



Missions

Policy

Manual

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Missions Policy Manual

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I. Introductory Information

A. *Statement of Purpose*

1. Globe International is committed to assisting the entire Body of Christ in fulfilling the Great Commission by sending, supporting, and overseeing missionaries on foreign fields.
2. Globe International is inter-denominational church-oriented missionary-sending organization.
3. Globe International's primary purpose is to carry the Gospel across cultural boundaries to unreached people, encouraging them to accept Christ as Lord and Savior; to draw disciples together into clusters of churches; and to help the churches, under the Holy Spirit's leadership, to multiply, serve their communities, and send out their own cross-cultural missionaries.
4. Globe International is involved in the following ministries:
 - Evangelism (Mass, Personal, and Child)
 - Planting National Churches
 - Training National Church Leaders
 - Medical and Dental Campaigns/Crusades
 - Bible and Literature Distribution
 - Orphanages and mercy ministries
 - Child Sponsorship Programs

B. *Globe International's History*

Ken Sumrall, Founder of Liberty Ministries, Pensacola, Florida, spent some of his early years in the ministry sharing the Gospel in Asia, Africa, India, Europe, and Latin American. Having a burden to train and send missionaries into these needy areas, he was led to establish Liberty Bible College. In the late 1960's he founded Globe International to serve as a sending agency for missionaries. Globe was formally organized in 1973. J. Robert (Bob) Bishop became Director in 1976 and served in that role until 2001. He also served as the President of Globe International from 1990 to 2003. Doug Gehman served as Assistant Director from 1994 to 2001, as Director in 2001. Doug became President/Director of Globe in January, 2004.

For more detailed information about Globe International, a Globe History video, entitled, "Celebrating 30 Years" is available from Headquarters.

C. *Globe International's Doctrine*

The following articles are not intended to delineate all that we believe. These fundamental doctrines are provided here as a basis for unity and purpose in the work and ministry of Globe INTERNATIONAL missionaries.

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1. Inspiration of the Scriptures

We believe in the verbal inspiration of the Bible, both the Old and New Testaments (II Timothy 3:16; Hebrews 4:12; I Peter 1:23-25; II Peter 1:19-21).

2. God

We believe in one God revealed in three persons: The Father, the Son, and the Holy Ghost (Matthew 3:16, 17; 28:29; John 17).

3. Man

We believe that man in his natural state is a sinner, lost, undone, without hope, and without God (Romans 3:19-23; Galatians 3:22; Ephesians 2:1, 2, 12).

4. Divinity and Humanity of Christ Jesus

We believe that Jesus is God come in the flesh and that He is both divine and human (Luke 1:26-38; John 14:1-3; Acts 2:36; 3:14, 15; Philippians 2:5-12).

5. Blood Atonement

We believe in the saving power of the Blood of Jesus and His imputed righteousness (Acts 4:12; Romans 4:1-9; 5:1-11; Ephesians 1:3-15).

6. Bodily Resurrection

We believe in the bodily resurrection of Jesus Christ (Luke 24:39-43; John 20:24-29).

7. Ascension

We believe that Christ Jesus ascended to the Father and is presently engaged in building Heaven and interceding for the saints (John 14:1-6; Romans 8:34).

8. Second Coming

We believe in the visible, bodily return of Christ Jesus to this earth to rapture His Church (Bride) and judge the world (Acts 1:10, 11; I Thessalonians 4:13-18; II Thessalonians 1:7-10; James 5:8; Revelation 1:7). (In our opinion, it is not necessary that we all believe alike concerning whether He is coming before, during, or after the Great Tribulation.)

9. Salvation

We believe that the terms of salvation are repentance toward God for sin and a personal, heartfelt faith in the Lord Jesus Christ, which results in regeneration of the person. This salvation is entirely by grace of our Lord and not of works. Works are excluded except as FRUIT of salvation. (Acts 3:19, 20; Romans 4:1-5; 5:1; Ephesians 2:8-10).

10. The Local Church

We believe the Church of the Lord Jesus Christ is a Body of believers who have been baptized in the Name of the Father, Son, and Holy Ghost; who are under recognized, delegated authorities; and who assemble to worship, carry forth the Great Commission, and minister as the Holy Ghost leads (Matthew 16:18; 28:19, 20; Acts 2:40-47; 20:28; Ephesians 5:22-32; I Timothy 3:15).

11. Ordinances

We believe that the two ordinances of the Church are Water Baptism and the Lord's Supper.

