



First Evangelical Free Church Global Outreach Team Policy Introduction

This draft of the Global Outreach Team Policy was revised November 3, 2012 and has not yet been affirmed by the Elders.

First Evangelical Free Church (aka First Free) Mission Statement (as of Feb 2012)

Our Mission (Why we do what we do)

First Free makes urban disciples who make disciples by experiencing life in Jesus.

Our Vision (Where we picture First Free in the Future)

Sharing God's Story through Compassion and Conversation

Our Values (The environment in which we seek to operate)

- Authentic community
- The Bible and the Holy Spirit
- Compassion, mercy, and justice
- Creativity and the arts
- Healthy families
- Local and global ministry

Our Strategy (Our path toward becoming disciples)

- Reaching Up
- Reaching In
- Reaching Out

Marks of a Disciple (Our intended result)

- Receives God's grace daily through faith in Jesus
- Listens to God's Word and the Holy Spirit and promptly obeys
- Serves God, His church, and others through generosity and sacrifice
- Builds relationships with others for disciple-making and mission
- Loves by proclaiming God's truth and living compassionately

For a complete statement on First Free's Vision and Values, please see First Free's Vision Frame on the website: <http://firstfree.com/wp-content/uploads/2012/04/2012-Vision-Frame-v02.pdf> (link current as of November 3, 2012)

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First Free Global Outreach Team Policy

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Policy Details

I. Purpose of Missions

a. The Great Commission

Jesus Christ has commissioned us to take the gospel into all the world and make disciples of all nations (Matt. 28:19-20). We believe that His admonition to “be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth” (Acts 1:8), means that we as a church are obligated to take the good news to those in our own culture and geographic area and to those of other cultures and locations. The Global Outreach Team and this Policy are particularly focused on “taking the Gospel to the ends of the earth”—namely to people who have never heard the gospel and who belong to unreached people groups.

b. Definition of Missions

Missions is defined as the sending out and supporting of equipped disciple-makers (i.e. “missionaries” or “Ministry Partners”) who may cross barriers of distance, culture, and/or language in order to demonstrate Christ’s love to the whole person in word and deed, thereby contributing to the establishment and building up of the Church. Because First Free and the Global Outreach Team endeavor to have a holistic view of missions and ministry, this Policy, including the application for support and support grading scale, all reflect an attempt to include all type of ministries involved in establishing the Church and building up the Church (e.g. Evangelism, Church Planting, Social Justice and Compassion, Discipleship, Education).

II. Purpose of the Global Outreach Team

The Global Outreach Team exists to connect and support the First Free Ministry Partners and congregation as they partner in the work of missions.

III. Purpose of the Policy

This Policy serves (1) to assist the congregation of First Free toward being effective stewards of the gospel, (2) to facilitate the processes of decision-making, and (3) to evaluate our effectiveness. The Policy is a tool to provide guidelines and direction. The Global Outreach Team will endeavor to follow these guidelines. Deviation may occur only in instances where the clear and specific leading of the Holy Spirit is recognized.

IV. Administrative Structure

a. Team Constituency

The Team shall function under the authority of the Bible, the Pastors, the Elders, and the congregation of First Free. The Team shall consist of qualified individuals selected from the congregation (Acts 6:1-7), which includes a Team Chair, a Staff Liaison and a desired minimum of five additional members appointed by the Team Chair with Elders’ approval. When the church budget affords the position of an Outreach/Missions Pastor, that person shall serve on the Global Outreach Team.

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b. Team Description & Responsibilities

Team members will seek to be actively involved in the following areas. These roles are meant to guide the organization and delegation of responsibilities; they are not rigid job titles. One team member may fulfill more than one role, or sometimes one role may be shared by two team members.

