

Sample #1—Letter Format

Dear [Missionary],

Welcome to the missionary family of [Church]! We are so pleased to inform you that after prayerful consideration the Mission Council invites you to join our missionary family. We will begin your support of [dollar amount] per month effective [date] for this term of service. It is our policy to evaluate the financial needs of every supported missionary annually. Your mission agency will be asked for an update on your support level need. During your home service (or at the end of this current term), we will request that you come for an interview to give us an update of your past ministry and future plans. A decision will be made at that time concerning renewal of our financial commitment to you for future ministry.

Our Part:

1. As a council we will pray for you and encourage the congregation to do likewise.
2. We will send your support monthly to your mission account at your mission agency.
3. We will inform the congregation of your needs and prayer requests, and encourage personal relationships with you.
4. We will email/send you our regular church publications, and communicate with you regularly regarding pray needs and updates about church life.
5. We will seek to meet your varied needs as we are aware of them.

Your part:

1. As a member of our mission family we request that you pray for [church] and the Mission Council regularly.
2. Correspond with us via the quarterly report in addition to your printed prayer letters and emails.
3. Seek to develop friendships and fellowships with families from [church].
4. Attend our conferences and missions retreats when possible and share your ministry as assigned with adult or children's classes, small groups, etc.
5. We encourage you to develop an in-depth relationship with one of our adult Sunday school classes or a small group.
6. Seek to spend some quality time with us during your home service. Inform us ahead of time of the details and be willing to allow us to minister to you while you fellowship with us.

We thank the Lord for your commitment to serve Him. We look forward to having you represent us in sharing the Gospel of Jesus Christ to a needy world.

In His Service,

Sample #2 – Covenant Format

COVENANT BETWEEN CHURCH, MISSIONARY, & MISSION AGENCY

This joint missionary venture is entered into between [Church], *Named Missionaries*, and *Named Mission Agency*.

BELIEVING that...

- God has called His church to world-wide evangelism,
- God has specially gifted some members of His church for service as missionaries, and that
- the local church should partner with missionaries and their agencies to carry out the Great Commission, these parties do hereby agree to abide by the following principles and respective responsibilities:

SECTION I: Responsibilities of [Church]:

A. PRAYER SUPPORT

1. [Church] is committed to praying for our missionaries. The church will provide **information** to our congregation regarding your prayer needs and will encourage them to pray regularly and specifically for you.
2. [Church] will assign the missionary to specific prayer groups for prayer support and will encourage individuals to “adopt” you as their missionary for prayer support and correspondence.

B. FINANCIAL SUPPORT

1. As the Lord provides, [Church] is committed to support its missionaries financially **each month** of their assigned term, including home service.
2. [Church] will **review** the missionary’s financial support, at least annually to determine his/her needs. We will attempt to help make up any shortfalls. [Church] will attempt to help meet **outgoing and specific project expenses**, as presented by the missionary and confirmed by their agency.
3. Financial support begins two months prior to arrival on the field. After review, financial support may be renewed for **subsequent terms of service**.

D. COMMUNICATION

1. [Church] will make **prayer cards**, and **copies of prayer letters** available to the congregation as supplied by our missionaries, and disseminate special **prayer requests** by email.
2. [Church] will regularly communicate with its missionaries on the field through **church publications** such as church bulletins, newsletters, and annual reports.
3. Members of [Church] missions leadership team will communicate regularly with its missionaries via personal correspondence.

E. CARE AND COUNSEL

1. [Church] is concerned that our missionaries’ physical, emotional, and spiritual **needs are met**. [Church] will provide Christmas gifts, personal mail, and whatever else we can do to remind you of our concern and to be an encouragement.
2. [Church] will attempt to provide **counseling** to our missionaries as needed and appropriate.
3. When our missionaries are on home service in our area, [Church] will attempt to provide **housing and automobiles** at a reasonable cost. These are best reserved as far in advance as possible. Although housing requests for a full year are given preference, [Church] will try to accommodate any short-term housing needs that its missionaries may have.

SECTION II: Responsibilities of the Missionary

A. COMMUNICATION

1. The missionary will communicate at least quarterly with [Church] in the form of a **prayer letter**. Between prayer letters, the missionary will provide email prayer updates.
2. The missionary has an important role as an extension of [Church] in another part of the world. Therefore, we request that you provide us with videos, pictures, and/or other material which will enhance **missions awareness** of your field and ministry within [Church].
3. If a significant **change in ministry assignment or location** is being considered, the missionary (as well as the mission agency) must consult with the church well in advance of a decision. *Failure to do so may result in the termination of [Church] support.*
4. The missionary will report to [Church] **in person** at least once during each term, usually during home service (or at least every three to four years for US-based missionaries). Attendance at [Church's] annual missions conference is requested whenever possible. If the missionary is available at other times during the year, we will do all we can to arrange speaking engagements and group meetings within the church.
5. The missionary will provide an **annual written report** (copy of annual report to mission agency is acceptable) to the church missions team, outlining ministry activities and results of the previous year as well as intended ministry objectives for the coming year.

B. FINANCIAL SUPPORT

1. Our monthly support level is considered to be the total church's support. Therefore, the missionary **will not directly solicit funds** for any purpose among our membership.
2. [Church] will do all it can to help meet whatever financial needs its missionary might have, whether they are monthly support needs or one-time project needs. You, the missionary **should contact us with full information** about such needs and give us the opportunity to respond as we are able. Higher priority is given to projects with higher ministry impact. While we do have priorities for available funds, we request that you consult with us so that we might better fulfill our role as a sending church.