Water Baptism: Immersion in water in the Name of the Father, Son, and Holy Ghost (Matthew 3:15, 16; 28:19, 20; Acts 8:39; Romans 6:1-4). A symbol of identification with Jesus Christ in His death, burial, and resurrection.

The Lord's Supper: A memorial of the death, resurrection, and second coming of our Lord Jesus Christ (Luke 22:13-20).

12. The Separated Life

We believe that believers should seek, as the early disciples did, to practice the separated life from the world and unto Christ and to set standards of conduct which shall exalt our Lord and His Church (Romans 12:1-3, II Corinthians 6:17; Galatians 6:14; Ephesians 5:11; Colossians 3:17).

13. Heaven and Hell

We believe the Scriptures clearly set forth the doctrines of eternal punishment for the lost and eternal bliss and service for the saved - Hell for the unsaved and Heaven for the saved (Matthew 25:34, 41, 46; Luke 16:19-31; John 14:1-3; Revelation 20:11-15).

14. Holy Spirit

We believe the Holy Spirit to be the Third Person of the Trinity whose purpose in the redemption of man is to convict men of sin, regenerate the repentant believer, guide the believer into ALL truth, indwell, empower and give gifts to believers as He wills. We believe that the manifestations of the Holy Spirit recorded in I Corinthians 12:8-11 should operate in the church today (Luke 11:13, John 7:37-39; 14:16, 17; 16:7-14; Acts 2:39-48) and that the infilling and empowering of the Holy Spirit should be evident in the life of every believer for witness, devotion to Christ and victorious Christian living.

15. Divine Healing

We believe that God has used doctors, medicines, and other material means for healing; but divine healing was also provided for in the Atonement (Isaiah 53:5) and may be appropriated by laying on of hands by elders (James 5:14-16), laying on of hands by believers (Mark 16:18), by the prayer of an anointed person gifted for healing the sick (II Corinthians 12:9), or by a direct act of receiving this provision by faith (Mark 11:23).

16. Priesthood of Believers

We believe that each believer is a priest of the Lord (Revelation 1:6) and has direct access to the Father through the Lord Jesus Christ. Each person must believe for himself, be baptized for himself, obey for himself, and answer to his Creator for himself.

17. Government of the Church

We believe that the New Testament Church should be apostolic in nature and governed by delegated authorities. The ordained officers of the Church are apostle, prophet, evangelist, pastor, teacher, local (counseling) elders, and deacons (Ephesians 4:11; I Timothy 3; Titus 1:5-9).

II. Organizational Structure and Management

The affairs, policies, and operations of the corporation shall be under the management and control of a Board of Directors.

A. The President and Director

The President shall serve as general overseer of the Board of Directors and guide in the establishment of policies and polity for Globe International, Inc. With the Director, he shall oversee of all administrative affairs of the staff and missionaries of Globe International.

B. The Board of Directors

The Board of Directors establishes the ends (goals) of the organization and the policies and polity to achieve those ends under the direction of the President of the corporation.

1. They set the general budget and the salaries of the officers and the major staff of Globe International.
2. They establish the general qualifications of all missionaries serving under Globe International.
3. They serve as trustees of and hold in trust the assets of the Corporation.
4. They have the power to execute all legal documents of the Corporation.

C. Leadership Team

The Leadership Team serves directly to carry out organizational vision and goals. The Leadership Team is comprised of the following positions. One person may fill more than one role at any given time. Spouses of each person are normally included in the Leadership Team.

1. President/Director
2. Coordinator for Administration (Office Manager)
3. Coordinator of Missions Training
4. Coordinator of Donor/Church Relations
5. Coordinator of Strategic Development
6. Coordinator of Member Care
7. Coordinator of Humanitarian Aid Ministries

D. Area Representatives

When needed, Area Representatives may be assigned by the Board of Directors to oversee Globe activities and personnel in certain geographic areas. Area Representatives are responsible to:

1. Assist the Directors in placing and overseeing new appointees on the field.
2. Offer recommendations and suggestions to Globe Directors, providing them with information and facts dealing with any area of ministry for any missionary.
3. Be available to investigate matters of interest to Globe Board of Directors, and provide information and assistance for the initiation of new ministries.
4. Be available for the missionaries to call on for counsel and other general and practical assistance. In this capacity they would also serve as a mediator for Globe Directors, assisting them in ministering to missionaries.
5. Assist Globe in coordinating visits of Directors and others to Globe missionaries on the field.

