

EVANGELICAL MENNONITE MISSION CONFERENCE



EMMC
MAKING DISCIPLES | CONNECTING CHURCHES

Missions & Service

Policy Manual & Handbook

MISSIONS & SERVICE POLICY MANUAL & HANDBOOK

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EMMC Missions and Service (M&S) Policy Manual and Handbook

INTRODUCTION

The Evangelical Mennonite Mission Conference (EMMC) M&S Policy Manual and Handbook will serve as a reference and basis for a clearer working relationship between the Conference and mission personnel. The intention of the EMMC missions program is to be sensitive and considerate to the needs and concerns of personnel, as well as be flexible in policy application.

I. HISTORICAL OVERVIEW OF EMMC MISSIONS

The EMMC, originally known as the Rudnerweider Gemeinde, emerged with an evangelistic fervor in 1936. Six years later the Rudnerweider Gemeinde sent out its first foreign missionary under the auspices of the Africa Inland Mission. EMMC members have and continue to serve with a variety of associate mission agencies. In the mid-1990s the then Board of Missions and Service (BMS) established co-operative agreements with several mission agencies and continues to pursue other like agreements.

In the early 1950's a number of Southern Manitoba churches experienced new missionary zeal through the ministry of Dr. Oswald J. Smith. As a result EMMC began administering both local and foreign mission outreaches in the 1960's.

In 1965, an aggressive church-planting ministry began in Ontario to the Kanadier Mennonites. (Kandier Mennonites, descendants of Canadian born parents who moved to Mexico in the 1920's, have and are leaving Mexico to relocate). Another outreach ministry to Kanadier Mennonites began in Blue Creek, Belize (formerly known as British Honduras) in 1966. In 1969 EMMC began a Mennonite ministry in Bolivia. Changes in that ministry resulted in the establishment of a national church conference known as La Iglesia Evangélica Anabautista en Bolivia (LIEAB). A more recent outreach to Kanadier Mennonites in Bolivia has given EMMC missions a new focus.

In 1977 the BMS responded to an appeal to extend its ministries to a newly settled group of Kanadier Mennonites in Seminole, Texas, USA. In 1983 the BMS received another invitation to begin an outreach ministry, this time to Santa Rita in Northern Mexico. In 1984 the BMS and Mennonite Brethren (MB) Missions negotiated the transfer of a ministry in Nuevo Ideal, Mexico from the MB to EMMC. Church planting received new attention in the late 1990's and early 2000 with church plants established in Spanish Lookout, Belize; Sublette, Kansas; Brandon, Manitoba and Vauxhall, Alberta.

EMMC/BMS became a partner with Africa Inter Mennonite Mission (AIMM) in 1986.

Today BMS partners with other agencies and conferences in outreach ministries. These partnership agreements include: the ministry to Low German Mennonites in Bolivia under Misión Evangélica Menonite (MEM) with the Evangelical Bergthaler Mennonite Conference of La Crete, Alberta, and a tri-conference EMMC, Evangelical Mennonite Conference (EMC), Chortitzer Mennonite Conference (now the Christian Mennonite Conference) and Inner City Youth Alive in an inner city church plant in north end Winnipeg. As well, the BMS partnered with the EMC and Conference of Mennonites in Mexico in the establishment of the Conferencia Menonita Evangélica (CME) and Steinreich Bible School in Chihuahua, Mexico. EMMC continues a fraternal relationship with SBS.

This Policy Manual shall also be used for purposes of the MEM ministry to the Low German Mennonite people of Bolivia.

II. ADMINISTRATIVE PERSONNEL AND RESOURCES

A. Missions Advisory Committee

Introduction:

EMMC from its beginning has had a strong emphasis on mission, and mission outreach. The Missions Advisory Committee will assist the Missions Director in ensuring that missions remains a priority activity for our conference of churches, and that the missions we are involved in are relevant to our congregations and that they meet needs.

Purpose:

The members of the Missions Advisory Committee will be available to the Missions Director as a resource to evaluate current mission activities, and to assess future change and/or growth in consideration of Conference congregation interest and support.

Method:

The Missions Advisory Committee will be made up of members who have a demonstrated and verbalized interest in missions, and specifically EMMC directed ministries. There will be at least one representative from each region. Preferably, but not exclusively, members should be sought from the General Board or General Council. Candidates will be invited to participate by the General Board, in conversation with the Executive Director and the Missions Director, and will join the MAC on affirmation by the Board. Members will serve for two year terms which can be renewed upon joint agreement.

Activities:

- a) The Missions Advisory Committee is not a decision-making body. Members will be prepared to engage in discussions regarding ideas, suggestions, and concerns, and to forward any proposed recommendations on to the General Board.
- b) Members of the Missions Advisory Committee will commit to “attending” not more than quarterly meetings in each year.
 1. These meetings will be planned as “over-the-internet” or conference calls.
 2. Members will not be required to travel to meetings, but potentially some face-to-face meetings can be arranged around Board or Council meetings.
 3. MAC members should feel free to be in contact with the Missions Director outside of formally arranged meeting times.
- c) MAC members should be willing to communicate with individuals from their region to assess the regional support for ongoing and new mission initiatives.
- d) Members of the MAC will commit themselves to reading reports supplied by the Missions Director.

- e) It is hoped that annually at least one member of the MAC will accompany the Missions Director on an administrative field visit.¹

B. The Missions Director

The Missions Director is appointed by the Executive Director subject to the approval of the EMMC General Council. The Missions Director's duty shall be to manage the total EMMC mission program, both at home and abroad. The Missions Director acts as a liaison between the General Council and mission personnel on the field. S/He will seek to develop an attitude of confidence and understanding between the Conference administration, the constituency and mission personnel, to encourage both financial and prayer support, as well as create interest for missions and more workers.

