



LIFE GIVERS INTERNATIONAL MINISTRIES

*I Have Come That You Might Have Life -Jesus*

# Missionary Policy Manual

Executive Directors Tom & Brenda Jones

**Executive Directors**

Tom E. Jones  
Brenda B. Jones

**Treasurer**

Lou A. Clark

**Secretary**

Lisa J. Hamsher

## TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTORY INFORMATION</b>	<b>3</b>
	A. Vision	
	B. Mission	
	C. Values	
	D. Purpose Statement	
	E. Life Givers International Ministries' History	
	F. Life Givers International Ministries' Doctrine	
<b>II.</b>	<b>ORGANIZATIONAL STRUCTURE AND MANAGEMENT</b>	<b>7</b>
	A. The President/Vice President and Director	
	B. The Board of Directors	
	C. Missionary Categories of Designations	
	D. Cooperating with other Mission Agencies	
	E. Pastoral Involvement	
	F. LGIM's Relationship with the Local Church	
<b>III.</b>	<b>ADVANTAGES OF BELONGING TO LGIM</b>	<b>10</b>
	A. Spiritual Covering	
	B. Credibility	
	C. Representation and Service in the United States	
<b>IV.</b>	<b>GUIDELINES FOR BECOMING A LGIM MISSIONARY</b>	<b>11</b>
	A. Qualifications and Requirements	
	B. The Application Process	
	C. Classification	
<b>V.</b>	<b>FINANCIAL POLICIES</b>	<b>13</b>
	A. Financial Support	
	B. Handling of Funds	
	C. Accountability to Life Givers International Ministries, Inc	
	D. Communication, Newsletters and Fund Raising	
	E. Accounts/Website	
<b>VI.</b>	<b>GENERAL INFORMATION</b>	<b>15</b>
	A. Unity	
	B. Newsletters	
	C. Leaving the Field –Policies	
	D. Policy Toward Foreign Governments	
	E. Tent Making	
	F. Notification of Problem Situations	

## I. Introductory Information

### A. Vision

*Life Givers International Ministries, Inc. is a non-profit ministry committed to helping people see and experience the life-giving presence of Jesus. We feel called to be the hands, feet and voice of Jesus to both the US and the nations of the world. We really do believe that the Gospel of Christ does make a difference.*

### B. Mission

*The mission of Life Givers International Ministries is to share the life changing presence of Jesus in a practical way by:*

- *Being His hands, feet and voice to those in need*
- *Providing healing through prayer and medical care*
- *Providing leadership training and education*
- *Providing humanitarian aid and disaster relief*
- *Caring for orphans, widows and the poor*

### C. Mission Goals

1. *Medical Assistance*
  - health care for the poor
  - medical supplies
  - health education
  - medical missions opportunities
2. *Serving Church Leadership*
  - leadership training
  - ministry resources
  - support and encouragement
  - assistance to churches
3. *Missionary Training*
  - short term
  - long term
  - utilize personal skills & expertise
4. *Humanitarian Aid*
  - food, clothing/shelter/etc
  - disaster relief
  - training & skills development
  - care to orphans & widows
5. *Construction Assistance*
  - churches
  - missionary housing
  - medical facilities
  - feeding centers
  - orphan & widows housing

## D. Purpose

## Statement

1. Short Term Missions – to serve as a liaison between medical personnel, schools, churches, individuals, etc. in hosting foreign outreaches throughout the world.
2. Missionaries – to oversee, pastor, encourage, bring accountability and help facilitate sending those called as fulltime missionaries. Whether that call involves evangelism, church planting, teaching, leadership development, education, missions of mercy, medical outreach, or serving another ministry, we want to assist them in being successful.

## E. Life Givers International Ministries' History

Executive Directors of Life Givers International Ministries Inc., Tom and Brenda Jones, served as senior pastors of Suncoast Worship Center in Englewood, FL from 1995-2005. During their pastorate, a passion to lead medical mission trips and training of pastors and leaders in the USA and other nations began to emerge as they were involved in missionary work primarily with the poor. The directors resigned their senior pastorate position to relocate in Tennessee and continue their pursuit of developing Life Givers International Ministries. In the past four years Life Givers International Ministries has developed a supportive Board of Directors and have gone into Honduras, China, Cambodia and Africa multiple times.

Over the past 35 years of ministry, relationships have formed with other global ministries that have provided endless opportunities for medical teams, ministry teams, construction teams and disaster relief teams to go into strategic areas of need. The goals and mission of the organization will be accomplished by bringing others along with them to reach people groups of various nations who are in need of health, healing, training and education. See the web site for photographs and newsletters, etc. ([www.LifeGivers.org](http://www.LifeGivers.org)) of what we have been doing.

## F. Life Givers International Ministries' Doctrine

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

### 1. *Inspiration of the Scriptures*

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

### 2. *God*

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

### 3. *Man*

We believe that all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.