1. Team Chair
 - a. Give update at the church-wide Ministry Community Meetings
 - b. Coordinate the Global Outreach Team presence at ministry fairs
 - c. Facilitate the Global Outreach Team monthly meetings
 - d. Act as liaison to the Elders
 - e. Communicate with the Operations Director about Ministry Partner disbursements
 - f. Invite Ministry Partners to speak at First Free when they are in the US
2. Secretary
 - a. Take minutes during each meeting
 - b. Share minutes with team members by email and upload to Google Drive
 - c. Keep Google Drive organized
 - d. Orient new members to accessing team information
 - e. Ensure the GOT Member and Ministry Partner contact information is up-to-date
3. Finance Liaison
 - a. Maintain the Google spreadsheet of Ministry Partner support profiles
 - b. Maintain the Google spreadsheet of Ministry Partner support scores
 - c. Represent the team at Finance team meetings (church-wide)
 - d. Compile the team budget annually to submit to the Finance team
4. Ministry Partner Care Facilitator
 - a. Coordinate Ministry Partner luncheons
 - b. Coordinate First Free support for emergency care of Ministry Partners (evacuation, hospitalization, etc.)
 - c. Coordinate First Free support for Ministry Partner home assignments
 - d. Oversee the CARE program to link Ministry Partners to small groups at First Free
 - e. Connect Ministry Partners to counseling as needed
5. Correspondence Liaison
 - a. Yearly Ministry Partner updates
 - b. Coordination of general correspondence – reading and organizing the Global Outreach Team email account
 - c. Follow-up with Ministry Partners' assignments and accountability for communicating with the Global Outreach Team
 - d. Give updates to Ministry Partners quarterly about First Free changes and activities to they can pray for First Free

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- i. Be sure to use neutral language for all people (to cater toward Ministry Partners in sensitive countries)
6. Prayer Facilitator
 - a. Lead the prayer segment at the monthly team meeting
 - b. Send prayer requests to team members
 - c. Coordinate the prayer segment of the Missions Conference
 - d. Act as a liaison to the First Free prayer team for incorporating missions into the regular prayer at the church (Sunday worship, Moms in Touch, etc.)
 - e. Act as liaison to small groups for praying for Ministry Partners
 - f. Share Ministry Partner prayer requests with other Ministry Partners (so long as it uses sensitive language)
 - g. Compile the PowerPoint slides for Sunday Service in conjunction with the PR facilitator
7. Promotional/Public Relations Facilitator
 - a. Promote global outreach efforts to the congregation at large in conjunction with the Missions Education Facilitator
 - b. Compile the PowerPoint slides for Sunday Service in conjunction with the Prayer facilitator
 - c. Manage the art installation / bulletin board
 - d. Manage the Global Outreach portion of the church website
 - e. Oversee the table at Connections when Ministry Partners are present
 - f. Act as liaison to Big Pix (the First Free group that coordinates Sunday services)
8. Missions Education Facilitator
 - a. Educate the congregation regarding the Biblical mandate for missions
 - b. Coordinate the Missions Conference
 - c. Utilize or develop the “Perspectives” course
9. Cross-cultural Outreach Facilitator
 - a. Coordinate opportunities for the congregation to ministry to cross cultural needs within the community as well as globally
 - b. Promote current and potential global outreach initiatives within the church in conjunction with the PR Facilitator
 - c. Act as liaison to the Compassion team at First Free
10. Potential-Ministry Partner Mentor
 - a. Advise individuals and teams at First Free who are going on short-term trips
 - b. Offering training and debriefing for First Free short-term teams
 - c. Help with fundraising and newsletter-writing ideas
 - d. Act as liaison to Perspectives debriefing

c. Team Member Qualifications

The Global Outreach Team Chair must be an active member of First Free, must be nominated by the Elder Board and elected by the congregation, shall be

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accountable to the Elder Board, and will select team members annually as needed. The Chair is considered a deacon within First Free's church leadership.

All Team members must be active members of First Free and demonstrate a reasonable level of spiritual maturity, an eagerness for further spiritual growth, and a desire to further the cause of missions at First Free.

d. Team Member Expectations

All Team members are expected to:

1. Attend the meetings
2. Serve on sub-teams as needed
3. Take an active role in the decision-making process
4. Continue to learn about world evangelism
5. Devote their energy to furthering the missions program at First Free

e. Team Member Terms

Each Team member will make a one-year commitment, beginning and ending with the First Free fiscal year, with no limit on successive terms. Team members may be removed from the Team by simple majority vote of the Team or by recommendation of the Elder Board.

f. Annual Goal-Setting

The Global Outreach Team shall set goals annually, listing a specific plan of action for each goal. Goals shall be subject to approval by the Elders at the start of each fiscal year. Goals shall be oriented toward . . .