For the Missions Director's Job Description see Appendix A.

C. EMMC Funding

Contributions by EMMC congregations, as well as personal and corporate donations and bequests, make both new and ongoing outreach ministries possible as designated by the EMMC budget.

Funds for special projects approved by the General Board are solicited from EMMC churches and individuals. All funds received for special projects are forwarded to the designated projects. If donations exceed the amount assigned to the project the GB reserves the right to forward that excess to another project or budget item that in its opinion will support ministry in a similar way.

¹ May 30, 2014

III. APPROACH TO MISSIONS

A. Mission Statement

EMMC Missions and Service exists to glorify God through fulfilling the Great Commission of our Lord Jesus Christ by administering the EMMC missions program, and resourcing and encouraging our congregations in evangelism, discipleship and church planting.

B. Philosophy of Missions

We believe that just as Jesus was sent into the world, so he sends us, his followers (John 20:21). As we go we demonstrate the Great Commandment to love God and our neighbors (Matthew 22:37-40) and fulfill the Great Commission of making disciples of all nations (Matthew 28:18-20). We proclaim Jesus Christ to be Creator, Sustainer and Reconciler of everything (Colossian 1:15-20). We share the Good News of the Kingdom of God (Luke 4:43); Christ's death for our sins, his burial, and his resurrection (1 Corinthians 15:1-4). We live this good news in word and deed, evangelism and service (Acts 1:8). Our prayer is "Your kingdom come, your will be done on earth as it is in heaven" (Matthew 6:10).

Our relationship with God is the key to all other relationships. We live as those reconciled to God (2 Corinthians 5:18-19). We encourage everyone to restore broken relationships with God, self, others and the rest of creation. We consider it vital to establish long-term relationships as we minister spiritually and physically. We work with them rather than for them. We recognize that God is already at work among the people we serve. Our goal is to bring transformation to individuals and to society as a whole.

The MD in collaboration with the Executive Director is the link between EMMC and diverse people groups in accomplishing God's mandate and is an agency for the EMMC sending churches, as well as for other conferences that may need a channel for doing outreach ministries beyond their own borders.

IV. THE MISSIONARY

A. Definition

When the term “missionary” is used it defines all persons in the employ of the EMMC missions program. This includes overseas personnel, church planters in North America and other assignments as determined by the EMMC.

B. The Call

Potential missionary candidates applying for service with the EMMC must have a distinct call from God for ministry. His/Her local church must also affirm this call and the candidate’s suitability. The applicant must clearly understand that Christ’s Great Commission still applies today and is the reason for personal commitment to Christ’s mission.

C. Classification

There are two missionary classifications for the purpose of this document- Career Personnel and Short-Term Personnel. Career Personnel are appointed personnel intending to make mission service a career with full support. Short-Term Personnel include individuals involved in an array of ministries with involvement lasting less than one year.

Short-term Ministries and Assignments

a) **Classifications:** Short-term ministries come in many forms. This policy will seek to provide an EMMC Conference policy for the majority of funding situations that may present themselves. The Missions Director in discussion with the Missions Advisory Committee reserves the right to consider applications outside of those described in this policy.

1. Camp workers/DVBS programs:

- At present there is no funding available at the Conference level for this. A number of home churches have sponsorships available for such ministries.

2. Church sponsored or endorsed international ministry trips:

- Training and preparation before traveling, and intentional debriefing after the return, can make this ministry more meaningful, effective and enduring. The church can apply for some funding from the Conference to bring in a qualified resource to help with this. Other short-term ministry resources are available through the Conference office.

3. Conference teaching and special assignments

b) Domestic or international ministry trips – this type of an event typically takes the form of a 1 week to 1 month outreach to provide participants with an opportunity to experience ministry to another culture. This program requires the involvement of the local church of the applicant.

1. the short-term program can be a church planned group ministry,
2. applicants planning to go out individually with another agency are also eligible provided the agency they are going with meets CRA requirements.
 - i. applications for funding are limited to 2 such ministry experiences per individual,
3. applicants must be members of an EMMC church,
4. applicants must provide the information requested on the application form found on the www.emmc.ca website,
5. the local church must provide the Conference office with written approval or endorsement of this ministry opportunity and with information on the amount of support they commit to providing,
6. groups or individuals are able to request funding only up to the amount provided by the home church,
 - i. funding will not exceed 30% of the total amount required and will not exceed \$500 per person,
7. individuals/groups receiving funding agree to provide a report on their experiences to their home church and to the conference when they return from the ministry experience.
8. applications need to be received in the conference office at least 3 months prior to the funds being needed.
9. office staff as designated by the Executive Director will process the application, make a final decision on funding and contact the applicant(s) about the decision.

c) Conference solicited short-term assignments – this type of event typically includes personnel needs in areas of Conference missions activities.

