

OVERVIEW OF WORLD MISSIONS MINISTRIES

INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

Ministry Manual

Updated July, 2008



TABLE OF CONTENTS

OVERVIEW OF WORLD MISSIONS MINISTRIES	1
Purpose	4
History of World Missions Ministries	4
World Missions Administrators	9
Structure of World Missions	10
• World Missions Board	10
• Board Members	11
• Administrative Staff with Seat and Voice on WMM Board	11
• Executive Director and Senior Staff	12
• Executive Flow Chart	14
• Personnel on the Conference and Local Levels	15
MINISTRIES OF WORLD MISSIONS MINISTRIES	16
Career Missionaries	17
• Requirements for Missionary Appointment	17
• Continuing Education Units	17
• Application Procedures	18
Special Programs	19
• Missionary Interns	19
• Bi-Vocational Missionaries	19
• Lay Missionaries	19
• Affiliate Missionaries	19
• Short-term Overseas Workers	20
• International Evangelists	20
• Requirements for Special Programs	20
• Application Procedures	21
Mission 21	22
Operation Antioch	24
People to People Ministries	25
Global Outreach and Itineration	27
Media Team	28
Coffee House Ministry	29
Team Evangelism and Mission Service (TEAMS)	30

NATIONAL CHURCH MINISTRIES	31
National Missionaries/Ministers	32
Indigenous Churches	33
Ministerial Training	34
MINISTRY RELATIONSHIPS	35
Women’s Ministries (WM)	36
World Intercession Network (WIN)	37
U.S. Colleges	37
Partnerships	38
PERSONNEL	39
Executive Director	40
World Missions Board	42
Assistant Director	43
Senior Staff	45
Director of Global Outreach and Missionary Itineration	46
Director of People to People	49
Senior Financial Specialist	50
Duties of the Overseas Ministry Coordinators	54
Duties of the Regional Ministry Coordinators	56
Area Executive Committee	57
• Area Director of Research	57
• Area Director of Ministerial Training	58

PURPOSE

The primary purpose of World Missions Ministries of the International Pentecostal Holiness Church is to fulfill the Great Commission of our Lord Jesus Christ. This includes:

- the proclamation of the gospel and conversion of the lost to Jesus Christ
- the planting of indigenous churches
- the equipping of spiritual leaders
- the incorporation of these indigenous churches into one worldwide fellowship
- the expansion of the Pentecostal revival throughout the body of Christ
- urban church planting
- reaching unreached people groups
- encouraging local churches to become involved in World Missions

HISTORY OF WORLD MISSIONS MINISTRIES

Missions has always been one of the top priorities of the International Pentecostal Holiness Church. We take seriously the Great Commission to "make disciples of all nations." At the consolidation meeting in Falcon, North Carolina, in 1911, the Pentecostal Holiness Church already had works in China, India and Africa. It was to these fields that the church continued to send missionaries for the next two decades.

In 1913, at the second general convention of the church in Toccoa, Georgia, the General Board of Administration also became the first General Missions Board. At this time the church had 13 missionaries. Some were partially supported while others received no regular support at all. They went with little other than the Word of God and faith in the power of the Holy Spirit. The foundation for the missions program of the Pentecostal Holiness Church was laid with this caliber of people.

Expansion came in the 1930s when missionaries went to Argentina and an indigenous work was opened in Mexico. Hawaii and Alaska were the next target areas with missionaries arriving and churches being planted.

The general conference in 1945 elected its first Foreign Missions Board apart from the General Board of Administration. By the general conference of 1949, there was a missionary staff of 37 working in six countries.

The post war years of the 1950s brought more rapid expansion. In Latin America we moved into Costa Rica and Cuba. From South Africa the work spread into Northern and Southern Rhodesia, now Zambia and Zimbabwe; into Nyasaland, now Malawi; into Nigeria, Mozambique, Ghana and Botswana. The fast growth in Africa made a closer supervision of the work necessary and in 1953 a general supervisor was appointed for Africa. The work in India up to this time had been concentrated in the north. In 1958, a South India work was organized.

The growth and expansion during the 1950s made it necessary for World Missions Ministries to make some changes in its structure. The first major change was the election of a full-time director. The need for a person to devote all his/her time to the advancement of missions seemed imperative, and the General Conference in 1961 voted that such an office be instituted. This began promotion on a full-time basis. It was also at the 1961 General Conference that the name of the missions department was changed from Foreign Missions to World Missions.

The 1965 General Conference added the new position of field representative to promote missions in the local churches in the U.S. The official publication of World Missions was initiated in 1966. *Worldorama* continues today as one of our primary means of getting missions information into the homes of Pentecostal Holiness members and friends.

Abroad the 1960s saw two important events take place. In 1965, the Argentina conference was organized. An affiliation took place in 1967 between the Pentecostal Holiness Church and the Methodist Pentecostal Church of Chile.

Each year of the first quadrennium in the 1970s brought major advances in the missions thrust of our church. In 1970 the first School of Missions was held, which continues to be an annual event for missionary candidates and missionaries on furlough.

Expansion came again with the works in Zaire, Kenya, and Korea. Jamaica was re-entered and there was considerable growth on the continents of Africa, Asia, and Latin America.

A major restructuring of the administrative organization went into effect in January 1973, and general supervisors were appointed for Asia and Latin America in addition to Africa.

Training for the overseas national was enhanced greatly by the initiation of two different training programs in the early 1970s. Theological Education by Extension (TEE) and Advanced Ministers' Seminars became a vital part of training nationals.

On the home front 1973 saw two programs adopted. The first was Short-term Overseas Workers (SOW). It was designed to challenge every dedicated Pentecostal Holiness college student to give from three months to two years serving on the mission field.

Another program, Lay Overseas Volunteer Evangelists (LOVE), was designed for skilled laity who wished to serve on the mission field as self-supported helpers of the missionary staff. The first LOVE worker, a retired government employee, served in Hong Kong.

At the end of the 1969-1973 quadrennium there was an overseas membership of 42,706, which represented a 43.8% increase over the previous quadrennium. There were 104 missionaries serving the church, the largest number to that point in its history.

Promotion in the home churches was a priority by this time. In 1973, the first administrative assistant was appointed. This title has since been changed to "assistant director." In 1974, conference missions directors were appointed.

It was during the 1973-1976 quadrennium that the general headquarters of the denomination moved from Franklin Springs, Georgia, to Oklahoma City. World Missions also made the move in 1974.

When the report of the World Missions director was given at the 1977 General Conference, it was noted that progress had been made on each field overseas. New buildings had been constructed on various fields, the first TEE graduation had been held in South Africa, and the work had expanded to embrace a new country - the Philippines. During the four years, 175 new churches had been added - a 27.4% increase over the previous quadrennium.

By the end of the 1970s the focus of World Missions Ministries had begun shifting to the cities of the world. A program called "Operation Antioch" was adopted which called for taking the gospel to world-class cities. The decade of the 80s became the decade of urban evangelism for the church. The result was that from 13 cities in 1979, the goal was set to plant strong churches in 50 of the major cities of the world. This goal was quickly reached and has since been increased to 125 and then to 200. The focal point of this urban thrust was the Centre for International Christian Ministries in London, England, which was opened in 1980. Here, national leaders, SOWers and newly appointed missionaries were trained in urban ministry.

During the 1977-1981 quadrennium six new mission fields were entered: Haiti, Namibia, Venezuela, Israel, Transkei, and our first missionary in Europe. Although we have had work in England for many years, our first missionary arrived in London in 1978. Reorganization took place in Korea. The affiliation with the Methodist Pentecostal Church of Chile was reaffirmed.

At the 1981 General Conference the executive director of World Missions was re-appointed. For the first time since the position became full-time in 1961, an executive

director would serve two consecutive terms of office. This longer term has helped to strengthen and stabilize World Missions Ministries by providing continuity in missions leadership and strategy.

During the 1981-1985 period, World Missions Ministries entered Indonesia, France, Italy, and Malta. An affiliation with the Wesleyan Methodist Pentecostal Church of Brazil was signed in 1983.

