

# Highland View Church of Christ

## Missions Philosophy

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## INTRODUCTION

### Definition of Missions

The word “mission” is derived from the Latin term *missio* which means “sending.” A missionary is one who is sent, which implies there is One who sends (Luke 10:1-3). We may speak of the mission of the church, but it is ultimately God who does the sending (John 20:21). He takes the initiative (Acts 13:1-3). It is His saving purpose that is accomplished.

Mission is not a heroic human endeavor but the continuous redemptive activity of God. Practical compassion will always be an essential part of mission. Jesus had it while on His mission on this earth (Matthew 9:36; 14:14; 15:32; and 20:34); however, it did not keep him from his primary goal – to seek and to save the lost (Luke 19:10). Therefore, wherever mission is merely seen as meeting physical needs, its purpose becomes nothing more than a charitable gesture. It is a mistake to think mission is simply something Christians do in the interest of their religion.

Mission is not the vocation of man but the redemptive activity of God (II Corinthians 5:18-20). Missions belong to the Lord. It is His work which He is carrying out in this world. It is that work for which He is responsible. He initiates, sustains, and concludes it according to His sovereign will. He guarantees its success. Nevertheless, God shares His mission with us. We are His fellow workers (II Corinthians 6:1). He does not need our counsel or our assistance, but He graciously allows us the honor of serving in His kingdom (Ephesians 3:7-9). This is the context in which one must speak of the church. The church is the “mouth” of God on the earth, His instrument for proclaiming redemption to the lost (Ephesians 3:10).

Since God is sovereign, since His ownership of mission is absolute, and since we are called by grace to be His co-workers, the following mission ministry policy is an expression of our humble stewardship as junior partners in His worldwide rescue effort.

### Scope of Highland View Missions

Missions at the Highland View church of Christ shall include evangelizing, discipling, planting churches, and aiding in the spiritual growth and development in both foreign and various United States cultures to fulfill the great commission of Christ.

### Purpose Statement

The purpose of the Highland View Missions Committee is to determine, with guidance from the Holy Spirit, our congregation’s approach to spreading the gospel to the lost. Our goal is that our mission effort will be pleasing to God and will best serve His desire that all people everywhere should be saved.

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## MISSIONS COMMITTEE

### Goals of Missions Committee

The goals of the Highland View Missions Committee are to educate the local congregation on Highland View missions and help the church achieve a clear sense of direction, to keep us focused on the major reasons for mission, to avoid making decisions on an emotional or haphazard basis, to insure that funds for missions be wisely spent, to bring new committee members up to date on our purposes and scope of work, to maintain consistency and direction as our committee changes membership, and to develop a loving accountability in our missions program.

### Responsibilities of Missions Committee

The responsibilities of the Mission's Committee are as follows:

- General – Direct, supervise and promote the missions program
- Develop, approve and revise the mission's philosophy
- Establish goals for the mission's program and evaluate progress toward them
- Formulate missions budget and administration of missions funds
- Evaluate potential areas for mission efforts and support
- Serve as liaison between the congregation, elders, and missionaries
- Lead the congregation in providing encouragement and support of the missionaries and their families

### Size of Missions Committee

The committee will have an active membership of at least 5 members and not more than 12 members. An active member is defined as one actively participating in the committee activities such that they do not miss more than 3 consecutive meeting or committee activities (unless previously discussed with the committee chairman). Members are to be active Christians from as broad a cross section of the congregation as possible. The committee chairman may add members to the missions committee upon request of an interested member of the congregation, a current member of the committee, or an elder.

### Frequency of Meetings

The committee will meet at least monthly at a time most convenient to the majority of the membership. The chairman may call meetings on a more frequent basis as needed to conduct business of the committee.

### Relationship of Committee with Elders

The missions committee will develop policies, goals, strategies, and plans concerning mission activities of Highland View Church of Christ. The committee chairman will share these with the elders who will review them and either accept them, modify them, or reject them.

The missions committee will seek approval from the elders before implementing any new mission activities such as sending out missionaries either long-term or short-term. Elders will interview missionary candidates

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and give final approval based on the recommendation of the mission committee and their own observations.

The committee will act as the liaison between missionaries and the elders. The committee will assist the elders in overseeing supported mission activities and will assist the elders in making decisions about evangelistic outreach.