E. Missionary Category Designations

In view of the diversity of missions involvement that is prevalent in contemporary missionary outreach, Globe has established three missionary category designations. These serve as an identification and placement tool for new missionaries and for distinction of career and senior missionaries.

1. Short Term Assignment (ST)

Short Term missionaries are usually non-career, part time missionaries who give specialized assistance to Career (CA) missionaries, or who, upon approval, pursue their own ministry call. Normally (ST) missionaries serve in short-term assignments that last from two weeks to three months in duration. (ST) missionaries will usually reside in the United States and make one or more trips to the field each year. They must meet all application requirements of (CA) missionaries. (ST) missionaries can raise funds for their ministries, usually to be used for travel and ministry trips only. On a severely limited basis, not to exceed \$500 per month, (ST) missionaries can receive funds as payroll for personal support. To meet minimum requirements to remain active with Globe (ST) missionaries must make no less than 3 trips overseas for ministry in each calendar year.

2. International Assignment (IN)

International missionaries are career missionary personnel who are recognized to have a ministry that spans more than one nation or who have a specialized ministry that is recognized by the Board of Directors to require special treatment. (IN) missionaries may reside either in the United States or in another country. Their ministries are marked by travel and specialized gifts such as leadership, oversight, specialized skills or anointing. Globe does not usually appoint candidates to the International category unless they have a proven ministry and have years of experience in missions. (IN) missionaries must meet all application requirements of (CA) missionaries and must be active in their specialized ministry.

3. Career Assignment (CA)

Career Assignment missionaries are persons with a confirmed and proven call of God to ministry and to missionary service who commit themselves to a lifetime in cross-cultural work. Career Assignment missionaries must have a proven record of service, or, if new to missions, be clearly committed to establishing a career in overseas living and ministry. They will generally be expected to spend 2-4 years per term in their overseas assignment with brief (3-6 months) furlough/itinerary visits to the U.S. between terms. Most of Globe's missionary personnel serve under the (CA) category.

4. Missionary Intern (MI)

Missionary Interns are assigned to work with another Globe missionary or other approved missionary or organization for a period up to but not to exceed two years. Missionary Interns are not ordained and are not on Globe's payroll. Like all other Globe missionaries, they must raise their own support, and are given a per diem expense limit for their living expenses while in service. Globe provides limited services to this category.

F. Ministries within Globe INTERNATIONAL

Globe recognizes that many ministries require a distinct identify even as they operate under the auspices of the Globe administrative covering. Globe serves many such ministries who have entrusted their financial, personnel and other administrative needs to Globe. Globe requires certain minimums (such as Globe information on printed matter, reports, web links, etc. and ECFA required reporting methods and accountability) in such relationships, both to adhere to legal and ethical considerations, and also to present a united front to the general public of churches, contributors, and leaders we serve.

G. Cooperating with Other Mission Agencies

Globe encourages cooperation between like-minded mission agencies and Christian organizations and as such maintains a flexible policy with regards to this kind of interaction. It is common for Globe missionaries to work with other agencies or to collaborate on projects. On occasion, for practical or other reasons, Globe missionaries may establish affiliation with another agency while maintaining a tie with Globe. Providing that there is no conflict of interest, where administrative responsibilities are clearly defined, and where accountability is sustained, Globe is cooperative in these relationships. At times a Globe missionary may choose to transfer his/her affiliation completely to another agency. Globe will generally facilitate this type of individual decision, unless there are specific conflicts of interest involved.

At issue for Globe in such relationships mainly deals with clearly defining the following: who will be responsible for administration, how does authority and accountability to oversight work, how communication with supporters and churches will be done, and how to provide for healthy interaction among the members of the missionary team.

H. Pastoral Involvement

Globe encourages each missionary and missionary family to maintain strong ties with a home church and to solicit pastoral involvement in the missionary's ministry. Globe welcomes consultation with these pastors and will carefully consider his/her suggestions regarding a missionary's ministry.

I. Globe International's Relationship with the Local Church

The task of world evangelization was given to the Church, the "gathered together" assembly of God's people: Mark 16:15. It was from the church at Antioch that the Holy Spirit sent out the first missionaries: Acts 13:14. We are persuaded that the scriptural New Testament pattern for world evangelization is for the local church to send missionaries to preach the Gospel, plant indigenous churches, and to teach disciples to obey the Word of God and evangelize others in their own tribe or language group.