In December of 1983 the Pentecostal Holiness Church made a renewed commitment to world evangelization. A strategy was drawn up for reaching one-tenth of one percent of the world's population for Christ by the year 2000. The entire denomination was challenged to become involved in this TARGET 2000 goal at the 1985 General Conference. Beginning with the 21st century, new goals were established and "Mission 21" replaced "Target 2000."

In 1990 the First World Conference of Pentecostal Holiness Churches was held in Jerusalem, Israel. Leaders from various countries of the world met together as equals to worship, celebrate, give praise for what God was doing and plan strategies to reach the goals of Target 2000. A Second World Conference was held mid-decade in September, 1995, once again in Jerusalem. A third conference was held in February, 2002 in San Jose, Costa Rica, to celebrate what God had done through the Pentecostal Holiness Church around the world.

Another major change for World Missions and for the entire denomination was indicated in a series of name changes reflecting a renewed focus on ministry and away from a hierarchy of authority to a network of assistance. In 1993 the name of "general supervisor" was changed to "overseas ministry coordinator" and "field superintendent" was changed to "regional ministry coordinator." The entire denomination made the same change in 1994. "International Headquarters" became "International Pentecostal Holiness Church Resource Development Center." Again the name change emphasizes the renewed emphasis on ministry with a focus on the local church.

Growth around the world accelerated. By the 1997 General Conference the church had ministry in 81 countries with a total worldwide membership, including affiliates, of 2,600,000. Jesse D. Simmons completed eight years as executive director of World Missions and M. Donald Duncan was elected as vice chairman of the denomination and executive director of World Missions to lead into the next century.

As the 20th century came to a close, World Missions had experienced the greatest growth of its history with a 63% increase in the number of churches established and a 103% increase in membership around the world since the end of the previous quadrennium. The Global Outreach Offering had increased 51% over the past four years and total annual income had a 41% increase. A missionary staff of 187 was now ministering in over 92 countries of the world with a total worldwide membership, including affiliates, of 3,410,890. One of the highlights of the quadrennium of 1997 – 2001 was the building of relationships and establishing partnerships with other groups

such as Evangel Bible Translators (EBT) and Accelerating International Missions Strategies (AIMS). Several mergers with groups in Ethiopia, Democratic Republic of Congo in Africa and Central America added hundreds of thousands of people.

The beginning of the 21st century for World Missions began at the 2001 general conference when M. Donald Duncan was re-elected director of World Missions Ministries and was re-elected as the vice chairman for the denomination. During this quadrennium, the ministry continued to expand around the world.

At the 2005 General Conference in Oklahoma City, Rev. Duncan announced his retirement and Dr. Doug Beacham was elected as the new executive director.

The definitive history of the first 100 years of IPHC World Missions Ministries is contained in *The Simultaneous Principle* by Dr. Frank G. Tunstall, published by LifeSprings Resources in 2005.

WORLD MISSIONS ADMINISTRATORS

1911 - 1913	J. H. King, Director
1913 - 1917	J. H. King, President
1917 - 1921	J. H. King, General Superintendent
1921 - 1925	J. H. King, General Superintendent
1925 - 1929	J. H. King, General Superintendent
1929 - 1933	J. H. King, General Superintendent
1933 - 1937	J. H. King, General Superintendent
1937 - 1941	J. H. King, General Superintendent
1941 - 1945	Dan T. Muse, General Superintendent
1945 - 1949	Paul F. Beacham, Chairman
1949 - 1950	Dan T. Muse, Chairman
1950 - 1953	T. A. Melton, Chairman
1953 - 1957	T. A. Melton, Chairman
1957 - 1961	T. A. Melton, Chairman
1961 - 1965	W. W. Carter, Chairman
1961 - 1965	W. H. Turner, Executive Secretary (elected as the first full-time director)
1965 - 1969	J. Floyd Williams, Chairman/Director
1969 - 1973	B. E. Underwood, Chairman/Director
1973 - 1977	R. L. Rex, Chairman/Executive Director
1977 - 1981	B. E. Underwood, Chairman/Executive Director
1981 - 1985	B. E. Underwood, Chairman/Executive Director
1985 - 1989	B. E. Underwood, Chairman/Executive Director
1989 - 1992	J. D. Simmons, Chairman/Executive Director
1992 - 1997	J. D. Simmons, Chairman/Executive Director
1997 - 2001	M. Donald Duncan, Chairman/Executive Director
2001 - 2005	M. Donald Duncan, Chairman/Executive Director
2005 -	A.D. Beacham, Jr., Chairman/Executive Director

STRUCTURE OF WORLD MISSIONS

World Missions operates under the auspices of the General Conference of the International Pentecostal Holiness Church. The flow of authority is from the General Conference to the General Board of Administration to the General Executive Board to the World Missions Board.

The chairman of the World Missions Board is the executive director of World Missions, who is elected by the General Conference. Under the executive director there are senior staff members, both in the United States and overseas. The United States senior staff is composed of an assistant director, director of Global Outreach and Missionary Itineration, director of People to People and a Senior Financial Specialist. The senior staff is directly amenable to the executive director and the World Missions Board.

The overseas senior staff is composed of four overseas ministry coordinators, one each for Africa, Asia, Europe/Middle East, and Latin America/Caribbean as well as regional ministry coordinators for most mission fields. The overseas ministry coordinators answer directly to the executive director and the World Missions Board. Regional ministry coordinators answer to the overseas ministry coordinators. Missionaries are responsible to the regional ministry coordinator and overseas ministry coordinator.

WORLD MISSIONS BOARD

Composition

The World Missions Ministries Board is the governing board for the ministry. It is composed of the executive director and six additional members, at least one of whom is a lay person. Appointments to the board are made by the executive director and approved by the General Executive Board and General Board of Administration quadrennially for a four-year term. The board members are chosen on the basis of a vision and burden for world missions. Board members are not remunerated for their services; however, travel expenses to board meetings are paid.

Function

The World Missions Ministries Board is the policy-setting body for World Missions Ministries. Its duties are to review the policies and strategies of World Missions Ministries, interview and appoint missionary personnel and make plans for the growth of the International Pentecostal Holiness Church overseas.

BOARD MEMBERS (2005 – 2009)

Dr. Doug Beacham	Chairman and Executive Director
Charles Craig	Conference Missions Director of New Horizons Conference
Shari Jones	Lay Member from Heartland Conference
Preston Mathena	Conference Missions Director for the Appalachian Conference
Jimmy McKenzie	Conference Superintendent of the South Carolina Conference
Danny Nelson	Conference Missions Director for the North Carolina Conference
Adam Villarreal	Pastor, Zion Worship Center, West Coast Hispanic Conference

SENIOR STAFF WITH SEAT AND VOICE ON WORLD MISSIONS MINISTRIES BOARD

Dr. Harold Dalton	Assistant Director
Steve Cofer	Director of Global Outreach and Missionary Itineration
Matt Bennett	Director of People to People
Judy Williams	Senior Financial Specialist
Russell Board	Overseas Ministry Coordinator for Asia
Bob Cave	Overseas Ministry Coordinator for Europe and Middle East
Dan Clowers	Overseas Ministry Coordinator for Latin America/Caribbean
Ernest Turner	Overseas Ministry Coordinator for Africa

EXECUTIVE DIRECTOR AND SENIOR STAFF

Executive Director

The chief executive officer of World Missions Ministries is the executive director. The executive director is in charge of the planning and development of the International Pentecostal Holiness Church outside the United States. Responsibilities include the following:

1. Serve as chairman of the World Missions Ministries Board and provide spiritual and strategic leadership for the ministry.
2. Oversee the direction and focus of the ministries of World Missions Ministries.
3. Serve as pastor and spiritual leader for the missions staff.

The **assistant director** works with executive director and has authority to act on the executive director's behalf. The assistant director assists in carrying out the policies established by the World Missions Ministries Board, serves as the liaison to the fields through the overseas ministry coordinators, office administrator for World Missions RDC, liaison between the conference missions directors and World Missions and is responsible for candidate processing for missionary and special programs.