The elders will inform the missions committee when they make decisions affecting the missions ministry or its budget.

The elder who has oversight of the committee shall be invited to attend mission committee meetings.

## **MISSION FIELDS TO BE CONSIDERED**

In Acts 1:8, Jesus commands, *“You will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”* Using these words as a Scriptural model, the Missions Program at Highland View will strive for a balance of support and emphasis upon Regional, National, and International as defined below:

### ***“Jerusalem” — Local***

These important, local efforts within Oak Ridge will be outside the scope of this committee’s work.

### ***“Judea” — Regional***

Highland View knows that God desires to use us to reach unchurched people-groups in our surrounding region. Our missions program will support missions efforts in the region that attempt to reach cross-culturally to groups normally outside our other, local evangelistic works. “Region” will be defined as being within one day’s drive of Oak Ridge. Preference will be given to closer locations, which allow for more frequent visits and participation by Highland View members.

### ***“Samaria” — National***

Highland View sees the need for, and will support, mission efforts aimed at reaching the variety of sub-cultures in other regions of the United States.

### ***“The Ends of the Earth”— International***

Highland View will continue to support mission efforts in nations and cultures outside the United States. Within these geographic areas, Highland View will give preference to mission activities in receptive areas, as determined by the following characteristics:

1. Areas with a relatively low population of people who associate themselves with any specific church, Christian denomination, or other religion.
2. Areas where there are no churches of Christ.
3. Areas where a church of Christ has just been established or is in the process of being established.
4. Areas where existing work may already be in place.

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## BUDGET

### Working Fund

The budget will allow for a working fund to be maintained on behalf of the Missionaries supported.

### Short-Term Missions

Highland View will support members who request assistance for short-term mission trips. We will also consider members of other congregations on a case-by-case basis.

### Long-Term Missions

Highland View will concentrate its financial resources on long-term mission efforts where we will be the primary supporting organization.

### Highland View-Sponsored Short-Term Mission Trips

On occasion, Highland View will send youth groups into receptive mission areas. The mission's budget will allow for the support of these types of mission trips.

### Cooperative Missions with Other Congregations

Highland View is willing to cooperate with other congregations in long-term mission efforts, however our preference is to be the primary supporting congregation.

### Unexpected Opportunity for Supporting Mission Activity

Highland View will consider unexpected opportunities on a case-by-case basis.

## SELECTION, TRAINING, ASSISTANCE TO MISSIONARIES

### Missionary Selection

**Choice** Certain types of missionary work will be given greater support consideration; that is, church planters will receive primary consideration while service providers will be given secondary consideration. No service project will be supported on a continuing basis from the mission ministry budget that is separate from or exclusive of evangelism and church planting.

Decisions regarding support – whether one-time or on-going, full or partial – will be made in view of the type of work and the term of support. Concerning the type of work to be supported, the following prioritization will be used:

1. Evangelism – preaching, personal work, and establishing churches with a goal of making them self-sustaining.
2. Nurture – discipleship, leadership training, etc.
3. Research – survey trips, receptivity studies, church growth analysis, etc.
4. Training – internships, seminars, academic courses, etc.
5. Service – relief, medicine, education, agriculture, etc.

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**Selection Procedure** Concerning the term of support, these items (in the order listed) will be involved in the selection process:

*Short-term (10 weeks or less)*

1. Pre-selection information from the applicant
  - Bio-data
  - Comprehensive purpose statement
  - Full financial budget
2. Pre-selection interview with the committee
  - Review of pre-selection information (above)
  - Exploration of doctrinal and spiritual issues
  - Pertinent inquiries (see decision criteria section)
3. Recommendation by three persons that the committee trusts
4. Interview with the congregation, committee, and/or elders

*Intermediate-term (11 weeks to 2 years)*

1. All of the above for short-term selection procedure.
2. Psychological assessment by a licensed mental health professional with credentials for independent practice (who is selected by the ministry).

*Long-term (more than 2 years)*

1. All of the above for intermediate-term selection procedure.
2. Internship with the congregation of three or more month's duration.

**Decision criteria** In view of both the type of work and term of support, considerations that serve as a guide for determining who should be selected are important to avoid making decisions on an emotional or haphazard basis. The guide for such decision making is found in the appendix entitled, *Criteria for Missionary Selection*.

