

5. The Commissioning Church is responsible for the support of the Missionary in the following ways:
 - A. Spiritual
 - B. Material
 - C. Emotional
 - D. Medical
 - E. Financial

6. The Commissioning Church is responsible, when needed, for the Missionaries **COMFORT, COUNCIL AND DISCIPLINE**.

7. Each Missionary is an extension of their church and **NOT OF THE MISSION COUNCIL OR BOARD**.

8. These Scriptural practices should result in several areas of increased blessings:
 - A. The joy of carrying out the New Testament "plan".
 - B. The church and her missionaries will have closed the gap between them
 - C. Much more prayer, concern and other support will come from the missionary's home church
 - D. The missions agency will be relieved of many of the responsibilities which should be being performed by the local Church. The Mission agency will be, indeed, an agency of the local Church and not an entity to itself.

9. The Great Commission is not given to the missionary, the missions agency, or any individual . . . **IT IS GIVEN TO THE LOCAL CHURCH!** If the world is to be reached, it will be done through the NEW TESTAMENT LOCAL CHURCH!

EVANGELIZATION IN EASTERN EUROPE

HANDBOOK, CHARTER & BY-LAWS FOR

MISSIONARIES 2005 Edition

(This edition supersedes all other editions)

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EEE'S DOCTRINAL STATEMENT

WE BELIEVE:

1. That the Bible is the Word of God, and that it was written by men who were moved by the Holy Spirit so that their writings, in the original, were supernaturally and verbally inspired and free from error. They are the complete and final revelation of the will of God to man, and so are the supreme authority in all matters of faith and conduct. *(2 Timothy 3:16-17; 2 Peter 1:19-21)*
2. In one God eternally existing in three persons: Father, Son and Holy Spirit. *(Matthew 3:16-17; 2 Corinthians 13:14; 1 John 5)*
3. That man was created in the image of God, and that he voluntarily sinned and plunged the whole human race into condemnation and death. All human beings are born with a sinful nature, thereby requiring a "new birth" in order to go to heaven. *(John 3:3-7)*
4. That Satan, a fallen angel, is a distinct and real personality. He is the adversary of Jesus Christ and all born-again believers. His eternal destiny is eternal punishment in the Lake of Fire.
5. That Christ died for our sins as a substitutionary sacrifice, and all who believe in Him are justified by His shed blood on Calvary. *(John 3:16, Ephesians 2:8-9, Titus 3:5-7)*
6. That the visible local church is a company of believers in Jesus Christ, baptized on a credible confession of faith, and associated for worship, the Word, and fellowship. We believe that, to the church, were committed two ordinances: baptism of all believers by immersion, and the Lord's Supper. The ministry of the local church is the task of preaching the gospel to every creature, the edification of its members, and the lifting up the Lord Jesus Christ in whatever field of service is available.

NEW TESTAMENT MISSIONARY AXIOMS

By Dr. Bill Wingard

1. God gave the Great Commission to the *local church*.
2. Mission boards or agencies apart from the local church have no parallel in the New Testament.
3. The responsibility and privilege to ORDAIN, COMMISSION and DISCIPLINE, rest solely with the local church.
4. The New Testament example is that of the Church sending the Missionary forth, being sent forth by the Holy Spirit. We see this in *Acts 13:1-4*.

"Now there were in the church that was at Antioch certain prophets and teachers; as Barnabas, and Simeon that was called Niger, and Lucius of Cyrene, and Manaen, which had been brought up with Herod the Tetrarch, and Saul. As they ministered to the Lord, and fasted, the Holy Ghost said, separate me Barnabas and Saul for the work whereunto I have called them. And when they had fasted and prayed, and laid their hands on them, they sent them away. So they, being sent forth by the Holy Ghost, departed unto Seleucia; and from thence they sailed to Cyprus."

therefore, it is the Missionary and his Church who determines the will of God regarding:

- A. The field of service
- B. The type of ministry or help
- C. The length of ministry
- D. The change, if necessary, of the field of service.

make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of Evangelization in Eastern Europe shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and Evangelization in Eastern Europe shall not participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, Evangelization in Eastern Europe shall not carry on any other activities not permitted to be carried on:

- a. by a corporation/organization exempt from Federal Tax under section 501(c)(3) of the IRS Code or corresponding section of any future Federal Tax Code.
- b. by a corporation/organization, contributions to which are deductible under section 170(c)(2) of the IRS Code or corresponding section of any future Federal Tax Code.