The **director of Global Outreach and Missionary Itineration** plans and directs the promotion for the annual Global Outreach offering. He also trains and assists missionaries in fundraising, helps missionaries plan their schedule, approves expenses, confirms monthly support, tracks income and reports income to the missionaries. Also is responsible for fundraising and management of Coffee House Ministry.

The **director of People to People** directs the People to People ministry and promotes through publications and in conferences and local churches. He/she also coordinates this ministry with the missionaries on the field to provide care for needy children, food for the hungry, disaster relief, etc.

The **senior financial specialist** is responsible to coordinate financial areas of World Missions Ministries. He/she will also be responsible for disbursement of World Missions funds for missionaries, projects and miscellaneous financial matters and will oversee income/contribution placement.

The **overseas ministry coordinator** serves as liaison between the executive director and World Missions Ministries Board to his/her area of supervision, promoting and coordinating the plans and policies of World Missions Ministries while at the same time making recommendations to the executive director and the World Missions Ministries Board concerning new fields, new projects, needs, etc., for his/her area.

The ***regional ministry coordinator*** coordinates plans and policies of World Missions Ministries in his/her country or area and makes recommendations to the overseas ministry coordinator concerning his/her field, and is directly amenable to the overseas ministry coordinator.

PLEASE INSERT FLOW CHART

PERSONNEL ON THE CONFERENCE & LOCAL LEVELS

Conference Personnel

Each conference shall have a **conference missions director**. The director and committee shall plan for the promotion of missions within their respective conference.

A *Conference Missions Director's Manual* prepared by the World Missions Ministries staff provides guidelines for assisting the director in fulfilling his duties. One of the main duties is to assist missionaries in scheduling services with churches in the conference. The director is the first source of information and assistance to the district director and/or pastor and fills a vital role in linking the local church to the mission work overseas.

The **conference missions committee** assists the conference missions director in promoting missions within the conference. Together they coordinate the missions endeavor of the conference ministries such as Women's Ministries, Church Education Ministries and Men's Ministries. They also plan activities and missions emphases within the conference such as the annual Faith Commitment Day, Global Outreach service, missions conventions and rallies and other promotional services by the general World Missions Ministries.

Local Church Personnel

A *Local Church Missions Director's Manual* prepared by the World Missions Ministries staff provides guidelines for assisting the local church director.

The **pastor**, as the leader of the local church, will set the focus and direction for the ministry of the local church. The pastor's vision and burden for world evangelization will determine the level of participation by the church people.

The **local missions committee** is comprised of persons within the local church willing to assist the pastor in implementing missions involvement in the church. The committee will set the pace for missions involvement by emphasizing the individual responsibility God has placed on each one for reaching the lost of this generation.

The **local missions director** will serve as chairman of the local missions committee. The pastor will serve on the committee as an ex-officio member.

MINISTRIES



CAREER MISSIONARIES

Missionaries are the front-line representatives for the World Missions endeavor of the International Pentecostal Holiness Church. They represent our denomination in their various ministries such as preaching the gospel, planting churches, training nationals for church leadership, teaching in Bible schools, planning growth strategies, ministering to physical needs, etc.

Requirements for Missionary Appointment

- 1. Spirit-filled life**
The first step must be a life totally committed to God. All missionary candidates must be born again, sanctified, Spirit-filled Christians.
- 2. Missionary call**
The International Pentecostal Holiness Church holds that those who go to the mission field should have a definite, God-given call and gifting for this type of service. This should be demonstrated by a period of recognized, effective ministry.
- 3. Bible college**
All candidates for missionary appointment should have at least a Bible college degree or diploma, or its equivalent. Pursuing additional degrees and in-service courses is encouraged.
- 4. Ordination and Ministerial Experience**
Those going to the mission field should have proven their ability to plant or pastor churches successfully before leaving the homeland. World Missions Ministries of the International Pentecostal Holiness Church, therefore, generally expects all candidates to be licensed and ordained by one of our conferences and to have two years of experience in the ministry. For assignments such as Bible school teaching the candidate will have experience in this area.

Continued Requirements for Career Missionaries

Continuing Education Units

Recognizing that the Bible commands ministers of the gospel to “Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15), the 1993 General Conference of the International Pentecostal Holiness church affirms: “All licensed and ordained ministers must participate annually in a continuing education program provided and approved by the general conference or quadrennial conference.”

The Continuing Education Program is an in-service training track designed for on-going professional development. It is not designed for college/graduate school academic credit.

A Continuing Education Unit (CEU) is one (1) continuing education hour of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instructors.

Over a two-year period (biennial) a total of 48 continuing education hours shall be completed by all IPHC credentialed ministers.

Career Missionary Application Procedures

1. Complete preliminary application including a \$100 non-refundable application fee.
2. Character reference requests sent, including conference superintendent and conference missions director.
3. Interview with conference missions director.
4. A copy of the preliminary application will be sent to the appropriate overseas ministry coordinator. If the candidate does not know which field he/she wants to go to, all of the OMCs receive a copy of the application.
5. Psychological testing.
6. A background check including a civil, criminal, and credit report will be requested.
7. A physical examination is requested.
8. A meeting will be arranged with the executive director and/or the assistant director of World Missions Ministries, the appropriate OMC and the applicant. A tentative job description and budget will be worked out.
9. Applicant will meet with the World Missions Board for an interview and decision on appointment.
10. The board's decision will be announced to the candidate, the conference missions director and the conference superintendent.
11. The applicant will be placed under the direction of the director of missionary itineration and the itineration process begins.
12. Ordination and/or commission to follow at a time set by the executive director.

SPECIAL PROGRAMS

The special programs division of World Missions Ministries has a four-fold purpose:

1. To involve people who are not yet candidates for missionary appointment.
2. To provide experience for those who may later desire appointment as career missionaries.
3. To mobilize laity to use their special gifts in the cause of world missions.
4. To provide flexibility in meeting the challenge of placing personnel in restricted access countries.

- **Missionary Interns**

Missionary internship is an opportunity to commit two years to serving as an apprentice with an experienced missionary or an established national leader or by joining an urban church planting team for a two-year assignment and pioneering a new work under the leadership of an experienced leader. The purpose is to gain valuable experience in cross-cultural ministry while evaluating one's call to career missionary status.

- **Bi-Vocational Missionaries**

This program provides opportunity for a person to be self-supporting while combining an overseas career with service in missions. (In some cases partial support must be raised.) The purpose of the program is to match overseas job opportunities with applicants who have particular job skills and a desire to serve the Lord on the mission field. One particular need for this program is the opportunity to enter restricted access countries where a traditional missionary cannot enter and work freely.

- **Lay Missionaries**

Lay people of all ages who volunteer to help in missions are given an opportunity to serve through this program. They may be teachers, builders, secretaries, medical professionals, etc. These are people who have special gifts and abilities which they wish to utilize for the Lord in World Missions. Many retired people will thus be able to give fruitful years of their lives in World Missions.

- **Affiliate Missionaries**

The affiliate missionary will meet one or more of the following: 1) From a U.S. church that has affiliated with the IPHC, or; 2) Working with our missionaries or national leaders on the field, or; 3) From an IPHC church but seconded to another missionary on the field.

The affiliate missionary status will have the following criteria:

1. The recommendation would come from the appropriate overseas ministry coordinator after meeting and interviewing the missionary.
 2. The affiliate missionary would submit an application to World Missions Ministries which would be approved by the executive director.
 3. The affiliate missionary would not be permitted to raise funds in PH churches other than in the conference of the affiliate church. Any and all funds raised in PH churches would flow through the regular support channels. Special permission may be granted to raise funds in other areas.
 4. The affiliate missionary would pay his/her tithe to World Missions Ministries.
- **S.O.W. (Short-term Overseas Workers)**
The short-term overseas worker program provides opportunities for Christian men and women to become actively involved in world missions. The S.O.W. program provides a variety of opportunities for service. Participants may choose to work from three months to two years.