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 came 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) and that he is the only begotten son of the Father, conceived of the Holy Spirit and born of the Virgin Mary.

#### **5. *Blood Atonement***

We believe that justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ and that He imputes his righteousness to all believers (Acts 4:12; Romans 4:1-9; 5:1-11; Ephesians 1:3-15).

#### **6. *Bodily Resurrection***

We believe that Jesus Christ was crucified, buried and raised from the dead (Luke 24:39-43; John 20:24-29).

#### **7. *Ascension***

We believe that Christ Jesus ascended to heaven and is today at the right hand of the Father as the intercessor (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 Spirit and who assemble to worship, carry forth the Great Commission, and minister as the Holy Spirit leads (Matthew 16:18; 28:19, 20; Acts 2:40-47; 20:28; Ephesians 5:22-32; I Timothy 3:15). We believe that God has called all believers to glorify Him by participating through the power of the Holy Spirit in fulfilling the mission assigned to them in His ongoing work of restoring the world to himself.

#### **11. *Ordinances***

We believe that the two ordinances of the Church are Water Baptism and the Lord's Communion. Water Baptism: Immersion in water in the Name of the

Father, Son, and Holy Spirit (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). We believe that Holiness is to be God's standard of living for His people and that the baptism with the Holy Spirit is subsequent to a clean heart.

### **13. 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).

### **14. 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/Vice President and the Board of Directors**

The President/Vice President shall serve as general overseer of the Board of Directors and guide in the establishment of policies and polity for Life Givers International Ministries, Inc. The President and Vice-President shall oversee all administrative affairs of the staff and missionaries of Life Givers International Ministries, Inc.

### **B. The Board of Directors**

The Board of Directors establishes the policies and polity under the direction of the President of the corporation.

- 1. They set the general budget and the salaries of the major staff of LGIM.*
- 2. They establish the qualifications of all missionaries serving under LGIM.*
- 3. They determine the acceptance, postponement of approval, or rejection of any missionary applicant to LGIM.*
- 4. They have the right to curtail the activities of any missionary or to dismiss any missionary of LGIM, with the approval of the President, with or without explained*

*cause. In the event of such discipline, it is the responsibility of the missionary to provide the financial means to return to the United States. LGIM will contact the missionaries' supporters.....*

### **C. Missionary Category Designations**

In view of the diversity of missions' involvement that is prevalent in contemporary missionary outreach, LGIM 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/Intern 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 six 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 limited basis, not to exceed \$500 per month, ST missionaries can receive funds as payroll for personal support outside of LGIM. All other funds must be processed through LGIM.

#### **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. LGIM 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. It is strongly recommended for IN missionaries to be ordained by a church or church organization.

#### **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 LGIM's missionary personnel serve under the CA category. It is strongly recommended for CA missionaries to be ordained by a church or church organization.

### **D. Cooperating with Other Mission Agencies**

LGIM 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 LGIM missionaries to work with other agencies or to collaborate on projects. On occasion, for practical or other reasons, LGIM missionaries may establish affiliation with another agency while maintaining a tie with LGIM. Providing that there is no conflict of interest, where administrative responsibilities are clearly defined, and where accountability is sustained, LGIM is cooperative in these relationships.

At times a LGIM missionary may choose to transfer his/her affiliation completely to another agency. LGIM will generally facilitate this type of individual decision, unless there are specific conflicts of interest involved. At issue for LGIM 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 handled, and how to provide for healthy interaction among the members of the missionary team.

#### **E. Pastoral Involvement**

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

#### **F. LGIM'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.

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. LGIM works diligently to provide, in conjunction with the churches the missionary represents, pastoral care for the missionaries they have placed on the field. LGIM leadership believes we have been called by God to work side by side with the local church to "Go...into all the world.....making disciples....." With this in mind, LGIM's policy is to



involve local church leadership in the decision-making process relating to any major ministry changes in the life of a missionary.

### **III. Advantages of Belonging to LGIM**

#### **A. Spiritual Covering**

LGIM 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**

LGIM has a solid reputation for being an organization of integrity.

#### **C. Representation and Service in the United States**

LGIM's services to missionaries greatly ease the ongoing process of missionary work. LGIM acts as a non-parochial receiving agency for your funds and provides tax deductible receipts to contributors in a timely and professional manner.

### **IV. Guidelines for Becoming a LGIM Missionary**

Life Givers International Ministries, Inc 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, 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.
- b. 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.
- c. Applicants must 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.
- d. Applicants abide by all policies, procedures and decisions of the Administration of LGIM.
- e. It is strongly recommended that international and career missionaries be ordained by a church or church organization.

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, the following minimum biblical education standards are recommended.

3. Missions reading assignment.

All candidates are required to read the following list of missions' related books. 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.