In the event of dissolution of Evangelization in Eastern Europe, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the IRS Code or corresponding section of any Federal Tax Code, or shall be distributed to the Federal Government or to a state or local government for public purposes.

Evangelization in Eastern Europe's policies and procedures will serve as the organizations by-laws and will be distributed to each member as they become a part of the mission organization.

7. In the personal, premillennial return of our Lord Jesus Christ.
8. That salvation is by grace through faith. No work by man, in any means, adds or aids in securing favor with God for salvation. All true believers, having been born again, are possessors of everlasting life, sealed by the Holy Spirit unto the day of redemption and shall never perish, and are eternally secure in Him. (*Ephesians 2:8-9, Romans 3:21-28, John 10:27-29, 2 Timothy 1:12, John 5:24, John 3:16, 1 Peter 1:23, Romans 8:38-39*)
9. That baptism by immersion is the only Scriptural mode of baptism, and is for believers only.
10. That God has commanded that no intimate sexual activity should be engaged in, outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery or pornography, are sinful perversions of God's gift of sex. (*Genesis 2:24; 19:5,13; 26:8-9; Leviticus 18:1-30, Romans 1:26-29, 1 Corinthians 5:1, 1 Corinthians 6:9, 1 Thessalonians 4:1-8, Hebrews 13:4*)
11. That human life begins at conception, and that the unborn child is a living human being. Abortion is murder. We re-ject any teaching that abortion of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother, is acceptable. (*Job 3:16; Psalm 51:5; 139:14-16; Isaiah 44:24; 49:1,5; Jeremiah 1:5; 20:15-18; Luke 1:44*)
12. That every born-again believer should manifest the Christ-like life by a consistent walk in the Holy Spirit, fully and constantly yielding his members to the indwelling Holy Spirit. We believe in a separated life for all believers as set forth in *2 Corinthians 6:14* and *7:1*.

2000 POLICIES AND PROCEDURES

I. THE PURPOSE OF EVANGELIZATION IN EASTERN EUROPE IS THREEFOLD:

- A. Honor our Lord Jesus Christ in carrying out the Great Commission first & foremost
- B. Assist churches in getting their missionaries to the field as quickly as possible
- C. Assist the missionaries in:
 - 1. Getting on the field
 - 2. Staying on the field
 - 3. Returning to the field

II. WE ARE SERVANTS OF OUR LORD JESUS CHRIST AND THE LOCAL CHURCH

- A. We do not maintain the authority to *ordain*...this is the local church's job!
- B. We do not maintain the authority to *commission*...this is the local church's job!
- C. We do not maintain the authority to *discipline*...this is the local church's job!
- D. We MUST maintain Biblical standards
 - 1. Where one goes, all of us go! THIS IS CRITICALLY IMPORTANT TO UNDERSTAND!!!!
 - 2. Our actions influence others' attitudes and actions toward missions yesterday, today and tomorrow!
- E. We MUST maintain working relationships
 - 1. EEE with missionaries
 - a. Gather information
 - b. Contact the sending pastor in case of discipline problems and obtain his course of action with the missionary. If he will take no action, there must be a separation of ways
 - c. The Associate Missionary allows EEE to have the missionary candidate work with a veteran to see if this is the place and type of service God wants them in. This temporary work cannot

EEE'S CHARTER

Evangelization in Eastern Europe is hereby chartered for the following purposes:

To honor our Lord Jesus Christ in carrying out the Great Commission first and foremost, assist churches in getting their missionaries to the field as quickly as possible, and to assist missionaries in getting on the field of their calling, staying on the field of their calling and returning to the field after furloughs and home visits.

Evangelization in Eastern Europe does not maintain the authority to ordain, commission or discipline missionaries. These authorities are left to the local church of the missionary.

Evangelization in Eastern Europe Missionaries must co-operate and work together in the work of gathering information for new fields of service in the various countries. The missionaries are expected to work together with each other and exalt the Lord Jesus Christ in all areas of work.

Evangelization in Eastern Europe is organized exclusively for charitable, religious and educational purposes, including for such purposes, the making of distributions to organizations under section 501(c)(3) of the IRS Code, or the corresponding section of any future Federal Tax Code.