## **Missionary Training**

**Preparation Training** Language study of at least one year prior to departure and intensified language study once in the field will be provided by the congregation for long-term missionaries if needed. Short-term and intermediate-term missionaries are encouraged to have had some language study before going. Missionaries are to also study cultural anthropology, mission methods and/or evangelism and, if appropriate, urban anthropology and/or evangelism.

**Recurrent Education of Long-Term Missionaries** Continual learning is fundamental for the missionary; it is the responsibility of the missionary to seek opportunities for continual education development. Guidelines for the support of such continuing educational development is as follows:

1. One-time/Short-term – For continuing educational development such as seminars, workshops, lectureships, refresher courses, etc., the Highland View congregation will provide financial support for one such course per year.

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2. Full or Part-time Degree Track – For degree track educational development the Highland View congregation cannot provide financial support. The missions committee will assist in securing scholarships or grants whenever possible as long as this form of education complements work in the field.

## Missionary Assistance

**Care for Visiting Missionaries** Beyond our own sponsored or supported missionary families, the Highland View congregation will show hospitality and prayerful concern for all other legitimate missionaries who may visit. If their situation demands immediate aid of one kind or another, the missions committee will examine the situation and recommend action, if necessary in the form of a special contribution.

**Care for Supported Missionaries** It is the responsibility of the missions committee to assist in the care of our supported missionaries. The intent of this section is to provide guidelines for assistance to our supported missionaries that may not be discussed in the work agreements established for our supported missionaries. Below are some considerations for such assistance.

- One area of assistance that all our supported missionaries need is that of a continual open line of communication with the Highland View congregation. Whether long-term, intermediate-term, or short-term, our supported missionaries will need to feel connected to their supporting congregation. The missions committee will assign a liaison for each supported missionary whose primary responsibility will be to provide this form of assistance in any way possible.
- Sometimes assistance for our missionaries' children is omitted from working agreements. The emotional well-being of our missionaries will be tied to the well-being of their children. Below are some considerations for our missionaries' children.
  - The committee will encourage our missionaries to have weekly family time. The committee will also provide our supported missionaries with materials and suggestions to assist in parenting and development of such family activities.
  - Education of missionary children. If the missionary family's situation requires expensive arrangements for the education of its children, the church will grant scholarships to the children, taking into consideration their ages, school levels and the cost of their education. This will be negotiated by the missions committee and approved by the elders, depending on all of the factors involved. The church will pay the cost of a return flight for missionary children who are ready to enter college. We will also host them upon their arrival and help them settle into college, furnishing some of the initial supplies they will need. We will also invite them to spend holidays with the church and act as their "adopted" family while they are in college. Finally, we will help obtain scholarship aid.
- Extraordinary expenses. Sometimes unexpected expenses are needed for the missionary to do his work in the field. Working tools, such as telephones, copy machines, fax machines, vehicles, etc., may not have been expected at the time the missionaries' original expense needs were considered. The missions committee will consider each request and find financial assistance through special contributions or the emergency fund if approved.
- Emergency fund. An emergency fund will be maintained as surpluses from the present/or past budgets allow. This fund will be used at the missions committee's discretion to meet special needs as

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emergencies arise. Sometimes emergencies can arise such as a death in the missionary's family back home, expensive medical situations, etc. This fund will be set aside for such emergencies.

## **WORKING AGREEMENTS WITH MISSIONARIES**

While a binding contract may not be appropriate between brothers and sisters in the Lord, and especially in regard to our Lord's work, it seems expedient to enter into a brotherly agreement about the work so both Highland View and the missionary may keep in mind what they have pledged themselves to do. Accordingly, we shall regard the following items as mutually agreeable unless they are changed by a subsequent agreement or an unforeseen necessity to change them.

For the Full-Time, Part-Time, and One-Time working agreement forms, please see the appendix.

## **ANNUAL REVIEW OF MISSION ACTIVITIES**

### **Evaluation of programs**

The Missions Committee will review its programs annually to determine if changes need to be made. Using the Annual Review for Existing Work Overseen by Highland View and data gathered from the Monthly Reports, decisions will be made as to whether the goals of the individual Missionaries are being met. The results of this evaluation will be used as input to the next section.