1. assignments will usually be from 3 months to 1 year in length,
2. a job description and a budget for this assignment will be prepared by the Field Director or Missions Director,
 - i. it is anticipated that financial support for this assignment will be shared somewhat equally between the Conference (30%), the home church (30%) and through fund-raising efforts (40%) of the candidate,
3. information on this staffing need will be distributed in conference media, to the local churches, and to partner conferences,

4. application process:
 - i. interested candidates are required to fill out an application form providing information including interest in and qualifications for the position, spiritual commitment and references,
 - ii. the home church of the candidate must provide a letter of endorsement of the candidate for the position,
 - iii. the Missions Director or designated office staff is responsible to maintain a contact with the candidate during the application process as well as:
 - i. process the application,
 - ii. follow up with references,
 - iii. where required, communicate the process to the field staff for their approval,
 - iv. communicate with the MAC regarding the application and approval,
5. administration of this position – arranging the travel including tickets and immigration documents, providing room and board, medical expenses, and providing a monthly allowance – is the responsibility of the conference office staff.
6. candidate responsibilities:
 - i. candidates approved for service commit themselves to follow the requirements of the job description,
 - ii. become part of the field team (in the case of the MEM ministry in Bolivia),
 - iii. are responsible to provide at least a final report on ending the term of service,

The Missions Director, with input from the MAC, reserves the right to request or consider assistance from individual(s) for specialized short-term assignments that may or may not fit into one of the above described categories. Financing and support for these will be determined on an individual basis.²

D. Candidate Process for career positions with EMMC Missions

a) Qualification

A potential missionary candidate shall:

1. communicate clear testimony of his/her personal relationship with Jesus Christ.
2. be a member in good standing with a local church.
3. evidence submission to, and a close walk with Christ.

² Revision Approved November 7, 2015 General Council Meetings, Winkler, MB

4. express a fervent desire to be used for the Lord to reach people for Christ.
5. exemplify an acceptable measure of maturity in his/her Christian life.
6. have knowledge of the Bible.
7. have acquired academic and theological qualifications adequate for the field assignment.

b) Application

The potential missionary candidate shall:

1. submit the prescribed EMMC Personnel Data Form and an extensive doctrinal statement
2. submit a prescribed medical report filled out and signed by his/her physician upon the acceptance of the doctrinal statement.
3. follow through with prescribed counseling sessions.
4. consent to an interview with the MD and the ED and/or designated EMMC Board member(s).
5. have his/her home church send a letter of affirmation to the MD prior to being accepted for an EMMC assignment.
6. sign a Work Agreement related to his/her specific assignment.

*these steps are not necessarily in the required sequence.

The EMMC GB shall:

- Make the final decision to accept the applicant, as well as determine the field assignment.
- Have the right to waive submission of a new application with discretionary discernment for workers who at one time worked under the EMMC and who wish to re-enter service under the EMMC, either as Career, Short-term or Special Assignment missionary.

c) Orientation

The appointed missionary will be oriented to EMMC missions by the MD. This orientation will include: the Work Agreement; communication of expectations with the MD and ED as well as field co-workers; EMMC mission policies; missionary related financial matters [fund-raising, medical coverage, RRSP's, etc.]; job description and cultural adaptation needs [for example immunizations, language studies].

The appointed missionary shall have pre-field assessment and evaluation counseling sessions with a professional counselor.

d) Reporting and Accountability

The EMMC:

1. requires all personnel assigned to sign a “Work Agreement” document before leaving for their field of assignment. This document will define the working relationship between personnel, EMMC and the MD, plus identify the specific job description. The Work Agreement must be reviewed and/or revised and signed prior to appointment.
2. expects EMMC personnel to provide ministry reports to the MD and Conference office as per individual Work Agreement. Personnel are encouraged to address ministry concerns and issues with the MD.
3. encourages the assigned personnel to maintain a strong sense of accountability to the home church and communicate with them regularly.
4. encourages assigned personnel to itinerate local EMMC churches and to accommodate other church invitations.

E. Commissioning / Ordination

The local church is encouraged to conduct a special commissioning service for personnel going out. When possible a commissioning will also take place at a scheduled Conference event. The purpose of the commissioning service is to publicly dedicate personnel for cross-cultural service.

When ordination is requested or required, the procedures outlined in the EMMC Minister’s Manual shall be followed.

F. Public Relations

Preparation and distribution of promotional materials like prayer cards will be organized jointly by the MD or designate and the full-time personnel. A recent, suitable photograph and other personal information shall be filed at the EMMC Office for this purpose.

V. PRE-FIELD PREPARATION

A. Language Study

Appointed personnel may need to learn a foreign language based on the ministry need and/or the country of their assigned ministry. Where language study is a necessity the following guidelines apply.

- a) Language study shall be at an EMMC approved institution or setting.
- b) Time spent in language study is part of the first term of service. Therefore, personnel shall proceed directly from language study to their field of ministry.
- c) During language study the EMMC will pay both the monthly support and tuition.
- d) Personnel in language study for one year (at least nine months of actual instruction) are expected to give a minimum of two (2) years of service after language study.

B. Physical Examination

Appointed personnel and their families will be required to have a physical examination within three (3) months of leaving for their field assignment. The respective specialist will be required to complete the EMMC examination form and forward it to the Conference office.

C. Immunization

Travel clinics will advise and administer immunizations pertinent to specific countries. All costs related to immunizations are calculated as part of the sending/start-up costs and covered by the EMMC budget or through the missionary's special fund-raising.

D. Legal Documents

Acquisition of personnel work permits is the responsibility of the MD and/or the Field Director. Passport and visa application and costs are part of the sending/start-up costs. Passport application forms are available online, or at any post and/or CAA office. Visa application can be made via the internet or directly to the applicable consulate. CAA and travel agencies are valuable resources.

E. Personal Will

A personal Will is required of all personnel prior to initiating their assignment. The Will should include directives for personal property, executors, guardians for the children where applicable, health directives, power of attorney, etc. The Conference office must be provided with the name of a family contact for emergency purposes.

F. Bank Account

Personnel shall open a bank account as per EMMC Business Office protocol prior to leaving on assignment.