World Missions Ministries cooperates with Emmanuel College and Southwestern Christian University in providing internship opportunities for students who desire a missionary experience.

- **International Evangelist**
An International Evangelist is a U.S. based, full time minister who desires to give a portion of time to ministry outside the United States. In consultation with the overseas ministries coordinators a schedule and budget will be worked out for each specific trip. The total budget must be raised and in the account before the ministry trip is made.

Requirements for all special programs personnel:

- A personal relationship with Jesus Christ and a desire to serve through the structure of World Missions
- Recommendation from one's pastor and conference leadership
- Ability to raise or provide the necessary funds

The expenses for special programs participation are the responsibility of the individual. Funds may be raised from a home church, friends, family and personal accounts. Upon the applicant's approval, an account will be opened in World Missions Ministries.

Special Programs Application Procedures

1. Complete preliminary application including a \$100 non-refundable application fee.
2. Character reference requests sent, including conference superintendent and conference missions director.
3. Interview with conference missions director.
4. A copy of the preliminary application will be sent to the appropriate overseas ministry coordinator. If the candidate does not know which field he wants to go to, all of the OMCs receive a copy of the application.
5. Psychological testing.
6. A background check including a civil, criminal, and credit report will be requested.
7. A physical examination.
8. A meeting will be arranged with the executive director and/or the assistant director of World Missions Ministries, the appropriate OMC and the applicant. A tentative job description and budget will be worked out.
9. Approval of the senior staff.
10. Candidate will be officially notified.

MISSION 21

God is calling the International Pentecostal Holiness Church to become a kingdom of worshiping priests:

- ◆ Who worship Him with all our beings—spirit, soul, and body.
- ◆ Who learn a worship lifestyle that models for the whole world what it means to love God with all our might, mind and means.

God is calling the International Pentecostal Holiness Church to become a learning community of believers:

- ◆ Who give ourselves to maturing and maximizing our gifts and callings.
- ◆ Who commit to equipping the saints for their work of ministry.
- ◆ Who teach a lifestyle of learning that we may all grow in the knowledge of God and effectiveness in ministry.

God is calling the International Pentecostal Holiness Church to become a unique instrument of world evangelization:

- ◆ Who will penetrate many unreached peoples of this earth with the gospel.
- ◆ Who will gear up like an invading army to go into the strongholds of the enemy.
- ◆ Who will spread the kingdom of God and the reign of King Jesus with our lifestyle of worship, learning and witness.

Mission 21 Goal and Objectives

To Reach 6,000,000 Members Worldwide

We believe God has helped us identify our role in reaching our world. We commit ourselves anew to this faith goal. Each ministry must identify its role in this task and proceed by setting, evaluating and revising short-term and intermediate-term goals. The following objectives will help us reach our goal:

Praying daily for world evangelization through intercession and spiritual warfare.

Mobilizing all members of the IPHC to discover, develop and deploy their spiritual gifts.

Planting strong churches and increasing our ministry presence in the urban centers of our world.

Developing shepherds' hearts that reflect the compassion of Jesus Christ.

Multiplying believers and churches through revitalization, personal evangelism and church planting.

It is the responsibility of all leaders **to inform** the membership of our church regarding the **vision**, the **resources** and the **opportunities** for ministry. We call on all our members to join with us in the great enterprise. With effective partnerships God will help us do this.

REACH 3 - PLANT 3 – DISCIPLE 3

As we enter the 21st century of ministry within the International Pentecostal Holiness Church, the Mission 21 Committee has cast a vision for the initial decadal emphasis of REACH 3 - PLANT 3 – DISCIPLE 3. Reaching the Missions 21 objectives will take the commitment of every member becoming actively involved in evangelism, discipleship and prayer.

The first focus of our strategy is prayer – not a general prayer time, but a very specific and focused prayer effort.

Reach 3 is a simple-to-implement and easy-to-administer evangelism strategy. It requires no special funding, no special training and can be done by virtually any members in your church.

Plant 3 is a church-planting focus based on this simple idea: a vibrant, mature congregation should be reproducing itself by helping to plant daughter churches. To leave its spiritual legacy for the next generation, each church should be involved in planting at least three daughter churches: one like itself, one cross-culturally; and one transnationally.

Disciple 3 is a call for every church member to disciple 3. This includes leading three people to Christ and guiding them in a process of growing into faithful followers of Him.

OPERATION ANTIOCH

We are living in an increasingly urbanized world. It was this realization that motivated World Missions Ministries to review its strategy in the 1970s and to adopt the strategy used by Paul in planting churches in the book of Acts. The world of the apostle Paul was not predominantly urban, yet we don't find him planting a single rural church. His missions thrust was focused on penetrating the cities. From these urban-centered churches, the gospel spread to the surrounding areas.

With all of this in mind, World Missions Ministries implemented a strategy called "Operation Antioch," reminding us of the story recorded in Acts 13. The focus began shifting to the urban centers of the world. That change has demanded flexibility and mobility in our missions strategy.

In 1984 the Pentecostal Holiness Church as a denomination felt the need to address the issue of urbanization at home as well as overseas. After careful prayer and study, a plan called **Target 2000** was put into motion. It called for reaching one-tenth of one percent of the world's population for Christ by the year 2000. It also specifically called for the planting of churches in 200 world-class cities. After the 1997 General Conference **Target 2000** became **Mission 21** with revised goals and renewed objectives. So under **Mission 21** our urban strategy which began as "Operation Antioch" continues to move ahead and focus on the urban harvest fields around the world!

World Missions Ministries is committed to the task of reaching the cities of our world with the gospel of our Lord Jesus Christ. Twenty years ago we only had churches in about a half dozen capitals of the world. Now we are ministering in well over 200 world-class cities and the number continues to grow.

PEOPLE TO PEOPLE MINISTRIES

People to People is a distinct ministry within World Missions Ministries. Its purpose is to show the love of Jesus in obedience to His command by providing assistance to deprived and neglected people. The aim of People to People is to provide the "bread of life" while giving lifesaving help. Meeting the physical needs of people also helps our missionaries in establishing churches.

People to People is divided into seven areas of ministry:

1. Sponsorship Program

Under the Sponsorship Program, \$20 per month (\$25 Canadian) pays for one child to receive a Christian education, one hot meal a day and medical attention where possible. This help varies from country to country. There are now over 5100 children supported by this ministry in 33 countries.

2. Feed the Hungry

This program cares for over 4500 children in Christian schools and orphanages. Not all of these children have sponsors yet but the number constantly increases. Gifts to the "Feed the Hungry" program make immediate relief from hunger and starvation possible for some of those without a sponsor.

3. Special Projects

Special projects are undertaken from time to time. Examples: People to People has provided bicycles for Haitian and Pakistani pastors to use as transportation, surgery for a little Indian girl with club feet, a kidney transplant for our conference superintendent in Colombia, materials for housing, a weaving machine so an Indian village could make a living and medical help for a pastor's children, along with other similar projects.

4. Disaster Fund

The Disaster Fund has been established for emergency use in flood relief, hunger emergencies, earthquake assistance, health crises (such as a malaria outbreak) or other disasters outside the U.S. Churches and individuals are encouraged to contribute to this fund periodically so emergency funds will be available when time is of utmost importance to the victims of these various disasters.

5. Handicap Helps

In many countries handicapped persons have a very difficult time. We feel God would have us lend a helping hand. This ministry is set up primarily to help children with food, clothing, wheelchairs, braces, crutches, education and training. This is a very special ministry and a great opportunity to help those who cannot help themselves.

6. *Refugee Families*

The wars and famines of Rwanda, Ethiopia and Liberia have brought to our attention great opportunities for us to help people who have been uprooted from their homes and dispersed in every direction. These are families which have lost everything. They are without home, personal effects and food. Many times families are lost and divided. We are working with our missionaries to restore families physically and spiritually.