### **Decisions about Continuing Particular Mission Activities**

The Missions Committee will review its mission activities annually to determine if changes need to be made. The committee will address the following questions:

- Are the activities reaching the goals set by the committee with the approval of the elders? If not, do they require modification or should they be discontinued?
- Has the committee learned about new approaches to missions that should be considered?
- Is the approach to missions balanced in terms of local, regional, and international outreach?
- When circumstances change in a mission activity, a special meeting of the committee will be held to address the problem. Some situations that may need to be considered as to whether the activity should continue or be replaced include:
  1. The missionary fails to fulfill his contract with the church.
  2. If circumstances are beyond his control, the committee will on a case-by case basis determine whether the missionary can be supported in some other role (different location, etc.). The committee will make a recommendation to the elders based on their conclusion.
  3. If the missionary proves to be unfaithful in his message, his activities, or otherwise fails to maintain standards set up when he qualified for the position, his dismissal shall be recommended to the elders.
  4. A member of the congregation responsible for a mission activity becomes seriously ill, resigns, or dies.
  5. A supported activity such as Nations University, Global Christian University is discontinued.

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6. A supported program becomes self-supporting.

## **Preparation of Budget**

Every year, the Elders of Highland View meet to prepare the annual budget. In a meeting prior to the Elders' meeting, the Missions Committee will discuss the needs for the Mission's Budget. The Chairperson of the Missions Committee will set an appropriate date and time for this meeting. After the Missions Committee has agreed upon a budget, this budget will be presented to the Elders in a separate meeting. If changes are needed to the budget, an additional meeting will be held as soon as possible to resolve the issues.

## **Revision of Philosophy/Guidelines**

The Missions Committee will review this document annually to determine if changes need to be made. This review will be held after completion of the annual reviews of the Missions programs, budgets, etc.

## **Appendices Follow**

1. Appendix 1 – Personal Qualifications for Missionary Selection
2. Appendix 2 – Monthly Status Report Form
3. Appendix 3 – Contract or Working Agreement Forms
  - a. Full-Time Working Agreement Form
  - b. Part-Time Working Agreement Form
  - c. One-Time Working Agreement Form

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## Appendix 1: Personal Qualifications for Missionary Selection

The following qualifications will be used as a general guide when considering a missionary for proposed work for Highland View.

### **Education/Experience**

The applicant must have either extensive mission field experience (more than 5 years) or be a graduate of a Christian university (bachelor or master degree) with an emphasis in missions.

Highland View will give preference to missionaries with experience. Those with more years in the field and varied experience will be considered first. Types of experience in order of preference are listed below:

1. Full Time Long Term Field Work
2. Part Time Long Term Field Work
3. Full Time Short Term Field Work
4. Part Time Short Term Field Work
5. Education Degree in Mission Work
6. One Time Work

### **Team Involvement**

The Highland View Missions Committee would prefer that all missionaries be a part of a missions team larger than their immediate family, especially in cross-cultural mission activities.

### **Physical and Mental Health**

An applicant's emotional stability is a primary concern for the Highland View Missions Committee. Applicants must be willing to undergo a psychological evaluation by a qualified individual. When a team of applicants are being considered for a mission field, they must all undergo the same evaluation. Evaluations will be arranged and funded by Highland View.

### **Previous Active Service in Church**

Applicants for a position involving missionary activities must be able to provide a record of spiritual development and at least three years of active service with a church of Christ. This should be affirmed by at least three acceptable references.

If the candidate has previous missionary experience, three references from persons having direct knowledge of this experience shall be supplied to attest to the ability and work habits of the candidate in missionary activity.

### **Agreement with Doctrinal Position**

Applicants must have a theology generally in alignment with that of Highland View. Applicants will be asked questions associated with their doctrinal position during the interview process.

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## Appendix 2: Monthly Status Report Form

Reporting Period (month/year): \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Congregational Development

Describe this month's progress toward establishment/development of a local congregation:

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Congregational membership: \_\_\_\_\_ Average weekly attendance: \_\_\_\_\_

Average weekly contribution: \_\_\_\_\_

Bible Studies

Describe study sessions established /led by yourself or the congregation (number of study groups, participants, frequency, topics, etc.): \_\_\_\_\_

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Plans for next month's ministry activities: \_\_\_\_\_

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Share most significant accomplishment this month: \_\_\_\_\_

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Personal and work-related concerns or needs at this time: \_\_\_\_\_

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Have you taken care of your spiritual, physical, emotional, and family needs this month?