G. Taxation

All Canadian workers are required to file annual Canadian income tax. Arrangements for such filing should be made with an accountant who can look after this for the worker while on assignment. The worker is responsible to provide all necessary documents for filing income tax.

VI. FINANCIAL POLICIES

A. Personal Fund Raising

Personnel will be expected to raise a portion of their financial support from personal friends and from churches other than EMMC. The percentage required to be raised may vary, depending on the personnel's contacts outside of the EMMC constituency. The sending church will be invited to take on up to 25% of the financial support with the remaining support covered by the EMMC budget.

B. Salary and Benefits

The EMMC salary package as approved by the General Council will apply. Regional adjustments may be applied to salaries as per formula determined by the General Council and/or salary review committee.

A RRSP benefit of 5% of gross salary will be applied to all full-time personnel. These funds are deposited to a RRSP plan by the EMMC business office. It is the intent of this plan that funds not be withdrawn as long as the person is in the employment of EMMC.

The Salaries for single missionaries will be set at 70% of the salary of a full-time missionary couple.³

C. Gifts / Self Earnings

a) Gifts

Income tax deductible receipts are issued for all gifts designated for approved projects, personnel support and ministries. Internal Revenue Canada regulations do not permit the issuing of tax-deductible receipts for personal gifts.

b) Self-Earnings

Personnel under full support have an obligation to full-time commitment to their Work Agreement. Such a commitment is not conducive to additional employment for the purpose of salary enhancement and therefore is prohibited. If a special circumstance of part-time employment exists that would potentially facilitate integration of the missionary into a place of service, community and/or opportunity for ministry, dialogue and consensus between the missionary, church and MD is essential prior to additional employment commitments.

D. Moving Expenses

The EMMC and the recipient congregation shall share costs involved in moving

³ Approved late 2015

personnel to their place of assignment. The details of cost sharing shall be negotiated between the receiving church and the MD prior to the move. Moving shared costs will include a moving truck/van, one family car, meals and lodging. Moving should be done as inexpensively as possible.

E. Outfit and Vehicle Allowance

An 'outfit allowance' will be determined by the Missions Director and Field Director after a worker is assigned to a field. An outfit may include items such as vehicle (max. \$10,000 CDN as per EMMC policy), furniture and appliance items needed to set up house, etc. The home church and/or individuals contacted by the newly assigned personnel will be encouraged to raise these funds. Where necessary EMMC will assist. It is understood that all funds received for outfitting whether furnishings, appliances, or a vehicle are deemed taxable income if donors to such funds receive a receipt.

a) Vehicle Policy

The ministry will determine vehicle requirements. Vehicles are to be owned, maintained and insured by the missionary. The cost of vehicles in foreign countries are often more expensive than in Canada, therefore initial outfitting allowance gifts designated to a vehicle purchase and if necessary, help from EMMC will assist the missionary with the cost difference on the original purchase price up to a ten thousand dollar(\$10,000) Canadian value. This portion is taxable since EMMC will reimburse the missionary a fair market value for distance traveled.

The ministry will also make available an interest free loan for up to 50% of the vehicle cost. This will be paid back from salary deductions over the course of the next 5 years, or until the missionary leaves the field – whichever is sooner. If there is a remaining balance on the loan on the missionary's leaving the field this loan would be repaid from funds from the sale of the vehicle. This loan would be provided based on the missionary providing the remaining amount of the vehicle purchase price from personal funds and not another loan. The missionary may raise additional non-receiptable funds for a vehicle purchase.

Any other ministry related expenses such as border crossing additional insurance in that country, etc. will be reimbursed at cost.⁴

F. Travel

The following policy is a guideline for personnel traveling to and from EMMC missions assignments.

- a)** Coverage for career personnel includes travel expenses to and from assignment, furlough and as necessary upon request by the MD.

⁴ Revised January 2015, Refreshed September 2017

- b) In general, travel shall be by the most economical route.
- c) All travel arrangements must be made in concert with the MD through EMMC recommended travel agencies and should be charged to the EMMC Office.
- d) Short term and VS travel will be negotiated on an individual basis.
- e) Baggage allowance - Airlines generally allow two pieces of carry-on luggage – one bag of not more than twenty three pounds and another computer bag or purse-like item, plus two pieces of checked luggage per person each of which shall not exceed fifty pounds. Additional unaccompanied baggage sent by airfreight becomes the responsibility of personnel unless previously arranged through the EMMC Office. These policies vary with airlines and should be confirmed before arrival at the airport.

G. Medical Policy

a) Career Personnel

1. Career assignments are covered by the EMMC Missionary Medical Policy. Premium costs vary depending on the country of assignment. (See Appendix #D. "BMS Medical Policy")
2. All long term EMMC personnel are covered by the EMMC Long Term Disability and Death Benefit plan. Personnel and BMS share premium costs on a 50-50 basis.

b) Short Term Personnel

1. Short term personnel assigned overseas shall request Provincial Health Service coverage. Some provinces will grant such coverage for one time only.

VII. TERM LENGTH and VACATION

A. Missionaries serving outside North/Central America

a) Term Length

Missionaries may choose one of the two options below in considering the length of term of service in an assignment outside North/Central America.

Option 1 -- Two year term with 22 months on the field and 2 month NAA.

1. Travel costs would be covered by EMMC budget.
2. Salary would remain as per the Bolivia salary scale including the NAA months. The worker could raise some extra support for the NAA period.
3. After a second two year term (and every subsequent two terms) the worker would receive two months NAA with an extra four months leave in lieu of a sabbatical. This extra four months will be used for church itineration, personal renewal retreats, etc. Salary will continue as per the salary policy through the four months.