7. *COEF*

The Chris Orvin Endowment Fund was established in 1990 to serve a dual purpose: to secure the future of People to People Ministries and to help build Pentecostal Holiness churches through the Extension Loan Fund. Chris and his friends began COEF with an initial \$1,000 contribution. While the principal is to be invested in the Loan Fund, the interest is to be used for the operation of the People to People program.

Ministry of Medicine (MOM)

Ministry of Medicine exists to provide information, direction and ministry opportunities for health-care professionals to be involved in overseas ministry.

MOM maintains a mailing list of medical personnel who receive periodic bulletins notifying them of upcoming opportunities for overseas ministry.

The following six-fold purpose provides the guidelines for MOM opportunities.

1. To share the gospel of Jesus Christ by using our skills to help meet the health-care needs of the world.
2. To offer health-care professionals within the International Pentecostal Holiness Church an avenue for expanding their ministry.
3. To provide a way to enter restricted-access countries.
4. To assist IPHC missionaries in their outreach.
5. To direct and coordinate the distribution of medical equipment and supplies to MOM teams and mission fields where needed.
6. To assist in providing medical and dental care for IPHC missionaries on furlough.

GLOBAL OUTREACH

Each summer the Global Outreach offering is received across the denomination. Each member is challenged to give a day's wage. This offering is divided 75% to World Missions and 25% to EVUSA. World Missions uses this offering for Evangelism and Church Planting, Ministerial Training, OMC selected projects, Operation Antioch projects, keeping missionaries on the field who are in deficit and promotion. The part going to EVUSA is used primarily for church planting.

ITINERATION

The purpose of the itineration department is to assist missionaries in their fundraising. There are two main classifications for missionaries who are raising funds; furloughing and itinerating.

All missionaries must raise their full budget before departure to the field. The itineration office helps coordinate the missionaries' schedules with the conference missions directors, pastors, local missions directors and churches in their surrounding area.

Fundraising training, tracking itineration schedules, income and donor support are some of the services provided for missionaries through the itineration office. Our goal is to help missionaries develop healthy accounts and strong relationships with their support base.

Itineration is a foundational part of World Missions Ministries and is crucial for all missionaries to maintain a fruitful ministry in their field of service.

MEDIA TEAM

PURPOSE

It is the purpose of the media team to produce all print, audio and visual materials for World Missions Ministries.

RESPONSIBILITIES

Shall be responsible for *Worldorama*, *Missions Update*, WMM Website, World Missions pages of the *IPHC Experience*, special appeal letters and various promotional materials.

Writer/Producer of the *Global Front* monthly news broadcasts and other special videos as requested by executive director. Also supervises and edits material for the department website.

Provide efficient communications between World Missions Ministries and the donor base by use of multiple channels, including the information exchange between the missionary and their donor base with management of newsletter and prayer card production.

Coordinating, ordering and distribution management of all WMM promotional materials for the conferences and churches of the IPHC.

COFFEE HOUSE MINISTRY

WTTW – WORD TO THE WORLD THROUGH THE MARKETPLACE

Sending the 'Word to the World' through the marketplace provides strategic opportunities to reach the peoples of the nations. A large portion of the world population engages in the marketplace daily. Coffee House Ministry serves through a variety of outreach methods to encounter these people in their daily activities and enables an open door to witness. Coffee Houses are instrumental to ministering cross-culturally to people that otherwise are not being reached with the gospel. It allows the IPHC World Missions Ministries to impact lives and change destinies.

New opportunities are opening for this ministry around the world. Coffee houses provide a non-threatening environment for lighting a candle in the darkness. Sharing Jesus over a cup of coffee is so easy. The potential of the Coffee House Ministry to "Proclaim His Kingdom" is increasing MORE and MORE (Ephesians 3:20). Currently, coffee houses are operating on the European, Asian and Latin American fields.

Through the years the Coffee House Ministry program has proved an effective tool to raise funds for our coffee houses. These funds are used to set up new coffee houses and for month-to-month operating expenses. Through this program, one or more mugs are given to each supporter or church that agrees to give \$10 a month per mug for one year (total \$120). Currently nine mugs are available: Love, Peace, Joy, Goodness, Kindness, Longsuffering, Faithfulness, Gentleness, and Self-Control. All sponsors have the opportunity of committing to one or more mugs at \$10 per month each or set(s) at \$90 each per month for a one year commitment.

A new trend for coffee house support is developing. Individuals, local church groups, churches, districts and conferences are showing interest in the unlimited opportunities through this ministry and are giving monthly support. In this support program a coffee house or new location can be totally sponsored by one or a combination of these sources. Some have chosen to support a specific coffee house or new location and raise funds to target that area.

Two Main Objectives:

1. *Personal Evangelism*

The coffee house provides the atmosphere for witnessing with music, tracts, videos, tapes, pictures and especially conversation.

2. *Church Planting*

Coffee houses often develop a nucleus of new Christians from which a church can be started. Often the coffee house is discontinued when the new church becomes operational.

TEAM EVANGELISM AND MISSION SERVICE (TEAMS)

TEAMS helps in the coordinating and sending of construction, youth, drama, evangelism and medical teams from the United States to mission fields around the world. TEAMS helps set up the budget, coordinate between the team and the national church, helps with the necessary planning within the country to prepare for the team and makes sure that a resident missionary or national worker works with the team to secure good follow-up for the ministry outreach.

With the gospel message as its prime objective, the TEAMS program strives to help each team accomplish its vision for world missions in the particular country of their choice. Through various types of outreach ministries, the team can choose the program that best fits their mission vision. As a service to the International Pentecostal Holiness Church, TEAMS has dedicated itself to the following:

- Take the gospel of Christ to every open door of opportunity for ministry.
- Promote the TEAMS program in the United States and on the mission field.
- Help the team and the missionaries in the planning and organization of these outreach ministries.

Through the promotion and organization of TEAMS we believe the International Pentecostal Holiness Church will benefit from the increased interest and participation in World Missions Ministries.

NATIONAL CHURCH MINISTRIES



NATIONAL MISSIONARY

A national missionary is a God-called missionary from a country other than the United States or Canada who desires to go to a country other than his/her own as a missionary. We recognize that there may be many countries sending people out as missionaries and we commend this action. The national missionary position in World Mission Ministries is for those who meet the following criteria:

1. Approved as a missionary by the conference board or missions board of his/her country.
2. Approved by the RMC and OMC of World Missions Ministries, both of the sending country and the receiving country.
3. Cosponsored by his/her country and by World Missions Ministries on a percentage scale worked out by the RMC or OMC and the national leadership.
4. Will work under the World Missions leadership of the receiving country with a job description worked out by the appropriate leadership on the field.
5. Approved by the executive director of World Missions Ministries.

NATIONAL MINISTERS

Support of Nationals

National workers may be supported when they are pioneering a new work. This support is to be reviewed annually and is never to exceed five years, except in the case of one such as a national superintendent or Bible school teacher.

Levels Of Missions Board Operation

- MB-1 ***Totally Indigenous Operation.*** The national mission board functions in cooperation with the international ministry of the International Pentecostal Holiness Church but selects missionaries and projects with no financial help from the United States.
- MB-2 ***Limited Partnership Operation.*** The national missions board functions in cooperation with the international ministry of the International Pentecostal Holiness Church. They select and send their own missionaries but receive aid for projects. This assistance is limited to temporary money for rents and/or properties needed in the church planting projects.
- MB-3 ***Full Partnership Operation.*** The national board functions in cooperation with the

World Missions Board in the United States. The selection and sending of missionaries is a joint operation. These missionaries will generally be part of an international church planting team. The cost of the projects may or may not be shared equally depending upon the financial ability of the national church.

Two words may be used to describe our policy with regard to international missionaries. The first word is **FLEXIBILITY**. It is our aim to remain flexible enough to cooperate with the work of the Holy Spirit in developing the global missionary vision in His church. The second word is **INDIGENOUS**. It is our aim to avoid all temptations to create dependent national churches. We aim rather to foster robust mission-minded national churches all over the world. This means that we seek to avoid paternalism in all forms, thus encouraging our national churches to become healthy, indigenous parts of our international fellowship.