*instruction about missions,
inspiration toward missions, and
involvement in missions.*

V. Ministry Partner Policies

a. The Global Outreach Team Focus and Priorities

As we seek to fulfill the Great Commission, it is our goal to allocate the funds available for missions in this way:

- 90% to career missions
- 5% to short-term missions
- 5% to administrative and promotional expenses

Our highest priority will be to support career Ministry Partners taking the gospel to unreached people groups.

Please note that this is a goal, not a rule. It is flexible depending on the Holy Spirit's leading.

b. Financial Support Decisions

If you are an involved member of First Free and have been accepted by a missionary agency, we will consider supporting you on a career level. All other situations will be lowest priority and will be determined on a yearly basis.

Those who do not meet the qualifications as stated below in Section V(d) will not be viewed or presented as our Ministry Partners, and the Global Outreach Team will not consider itself obligated to find, provide, or construct support for them.

c. Process of Solicitation for Support

Those who wish to be supported by First Free, for either a short-term or career assignment, must submit a written application to the Global Outreach Team. Applications may be obtained from the Global Outreach Team Chair. It is the desire of First Free that potential Ministry Partner Candidates inform the Team as soon as possible of their intentions.

Following application for support, individuals found to be qualified candidates for support shall engage in a personal interview with the Global Outreach Team. Candidates shall be notified of the outcome by letter from the Global Outreach Team Chair.

- i. Short-term ministry partner
Barring extenuating circumstances, a minimum of one month notice shall be required.
- ii. Career ministry partner
Career candidates must also submit an acceptance letter from the applicant's mission agency. Barring extenuating circumstances, a minimum of six months notice shall be required. Candidates requesting regular monthly support shall be advised that their application shall be subject to review by the staff and approval by the Elders.

d. Candidate Qualifications

- i. Short-term ministry partner
"Short-term" shall be defined by the individual's sending agency. In other words, if the agency considers your prospective ministry to be short-term, so will we. Up to 5% of the yearly missions budget will be designated for short-term Ministry Partners, provided funding is available after support for career Ministry Partners is allocated.

The following guidelines will be used for assessing a short-term ministry partner's qualifications:

1. Connected to First Free

The Candidate must have attended First Free for at least one year. Membership to First Free is not required to be supported for a short-term trip.

2. Committed to First Free

The Candidate must be actively using his/her gifts in some type of ongoing ministry within the First Free congregation. He/she is expected to exhibit

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character, responsibility, and consistent faithfulness within the ministry in which he/she is serving.

3. Accepted by an Agency

The Candidate must be accepted by an agency which would process any financial donations and provide training and debriefing for the Candidate. If the Candidate is visiting a current ministry partner that First Free supports, it may be possible for First Free to act as the “agency” and accept tax deductible gifts on behalf of the Candidate.

4. Displays Christian Character

The Candidate must demonstrate that he/she is growing and developing his/her relationship with Christ.

ii. Career ministry partner who is seeking regular monthly support

1. Doctrine

The Candidate must be in agreement with First Free’s doctrinal statement and exhibit a deep commitment to and knowledge of the Scriptures.

2. Commitment

The Candidate must be actively using his/her gifts in at least one ongoing ministry within the First Free congregation (i.e. beyond simply attending church or small group), for a minimum of one year. The Candidate’s involvement should be such that he/she is easily recognized within the congregation. He/she is expected to exhibit *character, responsibility, and consistent faithfulness* within the ministry in which he/she is serving.

3. Christian Character

Major flaws in personal character may result in a poor witness on the mission field. The Global Outreach Team shall evaluate various aspects of Christian character by contacting personal and pastoral references and shall be free to advise and/or disqualify applicants based on character issues.

4. Call To Ministry

The Candidate must exhibit a clear calling to ministry that is affirmed by others.

e. Agency Qualifications

The agency under which a supported Ministry Partner serves will be evaluated based on whether it adheres to sound doctrine, financial accountability, and good member care practices.