Option 2 -- Four year term followed by 12 months NAA.

1. Travel costs covered by EMMC budget.
2. Salary would be at Canadian salary scale.

b) Vacation Leave

Missionary staff is encouraged to take vacation leave equivalent of one month annually prior to NAA and not as part of the two or four month leave identified above. Vacation would be considered part of the twelve (12) month NAA.

B. Missionaries serving in North/Central America

a) Term Length

1. All EMMC workers employed in North/Central America serve an initial term of two years with an evaluation at that time to determine the effectiveness and value of that person's ministry at that location. Such an evaluation would be done in cooperation with a supporting or partnering congregation and the Mission office.
2. Upon affirmation and approval for continued ministry, there will be no further term assignments. Instead, a worker evaluation shall be conducted every three years to help improve the effectiveness of that worker in the given location.

3. When a relocation of worker is anticipated, either by the mission or a call from another location (i.e. church), the congregation and/or mission shall be notified at least three months prior to termination of ministry.

b) Vacation Leave

All North American personnel are encouraged to take four (4) weeks of vacation annually. Vacations cannot be banked into the following year unless special request is made to the MD six months prior to yearend.

VIII. NORTH AMERICAN ASSIGNMENT – for workers outside Canada/USA

A. Purpose

North American Assignment (NAA) is intended to be a time for the missionary to rest, connect with family and home church plus provide some reporting and connection with the EMMC constituency. Minimal time will be allotted to the two months of NAA (#VII, A, 1) for connecting to the larger constituency. During the extra four month or one year NAA (#VII, A, 2) it is expected that missionaries will be available for church itinerary as per directions of the.

B. Scheduling

The exact length and date of each term and the subsequent NAA time shall be decided between the MD and personnel. All returning personnel shall meet with the MD and or ED for debriefing upon arrival in NA. For longer NAA terms, i.e. four months and more, the MD will seek to incorporate some of the following activities into the NAA.

- a) Visiting EMMC congregations for sharing information and raising awareness of ministry needs and challenges;
- b) Attending seminars/retreats for personal and spiritual refreshing. Personnel are encouraged to participate in seminars, workshops, retreats and theological academia, etc. for spiritual enrichment and benefit. Five Hundred Dollars (\$500 CDN) per family unit is allowed annually for such leave upon approval by the MD. These funds are non-cumulative.
- c) Planning for a study program at an approved College or Seminary. The length of such a study program could be three, six or 15 weeks and will be worked out in accordance with the needs of the individual and field related ministries. The EMMC will cover up to 60% of approved study costs. The employee is expected to serve another term after a study leave.

C. Health Care Related Examination

Personnel and families shall have a physical examination prior to returning to their field assignment and the completed EMMC physical examination form shall be returned to the MD.

D. End of Term Reporting and Evaluation

All personnel shall prepare an End of Term report before beginning NAA. This report shall include a summary of ministry activities, disappointments, discouragements, successes and a vision for continued ministry.

All personnel shall also participate in a ministry evaluation after completing a term of

service. This three part evaluation shall be used in processing and preparing personnel for their return to their field of service after NAA. The three evaluation components are:

- a) personal evaluation
- b) field team evaluation (co-workers)
- c) national leadership evaluation - where applicable

E. Finances

Personnel salary while on NAA shall be as per the EMMC worker salary schedule in country they serve. Deputation costs such as travel, food and lodging shall be reported to the EMMC office on a regular basis for reimbursement. All funds received for ministry shall be forwarded to the EMMC Office. Personal gifts do not need to be submitted however should be reported (amount and donor). Such gifts cannot be receipted.

F. Church Itineration for North American workers

- a) EMMC workers in Canada are encouraged to visit the supporting constituency and are granted up to four weeks leave per year from their place of ministry for such appointments. Special arrangements can be made in cases where longer travel distances are involved. Travel costs for such assignments should be covered by the churches served.
- b) MAC workers in Mexico and Belize are granted a four month NAA leave after serving four years in lieu of a sabbatical. Such NAA leave is intended to be used for connecting with family, home church and the supporting constituency. Travel costs for NAA will be covered by the EMMC and salaries paid will be as per schedule at place of assignment

G. Study Leave for North American workers

All personnel are encouraged to participate in seminars, workshops, retreats and theological academia for spiritual enrichment and benefit. Five hundred dollars (\$500 Cdn) per family unit is allowed annually for such leave upon approval by the MD. These funds are non-cumulative.

Personnel are also encouraged to pursue a study program at an approved College or Seminary. The length of such a study program could be three, six or 15 weeks and will be worked out in accordance with the needs of the individual and field related ministries. The EMMC will cover up to 60% of approved study costs. The employee is expected to serve another term after such a study leave.

H. The Gathering

EMMC mission personnel on NAA during the EMMC Gathering will be invited to attend the event for sharing and connection with the attendees. North American personnel are welcome to attend the Gathering or regional events in their area however are not

expected to be at all of them. The EMMC will make special arrangements to ensure that all personnel will have some exposure at at least every other Gathering. Travel costs are the responsibility of the worker unless specifically asked to be at a Gathering by the MD. In such case the EMMC will assume the travel costs or negotiate the costs with the home church of the worker.