Mission agencies are an arm of the local church - a structure of the church for sending forth disciples to spread the Gospel. Missions agencies serve local churches, working in cooperation with and amenable to them.

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Mission agencies, because of their focus on a specific task, and with corresponding expertise in matters related to foreign missions, can efficiently provide the needed specialized administrative support for foreign service, as well as fellowship, spiritual oversight and guidance to those sent forth by the local church. This symbiosis then requires that missionaries are accountable to both their mission sending agency and their local church home. The local church recognizes those who are called to missions, and after local approval, sends forth laborers through a missions agency. Local churches and church members provide materially and financially for its missionaries - resources which are managed by the mission agency.

Globe works diligently to provide, in conjunction with the churches the missionary represents, pastoral care for the missionaries they have placed on the field. Globe leadership believes we have been called by God to work side by side with the local church to "Go...to all the world...making disciples..." With this in mind, Globe's policy is to involve local church leadership, as much as is reasonably possible, in the decision-making process relating to any major ministry changes in the life of a missionary.

III. Advantages of Belonging to Globe INTERNATIONAL

A. Spiritual Covering

Globe operates as both an administrative and spiritual covering for missionaries, and as such helps provide some of the personal and legal accountability and pastoral care that a missionary needs (Hebrews 13:17; Romans 14:10-12; I Peter 5:2; II Corinthians 1:24)

B. Credibility

Globe has a solid reputation for being an organization of integrity. Globe is a member of **The Evangelical Council for Financial Accountability, The Accelerating International Mission Strategies (AIMS)**, and the **AFMA (Alliance For Missions Advancement)**.

C. Representation and Service in the United States

Globe's services to missionaries greatly ease the ongoing process of missionary work. Globe acts as a non-parochial receiving agency for your funds and provides tax deductible receipts to contributors in a timely and professional manner. Globe provides banking assistance for your financial security, continuing communication to your supporters through statements and newsletters, and offers tax assistance and up-dates on IRS requirements.

Globe also helps promote your ministry to a wide audience through:

- a. Globe multi-media presentations
- b. Newsletters
- c. Direct contact with churches and supporters
- d. Other promotional services.

Globe serves you through:

- a. Consistent oversight and involvement in your ministry
- b. Monthly newsletter assistance
- c. Financial accounting
- d. Tax preparation
- e. Various resources for normal missionary needs

IV. Guidelines for Becoming a Globe INTERNATIONAL Missionary

Globe is seeking committed men and women who are dedicated to accomplishing God's purposes in world evangelism and who are trained and equipped to effectively present the Gospel.

A. *Qualifications and Requirements*

1. **Spiritual and Relational**

- a. Applicants must have had a personal experience of salvation through Jesus Christ. They should also be living a consistent Spirit-filled life demonstrated by a walk of faith, a life of witness, an openness to the work and gifts of the Holy Spirit, and a conscientious obedience to God's Word. Their Christian testimony should reflect a "good report" by those within and outside the Body of Christ.
- c. Applicants must be an active member and in good standing with a local church. Membership should have been active for a sufficient period of time to establish a relationship with the church and to prove his/her character and ministry. Pastoral recommendation is expected.
- d. Applicants should have a testimony of tithing to their home congregation. Being able to show regular support of missions by offerings is also recommended. Experience has demonstrated that those who have not tithed and supported missions, will have a difficult time financially on the mission field.
- e. Applicants must demonstrate a willingness to flow with the Administration of Globe.

2. **Educational**

Each applicant should have a working knowledge of God's Word. Bible college training or its equivalent is recommended, but not required if the applicant has other desirable qualifications or experience - such as a proven ministry, or assignment on the field that will not require teaching and preaching. Generally, some minimum biblical education standards are recommended.

- a. Minimum biblical study requirements.

These minimum study requirements can be met at the institute level. Applicants can inquire as to whether the training they have received meets these minimum requirements. For those who need further training, Globe will refer applicants to correspondence study programs. In most cases, if an applicant commits to a course of study, Globe will not delay approval of the candidate's appointment.

- b. Missions Training requirements.

Globe offers two options for meeting missions training requirements: The Institute for Global Ministry or Boot Camp Missions Training School. More information about these required training programs can be acquired at www.gme.org or at Globe Headquarters. Any person who has completed "The Perspectives Course" with the U.S. Center for World Mission may be able to apply this training toward a partial fulfillment of Globe training requirements.