No part of the net earning Evangelization in Eastern Europe shall inure to the benefit of or be distributed to its members, trustees, directors, officers or other private persons, except that Evangelization in Eastern Europe shall be authorized and empowered to pay reasonable compensation for services rendered to

6. After submitting application and being accepted, you and your spouse must make your survey trip and get your field of service settled before deputation is started.

7. Any exceptions must be submitted to the EEE Director and approved by the EEE Advisory Council.

8. After your acceptance into the mission and you change your mind, calling, direction or area of service, you **MUST** come back before the Advisory Council and explain the reason for the change and be approved for your new direction of ministry. Your Pastor must be in agreement with the change. All the requirements for the basic application are applicable and must be the standard.

PART TIME MISSIONARY

1. Must submit a preliminary application.

2. A short term missionary is one that has a desire to work on the mission field in a non-career status.

3. He/She must have the ability or means in which to support and or raise their own funds. This is subject to the Director's recommendations for dollar amounts needed to make it.

4. Must submit to, and be under the authority of the resident missionary. **Absolutely no exceptions to this!!**

5. Understand that the first term is not to be more than one year. After one successful term, applicant can be reviewed and the term extended another year.

6, Part time workers are subject to same procedures as stated above, and have a missionary with which they will be working to recommend them to come and work for and with them.

upset the work of the veteran missionary in any way....it must assist it! The term is not to exceed one year.

d. The missionary's church is encouraged to take care of most of his personal needs

2. Missionaries with missionaries

a. Inner-relationships are the #1 problem with missionaries

b. On the field, molehills become mountains quickly . . . weaknesses becomes BIG, BIG PROBLEMS

c. You **MUST** keep things right with the Lord and with other missionaries if you are going to make it

d. Anytime anyone comes to you with gossip, work related information or idle talk about a fellow missionary, you need to immediately notify your Director and the missionary immediately. This is Satan's #1 tool and if you do not nip-it-in-the-bud at once, it will become a major problem and everyone's work will be hampered.

3. Missionaries with EEE

a. You are required to attend the annual Candidates' School if you are in the States. Veteran or rookie . . . this is a time of rest and getting to know each other and an opportunity to get, first hand, any changes that are being made

b. In the event you desire to change your field, **YOU MUST NOTIFY THE DIRECTOR AND YOUR PASTOR IMMEDIATELY FOR APPROVAL.** Any unapproved change will result in immediate dismissal!

c. In the event that you wish to resign your work and come home for any reason, **notify the Director and your pastor immediately.** Keep in mind you are not dealing with just yourself, but

with other missionaries that follow you, your supporting churches, and the field you are serving. If you do not take this step carefully, you will destroy everything you have done on that field *and* do tremendous damage to God's work. No less than 60 days should be considered as ample notice.

(1) This 60 days notice will allow EEE time to attempt to find a replacement for you and your work

(2) REMEMBER, EEE is there to help you, not hurt you in any way

d. You are required to notify the Director when you plan on any return to the States, for any reason

e. If you are contacted by the Director for any reason, you are expected to respond back to him within 24 hours

III. ALL OF US ARE SUPPORTED THROUGH EEE . . .

NO EXCEPTIONS!!! ALL FUNDS MUST BE CHANNELLED THROUGH THE EEE OFFICE

A. We, the missionaries, are accountable for the funds

1. To the Lord, within and without
2. This is an absolute; if a missionary or pastor cannot accept this and cooperate, there must be a separation of ways

B. We are fellow helpers in supporting the EEE Office

1. The money belongs to the missionary, but the IRS sees it as EEE's money until it is disbursed to you.
2. You **MUST** keep records to save yourself. The EEE Office can only do what you tell us concerning your money.
3. Each missionary is asked to give 5% of his contributions to help defray the expenses of the missions office. This is just their part of helping carry the load. The 5% is deducted from all funds except 1 time project funds. (Example: building, car, renovation of building, land) Any funds that come

BASIC APPLICATION REQUIREMENTS FOR EVANGELIZATION IN EASTERN EUROPE

(Adapted January 1, 2001)

1. Outstanding Christian Character and of good reputation among the brethren.
2. Must be a member in good standing of an Independent Baptist Church.
3. Candidate's pastor must highly recommend the candidate and be willing to work with EEE in candidate's endeavor to go into missions.
4. Missionary Candidates must be single or in a single marriage status for husband and wife.