IX. MEDICAL/COMPASSIONATE LEAVE

A. Sick Leave

The assigned personnel:

- a) may accumulate one and a half (1½) days per month sick leave annually as a full-time employee for personal or family related illness (spouse, child or parent). The maximum days to be accumulated are 40 days. Negotiations for extra time will be initiated on an individual basis as need arises.
- b) shall notify the MD if illness requires five (5) or more consecutive days away from work and provide information regarding the nature of illness.
- c) shall be temporarily replaced if recovery or illness lasts longer than 20 working days. If recovery is not complete within 20 working days, the MD or other appointed person shall explore possibilities of treating the illness upon doctor's advice. The review shall be individualized and decisions made based on medical condition and medical advice.
- d) In cases of long term illness and disability the guidelines set by the plan provided by C.T.S. Group Benefits Inc. shall be followed. The administration of the Long Term Disability arrangements shall be administered from the EMMC office.

B. Compassionate Assistance Fund

The Compassionate Assistance Fund is to provide an amount of financial help for traveling to missionary personnel in a time of family emergency. This policy applies to full or short term EMMC and MEM staff serving in international locations. Associate Missionaries are not included in this policy.

Situation:

For purposes of this Policy a family emergency is considered to be a death or a sudden serious accident or illness from which recovery is not expected. The Policy is in effect for cases that involve a spouse, child/grandchild and in-law, parents or step-parents/grandparents and in-laws, and siblings and in laws.

Method:

Application for this assistance can be made immediately upon deciding on the travel, or up to 3 months after the travel has been completed. Applications should be made in writing – e-mail, text, fax or mailed letter are acceptable – to the EMMC office, attention: Missions Director.

Amount:

A one-time grant of up to a possible total of \$500 will be provided as assistance. The EMMC Missions Director will approve the amount giving due consideration to the

individual circumstances of each request.⁵

C. Paternity Leave

Five (5) working days paternity leave will be allotted the husband for assistance with childcare following the birth of their child.

D. Compassionate Leave

Canada Personnel

Personnel stationed in Canada shall be granted up to one-week compassionate leave to attend to funeral arrangements for parents and/or siblings. Special arrangements will be made for the death of a spouse or child. Such leaves should be arranged with the local church leadership and the MD.

Outside Canada Workers

Personnel may arrange for a two-week leave in case of either acute illness or the death of a parent and/or sibling. Special arrangements will be made for the death of a spouse or child. All expenses incurred are the responsibility of the individual. Such leaves should be arranged with the field team and the MD.

⁵ July 2014; Refreshed September 2017

X. PERSONNEL ON FIELD POLICIES – Overseas, outside Canada

A. Housing

Assigned personnel are responsible for finding and up keep of their housing, except where a local church's salary includes a house and/or housing allowance. All houses shall be in keeping with the local cultural standard. Any investment in revenue related activity must be cleared with the EMMC Conference office.

B. Children's Education

The EMMC preference is that personnel enroll their children in schools within the community of ministry; either a local public or private school. The EMMC would also endorse a missionary boarding school located within reasonable distance. Child education costs will be shared by the workers and the EMMC on a 20/80 basis with EMMC covering 80% of the cost.

C. Maid Service

The EMMC approves the hiring of maid service to allow for increased ministry involvement. Personnel are responsible for 20% of the maid service costs. The balance will be covered by the field budget and raised via special projects.

D. Relationships

a) To the Mission Director

The MD is responsible to oversee and manage the mission mandate of the EMMC. All missionary personnel are encouraged to be in regular contact with the MD via email or other suitable technology. The MD is responsible to address concerns and provide support of encouragement and counsel as may be necessary. When issues arise for which the MD needs advice, s/he will be in contact with the ED or Moderator.

b) To co-personnel

Personnel shall endeavor to live peaceably and harmoniously with fellow workers, recognizing the importance of a healthy team relationship for effective ministry. Personnel shall respect the authority of the EMMC appointed team leader and shall work together in fulfilling the directives of the EMMC and local church.

c) To national leadership

The EMMC mandate to personnel is to encourage national leadership, authority and eventual autonomy. As national leadership emerges in a given region, nationals shall be given as much responsibility as is feasible. Personnel also need to be sensitive to the concerns and directives on issues that will directly impact the local church and community.

E. International Driver's License

Personnel appointed by EMMC shall obtain an international driver's license if the Work Agreement is outside of his/her home country. This will minimize the inconvenience of delays in getting a local driver's license, yet not inconvenience ministry. An international driver's license is obtainable through CAA.

XI. TERMINATION OF SERVICE POLICY

A. Resignation

Termination of a Work Agreement requires a minimal three-month advance notice. Notification of intent to terminate must be in writing to the EMMC by the worker within the required time frame. Severance pay will be negotiated as per the Severance Policy #XI, D.

B. Involuntary Recall

- a) Closing or downsizing a ministry: The EMMC has the right to terminate a position and will make every effort to relocate staff to an equivalent ministry at equal compensation. The mission is responsible for all costs related to relocation or return to the missionary's home.
- b) Incompetence of employee: The MD/field director shall have done due diligence in documenting training, encouraging and performance. The MD in consultation with the ED shall make a formal request to the EMMC GB to terminate the position based on the worker's incompetence. The GB may (a) terminate the position, (b) request further information, or (c) request an independent evaluation. The EMMC is responsible to cover relocation costs to the home country. Terminations shall be reported to the General Council.

C. Retirement

Personnel reaching age 65 shall continue to receive support as per salary scaled as long as they are in employment with EMMC. This salary shall not be affected by pension incomes. The MD in consultation with the ED shall however review personnel responsibility and workload annually. The salary shall be adjusted accordingly. RRSP contributions end at age 65.

D. Severance Pay

EMMC definition of 'Severance' refers to a situation where the EMMC would terminate personnel employment. Termination of the Work Agreement could include: voluntary termination by personnel for either medical or personal reasons, termination of the position, or EMMC dismissal of personnel.

