



STANDARD POLICY AND PROCEDURES

JOB DESCRIPTION OF PARTNERSHIP COMMITTEE

(V. / C. Bylaws page 2)

Each national ministry shall be represented to its supporters by a **partnership committee** made up of individuals who have a special concern for that national ministry. It shall promote the mission before the churches and advise national church missionaries and help them develop support. The chairman of each partnership committee shall be a member of the board of directors of PIEI.

- Made of Christian individuals who have special interest in the country which they represent, are personally and actively involved in the support of national missionaries
- It would be very profitable to have a member who speaks the language and is familiar with the culture of the respective country
- To pray on a regular basis for the ministry in the specific country
- To approve a yearly expenses/travel budget and raise designated funds for it (not necessarily from own resources, can be promoted to mailing list supporters, banquet fund raising and other means)
- To receive all missionaries monthly, quarterly, and annual reports (the national committee receives all monthly reports from the nationals and then sends them by the set deadline to the U.S./partnership committee)
- Reports to be reviewed, edited, and final touched for transmission to the respective sponsors

To report semiannually to the board of directors concerning their operations and fund-raising activities; (VI/C.1. Bylaws page 3)

- To seek, contact, maintain sponsors for fund raising purposes for the national ministry on a on-going process
- To approve an annual budget for the national ministry by September 30th

To approve an annual budget for the national ministry and recommend to PIEI finance committee by September 30 for review and recommendation to the PIEI board; (VI./C.2. Bylaws page 3)

- To be available for travel within the U.S. and internationally for the purpose of improving ministry, discipline problems, fund raising, attending meetings, and assisting the Chairman in various ways
- To work together in unity for the common goal/purpose of PIE
- To be informed and advised about the selection and approval of missionary candidates on the field

The exact procedures in selection and approval of missionary candidates, projects and ministries will be determined in each country by the national director and national committee. The partnership committee shall be advised of these procedures. (VII/B. Bylaws page 5)

C. Responsibilities of the partnership committee:

1. To report semiannually to the board of directors concerning their operations and fund-raising activities;
2. To approve an annual budget for the national ministry and recommend to PIEI finance committee by September 30 for review and recommendation to the PIEI board;
3. To have the chairperson or a designated member of the committee travel to the country their committee represents and meet with the national director, national committee, and individual

national workers per IRS requirements to verify the integrity of the national ministries and monitor the accounting of funds of the same;

4. To send all quarterly financial reports of the national committees and the partnership committees to the PIEI treasurer. ;
5. To submit the national committee's designated annual meeting minutes and all partnership committees meeting minutes, as well as all news/prayer letters and printed materials to the PIEI secretary.
6. To distribute quarterly written and visual reports and promotional materials, and maintain a mailing list of donors interested in their ministry;
7. To make travel arrangements and prepare speaking schedules for visiting missionaries from their field including insurance and waiver requirements; and
8. To act within ministries and budgets already approved, unless the partnership committee deems necessary changes are needed for emergency situations which would not require PIEI board approval. All such changes should be reported to the administrative committee within a reasonable time frame. (VI / C. Bylaws page 3 whole section)

JOB DESCRIPTION OF PARTNERSHIP CHAIRMAN

- Is an individual with the ministry in the particular country at heart; also has time to invest in the ministry
- Represents the whole ministry: U.S. Partnership and the National Field
- Promotes the national ministry in the U.S.
- Is willing to travel within the U.S. to establish and maintain relationships with sponsors, and fund raising purposes
- Is willing to travel to foreign country that the Partnership Committee represents, and meet with the National Director, National Committee, and individual missionaries
- Organizes, with the National Director, special Conferences and events
- Oversees the activity of the Partnership Committee, national director and individual national missionaries
- Presents financial reports annually to the board of directors.
- Connects PIE International policies and procedures to the Partnership Committee
- Works closely with the National Director; advises in regard to leadership issues and works together in any issues that the National Director has needs to be helped or instructed
- Reports to the PIE Board of Directors, and PIE Administrative Committee
- Works on the Budget for the nationals/partnership committee

JOB DESCRIPTION OF MEMBERS OF PARTNERSHIP COMMITTEE

- faithful contributors to PIE ministry; also have time to devote to the committee
- have the same common goals (PIE Mission statement and strategic goals) and work in unity
- attend all scheduled meetings
- review material submitted from the field/national committee/director
- pray for the ministry on a regular basis; are actively involved in fund raising - on going process
- are available to travel within the U.S. for speaking engagements and/or accompany missionaries to sponsoring churches; are involved in maintaining relationships with sponsors
- are available to travel internationally as needed to represent the partnership committee and work with approved projects / short term mission groups, attend conferences, meetings

- are involved in finding new support for nationals who do not have support

JOB DESCRIPTION OF PARTNERSHIP REPRESENTATIVE (where there is one)

Note: as an existing ministry expands, there will be an increased need for regional representatives

- has an interest in a particular region, willingness to represent
- reports to the Partnership Committee and the Chairman
- develops a relationship with both the nationals and their sponsors
- is involved in finding sponsorship and maintaining existing ones