- c. Missions reading assignment.

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All candidates are required to read the following list of missions related books. Each candidate or couple will receive these books from Globe during Orientation and their Globe account will be charged. A book price list is available in the Globe Missionary Manual. Every candidate should read at least one per month during itineration. Upon completion of each book, a one-page summary report entitled “*What I Learned From This Book*” or “*What Impressed Me in My Reading*” should be written and sent to the Assistant Director. The reading list must be completed before departure for the field.

- 1) *The Indigenous Church*, Melvin Hodges
- 2) *Anthropological Insights for Missionaries*, Paul Hiebert
- 3) *Ministering Cross-Culturally*, Lingenfelter/Mayers
- 4) *How to Write Missionary Newsletters*, Alvera Mickelson
- 5) *Getting Sent*, Pete Sommer
- 6) *On Being a Missionary*, Thomas Hale
- 7) *Friend Raising*, Betty Barnett
- 8) *Daring to Live on the Edge*, Loren Cunningham
- 9) *God to the Ripe Fields First!*, Doug Gehman

3. Physical

Each applicant and all dependent family members must have a thorough physical examination and medical clearance from a physician before application approvals can be finalized.

4. Marital

- a. A wife is expected to share her husband's call and participate in and support her husband's ministry on the field. The establishing of the home and the wife's ministry to her husband is considered participation.
- b. Divorced and/or remarried persons with a spouse still living are accepted by Globe contingent upon individual review by the Board of Directors.
- c. All single Globe missionaries are expected to inform Headquarters before announcing their engagement. A prospective marriage partner will be accepted as a missionary only on after meeting Globe requirements. Missionary Interns (MI) and (CA) missionaries in their first term of service (2-year minimum) are prohibited from entering into romantic relationships with the opposite sex, at home or abroad. If a single missionary chooses to enter such a relationship, it is expected that he/she will first leave the field of service, and resign from Globe. Because of the complications of cross-cultural relations, after two years as a (CA) missionary, single missionaries are free to pursue marriage as God leads, but are strongly advised to do so under the guidance of both their pastor and the Globe Directors.
- d. Newly-married couples will not be allowed to leave for the field until the Board feels sufficient time has passed to allow for marital adjustment. A minimum of one year is generally recommended. However, each couple's situation is independently judged according to the circumstances and situations at the time of their marriage.

5. Language

Language study during the first term of service is mandatory for all career missionaries working in non-English-speaking countries. Language study usually requires one to two years of focused study, depending on the language. This will be the primary goal for first term missionaries. Only under rare situations will this rule be excused.

6. Financial

a. Personal Debts

Each candidate should be debt-free before leaving for his field of service, with the exceptions of home mortgage payments when you are maintaining a home in the United States. In some cases, the Board may see fit to waive the policy on applicant's debts.

b. Financial Support Level

No candidate will be allowed to leave for a field of service until the stipulated level of monthly financial support has been raised. It is the candidate's responsibility to regularly report to the Directors his/her progress in raising financial support. The Directors on occasion may waive this requirement if the candidate has attained at least 80% of their financial goals.

B. The Application Process

1. Request an application packet from our headquarters in Pensacola. Complete the application and return it. A **\$25.00 non-refundable application fee** must be included for each applicant.
2. If married, both the husband and wife must complete an application. Dependent children of applicants are not required to apply.
3. Submit a recent individual photograph with each application. Couples with children should submit a family photograph also.
4. Your application will be reviewed by the Globe Director, who will contact you for any clarification needed. Upon preliminary approval, your application will be presented to the Board of Directors for final approval.
5. After your application is reviewed, you will be interviewed in Pensacola by the Globe Director and possibly by the Board of Directors. The Board may choose to approve your application, subject to your interview.
6. After approval, you are required to schedule a visit to Globe Headquarters for a two-day *Missionary Orientation*. Orientation will familiarize you with the Globe staff and help acquaint you with our policies, procedures. A **\$125.00 (per single person or married couple) Orientation fee** will be charged to your Globe account to cover the cost of Orientation manuals, required reading books (listed above) and administration. Unused portions of this fee will be credited to your newly opened account at Headquarters and services. A Globe Missionary Fund account will be activated in your name.
7. Before departure to the field, each candidate will also be required to attend Globe's annual one-week "Missions School" in Pensacola. Ask the Globe Directors for details about scheduling and fees associated with the Missions School.