INDIGENOUS CHURCHES

It is the goal of World Missions Ministries to send missionaries to plant indigenous churches. The end result will be self-supporting, self-governing and self-propagating churches. In the process it may be necessary for a missionary to serve as pastor for a limited period of time.

During the period while a missionary serves as pastor of a local congregation, a strategy should be in place to move national leadership into place with goals and time limits. Serving as pastor should not be the end result, but rather for a period of time while national leadership is developed.

Missionaries work with nationals to make this a reality. God has given excellent national leaders to our churches overseas, serving as evangelists, pastors, Bible school teachers, conference superintendents, etc. In pioneer areas raising up national leadership is high priority.

MINISTERIAL TRAINING

With the establishment and progress of indigenous churches there arises the need for development of indigenous leadership. Even in a comparatively new church, God has gifted individuals whom He has ordained for leadership. One of the primary tasks of the missionary is to find those people ordained of God and train them for effective Christian service. This shall be done through the following means:

1. Correspondence courses.
2. Ministers' seminars.
3. Resident Bible schools.
4. CURSUM, ADVANCE, AMTC.

The overseas ministry coordinator will appoint a director of ministerial training in each of the four areas.

"Operation Timothy" is the funding strategy of our ministerial training program. Sponsors may designate which school or program their monies will support.

MINISTRY RELATIONSHIPS



WOMEN'S MINISTRIES

Women's Ministries (WM) encourages women to involve themselves in prayer and giving to missions. This ministry provides ways for women to get involved through the following programs:

Missionary Sponsor Program

The missionary sponsor program assigns missionaries and their families to the various conferences for remembrances on special occasions and for strong prayer support.

Agnes Robinson Missions Fund

The Agnes Robinson Missions Fund is a program to raise money for Christmas gifts to be channeled through general Women's Ministries to be distributed to active and retired missionaries and workers in new fields with Evangelism USA. These gifts are sent at Christmas time. This fund is also to be used for emergency needs on the field, literature for overseas Bible schools, printed materials for Women's Ministries and GEMS groups in various languages, and for a visit once each quadrennium for the general WM director to visit mission fields for encouragement and support of the WM work overseas when such funds are available.

Blanche King Scholarship Fund

This is a fund designated for scholarships for missionary children who attend Pentecostal Holiness colleges.

WORLD INTERCESSION NETWORK (WIN)

WIN is an intercessory prayer ministry sponsored by the International Pentecostal Holiness Church. This ministry arm was organized in 1982 to challenge, train and encourage individuals in the ministry of prayer. WIN is headed by a committee of five whose aim is to challenge and motivate individuals of the International Pentecostal Holiness Church to the high calling of prayer, particularly for worldwide spiritual awakening and evangelization.

Area WIN directors serve in Africa, Asia, Europe and Latin America.

Other WIN ministries include:

- Leading local church prayer seminars
- Teaching sessions at pastors' retreats
- Speaking to groups
- Conducting prayer classes
- Organizing prayer classes
- Contributing materials for publication and study
- Producing prayer/teaching tapes

RELATIONSHIP TO OUR U.S. COLLEGES

World Missions Ministries works with each of our denominational colleges to establish a strong missions program.

SEND (See Every Nation Discipled) is a week long emphasis on each college campus each year

Passport to Missions is three weeks of missions training each summer offered on the campus of Southwestern Christian University. Students may earn up to 9 hours of college credit.

SAFARI (Semester Abroad for a Radical Impact) is conducted each year during spring semester in South Africa.

PARTNERSHIPS

World Missions Ministries has entered into partnership agreements with three missions organizations: Evangel Bible Translators (EBT), Accelerating International Mission Strategies (AIMS) and Evangelical Fellowship of Missions Agencies (EFMA).

Evangel Bible Translators (EBT)

Evangel Bible Translators is a missionary ministry which affords to those who have a special respect for the Word of God and the ministry of the Holy Spirit the opportunity to be involved in evangelism through Bible translation and linguistics. EBT is involved in the printing and distribution of the Scriptures in minority languages.

Accelerating International Mission Strategies (AIMS)

AIMS is a missions organization committed to a fellowship of mobilizers to advocate, train and network the Church for closure-oriented missions activities. World Missions Ministries has partnered with AIMS to fulfill the vision and broad objectives to see unreached peoples have the gospel presented to them in their language and churches established.

The Mission Exchange (formerly Evangelical Fellowship of Missions Agencies)

Since its beginning World Missions has been a member of EFMA. Various directors have served on its board of directors. This wide variety of missions agencies provides many helpful contacts and resources.

PERSONNEL



DUTIES OF EXECUTIVE DIRECTOR

Summary Description

Executive Director of World Missions Ministries

The executive director of World Missions shall be responsible for the oversight of World Missions Ministries and shall lead this ministry in its world outreach program.

I. EXECUTIVE DIRECTOR OF WORLD MISSIONS

- Serve as chairman of the World Missions Board and provide spiritual and strategic leadership for World Missions Ministries.
- Shall appoint members of the World Missions Board quadrennially. The GEB/GBA will approve appointments.
- Preside over World Missions Board meetings and provide the general superintendent the dates and agendas of such meetings.
- Forward minutes of all board meetings to the World Missions Board/GBA as soon as practical following each meeting.
- Keep general superintendent apprised of all major procedure/policy changes in World Missions Ministries.
- Be responsible for preparation and management of annual budget and all related ministries of World Missions Ministries.
- Preside over World Mission Ministries staff meetings.
- Serve as "pastor" and spiritual leader for missionary staff.
- Visit mission fields – give general oversight and participate in strategic meetings and events.
- Responsible for annual conference missions directors' meeting and School of Missions.
- Periodically review and supervise the revision of staff job descriptions as well as keep a check on performance.
- Executive editor of *Keynotes*, a periodic information sheet and newsletter for pastors and conference leaders and *Worldorama*, the official voice of

World Missions, and the World Missions section of the denominational publication.

- Appoint all positions and approve job descriptions for the senior staff of World Missions Ministries in consultation with the World Missions Board. Positions include:
 - assistant director
 - director of Global Outreach and Missionary Itineration
 - director of People to People
 - Senior Financial Specialist
 - overseas ministry coordinators
 - regional ministry coordinators

II. REPORTING

- Shall report quarterly to the General Executive Board and annually to the General Board of Administration.
- Shall report to the World Missions Board.

DUTIES OF THE WORLD MISSIONS BOARD

The board shall supervise the World Missions work and examine and approve candidates. They shall set the policies of World Missions Ministries. Specific duties of the board shall be to:

1. Review the financial support of the missionaries each year and adjust increases commensurate with the cost of living.
2. Review annually the projected financial budgets as well as all budgetary reports related to this department.
3. Examine and approve all candidates for missionary service to see that each one meets the respective requirements for his/her field of service.
4. Periodically review and update all screening materials for missionary candidates.
5. Review annually the status and progress of each field in regards to evangelism, church growth, ministerial training, national pastors, evangelists, etc.
6. Revise the *Missionary Policy Manual* of World Missions Ministries when warranted.
7. Approve staff appointments made by the executive director.

DUTIES OF ASSISTANT DIRECTOR

SUMMARY DESCRIPTION

The assistant director shall assist the executive director of World Missions in any way needed and act in his/her behalf when requested to do so.

I. ASSISTANT DIRECTOR OF WORLD MISSIONS

- Assist the executive director in all activities as needed.
- Represent the executive director and act in his/her behalf as directed.
- Assist the executive director in the planning processes for World Missions Ministries.
- Visit mission fields when called upon by the executive director.
- Direct the annual Passport training
- Supervise the stateside portion of SAFARI (recruiting and approval of students, budget matters)
- Plan and direct the annual School of Missions in consultation with the executive director.

II. MISSIONARY COORDINATOR

- Arrange a time and place of debriefing for missionaries returning home on furlough before they begin itineration.
- Approve housing for furlough.
- Be responsible for missionary and special programs candidate processing.
 1. Provide and administer application and screening materials.
 2. Establish standard procedure for applicants.
 3. See that application is complete before candidate meets the World Missions Board.

