

4. Foreign purchase - A vehicle may be purchased on the field if the cost factor will be similar to purchasing it at home and paying the freight and import fees to get it to the field.
5. Vehicle operation expense - This expense shall be paid from work funds when used for Mission use. Personal usage shall be paid for by the missionary.

K. Concerning debt

No purchasing on deferred payments may be practiced by a missionary unless written permission is secured. Violation will incur severe penalty.

L. Concerning deficits

Under special approval the missionary may proceed to the field with 85% of his support. His Outgoing Expense Account must be raised in its entirety.

M. Concerning absentia

1. It is the policy of the Mission to expect missionaries to remain on their field unless relieved by the Mission for furlough or vacation. An emergency is considered an exception to this. In case of emergency, the home office shall be notified as soon as possible of the details and the nature of the work interruption. No missionary shall leave the field without approval of the Mission except in case of an emergency.
2. Only in special cases will a missionary be granted three weeks absentia to care for personal or family matters. This shall be considered that year's vacation time.
3. Any expenses involved in absentia from the field when the matter is personal and not an emergency shall be paid for by the missionary from other than funds solicited for missionary work. Nor may the missionary solicit funds for such expenses or accept gifts from constituents for such.

N. Concerning real estate

1. The Mission encourages the renting of property for housing and for starting churches in most instances. This will only expedite the work and keep the funds from being tied up in property.
2. In the event property is purchased, it must be purchased in the name of the local organization. If this is not feasible, the property may be placed in the name of the missionary but only when a separate document is negotiated between the missionary and the Mission.

3. Any alterations or additions to the property must receive local organization approval.
4. Anything attached to the property such as fixtures, carpeting, screening, etc., becomes the property of the local organization and shall not be removed when the missionary leaves the field, nor will the missionary be reimbursed for them even though he may have paid for them at personal expense.
5. The property shall be adequately insured at all times. Any insurance policy must have the approval of the general director. A copy of the policy shall be sent to the Mission.

O. Concerning prayer letters

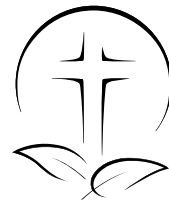
Each missionary shall be responsible for his own prayer letters. No less than four must be mailed out annually, but a bi-monthly basis is strongly suggested. The mission requires that a copy of each prayer letter be sent to the home office. Missionary prayer letters are ordinarily handled by the missionary's home church.

P. Concerning printing or publication

No missionary may print a pamphlet, article, or book without the written permission of the general director.

Q. Concerning ethics, propriety, dress, hair length, etc.

Every missionary must be concerned in these areas primarily so as to not bring reproach on the name of Christ, and secondly, that he not bring reproach upon the good name of the Mission. Appropriate Christian character is a must at all times. Anything less cannot be tolerated.



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INTERNATIONAL BAPTIST MISSIONS

Polity and Principles

I. THE RELATIONSHIP OF THE MISSION TO THE MISSIONARY

A. The Mission Board

The Mission Board shall oversee the entire operations of the Mission including the administrative personnel as well as the missionaries. The board shall have final authority in all matters adhering to the constitution.

B. The administrative personnel

The effective operation of the Mission requires individuals gifted in leadership. Due to the nature of their positions, they exercise certain authority specified under the constitution. However, with this authority they are expected to demonstrate the spiritual qualities required of the missionaries.

II. RELATIONSHIP OF THE MISSIONARY TO THE MISSION

A. It is required that a missionary manifest loyalty at all times.

1. He must manifest loyalty to fellow missionaries under IBM.
2. He must manifest loyalty to the administrative personnel.
3. He must manifest loyalty to the board.
4. He must manifest loyalty to the cooperating board. Any problem in this general area must be settled in keeping with Matt.18:15-18. No exceptions will be tolerated.

B. It is expected that a missionary will manifest a spirit of cooperation.

He shall be asked to cooperate with administrative personnel as well as fellow missionaries on the field. A "lone ranger" attitude cannot be accepted.

C. Length of Term

The length of term will be decided on the basis of climate, family, needs on the field, etc. The first term is four years unless otherwise decided by the board.

1. The board shall determine the length of term before the missionary departs for the field.
2. The president and general director shall determine the proper time and length of furlough in conjunction with the missionary.

- a. The basic purpose of the furlough is for a time of rest.
 - b. The missionary may take one semester of schooling during the furlough time with the written consent of the general director.
 - c. The missionary will be expected to contact and visit as many supporting churches as is feasible with special emphasis being placed on his home church.
 - d. The missionary shall continue to send prayer letters during his furlough.
 - e. The missionary shall be expected to do further deputation work if more financial support is needed.
3. The following vacation time may be taken.
- a. Those serving in North America may take three weeks out of every year. Up to three months deputation may be pursued in any two-year period.
 - b. Those serving outside of North America may take three weeks vacation for each year except the last year before furlough time. The furlough time will be considered vacation time.