C. Classification

1. Upon acceptance you will be classified as a Missionary Candidate and be assigned to a missionary category. The Candidate will remain in this stage until departure to the field. If the candidate does not depart for the field within 18 months from acceptance, the candidate's appointment is subject to review.
2. Each candidate must be ordained or licensed by a ministry recognized by the Federal Government. Globe does not ordain or license missionaries. Upon acceptance by Globe, candidates without previous ministerial credentials or those who have no affiliation with other ordaining organizations, can be recommended to receive ordination or licensing through organizations known to Globe. Interns, and in some cases other candidates, are exempt from the licensing and ordination requirement.

V. Financial Policies

The following is a brief outline of Globe's financial policies. A more thorough explanation is provided in the Finance section of the *Missionary Manual*.

A. Financial Support

1. Globe is a faith-based agency, and as such all Globe missionaries are also faith missionaries. You must look to God as your source. You must raise 100% of the funds you will need for your regular support. The Globe Directors will help you establish monthly budget requirements.
2. Deputation and support raising issues are covered thoroughly in Globe orientation sessions and are included in your required reading. Candidates should study the reading assignments thoroughly to become familiar with the deputation and fund raising process.

B. Handling of Funds

All funds given to Globe become the legal property of the organization (per IRS regulations). It is Globe's policy to use funds for projects and ministries as they are designated by the contributor. Contributions to Globe for an individual missionary or for a ministry project are tax deductible. All funds designated for Globe missionaries' personal support and ministry are accounted for through the home office for recording, deposit, and proper distribution. This assures financial accountability to the IRS, missionary supporters, and the missionary on the field. The home office will provide the missionary with a monthly record of support received.

C. Accountability to Globe International

It is expected that Globe missionaries will commit the complete financial handling of their missionary ministry fully to Globe. This includes raising funds, handling funds, and reporting on the use of funds. The ECFA (Evangelical Council for Financial Accountability) requires that all member organizations demonstrate full disclosure in financial accounting.

1. In the spirit of integrity and disclosure, Globe requires that our missionaries use Globe exclusively for their ministry fund managing purposes; missionaries should not engage in raising money or managing funds in separate personal or ministry accounts. In short, all funds that are raised for your missionary support, both personal and ministry projects, must be sent through Globe.
2. Funds and or non-cash contributions (such as equipment, building materials, etc.) received directly on the field or apart from the Globe accounting system, should be fully accounted for and clearly documented as to their nature and value, and such documentation should be available upon request of the Globe Directors and/or outside inquiries.

Globe permits missionaries to receive personal offerings and contributions that are not run through Globe's books on a limited basis. A limit of \$3000 of non-tax-deductible gifts can be received each year in this manner. All other contributions should be directed to Globe.

D. Ownership of real estate, equipment and other property

It is understood that in the course of doing ministry, planting churches, and starting programs, it will become necessary for missionaries to buy equipment, vehicles, real estate and other kinds of large value assets. As a matter of law, such assets that are designated for ministry purposes, and for which funds are raised for such purposes, are the property of Globe International until such time as they are officially and legally transferred to another non-profit entity (i.e. a legally organized national church or non-profit organization, etc. either in the U.S. or other nation). Missionaries are expected to manage such funds with the highest degree of integrity in accounting, use, distribution and documentation. Globe provides documents for the initial distribution of project funds, but further documentation, after expenditures are complete, to demonstrate ownership and etc. may also be required.

1. In no case can ministry/project funds be used for a missionary's personal needs.
2. At no time can equipment, real estate, vehicles or other such property to transferred to a missionary's personal use or ownership. If such property is sold, the funds from the sale must be used within the same ministry or be transferred to a like-kind ministry with Globe's or the national organization's approval.
3. Missionaries are not permitted to buy land or other registered equipment or property (like vehicles, etc.) in their own name that is intended for ministry purposes. Such practice circumvents the legal process of establishing appropriate non-profit entities within a host country (that are created for the purpose of managing money and assets, and owning land and property for charitable causes), and creates serious ethical and legal issues with regard to the proper use and expenditure of ministry/project funds.
4. If missionaries work in nations where the creation of legal non-profit organizations is impossible, the distribution of project monies to them will be greatly restricted unless they are partnering with and seconded to a legal entity that can manage such funds.

