

National & Partnership Committee

Brief Field Guide



PARTNERS IN EVANGELISM INTERNATIONAL

MISSION STATEMENT

To fulfill the great commission by establishing partnerships with national Christian missionaries to share spiritual, financial and material resources.

STRATEGIC GOALS

1. Develop partnerships with national Christian missionaries and leaders.
2. Evangelize and plant churches under national leadership.
3. Assist national churches and Christian organisations in growth, development and ministry.
4. Attract resources to support national missionaries and Partners in Evangelism International administration.
5. Recognize the national leadership's superior effectiveness.
6. Establish equality and accountability among all Partners in Evangelism International ministries.
7. Raise awareness of opportunities for personal involvement in Partners in Evangelism International ministries.
8. Foster a vision for nationals to support their own missionaries and pastors.

RELATIONSHIPS

Partners in Evangelism International shall not require any affiliation with any specific association of churches or denomination, but shall work with those who are of like faith and practice. All national organizations, committees and missionaries shall be approved to receive financial support on the basis of their agreement with our statement of faith as well as the historic Christian faith.

STATEMENT OF FAITH

- **We believe** the Scriptures, both Old and New Testaments, to be the inspired word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life and conduct.
- **We believe** in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- **We believe** Jesus Christ, without any change in his eternal deity, became man through conception by the Holy Spirit and virgin birth; that he died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose bodily from the dead, and ascended into heaven where, at the right hand of the Majesty on high, he is now our High Priest and Advocate.
- **We believe** that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and to regenerate the sinner upon believing in Christ; and that, at the time of regeneration, baptizes the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill and empower the believer for godly living and service.
- **We believe** that man was directly created by God in His own image but fell into sin. The entire human race is, therefore, lost, and only through repentance and faith in Jesus Christ and regeneration of the Holy Spirit can salvation and spiritual life be obtained.
- **We believe** in the atoning death of Jesus Christ and His resurrection that provides the only ground of justification and salvation for all who believe; and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and, thus, become children of God.
- **We believe** in the personal, premillennial, imminent return of our Lord Jesus Christ, and that this blessed hope has a vital bearing on the personal life and service of the believer.

- **We believe** in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting conscious punishment.
- **We believe** that the Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.
- **We believe** that the local church and the planting of local churches is of primary importance in God's plan in this age. We further believe that all means of evangelization and discipleship should work in conjunction with this main purpose. We also believe in the autonomy of the local church under the authority of the Lord Jesus Christ.
- **We believe** that believer's baptism by immersion and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- **We believe** that the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and this it is commanded of God to remain separate from false doctrine and sinful pleasures, practices and associations.



ORGANIZATION & STRUCTURE (abridged)

- The Board of Directors**, elected by the membership along with its officers, shall have the management of Partners in Evangelism International (hereafter known as PIEI).
- The Administrative Committee** shall be appointed by the Board of Directors and shall include the President, Executive Vice President, Secretary, Treasurer, General Director, Assistant General Director and Field and Area Directors. It shall act on behalf of the Board of Directors in the daily operations of PIEI.
- The Executive Committee** shall include the President, Executive Vice President, General Director, Assistant General Director and Field and Area Directors. It shall have the direct oversight of all committees, missionaries, and National Directors and will assist the Partnership Committees in fulfilling their duties.
- A Partnership Committee**, representing each national ministry in the USA, is to be made up of individuals who have a special concern for that national ministry. It shall be composed of at least three individuals holding the roles of **Chairperson**, **Treasurer** and **Secretary**. It shall promote the mission before the churches and advise national church missionaries and help them develop support. The Chairperson of each Partnership Committee shall be a member of the Board of Directors of PIEI. If necessary a designated member of the Partnership Committee may serve in place of the partnership chair as a member of the PIEI Board of Directors. In order for a national ministry to become part of PIEI, an application must be submitted by the Partnership Committee and approved by the Board of Directors. In addition, a probationary period of two years must be successfully completed before a national ministry is then made a permanent member of PIEI.

E. A National Committee is to be made up of at least three members holding the roles of **National Director, Treasurer** and **Secretary**, with a majority of the members being 'nationals'. This 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. The National Director and the Treasurer cannot be related. The Treasurer has accountability for the proper use of all ministry funds with the exception of the personal salaries of the National Director or National Missionaries. All members shall be in agreement with the Strategic Goals, Relationships and Statement of Faith of PIEI. This Committee shall supervise the missionaries in that country and shall report to the National Director and the Partnership Committee.