- i. Sound doctrine: the agency’s doctrine should be in alignment with the First Free statement of faith
- ii. Financial accountability: the agency should have membership in the Evangelical Council for Financial Accountability (ECFA).
- iii. Member care: the agency should support its missionaries by ensuring appropriate health insurance, retirement planning, accountability for spiritual and emotional health, support for conflict resolution, accurate budget planning, and training and debriefing for cultural adjustments.

It is preferred that the agency be accredited by the Interdenominational Foreign Missions Association (IFMA) or the Evangelical Foreign Missions Association

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(EFMA). Any departure from this procedure should be justified by careful investigation so as to determine why the mission agency is not a member of these organizations.

In some cases for a short-term Ministry Partner, First Free may agree to act as the sending agency by processing tax-deductible donations on behalf of the Ministry Partner. When this happens, the Global Outreach Team will offer training, member care, and debriefing to the short-term Ministry Partner (or short-term team).

f. Procedure for Determining Amount of Support

i. Short-term ministry partner

The support level of short-term ministry partners shall be determined based on the targeted people group.

- If he/she is ministering to a “reached” people group, First Free will aim give at least 10% of their budget or \$250, whichever is greater.
- If he/she is ministering to an “unreached” people group, First Free will aim give at least 20% of their budget or \$500, whichever is greater

ii. Career ministry partner

The support level of career ministry partners shall be determined from a set of criteria based on relationship with First Free, ministry experience, living situation and hardship, and targeted people group. The scoring system is defined to provide objective criteria in accordance with First Free’s focus on the “ends of the earth”. See Appendix A: Support Grading Scale for more detail. Our aim is provide financial support for at least 5% of a career ministry partner’s budget.

g. Responsibility of the Ministry Partner to First Free

i. Short-term ministry partner

All individuals who receive support for a short-term project shall provide a brief written or oral report of their experiences to the Global Outreach Team and/or the congregation within two months after their return.

ii. Career ministry partner

All Ministry Partners receiving regular monthly support shall report regularly to First Free to maintain accountability and effective prayer support (Acts 14:24-28; 21:17-20; Col. 4:2-4). Each Ministry Partner shall:

1. Submit a current prayer letter to First Free a minimum of once every three months.
2. Personally visit First Free and the Global Outreach Team a minimum of once every four years (unless otherwise agreed upon with the Global Outreach Team) to give a ministry report/presentation.

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3. Inform the Global Outreach Team via personal letter or e-mail, at least three months in advance (except in cases of emergency) of any furlough, for the purpose of scheduling a report (as described in #2, above).

Repeated failure to maintain the required contact may constitute a basis for reconsideration of future financial support.

h. Responsibility of First Free to its Ministry Partners

1. Mobilize prayer for Ministry Partners and those they seek to serve.
2. Communicate at least quarterly.
3. Promote the work of the Ministry Partners within the church.
4. Encourage the Ministry Partners.
5. Assist in helping with needs related to home-stays and furloughs, such as housing, furniture, transportation, etc.
6. Work toward a partnership relationship with the Ministry Partners and their agencies.
7. Disburse church financial commitments faithfully; assist in connections for new financial supporters.
8. Evaluate Ministry Partners by interviewing new candidates and annually reviewing current Ministry Partners with prayerful consideration of First Free Policy and Philosophy of Ministry and Missions.

i. Ministry Evaluation for Career Ministry Partners

By August of each year the Global Outreach Team will provide the Ministry Partner with a “Ministry Partner Annual Update Form” which should be returned to the Team no later than December of that same year. The update will be used in evaluating financial needs, as well as holding them accountable to the work that God has called them to do. Evaluations are done because First Free desires to be a good steward of its resources and a shepherd to its members.

j. Ministry Changes for Career Ministry Partners

1. A supported Ministry Partner planning to make a major change in ministry or location shall present his/her ministry plans to the Global Outreach Team at least three months prior to any change (except in cases of emergency).
2. Support may be discontinued at the time of the ministry change, or shortly thereafter, if such a change does not fit the goals or focus of the missions program or if significant difficulties arise that cannot be resolved.

k. Retirement

1. Each Ministry Partner shall be encouraged to establish a retirement plan with his/her sending agency or by other means.
2. Ministry Partners currently supported who reach the age of mandatory retirement (as defined by their sending agency or the government) and do not have sufficient means to retire upon may solicit continued support from First Free after their official retirement (Rom. 15:25-28; II Cor. 8: 3-4; Gal. 2:10).