Specific prayer requests:

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## Appendix 3: Contract or Working Agreement Forms

### Full-Time Working Agreement Form

#### A. Support

1. Highland View pledges itself to serve as the sponsor and (chief or partial) supporter of (name of missionary and wife if appropriate) and their work in (name of place and/or work). The congregation shall do all it can to fulfill the role of supporter and sponsor.
2. A monthly salary (or other support) of \$\_\_\_\_\_ per month will be supplied for personal support. The salary will be reviewed annually in October or November and adjusted in January, if appropriate, based on inflation, other financial considerations and Highland View's financial condition.
3. A working fund of \$\_\_\_\_\_ per month will be supplied by the congregation and is to be used in the extension of the Lord's kingdom in (place or effort). Specific use of the working fund on the field is the responsibility of (missionary), within the following guidelines:
  - a. The working fund is not to be used as an extension of the missionary's personal salary.
  - b. Expenditures for activities requiring the extended absence of the missionary from (place) are to be approved by the Highland View Missions Committee.
  - c. The fund should not be used in a way that discourages congregational giving and responsibility.
  - d. The fund should be expended for items that would normally be provided by the congregation within the American setting. Examples include, but are not limited to:
    1. Printing
    2. Literature for use by the congregation
    3. Office material, supplies, postage
    4. Vehicular gas and oil used for the local work
    5. Vehicular maintenance incurred in local work (based on mileage estimates or records)
    6. Meetings and advertisements
    7. Activities that provide the (missionary) with tools for presenting Christ in a cross-cultural context (e.g., language training, areas fellowship, culture study). Where significantly large expenditures of time and money are involved, Highland View and (missionary) shall agree on the proposal.
    8. Travel funds for work trips taken by the missionary family, excluding furlough to the U.S.
  - e. The missionary must have the flexibility to use the working fund and feel assured that the supporting congregation is confident the missionary can administer the fund adequately. The missionary must establish priorities and expend the funds in a realistic and accountable manner, based on the above criteria and the money available.
4. Extensive repairs or purchase of major items for the missionary's living quarters is the responsibility of the missionary. Prior to departure to the field, extra funds may be obtained from other churches and or individuals for these items. Examples include:
  - a. Furniture and appliances
  - b. Telephone
  - c. Heating/cooling, water and sanitary systems

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5. Should it seem necessary to raise additional funds, the need must be discussed with the Missions Committee. Highland View will serve as the receiving agent.
6. When contingencies arise (like counseling, education, health concerns) which require extra funding, the missionary should contact the Missions Committee who will give due consideration.

### B. Duration of Service and Furlough

1. It is agreed that the (missionary) will spend a minimum of \_\_\_ years in (place). They will return for their first furlough in 20\_\_\_, which is \_\_\_ years after beginning work in the field. The length of furlough will be \_\_\_ weeks. They will spend at least one-third of their time at Highland View and the balance at their discretion. The expenses for the furlough will be supplied in the following ways:
  - a. The basic salary will continue
  - b. The transportation cost to Oak Ridge will be paid by Highland View
  - c. The working fund may be used for additional expenses by mutual agreement between the family and Highland View.
  - d. Additional expenses which are not covered by the working fund require prior approval from Highland View.
2. The next period of service and furlough shall be decided during review sessions conducted in 20\_\_\_.
3. Should either party decide to terminate this agreement (excluding health reasons, improper morals, false teaching), proper written notice of at least six months will be given. Highland View, using the balance of funds remaining in the working fund, will be responsible for the following:
  - a. Air fare for the return trip to point of destination within the U.S.
  - b. Shipment of all personal goods, agreed upon by both parties, to a point of destination within the U.S.
  - c. One month salary following return to the U.S.

### C. The Work

1. The primary thrust of the work in (place) shall be to establish self-sustaining congregations. The missionary and his family may engage in additional activities which contribute to this goal, including for example camp work, radio work and training schools. The amount of the missionary's time and energy expended in these additional works shall be related to the primary goal of establishing a self-sustaining work among the people in (place), and should not significantly detract from the goal.
2. Any proposal for devoting time to outside work or schooling by either partner which would deviate or detract from this basic work shall be mutually agreed on by the (missionary) and Highland View.
3. The (missionaries) pledge themselves to work diligently and prayerfully toward the stated goals of this endeavor.