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

G. National Missionaries shall be involved in evangelism and church planting. They shall raise an increasing proportion 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 PIEI.

MISCELLANEOUS PROCEDURES

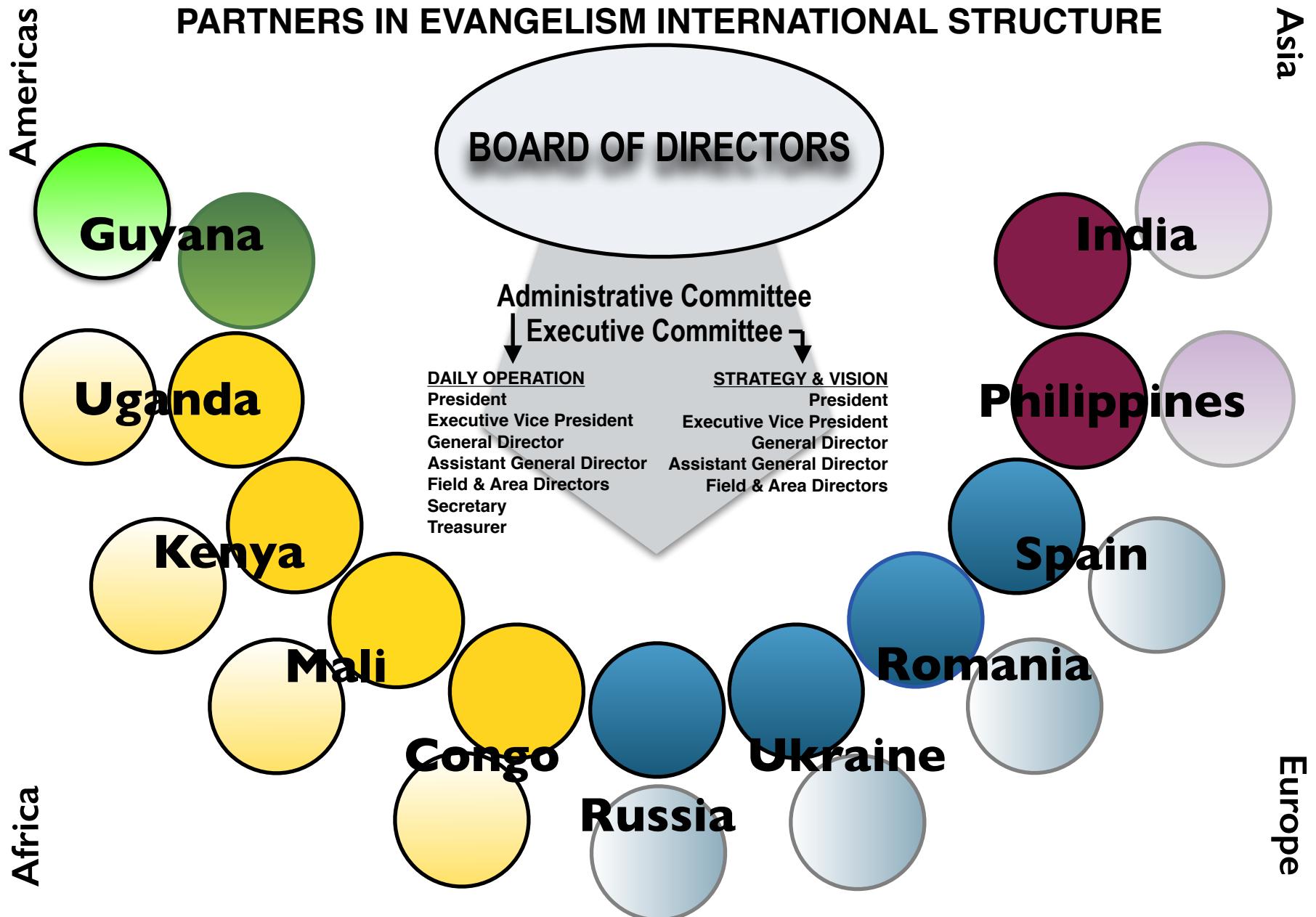
- A. PIEI desires that the National Committees give suggestions on ways of improving field procedures and reports any problems which have arisen due to the policies and procedures of PIEI.
- B. The exact procedures in selection and approval of missionary candidates, projects and ministries will be determined in each country by the National Director and National Committee. The Partnership Committee shall be advised of these procedures.
- C. Since the relationship between PIEI and a national ministry is one of partnership, the idea of equality of all parties shall be paramount. The prevailing attitude of all should be that of serving and learning.
- D. A national missionary in the designated field will, upon approval of PIEI, be given candidate status. The candidate may begin field ministry under PIEI, 1) after establishing a functioning Partnership Committee, 2) after having an approved support budget, 3) after developing a functioning National Committee.