E. Communication, Newsletters and Fund Raising

Globe encourages all missionaries to clearly communicate with supporters, churches, friends and others about their mission call and to give people an opportunity to give. Globe is committed to biblical fund raising and the values of faith, prayer and communication with people in the patterns set forth in the New Testament in reference to God's way of providing for His work.

Globe offers a state-of-the art system of designing, printing, and bulk mailing missionary newsletters. All Globe missionaries are welcome to make use of this service. Globe missionaries are encouraged to design their own newsletters and to make their letterhead unique to their ministries. Each missionary must provide his/her own mailing list (minimum of 200 names to receive USPS bulk mail discounts). Globe does not use or share these mailing lists for fund raising purposes. Globe does send Contribution Reports and a general Globe Update newsletter to all contributors four times per year, but this communication is never used for fund raising purposes.

F. Accounts

1. Globe account

For Intern Finances refer to section 4 of this manual.

2. Bank checking account

- a. An AM South Bank checking account in Pensacola is required for fund distribution.
- b. The President and Director of Globe must be signatures on your account. This enables Globe to assist in your banking when you are overseas.
- c. Payroll deposits are handled by direct bank deposit.

G. Contribution Statements and Acknowledgements

1. Contribution statements along with a message from the President will be sent semi-annually to the missionary's contributors. Once per month (during the first week of the month) the missionary receives a report listing current contributors and amounts for the previous month.
2. Every new contributor receives a personal letter from the President. Special or substantial contributions will be acknowledged by a personal letter or phone call from the President or Director.

VI. General Information

The following section provides a basic overview of some of our general policies and guidelines for missionaries. Approved candidates will receive more in depth treatment of some of these subjects during Orientation.

A. Unity

Our desire is to maintain peace and unity among Globe missionaries. If a situation or problem arises that necessitates mediation, please discuss such matters with the Globe Directors first, rather than with outsiders who are not involved.

B. Newsletters

1. Minimum requirements

Because of the need to keep your supporters informed of your work, prayer requests and financial needs, Globe requires all missionaries to send a minimum of eight newsletters per year. Twelve are strongly recommended.

2. Printing and mailing services provided by Globe INTERNATIONAL

Globe offers a state-of-the-art design, printing and bulk mailing service for missionary newsletters. Missionaries are encouraged to make their newsletter letterhead unique to their ministry. Except for large publications requiring extra layout work, you are only charged for the cost of materials (paper) and postage for newsletter services. All labor is provided as a part of Globe's services. Full details about this service are provided in the Globe Missionary Manual.

3. Stationery requirements – per USPS bulk mail regulations

- a. The Globe logo must be on your newsletter.
- b. The Globe address and telephone numbers must be on the newsletter.
- c. The ECFA logo must be on the newsletter.
- d. For missionaries opting to use Globe's printing services, stationery and envelope design must be approved by the Globe Newsletter department to ensure they comply with our mailing permits regulations.
- e. To satisfy US Postal Service regulations, Globe envelopes must be used for all mailings done by Globe.
- f. Ministries within Globe can request some adjustment of the above policies, but must remain within legal and postal regulations.

C. Leaving the Field - Policies

1. Vacations

Each missionary is encouraged to take an annual vacation for the purpose of rest and rehabilitation. Vacation time should be between two and four weeks. Vacations can be taken on the field or during deputation in the United States.

2. Deputation and Furlough Leave

It is expected that missionaries will return to the United States at regular intervals to visit churches and supporters. This is necessary both to maintain healthy relationships with ministry partners, to communicate about the work on the field, to increase missions awareness and involvement, and also to raise additional support as necessary. Furlough and itineration are considered a normal part of a missionary's job. Guidelines for the duration of furlough and itineration are as follows:

- Two years on the field: 3 months itineration
- Three years on the field: 4-5 months itineration
- Four years on the field: 6-9 months itineration

Furlough also includes vacation time. Normally a one month allocation of vacation is appropriate and should be added to the above itineration limits.

Globe does not strictly enforce the above. They are offered as normal and appropriate guidelines. Missionaries should be advised that excessive time AWAY from the United States and excessive time IN the United States usually will negatively affect their support base. Missionaries should inform Globe about all plans for furlough and/or itineration in the United States.

3. Emergency leave

The missionary will be granted leave for emergencies occurring while he is on the field. If at all possible, he should contact the Globe Director or Assistant Director at his home or office before leaving the field. Emergency leave is defined as circumstances that require a missionary to leave their host country, such as political or civil uncertainty, loss of a residence visa, threatening circumstances, etc. The missionary should use the time away from his/her work on the field to recover from the emergency and to formulate a plan to return or determine God's new direction. Emergency leave does not warrant a long absence from the field, but only that which is needed to regroup.