### D. Reporting and Communication

1. A monthly report will be sent to the Missions Committee accounting for the expenditure of the working fund. (See monthly report format)
2. The (missionary) will send a statistical report to Highland View each month. The report will conform to an agreed format.
3. In addition to periodic letters, the (missionary) will attempt to keep the Highland View family involved and interested in the (place) work by a team newsletter, occasional (perhaps monthly) articles in the Highland View bulletin, slide-tape-video presentations once or twice a year, etc.

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4. Highland View commits itself to communicate with and pray for the (missionary).
5. Highland View plans to send representatives to visit the (missionary).
6. The (missionary) will supply Highland View with a system of emergency contacts.

### E. Life on the field

1. The (missionary) commit themselves to be sensitive to the degree to which culture jolt/shock/stress is being felt, so that a measure of emotional and physical health may be maintained.
2. The (missionary) agrees that time will be spent together in the family, that the family needs shall be considered and, where appropriate, made known to the Highland View Mission Committee.
3. The (missionary) agree that time spent in personal Bible study and prayer is vitally important and will be pursued actively.
4. Should violence break out in (place), or other emergency situations develop, the head of the family is responsible for determining the appropriate actions to be taken for the welfare of his family. If the family leaves the country, at their first stop they shall contact the Missions Committee for further guidance. Upon the outbreak of hostility or national emergency, Highland View will immediately deposit funds in the (missionary) account for use during the immediate period of emergency.
5. In case of the death of a parent of (Mr./Mrs. Missionary), Highland View will pay for the cost of the round-trip air fare to the funeral for the person losing the parent.
6. Should personal tragedy befall (missionary), Highland View is committed to return (wife, etc.) and the children to the U.S. and assist during the adjustment period.
7. The (missionary) is allowed two weeks' vacation per year, plus two weeks for church related activities that will assist the (missionary) in their work.
8. The (missionary) is allowed to take off work for nine major holidays (U.S. such as New Year's Day, President's Day, Good Friday, Memorial Day, July 4<sup>th</sup> and July 3<sup>rd</sup> or July 5<sup>th</sup>, Labor Day, Thanksgiving, and Christmas; or an equivalent number of days corresponding to the custom of the country).
9. As agreed with the Highland View Mission Committee, the (missionary's) regular personal contribution will remain in (place) to aid the mission effort.
10. Highland View expects (missionary) to maintain high standards of Christian morals and soundness in doctrine. In case of failure on either of these points, Highland View will be willing to return (missionary) to the U.S. and will terminate support.

**Conclusion:** Although this agreement represents a great deal of detail, it should not be interpreted as an attempt to place everyone in a straitjacket of legalistic interpretation. Its function is to provide a basis of understanding one another when the work and the supporting congregation are separated by great distances and communication is often delayed. Highland View has every confidence in the ability, sincerity, and energy of (missionary) to represent the Lord's interest in (place). It is our hope that this agreement will provide the freedom of thought and work necessary for your ministry in (place). We, the elders, commit ourselves to the continued oversight of (missionary) and the (place) work to the best of our God-given abilities.

\_\_\_\_\_  
For the Elders

\_\_\_\_\_  
Missionary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Missionary Wife

Notice: When this agreement is ready to be signed, it will be reviewed in its entirety with the missionary/spouse, the Mission Committee representative, and two elders to avoid misunderstandings and for clarification.

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## Part-Time Working Agreement Form

### A. Support

1. Highland View pledges itself to provide support as a partial supporter of (name of missionary and wife if appropriate) and their work in (name of place and/or work). The congregation shall do all it can to fulfill the role of supporter and sponsor.
2. A monthly support amount of \$\_\_\_\_\_ will be supplied. The support amount will be reviewed annually in October or November and adjusted in January, if appropriate, based on inflation, other financial considerations and Highland View's financial condition. (Highland View will provide at least one year advance notice if support will be discontinued.) [To be used if the missionary is located overseas and plans to remain in a foreign mission field.]
3. The funding support from Highland View is to be used specifically for the following purposes:
  - a. [Specify based upon negotiated agreement.]
  - b. [Specify based upon negotiated agreement.]
4. Should it seem necessary to raise additional funds, Highland View's Missions Committee should be contacted.
5. When contingencies arise (like counseling, education, health concerns) which require extra funding, the missionary should contact the Missions Committee who will give due consideration of the request.