4. Recommend and provide for necessary pre-service training.
5. Enforce the shipping regulations of missionaries' furniture, etc. and the securing of approval from overseas ministries coordinators.

III. DIRECTOR OF SPECIAL PROGRAMS (MISSIONARY INTERNSHIP, LAY MISSIONARY, BI-VOCATIONAL MISSIONARY, NATIONAL MISSIONARY, AFFILIATE MISSIONARY AND OTHER SHORT-TERM OVERSEAS WORKERS)

- Process applications and bring report of action to the World Missions Board.
- Monitor accounts and approve requisitions.
- Recruit personnel.
- Administer special programs.

IV. MANAGER OF THE WORLD MISSIONS OFFICE

- See that the World Missions office functions properly.
- Responsible for clerical staff of World Missions Ministries and all of its related ministries.
- Assist in the preparation of the annual budget and all of its related ministries which shall be approved by the executive director.
- With the executive director, shall authorize expenditure of funds of World Missions and all of its related ministries.
- Administrate e-mail system.
- Be in charge of the missionary health insurance program.

V. CONFERENCE MISSIONS DIRECTORS TRAINING

- Update *Conference Missions Directors' Manual*.
- Plan and direct annual conference missions directors' meeting.
- Approve conference expenses.

- Maintain monthly communication with conference missions directors.

VI. WORLD MISSIONS BOARD

- Serve as an ex-officio member of the World Missions Board with seat and voice.
- Assist in carrying out the policies established by the World Missions Board.

VII. REPORTING

- Shall report directly to the executive director.
- Shall report to the World Missions Board.

DUTIES OF THE SENIOR STAFF

The executive director, assistant director, director of Global Outreach and Missionary Itineration, director of People to People, financial specialist, and overseas ministry coordinators shall constitute the senior staff which shall:

1. Administer the various ministries of World Missions Ministries.
2. Meet regularly for the purpose of evaluation, strategic planning, goal setting and prepare a status report.
3. Recommend policy to the executive director.
4. Plan for missions promotion in the United States.

DIRECTOR OF GLOBAL OUTREACH AND MISSIONARY ITINERATION

Summary Description

The Director of Global Outreach and Missionary Itineration is responsible for planning and directing the annual Global Outreach emphasis. He is also responsible for the missionary while fundraising in the United States and will determine when adequate support has been raised. As director of Coffee House Ministry the director is responsible for promotion and direction of the program.

I. GLOBAL OUTREACH

- Shall plan and direct the annual global outreach emphasis. This shall include:
 1. Plan and direct the production of promotional materials.
 2. Assist Conference Missions Directors.
 - Plan great commission meals.
 - Plan for department representatives and missionaries to attend conference events.

II. MISSIONARY ITINERATION

- Assist candidates, missionaries, and special programs personnel with itineration schedules.
 1. Be responsible for training missionaries in fund raising.
 2. Confirm support with individuals, churches and conferences.
 3. Assist with entering new churches and conferences.
 4. Assist the furloughing missionaries and special programs people to have itineration schedule in place upon returning home.
 5. Contact candidates, furloughing missionaries and special programs personnel monthly to update progress in raising support, offer assistance and encouragement in itineration. Give report to the executive director and members of staff.
 6. Assist with itineration schedules as needed.
 7. Prepare all missionary itineration expense requisitions for approval of assistant director.

- Determine and notify assistant director when budget has been raised and confirmed.

III. COFFEE HOUSE MINISTRY

- Develop the promotional program of Coffee and More Ministry.
- Approve the establishing of new coffee houses in consultation with the executive director.

III. MOBILIZATION COORDINATOR

- Projects and missionary support
 1. Raise funds for projects which are on the approved project need list.
 2. Raise funds for special projects as requested by the executive director and assistant director.
 3. Assist in raising missionary support as requested by executive director, assistant director, or director of missionary itineration.
 4. Assist in promoting the Global Outreach Offering.
 5. Assist in Great Commission meals promotions.
- Missions Conventions and Missions Fests
 1. Organize Missions Fests with conference missions directors.
 2. Organize and promote missions conventions.
 3. Organize and present missions awareness and training materials in local churches such as "Harvest Connection" and other missions materials.
 4. Arrange for missionaries to attend missions conventions.
- Missionary Recruiting
 1. Develop a missionary recruiting program.
 2. Recruit missionaries.
- Develop and keep updated a local church missions manual.

IV. REPORTING

- Shall be responsible to the executive director of the World Missions Ministries or the assistant director in absence of the executive director.
- Shall carry out other duties as instructed and directed by the World Missions director.
- At the request of the executive director, will attend World Missions Board meetings with a seat and voice. Report in writing at each board meeting and orally when present.

DIRECTOR OF PEOPLE TO PEOPLE

Summary Description

The People to People director shall be responsible to direct this ministry of child sponsorship and disaster relief. He/she shall see that records are kept, funds are raised and a yearly budget is in effect.

I. DUTIES OF DIRECTOR OF PEOPLE TO PEOPLE

- Promote this ministry through publications and in conferences and local churches.
- Coordinate this ministry with the missionaries on the field.
- Coordinate this ministry with the total outreach of World Missions Ministries.
- Oversee and direct secretarial help employed by this ministry.
- Keep records of all contributions.
- Direct MOM program.
- Prepare People to People annual budget that shall be approved by the assistant director, executive director and World Missions Board.

II. PROMOTION

- Assist in the promotional programs of World Missions Ministries; helping in conferences, conventions and churches as directed by the executive director and/or assistant director.

III. REPORTING

- Shall be responsible to the executive director of World Missions Ministries or the assistant director in absence of the executive director.
- Shall carry out other duties as instructed and directed by the World Missions director.
- At the request of the executive director, will attend World Missions Board meetings with a seat and voice. Report in writing at each board meeting and orally when present.

SENIOR FINANCIAL SPECIALIST

Summary Description

Shall be responsible for the disbursement of World Missions Ministries funds and miscellaneous financial matters. Oversee income placement for distribution. Help manage missionaries and fields financial matters in regard to funds of WMM.

I. RESPONSIBILITIES

- Missionary Payroll
 1. Obtaining and revising the monthly cost-of-living variances for the field-side missionaries.
 2. Inform and obtain approval from the overseas ministry coordinators of any payroll changes for their missionaries.
 3. Send love gifts to the missionaries each month/reconcile gift accounts.
 4. Online payroll transfer with First Fidelity Bank for direct deposits.
 5. Maintain payroll reports.
 6. Send deduction list from payroll to various departments for various distributions.
 7. Journal entries for retirement and Brotherhood payments from payroll to their respective departments.
 8. Compile and send out the annual Missionary/Special Programs Information sheets and W-2/1099 forms for tax purposes.
 9. Maintain accessible filing system of payroll records.
 10. Monitor gifts limits and transfers when limits are met to support accounts.
 11. Maintain spread sheet of base salary for step raises on each missionary.
- Field Statements: Oversee and approve the following:

1. Preparation of the World Missions fields statements.
 2. Oversee sending copies of all field bank account statements and field account reports to the overseas ministry coordinators and field treasurers.
 3. Oversee the maintenance of an accessible filing system of field statements, field bank statements and field account reports.
- Journal Entries
 1. Compile monthly and quarterly journal entries, submitting them to Stewardship Ministries.
 2. Compile list for Christmas/Easter gifts to missionaries for the General Women's Ministries so the journal entries can be completed.
 - Accounts Payable Check Requisitions
 1. Prepare check requisitions for missionaries and fields, authorized by their overseas ministry coordinator and/or the assistant director.
 2. Review coding on all check requisitions of World Missions Ministries and submit to Stewardship Ministries for payment.
 3. Oversee and help maintain all World Missions Ministries accounts payable files.
 4. Answer questions of missionaries concerning expenditures taken from their support account. Do research and correspondence in connection with expenditures from missionary support accounts.
 - Vehicle Loans
 1. Set up accounts for approved vehicle loans.
 2. Prepare amortization schedule and maintain monthly payments of loans from the missionary support account by journal entry.
 3. Prepare and send vehicle registration forms to missionary and maintain file of record of vehicles owned by WMM.
 - Missionary Account/Budget Sheets