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3. Continued support and the level thereof will be evaluated based on whether ...
 - a. The Ministry Partner continues to meet general requirements of the candidate qualifications.
 - b. His/her family demonstrates a clear unwillingness or inability to care for his/her needs.
 - c. The Ministry Partner's sending agency is willing to continue administering his/her support account.
 - d. The status and stability of First Free's missions budget permits.

I. Budget Issues

1. Fluctuations may occur in budgets from year to year and in actual receipts month to month. The Global Outreach Team shall, therefore, demonstrate prudence in planning the budget and handling disbursements so that support cutbacks and/or the inability to disburse monthly support can be avoided.
2. The following procedures shall be considered in planning and administering the budget, and shall be immersed in prayer (James 1:5):
 - a. **Disbursements**
Disbursements for regular support shall be made quarterly in June, September, December, and March for the previous quarter. Disbursements for the new fiscal year (beginning April 1) may be delayed until the missions budget has been approved by the congregation at the annual business meeting.
 - b. **When Support Begins**
Support will begin at the point when the Ministry Partner has at least 80% of his/her support pledged. It is the Ministry Partner's responsibility to inform the Global Outreach Team Chair when this occurs. If the Ministry Partner doesn't reach 100% within 3 months after support has begun by First Free, the Global Outreach Team reserves the right to retract support temporarily until he or she departs for the field.
 - c. **Withdrawal or Reduction of Ministry Partner Support**
If for certain specific reasons the Global Outreach Team determines that support for a particular Ministry Partner should be reduced or discontinued, the Team shall submit a letter to the Elders stating such. If the Elders concur with the Team's recommendation, the Team shall notify the Ministry Partner of the reduction or discontinuation of support, and the anticipated time frame of such changes.
 - If the budget will allow and the proposed changes in support are not disciplinary in nature, support shall continue for a specified period after the Elders' approval (generally between three and six months) to provide opportunity for the Ministry Partner to rebuild his/her support base.

- The matter shall be presented at the next congregational business meeting in order to inform the congregation of the decision.
- First Free will endeavor to honor all financial commitments, but ongoing support levels will depend upon the financial health of First Free. If/when any reductions become necessary, the Global Outreach Team Chair will notify all affected Ministry Partners promptly.

VI. Program: Activities and Events

a. Missions Speakers

Ministry Partner speakers shall be approved by the Global Outreach Team prior to scheduling. Speakers shall be scheduled for the following purposes:

1. Concentrated missions emphasis (e.g., missions conferences).
2. Regular reporting from a supported Ministry Partner.

NOTE: *No appeal for monetary support shall be made from the pulpit by visiting Ministry Partners during regular reporting engagements without the prior consent of the Global Outreach Team and approval by the Elders.*

b. Responsibility of Global Outreach Team to First Free Congregation

1. Provide opportunities to engage with Ministry Partners.
2. Generate and provide opportunities to engage missions through sending, supporting and even serving on short-term projects.
3. Nurture a worldview that emphasizes that our Ministry Partners are a vital part of our local congregation even though they may serve in other locations.
4. Raise and nurture awareness of our church's position as a local part of the universal body of Christian believers with responsibility to reach and serve those in our local community, city and the world.

VII. Policy Revision Procedures

a. Process

When a new or unforeseen issue not adequately addressed by the current Policy comes to the attention of the Global Outreach Team, the Team shall:

1. Identify the issue and its potential implications
2. Pray, seeking the Lord's guidance for First Free's appropriate response to the issue
3. Search Scripture for a biblical perspective on the issue
4. Seek counsel from others (e.g., the Evangelical Free Church of America or APMC [Advancing Churches in Missions Commitment]) who have encountered/addressed similar issues
5. If necessary, develop a Policy statement revision regarding the issue

The proposed Policy statement/revision shall then be presented to the Elders for their review and approval. If it is approved, the Policy shall immediately be changed to include it and distributed to our Ministry Partners.

b. Documentation

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The latest revision date shall be stated on the first page of the Missions Policy and at the bottom of each page.