Executive Committee

Gene Brush, Bruce Robinson, Kevin Pressley, Bob Neyland, Cornel Stef

PARTNERS IN EVANGELISM INTERNATIONAL STRUCTURE



This page is only representative of countries, committees and ministries of PIEI and is not necessarily a complete list

KEY: Partnership Committees: inner, dark circles; National Committees: outer, light circles

National Committee

GENERAL AREA

- > Select a qualified, national Chairperson (if other than National Director) to oversee Committee, staff, missionaries & ministries
- > Select a Secretary & Treasurer and meet as a National Committee at least once per year (the National Director cannot serve as the National Committee Treasurer nor can the National Director & Treasurer be related)
- > Make decisions together with the National Director on all responsibilities not specifically stated herein
- > Appoint missionaries & ministries. Organize, when applicable, Short Term Mission Teams (STMT)

CONTRIBUTION AREA

- > Receive & distribute PIEI funds and local donations. Keep accurate records of any gifts
- > Send budget recommendations of the National Committee to Partnership Committee for approval by July 31
- > Send reports of all income and expenses to PIEI Treasurer and / or Partnership Committee 60 days after close of each quarter - end of May, Aug, Nov, Feb
- > Make available, upon request by Partnership Committee, all financial records and expense receipts for review

COMMUNICATION AREA

- > Send minutes of all meetings of National Committee before Sept 30
- > Oversee and review, with National Director, each ministry and missionary and/or staff, and set up guidelines for qualifications and responsibilities of each ministry, missionary and/or staff

CARE AREA

- > Communicate with and pray for the missionaries, National Director and Partnership Committee regularly

Partnership Committee

GENERAL AREA

- > Select a Chairperson, Secretary and Treasurer and set a regular meeting schedule. Update personal contact information to PIEI Secretary
- > Arrange legality and safety of STMT (Short Term Mission Teams/Trips) as necessary

CONTRIBUTION AREA

- > Approve national ministry budget and recommend to PIEI Treasurer/Finance Committee by September 30
- > Operate within approved budget unless an emergency - report any changes or emergencies to Administrative Committee for Board approval ASAP and Partnership Committees 30 days after close of each quarter to PIEI Treasurer - end of Apr, Jul, Oct, Jan
- > Report operation and fund-raising activity to PIEI Secretary semi-annually - end of Mar & Sep

COMMUNICATION AREA

- > Submit National and Partnership Committee's minutes to PIEI Secretary annually by Sept 30
- > Maintain ministry donor list and send news and prayer letters quarterly
- > Submit news/prayer letters and promotional material to PIEI Secretary quarterly

CARE AREA

- > Chairperson (or designate) travel to field to meet with National Director, Committee and missionaries at least every 2-5 yrs
- > Make travel arrangements, prepare speaking schedules, housing, transport, insurance and visa requirements for national missionaries visiting the USA
- > Communicate with, pray and care for the National Committee & National Director & missionaries regularly

National Director

GENERAL AREA

- > Oversee all the ministries in his country
- > Be accountable to the National Committee & Partnership Committee

COMMUNICATION AREA

- > Work closely with both the National & Partnership Committees & missionaries insuring that procedures & guidelines of PIEI are followed
- > Maintain good communication & relationship with Partnership Committee & be in regular contact
- > Forward to PIEI Secretary reports of all meetings
- > Send the National Director and missionaries prayer letters & reports to PIEI Secretary quarterly

CARE AREA

- > Meet with National Committee to review work of missionaries, revise budgets, discuss goals & plans regularly (once per year minimum)
- > Review & evaluate the progress of the ministry & current situation of the country regularly
- > Be available, at request of National Committee or National Missionary, to mediate & advise should problems arise
- > Pray for the missionaries, Partnership Committee & National Committee regularly

National Missionary

GENERAL AREA

- > Give himself/herself wholeheartedly to the ministry of the Word of God & fulfil the ministry to which he/she is called, chosen & appointed