- a. When Heaven Invades Earth, Bill Johnson
- b. Bruchko, Bruce E. Olson
- c. Friend Raising, Betty Barnett
- d. Daring to Live on the Edge, Loren Cunningham.

4. Physical

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

5. Financial

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. The Application Process**

1. Request an application packet from our principal office in Cleveland, Tennessee. After completing the application, return it with a **\$25.00 non-refundable application fee per person.**
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 LGIM President, who will contact you for any clarification needed. Upon preliminary approval, your application will be presented to the Board of Directors for final approval.

**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. It is strongly recommended for each International or Career Missionary to be

*ordained or licensed by a ministry recognized by the Federal Government. LGIM does not ordain or license missionaries. Upon acceptance by LGIM, 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 LGIM.*

## **V. Financial Policies**

The following is a brief outline of Life Givers International Ministries' financial policies.

### **A. Financial Support**

- 1. LGIM is a faith-based agency, and as such, all LGIM 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.*
- 2. Candidates should study the reading assignments thoroughly to become familiar with the deputation and fund raising process. Support raising issues are covered in Loren Cunningham's book "Daring to Live on the Edge".*

### **B. Handling of Funds**

All funds given to LGIM become the legal property of the organization (per IRS regulations). It is LGIM's policy to use funds for projects and ministries as they are designated by the contributor. Contributions to LGIM for an individual missionary or for a ministry project are tax deductible. All funds designated for LGIM 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. LGIM abides by General Accepted Accounting Practices (GAAP). The home office will provide the missionary with a bi-monthly record of support received.

### **C. Accountability to Life Givers International Ministries, Inc**

It is expected that LGIM missionaries will commit the financial handling of their revenues fully to LGIM. Missionaries should not engage in raising money or managing funds in separate personal or organizational accounts unless there is clear reason for doing so, and regular provision for accounting to LGIM is made for such revenues.

LGIM permits missionaries to receive personal offerings and contributions that are not run through LGIM's books on a limited basis. A limit of \$2000 of non-tax-deductible gifts can be received each year in this manner. All other contributions should be directed to LGIM.

### **D. Communication, Newsletters, and Fund Raising**

LGIM encourages all missionaries to clearly communicate with supporters, churches, friends, and others about their mission call and to give people an opportunity to give. LGIM is committed to Biblical fund raising according to 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. LGIM

missionaries are required to design their own newsletters and to make their letterhead unique to their ministries. They are also responsible for creating, funding and mailing their newsletters.

#### **E. Accounts/Website**

1. Direct Deposit

Upon acceptance LGIM will contact the missionary with the opportunity of depositing their support directly into their bank account. LGIM maintains separate accounts for each missionary.

2. Credit Card Account / PayPal Account

LGIM has acquired a Credit Card account that the missionary can make use of. LGIM encourages the missionary to establish their own website, which can be done at a minimal monthly cost, in which they can add a PayPal button for donations to be deposited directly into LGIM's bank account.

3. LGIM's Financial Report

An annual LGIM financial report will be available upon request.

### **VI. General Information**

The following section provides a basic overview of some of our general policies and guidelines for missionaries. LGIM's president and/or Vice President are available for questions.

#### **A. Unity**

Our desire is to maintain peace and unity among LGIM missionaries. If a situation or problem arises that necessitates mediation, you are required to discuss such matters with the LGIM President/Vice President first, rather than with outsiders who are not involved.

#### **B. Newsletters**

Because of the need to keep your supporters informed of your work, prayer requests and financial needs, LGIM recommends all missionaries send a minimum of eight newsletters per year. Twelve are strongly recommended. E-mail newsletters are permitted, but a hard copy should be done every quarter. Missionaries are encouraged to make their newsletter letterhead unique to their ministry.

#### **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.

2. 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

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

LGIM 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 LGIM about all plans for furlough and/or itineration in the United States, or any other leave of absence from the field.

### 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 Life Givers International Ministries Director or Assistant Director at their 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 their overseas work and the corresponding relationship with LGIM and contributors. LGIM 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 LGIM and his/her supporters. An additional "readjustment" time of three months would be allowed if needed.

If, after recovery from the illness, the missionary wishes to return to the field, LGIM 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, LGIM permits bereavement leave of up to six weeks in each case. Any time in excess of this should be cleared with the LGIM 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, LGIM 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/Vice 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 LGIM 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 LGIM missionary with the approval of the President/Vice President. Such dismissal will be handled in confidence.

**D. Stateside Residence – Policies**

LGIM 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:

- Missionaries who are retired and/or have their own funds and who contribute 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 LGIM 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 LGIM 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**

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

## **F. Tent-making**

LGIM 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 President/Vice President before taking employment on the field to consider the implications of this decision.

## **G. Notification of Problem Situations**

Please notify LGIM’s President/Vice President of problems or crisis situations such as: Family emergencies or difficulties, financial emergencies, political unrest, and natural disasters. While LGIM 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.