JOB DESCRIPTION OF PARTNERSHIP SECRETARY

- is a member of the partnership committee
- has typing and language abilities, Bilingual writing skills helpful
- logs and files all received reports, logs, screens correspondence with sponsors
- translates reports as needed (if bilingual); verifies that all foreign reports have an English translation
- works directly with the Chairman, assisting him/her in his/her work / correspondence;
- sends monthly, quarterly, and annual reports to sponsors, as instructed by Chairman
- Records and distributes minutes of meetings.
- participates in PIE semi-annual and annual meetings

JOB DESCRIPTION OF PARTNERSHIP TREASURER **FINANCIAL POLICIES**

- Partnership Committee should meet regularly (minimum once/year)
- Quarterly Financial reports need to be sent to PIE International within 30 days after each quarter ends
- Budgets need to be reviewed and approved annually by PIEI finance committee
- Partnership Committee's monthly expense receipts are to be sent to PIEI treasurer quarterly.
- Need to have a policy in regard to special projects that sponsors want to involve our nationals; limits need to be set so that these projects would not hinder the missionary's ministry? (God's leading to give...)
- Examples: Charity funds, Training, Camp Ministry, Teams visiting, Construction Projects, shipping boxes with clothing and other donations, Bibles, other literature, medical teams and projects;
- Need to have a policy in regard to special projects that national missionaries and national committee/director want to get involved in; need to carefully consider if should become a PIE project or not
- Not all missionaries' needs are PIE suitable projects. They can find help for their needs from other ministries (ex: Chapel Ministry, Building Churches, Bible Schools, Camp Ministry, etc).

FIELD NATIONAL MINISTRY:

JOB DESCRIPTION OF NATIONAL COMMITTEE

E. A **national committee** of three or more members, with a majority of nationals, shall be organized on each field. No more than one relative of the national director or any other committee member can be a member and there must always be a majority number who are not related to each other. All members shall be in agreement with the statement of faith and purpose of Partners in Evangelism International. This committee shall supervise the missionaries and ministries in that country and shall report to the national director and the partnership committee. (V.E. Bylaws page 2)

E. Responsibilities of the national committee:

1. To meet at least once a year;
2. To select, if necessary, a chairman other than the national director to have oversight of the work of the committee as well as the national missionaries, said chairman to be a national, qualified as to ability, spiritual testimony and availability of time;
3. To oversee, with the national director, the ministry of each missionary and/or staff and set up guidelines for qualifications and responsibilities of each missionary and/or staff;
4. To review and appoint missionaries and/or staff;
5. To send budget recommendations by the national committee to be given to the partnership committee by July 31 for approval; To have the partnership committee sends it on to the PIEI executive committee by September 30 for review and finally to be recommended to the PIEI board;
6. To receive funds from PIEI as well as from local givers, and to distribute all funds to national missionaries, keeping accurate records of gifts and obtaining an audit once a year from a person or entity outside of the national committee which is approved by the partnership committee;
7. To send quarterly income and expense reports as well as a copy of the annual audit report to its partnership committee, including reports of local and all other giving and all their committee meeting minutes and their designated annual committee meeting minutes and news/prayer letters; and
8. To make decisions with the national director on all responsibilities not specifically stated herein.

The national director cannot serve as the national committee treasurer.
(VI.E. Bylaws page 4)

- To have a genuine interest in the PIE national ministry and time availability
- To oversee the ministry of national missionaries
- To handle the missionaries' problems, needs, and report them to the Partnership Committee
- To make decisions in regard to National Missionaries, and communicate their decisions to the Partnership Committee
- When information is reported to the Partnership Committee via e-mail, needs to have been already discussed and pre-approved; The Partnership Committee will not make such decisions that need to be made by the National Committee.
- To work together with the National Director
- To review all quarterly reports, and give their input to the National Director
- To meet with the nationals, and actively get involved in their recruitment, evaluations, discipline, etc.
- To report to the Partnership Committee the new national candidates with complete information package; to add a newly approved national missionary only after reviewed and agreed in consultation with the Partnership Committee and when funds are available

- To create a budget for each national missionary as well as for the ministry as a whole, and to revise it yearly; to stay within the budget limits as per PIE Bylaws

JOB DESCRIPTION OF NATIONAL DIRECTOR

National directors shall oversee the work of PIEI in their designated area, and shall report to their respective partnership committee. It is the responsibility of the National Director to see that the overall goals of PIEI, the stated purposes of the Partnership committee used in fund raising, and the specific policies and procedures of the National committee are implemented and carried out.

(V.D. Bylaws page 2)

Responsibilities of a national director:

1. To oversee all the ministries of PIEI in his country. He is to work with the partnership and national committees and the missionaries, to insure that the procedures and guiding rules of PIEI are followed;
2. To review and evaluate annually with the partnership committee and/or it's chairman the progress of the work in his home country;
3. To meet regularly (minimum annually) with the national committee(s) in order to review the work of the missionaries, to revise the budgets, to discuss future goals and plans, and to forward to PIEI a report of the proceedings of this meeting;
4. To send quarterly prayer letters and reports of the missionaries (including his own) and to be in regular communication with the partnership committee;
5. To be available, at the request of either the national committee or the national missionary, to mediate and advise should problems arise; and
6. To be accountable to the national committee and the partnership committee.