Where severance of employment is necessary, personnel shall receive severance pay at the rate of one month's pay for each year of service to a maximum of three months salary. Voluntary Service (VS) and part-time workers will not qualify for severance pay.

XII. OTHER POLICIES

A. Guidelines in Event of Death

In case of death on the field, burial is recommended in the area of ministry location. However, if the family of the deceased desires to have the body brought to their home country for burial, they are responsible for all costs incurred. In such cases the MD would contact the bereaved family and offer logistical assistance.

B. Recognition for Long-Term EMMC Missionaries

Personnel having completed 25 years of service with the EMMC and/or approved Associate Mission Agencies are to be recognized at EMMC Gatherings. Recognition will include a brief historical review of ministries, presentation of a plaque and a prayer of blessing.

In instances where personnel are not on furlough when the 25 years of ministry are completed, they are to be recognized at the next Gathering when they are on NAA.

Recognition - without a plaque - will also be given to personnel terminating ministry with less than 25 years but have 10 or more years of service.

C. Project Fund Reallocation

When funds designated to a specific project exceed the project objectives, the MD and the ED have the right to reallocate such extra funds and forward them to other projects. Such reallocation is to be reported to the MAC. The limit for such reallocation by staff is \$1000 CDN for any given project. Reallocating funds in excess of \$1000 needs ED approval.

XIII. ASSOCIATE MISSION AGENCIES

A. Cooperative Agreement

The General Board of EMMC may seek to establish cooperative agreements with Associate Mission Agencies at the request of a Missionary or on its own initiative. Such agreements will spell out the working relationship between the General Board of EMMC and the agency. Copies of such agreements are kept in the EMMC home office.

B. Qualifying Factors

Personnel applying for EMMC funding shall be:

- a) Approved candidates of an Associate Mission Agency whose primary focus is to provide ministry opportunities in evangelism and church planting, linguistics and Bible translation.
- b) Committed to long term service, i.e. more than two years. Short term service (two years or less) does not qualify for EMMC Associate Missionary funding.

C. Application Procedure

Personnel applying to serve under an Associate Mission Agency shall:

- a) Be a member of an EMMC congregation.
- b) A letter of affirmation shall be received from the home church of the candidate before being approved.
- c) File an application with EMMC in order to be recognized as EMMC personnel.
 - 1. If the Agency is not already an Approved Agency, the missionary shall provide EMMC with copies of the agency's policies, regulations, doctrinal statement, etc. The Missions Director will study the Agency's documents, research its current ministry work and make a recommendation to the General Board of the acceptance or denial of said Agency.
 - 2. If, for reasons considered valid by the Missions Director or the General Board, the agency is found to not be acceptable the application being considered will not be processed further and the candidate will be advised of the decision.
- d) Be interviewed by the Missions Director and a minimum of two Missions Advisory Committee members providing their decision is to accept the candidate; a recommendation will be forwarded to the General Board of EMMC before their being accepted as EMMC personnel serving under an Associate Mission Agency.

D. Finances / Itineration

- a) Personnel accepted by an Associate Mission Agency and the EMMC will be eligible to receive financial support from the EMMC budget when such funds are available. The extent of financial support will be reviewed as considered necessary.
- b) Approved personnel may also present their needs to EMMC congregations and in this way raise additional financial support from individuals or local congregations. Such personnel will however be responsible for all itineration travel costs.
- c) The Missions Director will encourage the home church of associate missionaries to commit to providing prayer support and financial assistance that matches or exceeds the financial assistance from EMMC
- d) EMMC reserves the right to terminate or amend this funding agreement at any time by a decision of the General Council. A minimum of three months notice of any changes shall be provided to funded associate missionaries.

E. Expectations of Associate Missionaries

Missionaries serving with Associate Mission Agencies commit to:

- a) Providing periodic reports in their churches and at least bi-annual written reports to EMMC Home Office about their activities as part of the Associate Mission Agency's ministry. EMMC will share these reports with the greater conference of churches to encourage further prayer and potential financial support.
 - 1. Associate Missionaries recognize that update information shared with EMMC Home Office may be printed in the conference publication The Recorder and/or email correspondence. It is the responsibility of the associate missionary to indicate whether or not the information needs to be kept confidential or is for limited distribution.
- b) Associate missionaries terminating service with their mission, i.e. retirement or other voluntary termination, are entitled to a severance package equaling the monthly support received from EMMC of one month per year served to a maximum of three months.
- c) Associate Missionaries terminating their membership in an EMMC Church forfeit any further financial support received from the EMMC.
- d) Associate Missionaries failing to provide the agreed to reports to their Home Church or to EMMC may have their financial support terminated.
 - 1. A letter outlining the concern will be sent to the missionary making them aware of their funding being in jeopardy.

2. If the missionary fails to address the concern, a letter indicating the suspension of support funding will be sent to both the associate missionary and the home church, outing the rationale for this decision.
3. Exceptions can be made if there are extenuating circumstances caused by political turmoil / restrictions, or remoteness of location that cause delays in communication.⁶

⁶ Revision Approved Nov 7, 2015 General Council Meetings, Winkler, MB; Refreshed Sep 2017.

Appendix A: MISSIONS DIRECTOR JOB DESCRIPTION

Introduction:

The Missions Director is a full time position accountable to the Executive Director. Responsibilities are as follows.

General Responsibilities:

1. Manage the mission program of the Evangelical Mennonite Mission Conference (EMMC) at home and abroad.
2. Is the liaison between the Executive Director, the General Board and General Council, and the missionaries.
3. Works with the Missions Advisory Committee members as a resource from the Regions.
4. Encourage and promote missions within the EMMC constituency.
5. Is a team member with EMMC office staff.