Section III: Responsibilities of the Mission Agency

A. COMMUNICATION

1. The mission agency will communicate with both the missionary and [Church] on a regular basis with **general information** relevant to the missionary's life and ministry.
2. If a significant **change in ministry assignment or location** is being considered, the mission agency (as well as the missionary) will consult with the church well in advance of a decision. *Failure to do so may result in the termination of [Church] support.*

B. FINANCIAL SUPPORT

1. The mission agency will include as part of the support raised by the missionary an amount sufficient for one-time **outgoing expenses**, including transportation to the field. There should be provision in regular work support to provide for round-trip transportation from the field and back to the field following home assignment. [Church] may share in meeting these expenses with other donors.
2. The mission agency will ensure that proper planning takes place relative to the missionary's **medical insurance, life insurance, retirement planning, and children's education**. It is expected that these items will be factored into the support requirements or provided for in other ways. [Church] does not take financial responsibility for sickness, accidents, death, retirement, or children's education.

C. CARE AND COUNSEL

1. The mission agency will provide on-the-field **pastoral care** for the missionary that will minister to the whole family and is directed at preventing major physical, emotional, or spiritual problems. When called upon by the mission agency and as able, [Church] is willing to assist in meeting those pastoral care needs.
2. The mission agency will provide for adequate **medical care** and **professional counseling** for the missionary as required while on the field.
3. The mission agency will provide for **emergency evacuation** in the event of a disaster or civil disturbance that would endanger the missionary's life.
4. The mission agency will provide appropriate on-the-field **oversight and reporting** to ensure that ministry objectives are being established and met, and that agreed-upon methods are being followed. The mission agency will take appropriate action to correct situations that are not following the mutually approved plan. *This could include recalling the missionary from the field.*

FURTHERMORE, all three parties ([Church], missionary, and mission agency) agree that this covenant is open to reevaluation and change at any time, particularly if any of these parties believes that one or both of the other parties is not honoring the principles and responsibilities set forth in this covenant. All parties shall review this agreement every 2 - 4 years, and determine their respective desires to continue or terminate the relationship. All parties pledge their good faith in carrying out the intent of this covenant to the glory of God.

Church Representative _____ Date _____

Mission Agency Representative _____ Date _____

Missionary _____ Date _____

Missionary _____ Date _____

Date of Next Review: _____

NOTE: Accompanying this covenant should be a signed copy of the missionary's reaffirmation of agreement with the doctrinal statement of [Church].

Sample #3 – Memo of Understanding Format

[CHURCH] INTERNATIONAL MINISTRIES' JOINT STATEMENT OF INTENTION

This Statement is intended to confirm the mutual undertaking of the parties regarding the support by [Church] of the ministry of

_____ [missionary's name] (“**Missionary**”) serving with
_____ [name of mission organization] (“**Agency**”):

Undertaking of [Church]

[Church] undertakes:

1. by the grace of God, and subject to His provision, and conditioned upon and subject to the fulfillment of the undertakings of the Agency and the Missionary set forth below, to provide for the support of Missionary as follows: \$_____ per [month] [quarter] during the period January 1, _____ to December 31, _____. The financial support is intended to enable Missionary to conduct the Missionary's ministry described as follows:
_____ [type of work]
in _____ [location].
2. to have the missions team of [Church] pray for the Missionary and also to encourage the congregation to pray for the Missionary.
3. to communicate on a quarterly basis with the Missionary to offer support and encouragement.
4. to keep the Missionary informed of any changes in [Church's] international ministries policies or other information that may impact the ministry of the Missionary, via email, phone calls or, newsletters.
5. to communicate with the Agency at least once per year regarding the ministry of the Missionary.

Undertaking of the Missionary

The Missionary:

1. shall notify the missions team of [Church] in writing at least six (6) months prior to (or as soon as the Missionary becomes aware of) any proposed change in the nature or location of the Missionary's ministry from that stated above. The Missionary acknowledges that a change in the type of ministry or a change of mission agency will necessitate a review of the Missionary's support, and if this procedure is not followed, there may be a suspension of support pending review by [Church].

2. shall communicate with the missions team of [Church] at least quarterly regarding the progress of the ministry, support development, personal well being, and specific prayer requests. The Missionary agrees to participate in [Church's] annual review process, including completing the questionnaire reviewing annual goals and objectives.
3. has read and understood the international ministries policies of [Church]. The Missionary further pledges to notify the missions team in writing of any reservations he/she may now or hereafter have regarding willingness or ability to comply with said policies.
4. agrees with and will support the written Statement of the Mission, Vision, and Strategy of [Church] and will support [Church], its leadership, and the missions team.

Undertaking of the Agency

The Agency undertakes:

1. to provide oversight of the Missionary in the areas of performance, accountability, personal care, emotional support, training, orientation, and all other matters necessary to perform the missionary's ministry effectively.
2. to provide [Church] with an annual written report describing the missionary's personal and ministry status.
3. the responsibility to forward funds sent by [Church] in a timely manner and see that they are used according to their designation.

[CHURCH]

By: _____
Chairman of the Board of International Ministries

By: _____
Pastor of Outreach and Spiritual Formation

MISSIONARY:

AGENCY NAME: _____

By: _____

Title: _____