CONTRIBUTION AREA

- > Raise a portion of his own financial support with the help of the National & Partnership Committees & Chairpersons
- > Report to the National Committee the names of all Foreign donors & amount donated directly to him/her
- > Do not engage in any ministry, paid or unpaid, nor accept secular employment for pay that is not approved by the National Committee
- > Commit to the goal of ultimately finding full financial support in his home country

COMMUNICATION AREA

- > Cooperate fully with the National Committee, understanding that he/she is directly accountable to the Committee & its Chairperson
- > Meet with the National Committee to report on personal & ministry progress, future goals & budget reviews as necessary & at least annually
- > Send prayer reports describing progress of the ministry through the Partnership Committee to financial supporters quarterly

CARE AREA

- > Pray for the National Director, Partnership Committee & National Committee regularly

PARTNERS IN EVANGELISM INTERNATIONAL TASK AREA & DATE CHART

CONTRIBUTION

NATIONAL COMMITTEE

- Budget recommendations to PC **Jul 31**
- Income / expense report to PC **end of May, Aug, Nov, Feb**

COMMUNICATION

NATIONAL COMMITTEE

- Minutes to PC **before Sep 30**

CARE

NATIONAL COMMITTEE

- Commit to communicate with & pray for PC, ND & M **regularly**

PARTNERSHIP COMMITTEE

- Approve budget to PIEI **Sept 30**
- Financial reports end of **Apr, Jul, Oct, Jan**
- Operation & fund raising report **Mar, Sep**

PARTNERSHIP COMMITTEE

- Minutes to PIEI **Sept 30**
- Newsletters to donors **quarterly**
- Newsletters to PIEI **quarterly**

PARTNERSHIP COMMITTEE

- Designate visit field **every 2 - 5 Years**
- Commit to communicate with & pray for NC, ND & M **regularly**

NATIONAL DIRECTOR

- Shall seek to obtain means of financial support & be prepared to promote the national ministry as opportunity affords

NATIONAL DIRECTOR

- Newsletter to PIEI **quarterly**

NATIONAL DIRECTOR

- Meet with NC **minimum annually**
- Review ministries & country **regularly**
- Commit to communicate with & pray for PC, NC & M **regularly**

MISSIONARY

- Commit to self support in ministry
- Raise missionary support through NC / PC **regularly**

MISSIONARY

- Newsletter to NC **quarterly**

MISSIONARY

- Commit to communicate with & pray for PC, NC & ND **regularly**

MISCELLANEOUS PARTNERSHIP INSTRUCTIONS & QUESTIONS

MISCELLANEOUS INSTRUCTIONS

- All Partnership meetings must be documented / minuted and emailed to the PIEI Secretary from the US Partnership Committee in time for the AGM
- Each PIEI ministry needs to submit an annual membership update (names, addresses, telephone, email) in time for the AGM
- All publications relating to PIEI must show the name Partners In Evangelism International, the PIEI logo and the ministry name clearly
- All publications, including periodic newsletters, must be sent to the PIEI Secretary
- All publications from the National Committee or National Director must be sent through the respective Partnership Committee
- All members of the Partnership Committee should be encouraged to attend both the AGM and the semi-annual PIEI meetings
- Members of the National Committee that are able should be encouraged and helped to attend PIEI's AGM

ASSESSMENT QUESTIONS

“Alliance champions are the people most responsible for making the partnership work. This means that each organization must have at least one alliance champion dedicated to managing the relationship. Two alliance champions in place (one in each committee) who have a strong bond of trust are the most important ingredients for a successful partnership.” *Making Your Partnership Work* by Daniel Rickett

- Is there a / are there clear Alliance Champion(s) in your partnership?
- Assuming there are two Alliance Champions, is their relationship
 - Personal?
 - Clear and strong in communication?
 - Assisting one another to define and achieve expectations?
 - Providing adequate, needed coordination to mutually benefit the relationship and agreed goals?

That there is a partnership implies just that: Two persons or groups coupled together in a contract to happily mingle minds and hearts, to voluntarily employ talents and experience, to objectively think and work toward mutually agreed goals, and consistently picture the same expectations to reach desired results that likely could not be achieved by persons or parties acting alone or unilaterally. There should be a two-way exchange between partners without only one party doing the giving and the other party always receiving. When a partnership is between two groups there needs to be a focal person in each group that leads and communicates with another to insure success. This assumes clarity in relationship, responsibility and role. A partnership endures when principle transcends personality and sights are on the future and generations that follow.