(VI.D. Bylaws page 4)

- To dedicate adequate time to the cause of the ministry
- to work together with the National Committee in decision making
- to oversee the national missionaries' work in the field
- To work with the national Committee to establish an individual as well as a whole ministry yearly budget, revise it yearly, and submit it for approval to the Partnership Committee. The budget should include the missionary's salary, special projects, possible trips to the U.S., and also make allotment for emergency situations. To keep needs and expenses to the amounts approved within the budget and without going over the approved budget.
- To collect and review all reports, to consult with the other members of the national committee about questionable issues, and make recommendations to the national missionary
- To inform the Partnership Committee and submit all reports, with personal notes and decisions taken on certain issues

JOB DESCRIPTION OF THE NATIONAL SECRETARY

- The secretary is a member of the national committee
- Has typing and computer skills and access to e-mail (internet)*
- Has language capabilities and is able to translate the national reports into English*
- Collects all monthly reports and distributes them to all the members of the national committee
- Assists the national director in sending the reviewed reports to the partnership committee in the US

- Logs all reports, newsletters and pictures received from the missionaries
- Keeps track of events and meeting schedules, informs the members of the national committee as well as the national missionaries of upcoming events and meetings
- Logs all personal data records for each missionary, annually updating the information

JOB DESCRIPTION OF THE NATIONAL TREASURER

- The treasurer is a member of the national committee
- Has accounting background / computer skills / access to e-mail (internet)
- Is authorized and has access to the national bank account
- Receives funds wired from the US and distributes them as designated
- Keeps all financial records
- Keeps all expense records and receipts
- Prepares the annual budget approved by the national committee

JOB DESCRIPTION OF NATIONAL MISSIONARY

The **national missionaries** shall be involved in evangelism and church planting. They shall raise an increasing portion of their own support, with the ultimate goal of being fully self-supported. They shall meet with the national committee and the national director and shall be in agreement with the statement of faith of Partners in Evangelism International. (V.F. Bylaws page 2)

Responsibilities of the missionary:

1. To give himself to the ministry and do his best to fulfill his chosen work;
2. To raise a portion of his own support, with the help of the national committee and national director, having the ultimate goal of finding full support in his home country;
3. To report to the national committee the names of all foreign givers and the amount of money that comes directly to him;
4. To cooperate fully with the national committee, understanding that he is directly accountable to the committee and its chairman; and
5. Not to engage in any ministry, paid or unpaid, that is not approved by the national committee, nor to accept secular employment for pay that is not approved by the national committee.
6. In addition, it is recommended to the national committee that the missionary fulfill the following responsibilities:
 - a. To meet with the national committee as necessary or at least once a year in order to report the progress of the work and his goals for the future, and to go over and revise his budget as needed; and
 - b. To write a quarterly prayer letter to supporters describing the progress of his work sending this letter to the partnership committee for distribution to supporters.

(VI. F. Pages 4-5)

- All nationals are to submit their written reports: monthly, quarterly, and annually to the national secretary / or director before the due date
- All special needs: first to be communicated locally to the national director and board who will make decisions; the needs that can be taken care of nationally will be handled by the nationals; the needs that cannot be handled locally, shall be communicated to the Partnership Committee

by the National Committee/National Director; national missionary does not report special needs directly to the U.S (sponsor or any member of the Partnership Committee)

POLICY REGARDING NEW MISSIONARIES

- A New National Committee is to follow instructions from its Partnership Committee as to how to proceed in regard to potential new missionary
- when new missionaries are recruited by the field committee, Partnership Committee is to be fully informed of the status of the potential national;
- family picture, “in action” pictures, documentation (application, personal data, testimony, etc) to be submitted to the Partnership committee
- Partnership Committee to review and evaluate all documentation received; if a new missionary is approved, will receive candidate status for one year, and be placed on the waiting list for support; This policy is implemented to prevent expecting support to missionaries for which funds are not available. The new missionary will only start receiving support if sponsorship is found
- When a sponsor has been found, the National Committee needs to provide “up to date” report on the new missionary, with details in regard to ministry.
- Establish an individualized reasonable budget for the new missionary (by National Committee and reviewed by Partn. Comm.) that needs to be updated yearly.

FUND RAISING

- Fund raising is an ongoing process. It is a complex procedure that requires initial presentation, follow up, communication with prospective sponsors; sending specific information, and additional data as requested by the potential sponsor. Once a contact has been established, the interest of the sponsor needs to be maintained. Maintaining sponsorship is most of the time more difficult and time consuming than the initial contact.
- All members of the Partnership Committee need to be actively involved in fund raising. The responsibility should not fall only on a few shoulders;
- Should be a matter of prayer and the Lord’s guidance.
- Per PIE Bylaws, national missionaries need to be involved in raising own funds. They should not totally and permanently depend on funds raised by Partnership Committee; strategies and steps need to be implemented together with national committee, and missionaries need to be instructed during their scheduled meetings.