Specific Responsibilities:

1. To the Executive Director
 - a. Is the missions staff person.
 - b. Attend staff and General Board meetings.
 - c. Provide docket and/or other support materials to Executive Director prior to board meetings.
 - d. Provide regular updated information to the Executive Director
 - e. Process missionary applications according to the procedure outlined in the Missions and Service Policy manual.
 - f. Attend General Council meetings when requested.
2. To the Executive
 - a. Is the Executive staff person.
 - b. Provide information regarding matters within policies needing processing.
 - c. Attend affiliate organization/mission agency meetings as designated by the Executive Director.
3. To the Missionaries
 - a. Give counsel, encouragement and resource EMMC missionaries
 - b. Encourage workers on the fields to set goals and objectives according to M&S policies.
 - c. Oversee missionary pre-field and furlough itineraries.
 - d. Provide pre-field orientation for all missionaries going to EMMC fields.
 - e. Be in regular contact with EMMC missionaries and annually with EMMC missionaries serving with associate mission agencies.
4. To the EMMC Constituency
 - a. Promote EMMC missions via:
 - i. Recorder,
 - ii. Presentations,
 - iii. Convention.⁷

⁷ Revised June 2002; Refreshed September, 2017

Appendix B: MISSIONS AND SERVICE MEDICAL POLICY

This policy applies only to EMMC missionaries serving with the EMMC outside Canada

A. Long Term Disability & Death Benefit

All EMMC missionaries are covered by the EMMC Long Term Disability & Death Plan. Premium costs are shared on a 50-50 basis by the employee and conference.

B. Extended Health Care Benefit for Workers outside Canada and the USA. (Appendix #D-2)

Workers will be covered in a similar manner that Canadian workers can receive via a Group Extended Health Care plan through a conference administered medical plan. Since not all claim items apply to situations outside Canada a 10% reduction in the premium is granted. The formula for premium costs are as follows:

~ when in Canada (i.e. furlough) employee pays 90% of employee's premium costs as per Canadian premium schedule. The average is approximately \$80 per month. Rates vary depending on the age of the member.

Example: If Canadian rate employee portion is \$80 per month, employee pays 90% or \$72 per month.

~ when on the field (i.e. Bolivia) premium rate is adjusted to the same rate that salaries are adjusted (i.e. Bolivia - 75%).

Example: If Canadian rate employee portion is \$80 per month, Bolivia employee pays 75% / 90% or \$54 per month.

Coverage will be as follows:

1. Medical Care

- 80% for medical doctor and hospital care treatment costs.
- 80% for all prescription drug costs.

2. Dental Care

- 80% for dental care including basic and preventative treatment, endodontics, periodontics and oral surgery.
- 50% for dental major restorative treatment.

3. Vision Care

- Contact lenses or eye glasses (not sun or safety glasses) prescribed in writing and dispensed by an ophthalmologist or a licensed optometrist. Eligible expenses will be limited to \$150 Cdn every 24 months (12 months for children).
- Eye examination (including eye refractions) performed by an ophthalmologist or licensed optometrist - to a maximum of \$45 per individual, once in any 24 month period (12 months period for a dependent child). NOTE: Eligible expenses will be adjusted to the same rate as salaries are adjusted for each field.

Dental and Vision care will also apply to workers returning to Canada on North American Assignment (furlough) since they are not eligible to apply for the Canadian Health Care Benefits plan.

Workers on furlough in Canada will apply for provincial medical health coverage (MHI in Manitoba; OHIP in Ontario; etc.) as per respective provincial policies.⁸

⁸ Approved July 8, 2002; Refreshed September, 2017

Appendix C: EMMC STATEMENT ON VIOLENCE

EMMC STATEMENT ON VIOLENCE (Kidnapping/Ransom, Terrorism & Arrest)

Introduction

Political tensions and uncertainties together with rebel activities have made real the possibility that EMMC workers could become victims of the forces of violence.

Although missionaries may be prepared to lay down their lives, this does not absolve the EMMC of its responsibility of interceding/acting on behalf of such victims in a manner that is in keeping with the Gospel.

A. In the event that an act of violence occurs involving an EMMC missionary the EMMC will

1. Attempt to determine the nature of the violence
2. Take action that is peaceful and ethical, in accordance with the Anabaptist peace position.
3. Give priority to the sacredness of human life.
4. Take into consideration the desires and needs of the church/es with which the missionaries are working in deciding mutually on a course of action.
5. Solicit assistance from government agencies enlisted both at home and abroad if and when EMMC leaders deem it wise and helpful to do so.
6. Designate leaders responsible for dealing with issues of this nature to confer with the aggressors, but with the understanding that it is not a negotiation or a bargaining for the life of a victim. The prerogative of taking a life belongs to God; whenever that right is taken, it is usurped from God.

B. Procedure

1. In each country designated persons shall constitute the group responsible to handle these issues. These will jointly make the decisions and execute the necessary measures. In Canada it shall be the Missions Director, together with the Executive Director and the General Council.
2. In the event that the leaders themselves become the victims, other members of Council may appeal to associate agencies such as MCC in Santa Cruz, or other missions accessible, to make contact with the EMMC Mission office in Canada.
3. In making the matter known to the next-of-kin and to the home church of the victim, as well as to the EMMC Constituency in general, discretion and caution shall be exercised in all publicity given, including the appeal for prayer, lest the efforts for a release be jeopardized.⁹

⁹ May 2003; Refreshed September 2017