Guardianship in effect designating the person or persons who will act as guardians of their minor children upon their inability, incapacity, or death. The Temporary Guardianship will be in a form approved by CanAmara Baptist Missions International. The original copy of the appointment of Temporary Guardianship will be kept in possession of the appointed Temporary Guardian. CanAmara Baptist Missions International and Pembina Valley Baptist Church, as a non-profit charitable organization, are not in a position to perform the role of a guardian. A copy of the above stated direction of

Guardianship will be kept on file at the home office.  
Contact information for next of kin and the named guardian must also be supplied to the home office.

I/We the undersigned, have read, understand, agree with, and agree to comply with the above CanAmera Baptist Missions International Contingency Policy.

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(Signature) (Date)

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(Signature) (Date)