4. Sick Leave

Missionaries who must return to the United States for medical treatment (for either themselves or an immediate family member) will receive sick leave status, the duration of which shall not exceed six months in any five-year period. If an illness is of a more serious or life-threatening nature, the missionary can request an extension on this time, and the Board will take the request under consideration.

The crucial issue for the Board of Directors is only the status of the missionary in relation to his/her overseas work and the corresponding relationship with Globe and contributors. Globe will make every effort to be supportive and understanding as the missionary processes any changes in his/her missionary appointment during such time of crisis.

Unless special arrangements are made, normally after six months, the missionary would be expected to resign his/her missionary appointment and inform Globe and his/her supporters. An additional "readjustment" time of three months would be allowed if needed.

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If, after recovery from the illness, the missionary wishes to return to the field, Globe would make every effort to help the missionary reactivate the appointment.

5. Bereavement Leave

In the case of the death of an immediate family member, Globe permits bereavement leave of up to six weeks in each case. Any time in excess of this should be cleared with the Globe Directors.

6. Education Leave

Occasionally a career missionary will find it necessary to return to the United States to upgrade his/her education, or to pursue a track of specialized training. Such education leave is permitted with the following limitations:

- Two-semester, nine-month maximum in any four-year period.
- Furlough and itineration can be combined with education leave, if the total time away from the field does not exceed twelve months. In such circumstances, the Board should be informed of the plan. Also, Globe will expect that the missionary's supporters are kept clearly informed about the missionary's plans and intent to return to the field on a specific date.

7. Relocation or major change in ministry

Major ministry changes of any kind should be presented to the President and Director in advance. Some cases may require Board approval.

8. Termination of service

- a. Besides consultation with other pastors and leaders to whom you relate, the Directors should be consulted when deciding to terminate missionary service.
- b. The missionary should notify supporters of termination. A letter from the Director, together with a letter from the missionary, will be sent to each supporter. These letters will inform the supporters of the change in their ministry and will express appreciation for their support.
- c. Missionaries who are leaving the field may continue to receive funds through Globe according to the following schedule:

Up to 2 years of service:	3 months
2-5 years of service:	6 months
5-10 years of service:	12 months
Over 10 years of service:	reviewed case by case
- d. Should any occasion of sufficient gravity arise, the Board of Directors reserves the right to curtail the activities of or dismiss any Globe missionary with the approval of the President. Such dismissal will be handled in confidence.

D. Stateside Residence – Policies

Globe takes a very limited position on missionaries who live in the United States. The vast majority of missionaries, who receive monthly support for missions work, will be expected to reside outside of the United States. Some exceptions to this policy would include:

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- Missionaries who are retired and/or have their own funds and who use contributions solely for travel and ministry support (other than personal).
- Missionaries who are specifically requested to live in the United States for job assignments given to them by the Globe Board of Directors.
- Part-time missionaries who make occasional mission trips and who support themselves by other means.
- Full time missionaries who are temporarily on leave (as per “Leave from the Field” policies).

E. Policy toward foreign governments

1. Guests, not citizens

The aims of Globe are spiritual, not political. Missionaries are guests in a country and must show respect toward all in authority in the host country and strive to cause no offense by the way they speak, act, or dress.

2. No political involvement

Globe prohibits involvement in any political action on foreign fields. We hold to a non-involvement, non-participation policy.

F. Tent-making

Globe accepts tent-makers for spiritual oversight. Under some circumstances it is also beneficial or required for a fully supported missionary to undertake secular employment on the field. Missionaries should consult with the Directors before taking employment on the field to consider the implications of this decision.

G. Notification of Problem Situations

Please notify Headquarters of problem or crisis situations such as: Family emergencies or difficulties, financial emergencies, political unrest, and natural disasters. While Globe cannot guarantee that we will be able to find answers or solutions for every crisis, we will rally prayer support and do what we can.

VII. The Globe INTERNATIONAL Board of Directors

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Board Position: President

President/Director, Globe INTERNATIONAL
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Jerry Webb

Board Position: Vice-President

President, Webb Electric Company
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Jimmy Weaver

Board Position: Treasurer/Secretary

Accountant - Owner, Northwest Florida Consultants
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Honorary Board Member

President Emeritus