- Does the partnership have clear mutual expectations about how to work together?
- Are adequate systems in place to measure and track progress?
- Is it easy to raise issues and resolve differences and avoid conflict?
- Do you measure real impact and not mere activities?
- Do you understand where you are going together in partnership?
- What are the strengths of the partnership, are you doing well?
- What are the weaknesses of the partnership, what needs improving?
- How can PIEI best help your partnership to become even more effective?

RELATIONSHIP

There must be a personal relationship with the Lord, with the team and between committees
There must be consistent, meaningful communication between other committee members

Define words, terms, concepts and hopeful results to be understood by each party
Determine the effort required of a team and determine to do well in harmony
Design tasks in unity that lead to real impact and not mere activities



RESPONSIBILITY

Have a clear understanding of who you are and what you are to be in the wider team
Know your own boundaries and the team coordination needed to make things work
Assign action and proceed intelligently to achieve good results - use the **S.M.A.R.T.** process . . .

Specific - state clearly the objectives & plans simply, including who, what, where & the when of tasks
Measurable - everyone should know where each other is in the task & the overall planning process
Attainable - the whole, & its parts, should be achievable with reasonable effort in an allotted time
Relevant - assignments must be demonstrable & pertinent to the goal or plan in view
Traceable - plan assignments should be viewable on a timeline & completed by a certain date

ROLE

You should know the gifting and calling of each person in the partnership
You should have accountability policies in place
You should have steps in place to raise issues and resolve differences
You should know what part your committee plays in your life
You should know the strengths of the leaders and each committee member (what one does well)
You should know the weaknesses of the leaders and each committee member (what one is less likely to do well)
You should know your Area Director personally and think through how best he can serve you and your committee
You should understand and accept the accountability Partners In Evangelism International has with donors and governments

FOUNDATION:
Bible; biblical understanding of evangelism & church planting;
PIEI By-laws;
Governmental rules
GOALS:
Overall ethos of the ministry; General ministry areas on which to focus;
Long-range hopes & dreams
OBJECTIVES:
Mid-range targets of ministry;
Specific areas of concentration in line with ministry goals
PLANS:
Short-range means to reach objectives;
Individual pursuits

COMMITTEE SELF ASSESSMENT

(Points: 0 = Never; 1 = Almost never; 2 = Sometimes; 3 = Consistently)

AREA	RATING • PLAN / CORRECTION • PERSON / TASK • DATE				
Partnership Committee (14 questions, 42 possible points)					
<ul style="list-style-type: none"> • Consists of at least 3 people - Chair person, Treasurer, Secretary _____ • Attends & reports to annual & semi-annual Board Meeting _____ • Consistently meets together _____ • Records meeting minutes & sends them to the PIEI Secretary in a timely manner _____ • Submits ministry annual budget by Sept 30 _____ • Makes periodic visits to the national ministry _____ • Submits timely quarterly reports _____ • Submits timely National Committee minutes _____ • Submits all printed material to PIEI Secretary for review _____ • Publishes quarterly newsletters, etc, to donors & potential donors _____ • Adequately represents PIEI in published materials _____ • Maintains an up-to-date mailing list of donors _____ • Makes plans & accommodations for missionaries to visit the US _____ • Operates within budget & guidelines _____ 					
National Committee (10 questions, 30 possible points)					
<ul style="list-style-type: none"> • Consists of at least 3 people - Chairperson, Treasurer, Secretary _____ • Treasurer controls all ministry funds & prepares financial reports _____ • Meets at least annually _____ • Prepares & sends meeting minutes to the Partnership Committee _____ • Sends budget recommendations to Partnership Committee by July 31 _____ • Receives & distributes funds to missionaries effectively _____ • Submits quarterly reports in a timely manner _____ • Reports on local & all other contributions _____ • Sends any other materials to Partnership Committee for review _____ • Interacts with National Director frequently & effectively _____ 					
National Director (6 questions, 18 possible points)					
<ul style="list-style-type: none"> • Oversees ministry & communicates with National & Partnership Committees _____ • Submits timely review of ministry progress _____ • Meets & communicates with National Committee regularly _____ • Meets personally with National Missionaries _____ • Exhibits accountability _____ • Exhibits leadership _____ 					

PC points ____ NC points ____ ND points ____ Total points ____ Average points ____ NAME OF MINISTRY _____ DATE _____

PARTNERS IN EVANGELISM INTERNATIONAL

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“A unique approach to missions”