1. Compile missionary account/budget sheets for new missionary set up.
 2. Update missionary account/budget sheets as missionaries come home on furlough. Go over budget with missionaries at debriefing.
 3. Provide new or updated copies to missionaries, OMC and assistant director's office.
- Quarterly Missionary Bonus
 1. Maintain monthly list of missionary support account balance in order to prepare quarterly missionary bonus if they qualify.
 - TEAMS, Conference and Local Church Ministry Trips
 1. Maintain records on contributions for TEAMS, working with TEAM directors.
 2. Disburse funds to fields for construction projects, church plant teams, etc. working with conference coordinators and/or church representative.
 - Bank Accounts with First Fidelity Bank
 1. Be contact person with bank personnel in regard to all missionary/field bank accounts.
 2. Open personal and new field checking accounts, set up business debit card for field accounts and maintain a list of active accounts with bank to ensure overdraft protection for missionaries and field bank accounts.
 3. Maintain all WMM field bank accounts and coordinate set ups online with RDC controller. Coordinate with OMCs and field treasurers their online set up with bank.
 - Miscellaneous Duties
 1. Annual income/expenditure report.
 2. Assist in preparing the World Missions Ministries annual budget.

3. Check daily receipt check copies and code unusual projects for financial assistant.
4. Maintain the office petty cash fund.
5. Maintain lists and request set up of missions project numbers with Stewardship Ministries. Coordinate with financial assistant.
6. Prepare and send yearly report to U.S. Commerce Department of monies sent to foreign countries.
7. Compile and balance monthly the missionary tithe report for each field area for the executive director and OMCs.
8. Reconcile advance account 04-00-1511 and give to RDC controller.
9. Disburse OMC annual budget to administrative accounts. Do monthly field account sheets for OMC administrative field bank accounts.
10. Coordinate WMM investments with IPHC Extension Loan Fund.
11. Provide international wire debit coding for RDC controller.
12. Work with IPHC/RDC auditors on annual audit regarding WMM.
13. Oversee work of financial assistant.
14. Check WMM income and do ACH online deposits when financial assistant is not in office.
15. Assist and compile reports requested by the executive director and/or assistant director.

II. REPORTING

- Report directly to the assistant director of World Missions Ministries.
- At the request of the executive director, will attend World Missions Board meetings with a seat and voice. Report in writing at each board meeting and verbally when present.

DUTIES OF THE OVERSEAS MINISTRY COORDINATORS

1. Carry out the plans and policies of World Missions Ministries.
2. Be a spiritual leader and pastor to the persons serving with him/her on the field.
3. Promote and coordinate the plans and policies of World Missions Ministries by:
 - Meeting regularly with the missionary staff under his/her supervision.
 - Report regularly to the executive director of World Missions.
 - Survey each field under his/her supervision periodically.
 - Make recommendations to the executive director concerning new projects and new fields.
 - Present annually a list of priorities and goals for his area and a list of personnel needs for his/her area to the executive director. The written survey report, priority list and personnel needs list shall be sent to the executive director by March 31 each year.
4. Serve as the representative of the executive director and World Missions Ministries by:
 - Serving as ex-officio member of all conference boards in his/her territory.
 - Preside over quadrennial and mid-term promotional conferences.
 - Convey the policies of World Missions Ministries to all regional ministry coordinators and to all conference superintendents.
 - Promote missions in the United States.
5. Serve as the director of evangelism by surveying new fields and making recommendations with regard to opening new fields, promote a dynamic program of evangelism for each field now organized, giving emphasis to large metropolitan areas.
6. Serve as director of ministry to unreached peoples.
7. Carry on all correspondence with the regional ministry coordinators in his/her area with regard to financial reports, projects and proposed programs, furlough time for missionaries and assignment of personnel on the field.
8. Receive quarterly reports from missionaries and send an annual quarterly summary report to the executive director.
9. Work with each missionary in the formulation of a job description.

10. Recommend to the assistant director missionary account sheets and job descriptions and any financial adjustments or requests.
11. Prepare an annual budget for his/her fields to be approved by the executive director.
12. After consultation with the executive director, issue all official invitations to speakers for annual pastoral seminars and missionary retreats and send a report of these to World Missions Ministries.
13. Approve/coordinate furloughs and send information to World Missions Ministries.
14. Keep an up-to-date inventory of all properties and equipment owned by World Missions Ministries, including houses, automobiles, equipment etc. Placement and use of such is at the direction of the overseas ministry coordinator.
15. Appoint a director of ministerial training and a director of research for each field and approve his/her job description.
16. Suggest nominees for regional ministry coordinators to the executive director.
17. The term of overseas ministry coordinator shall be four years, but the executive director may replace an overseas ministry coordinator at any time if his/her work is not satisfactory.
18. At the request of the executive director, will attend World Missions Board meetings with a seat and voice. Report in writing at each board meeting and orally when present.

DUTIES OF THE REGIONAL MINISTRY COORDINATORS

1. Carry out the plans and policies of World Missions Ministries.
2. Hold regular meetings with missionaries and nationals under his/her supervision.
3. Report to his/her overseas ministry coordinator at least quarterly to review progress and plan for the future.
4. Initiate programs for the advancement of the work in his/her field.
5. Make recommendations concerning his/her field to the overseas ministry coordinator.
6. Present a list of personnel needs to the overseas ministry coordinator for his/her field.
7. Serve as an ex-officio member of all conference boards on his/her field.
8. Present annual personnel evaluation form on each missionary under his/her administration to the overseas ministry coordinator.
9. The term of regional ministry coordinator shall be four years, but the executive director may replace a regional ministry coordinator at any time if his/her work is not satisfactory.

AREA EXECUTIVE COMMITTEE

An area (Africa, Austral-Asia, Europe and the Middle East, Latin America and the Caribbean) may choose to have an area executive committee at the discretion of the overseas ministry coordinator.

The purpose of the area executive committee shall be a steering committee to assist the overseas ministry coordinator. The committee is not a policy-making committee in the strictest sense but an advisory committee to the overseas ministry coordinator.

The committee is made up of the overseas ministry coordinator, all regional ministry coordinators, the director of research, and the director of ministerial training.

Responsibilities:

1. Meet as called by the overseas ministry coordinator.
2. Annually coordinate a list of priorities for their field with respect to new fields, projects, and personnel.
3. Give input to the OMC regarding budgets for their field.
4. To set goals for growth on the field and to work diligently to accomplish those goals.
5. To help make decisions based on World Missions Ministries policies at the request of the overseas ministry coordinator.

Area Director of Research

1. Compile Pentecostal Holiness church statistics.
 - Keep a list of all local churches.
 - Update membership totals annually.
2. Keep statistics on status of religion in each country.
 - Information on each religion in the country.
 - Information on status of Christianity.

3. Unreached Peoples.
 - List of peoples.
 - List of major cities and information on each.
4. Intelligence gathering - Keep a file on each country of information relevant to missions and evangelism.
5. Strategy planning - Work with the overseas ministry coordinator in planning strategies for new work.
6. Reporting - Make quarterly reports to the OMCs.

Area Director of Ministerial Training

Each of the four areas shall have a person responsible to coordinate all ministerial training using a variety of training models.

1. Coordinate training programs
 - Residential Bible schools.
 - Theological Education by Extension (TEE).
 - Correspondence courses.
 - Ministers' seminars.
 - Advanced leadership training.
2. Direct the advanced leadership training

Plan and direct an advanced leadership-training program using a team of teachers. (One good model is CURSUM in Latin America.) The purpose is to provide advanced training in evangelism and church growth to pastors.
3. Reporting
 - Keep up to date statistics on all training programs.
 - Send regular reports to the overseas ministry coordinator with a copy to the regional ministry coordinator.