D. Termination of Missionary Service

- 1. Retirement. The normal retirement age is 65 years unless an older age is mutually agreed upon by the missionary and the board. A certain percentage of the missionary's support may be designated for retirement. The Mission works with the missionary to see that all matters are properly transacted while the missionary is on the field.
- 2. Resignation. If a missionary desires to resign from the board, he shall give the general director a six-month written notice of such action. If in the United States, he shall give at least one month's notice.

E. Financial Basis

- 1. All gifts to the Mission and to missionaries shall be processed by the home office according to the direction of the donor. If a designation is questionable, the Mission reserves the right to explain the facts to the donor and make alternate suggestions.
- 2. Support level shall be set by the administration in keeping with the best information available from various sources. Salary will be divided as to personal and work support.
- 3. Medical
 - a. Provision must be made by the missionary for medical insurance to be operative when he goes on the field salary and is highly encouraged during deputation.
 - b. Before a candidate is approved for deputation he shall have a complete medical clearance. He shall be examined by a doctor and be given a thorough laboratory examination which shall include a fluoroscope of the heart and lungs,

- electrocardiogram, chest x-rays, x-ray of teeth and mouth, blood count, urinalysis, blood Wassermann and basal metabolism rate.
- c. All missionaries and their families must have an annual medical check-up. At the same time renewal immunizations shall be performed. Copies of the medical report must be sent to the home office.

4. Personal Gifts

- a. Definition - non-recurring amounts of money and equipment given as personal gifts may be received as such. Equipment shall be evaluated at wholesale rate.
 - b. A ceiling shall be respected on the sum of personal gifts and the value of equipment received as follows: by the unmarried, \$1,500 per year; and by the missionary couple \$3,000 per year, plus \$300 for each child. Exception: Personal gifts from relatives shall not be included among those reported.
 - c. Surplus - Any surplus amounts of personal gifts may be applied to special projects as approved by the board.
5. Moving expenses - Costs of getting to the field or in a move from one field to another shall be included in the overall outgoing expense. The administration will approve any such reasonable amounts which will be raised by the missionary from his supporting churches.

F. Instruction of children

The mission believes that the primary and secondary education is the responsibility of the parents. Such avenues as tutoring, missionary schools, or boarding schools may be available to the missionary. In this area the board will grant as much latitude as seems feasible in order that the parents may have proper control over their children's education. The board does reserve the right to make suggestions or intervene in a special case where the work of the Mission is being hindered. Children of missionaries pursuing education beyond high school in a Christian college may receive to \$3,000 per annum as a support item upon administrative approval.

G. As an appointee

- 1. Every appointee will be required to attend an orientation seminary at a time and place designated by the Mission. This will be a time to acquaint the appointee with the policies and administration of the Mission.
- 2. Any appointee going to a field where the learning of a language is necessary shall start working on the grammar and vocabulary while on deputation if at all possible. All appointees, including their wives, shall be expected to work toward mastering the language. The Mission looks with great disfavor on the continued use of an interpreter.

- 3. The Mission shall seek to make known the needs of the appointee and will seek to give reasonable help.
 - a. The appointee must learn to pray and trust God for provisions.
 - b. All gifts from individuals and churches must be channeled through the Mission so that receipts may be given and accounts kept in order.
 - c. Gifts of specific projects concerning outgoing expenses must be specifically designated.
 - d. The appointee is to keep an accurate record of all funds received.
 - e. No appointee shall receive any gift for which he does not give an account to the Mission. (The exception is personal gifts from relatives.)
 - I. Any salary arrangements shall be made with the appointee in connection with the policies of the Mission.
- 4. No appointee will be permitted to depart for the field who has not raised 80% of his support.
 - a. All personal outfitting expense must be in hand.
 - b. All transportation money from home to the field must be in hand.

H. Concerning Taxes

- 1. Foreign: Taxes by foreign government shall be paid out of the work fund.
- 2. U.S. Internal Revenue: U.S. income tax shall be paid by the missionary.

I. Concerning special projects

From time to time special projects (both personal and general) will be needed. Any project requires the approval of the general director. Any designated personal project becomes the property of the missionary but general projects remain property of the local organization. No personal or general project may be promoted until written permission is given by the general director.

J. Concerning Automobiles

- 1. Original purchase - The purchase price plus all freight and import costs shall be considered part of the outgoing expense and shall be raised by the appointee while on deputation.
- 2. Insurance - All cars owned by Mission personnel must be covered by liability, property damage, collision and comprehensive insurance. Costs are to be met from the outgoing expense fund or from the work budget of the missionary on the field.
- 3. Replacement - An amount shall be included in the annual support for any missionary using an automobile on the field.