VIII. Definition of Terms

Cross-Cultural: reaching across barriers of distance, language, custom, and religion.

Unreached: an ethnic group that has no self-sustaining local body of believers.

Ethnic group: a group of people having a distinct language and culture.

IX. Appendices

a. Support Grading Scale

Appendix A: Support Grading Scale

Support level of Ministry Partners shall be determined using criteria in four main categories. The goal is to provide more resources to Ministry Partners who have a significant relationship with First Free, who have appropriate ministry experience and education, who are reaching the unreached in hostile environments, and who have to embrace difficult living situations. The following scoring system is designed to provide objective criteria to aid in determining Ministry Partner support levels.

Check all that apply.

Maximum score of 10 points in each category, regardless of total number available.

1. Relationship with First Free

- Member of First Free less than 1 year (1 pt)
- Member of First Free for 1-2 years (2 pts)
- Member of First Free 2-4 years (3 pts)
- Member of First Free for more than 4 years (5 pts)
- Grew up at First Free (at least some of childhood or teen years at FF, 1 pt)
- Has held a leadership position at First Free (2 pts)
- Volunteer(ed) at First Free on a regular and/or significant basis (2 pts)
- Currently in a small group at First Free (1 pt)

2. Ministry experience

- Active in friendship evangelism (making friends with people who don't know Jesus, 2 pts)
- Reasonable amount of experience in same vocation (1 pt)
- High level of involvement with local church or community of believers (1 pt)
- Participated in regular community service (1 pt)
- Has been on short term missions trips (1 pt)
- Already served on the mission field (1 pt)
- Has disciplined or mentored others (2 pts)
- Has been disciplined or mentored (1 pt)

3. Targeted people group

- Unreached (7 pts)
- Reached (2 pts)
- Same culture as First Free (1 pt)
- Different culture from First Free (2 pts)
- Very different culture from First Free (3 pts)
- Intellectually hostile toward new indigenous believers¹ (1 pt)
- Physically/culturally hostile toward new indigenous believers² (2 pts)
- Committed Christians under persecution (2 pts)
- Children of missionaries (2 pts)
- Of the same people group as the ministry partner³ (1 pt)

¹ experience pressure to deny faith or re-convert to former religion (ex: Mormons)

² experience threats to physical well-being, ostracized from family and community (ex: Muslims)

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³ example: an Austrian serving in Austria, someone from inner city USA working in urban ministry, an adult missionary kid teaching at an MK school

4. Living Situation and Hardship (1 pt each)

- limited or no electricity in home
- limited or no running water in home
- limited access to medical care¹
- limited access to food staples and supplies²
- limited access to public transportation³
- limited or no fellowship with other missionaries/ministry partners
- limited or no access to expatriates from a similar home culture
- living outside of home culture
- limited or no organized fellowship of believers
- environment is hostile to the gospel (persecution of believers)
- daily life requires use of a language in which they are not fluent
- limited access to public forms of recreation (restaurant, theater, shopping)
- options for children's education are limited to homeschooling or boarding school

¹ Sufficient medical care includes ability to repair basic broken bones, stitches, and access to drugs that treat diseases common to that area.

² Sufficient food staples includes basic ingredients for that missionary's home food culture. (For example, can an American missionary purchase sugar, flour, salt, milk, eggs, reasonable variety of fresh produce, etc?). Examples of sufficient supplies include shoes, socks, undergarments, sheets, cooking pots and utensils, etc.

³ Sufficient transportation includes some form of semi-regular bus, train, or taxi routes used by locals.

Computation

A. Calculate total score from all four categories (maximum score of 40).

B. Degree of support is determined by score as follows

- 31-40 = Highest level of support
- 21-30 = Mid-level of support
- 1-20 = Lowest level of support

C. As stated in the policy, the Global Outreach Team's aim is provide financial support for at least 5% of a career ministry partner's budget. This means that we desire to support ministry partners who score in the lowest level of support for at least 5% of their annual budget. For ministry partners who score in the mid-level or highest level of support, we desire to support them for greater than 5% of their annual budget. For mid-level ministry partners, we aim to give them 7.5%; for highest level ministry partners, we aim to give them 10%.