### B. Duration of Service and Furlough

1. It is agreed that the (missionary) will spend a minimum of \_\_\_ years (months) in (place). They will return for their first furlough in 20\_\_\_, which is \_\_\_ years after beginning work in the field. The length of furlough will be \_\_\_ weeks. They will visit Highland View during the furlough period
  - a. The next period of service and furlough shall be decided during review sessions conducted in 200\_.
  - b. Should either party decide to terminate this agreement (excluding health reasons, improper morals, false teaching), proper written notice of at least six months will be given.

### C. The Work

1. The primary thrust of the work in (place) shall be to establish self-sustaining congregations. The missionary and his family may engage in additional activities which contribute to this goal, including for example camp work, radio work and training schools. The amount of the missionary's time and energy expended in these additional works shall be related to the primary goal of establishing a self-sustaining work among the people in (place), and should not significantly detract from the goal.
2. Any proposal for devoting time to outside work, or schooling, by either partner which would deviate or detract from this basic work shall be mutually agreed on by the (missionary) and Highland View.
3. The (missionaries) pledge themselves to work diligently and prayerfully toward the stated goals of this endeavor.

### D. Reporting and Communication

1. A monthly report will be sent to the Missions Committee accounting for the expenditure of the working fund. (See Appendix III)
2. The (missionary) will send a statistical report to Highland View each month. The report will conform to an agreed format.

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3. In addition to periodic letters, the (missionary) will attempt to keep the Highland View family involved and interested in the (place) work by a team newsletter, occasional (perhaps monthly) articles in the Highland View bulletin, slide-tape-video presentations once or twice a year, etc.
  4. Highland View commits itself to communicate with and pray for the (missionary).
  5. Highland View plans to send representatives to visit the (missionary).
  6. The (missionary) will supply Highland View with a system of emergency contacts.
- E. *Life on the field*
1. The (missionary) commit themselves to be sensitive to the degree to which culture jolt/shock/stress is being felt, so that a measure of emotional and physical health may be maintained.
  2. The (missionary) agree that time will be spent together in the family, and that the family needs shall be considered and, where appropriate, made known to the Highland View Mission Committee.
  3. The (missionary) agree that time spent in personal Bible study and prayer is vitally important and will be pursued actively.
  4. The (missionary) are allowed to take off work for nine major holidays (U.S. such as New Year's Day, President's Day, Good Friday, Memorial Day, July 4th and July 3rd or July 5th, Labor Day, Thanksgiving, and Christmas; or an equivalent number of days corresponding to the custom of the country).
  5. As agreed with the Highland View Mission Committee, the (missionary) regular personal contribution will remain in (place) to aid the mission effort.
  6. Highland View expects (missionary) to maintain high standards of Christian morals and soundness in doctrine. In case of failure on either of these points, Highland View will be willing to return (missionary) to the U.S. and will terminate support.

**Conclusion:** Although this agreement represents a great deal of detail, it should not be interpreted as an attempt to place everyone in a straitjacket of legalistic interpretation. Its function is to provide a basis of understanding one another when the work and the supporting congregation are separated by great distances and communication is often delayed. Highland View has every confidence in the ability, sincerity, and energy of (missionary) to represent the Lord's interest in (place). It is our hope that this agreement will provide the freedom of thought and work necessary for your ministry in (place). We, the elders, commit ourselves to the continued oversight of (missionary) and the (place) work to the best of our God-given abilities.

_____	_____
For the Elders	Missionary
_____	_____
Date	Missionary Wife

Notice: When this agreement is ready to be signed, it will be reviewed in its entirety with the missionary/spouse, the Mission Committee representative, and two elders to avoid misunderstandings and for clarification.

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## One-Time Working Agreement Form

By accepting these funds for your mission involvement you are agreeing to provide Highland View with a written report or oral presentation of your experience. This report should include the following:

- Mission location
- Organizing group
- Activities performed
- Impressions of the area and people you were around
- How did this experience affect you spiritually?
- Will this mission experience change you in any way?
- Would you recommend this type mission experience to others? Why?

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For the Elders

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Missionary

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Date