5. Educational requirements:

- a. If under age 25, must have a bachelors degree and serve at least one year internship under an Independent Baptist Pastor.
- b. Age 26-30, must have a minimum of an associate degree with emphasis in missions, but a bachelor's degree is preferred. At least one year ministry experience is required or one year internship under an Independent Baptist Pastor.
- c. If over age 30 must have at least 3 years ministry experience as a Pastor, Associate Pastor, Assistant Pastor, Youth Pastor or Pastor of Evangelism and be willing to take an approved mission course recognized and approved by the EEE Council.

MISSIONARY RESPONSIBILITIES

1. Give the EEE Office you and your wife's power of attorney. This is crucial in order for your business to be conducted once you are out of the country.
2. Quarterly tax payments should be set and paid. Generally, this will only amount to Social Security; however, Federal tax estimations should be checked out and kept within \$500 to avoid penalties. This is normally 20% of income; but when on deputation, it can go as low as 10%.
3. Be sure your pastor understands your need to be licensed or ordained before you start deputation.
4. When questions arise, do not hesitate to contact EEE's Director or the Missions Office for answers.
5. Generally speaking, you are allowed a housing allowance for tax purposes. It is only good for income tax and is taxable for Social Security. It is set each January for 45% of your support level. You need to check with a good accountant before doing your taxes.
6. Make sure Missionary Book is up to date and signed.
7. Be sure bank accounts are open and operative with EEE Director and or Office Manager on the accounts with you. This will save you many headaches later.
8. Make sure your Bank Card is activated and in good standing. Make sure the date is current and expiration date is at least 2 years from your departure date.

in on a regular basis is subject to the 5%. This is effective January 1, 2005 for everyone.

IV. RELATIONSHIPS

- A. The *commissioning church* has the primary responsibility of meeting their missionary's needs.
- B. The missionary must remember that he is a member of that local church, and that he is accountable to that church and pastor. He is required to send a prayer letter to the church, EEE Director and supporting churches no less than every other month.
- C. EEE's Office responsibility to the missionary is to keep the things going that the missionary requests . . . pay bills, insurance, retirement, and get his money to him accurately and on time.
- D. You are responsible to your family! Take time for them!
 1. Nothing is more important
 2. You must keep and maintain a good relationship with them
 3. Take in the sights and make your work enjoyable
- E. The missionary's responsibility to EEE is to be ethical!
 1. Your testimony is crucial! Leave good tastes with those whom you have been with for the sake of those coming behind you.
 2. Take support only from churches whose ministry you can duplicate. You are asking for trouble if you go into churches that are not Independent Baptist. Do not expect EEE to help you if you violate this and get into problems.
 3. In the event money is given to you for any type of work fund, local or international (coin cards, special project funds, printing funds, orphanage funds, etc.), it must be turned in to the EEE Office immediately. There are no exceptions to this! This is for your protection as well as EEE's.
 4. If involved in EEE's Humanitarian work, you are

required to submit a monthly report of your activities and accomplishments. This should be completed and sent to the Director the 28th of each month. There are no exceptions to this.

V. EEE's POLICY

- A. **Return Passage.** Return passage is required to be in the bank or be guaranteed *in writing* by the home church. ***No exceptions!*** (The 1997 Albania crisis is a good example of this need.)
- B. **Insurance.**
 - 1. Medical insurance is required for all missionaries and their families.
 - 2. Life insurance is encouraged.
 - 3. No missionary will be cleared to depart the US without Medical Insurance on self and family. This must be continued as long as you are with EEE.
- C. **Retirement.** Retirement accounts are encouraged greatly. 7% will do wonders for a retirement plan.
- D. **Bible Translations.** The policy on Bible translations is very simple: ***we use only the King James Version!*** Overseas printing will use only Textus Receptus translations and manuscripts.
- E. **Before leaving for the field, you need to:**
 - 1. Have a will.
 - 2. Have a living will.
 - 3. Have plans for a legal guardian for your children in the event of the death of you and your wife.
 - 4. You must have a power-of-attorney made up which names EEE Director as your representative; this must be on file at the Office before you depart for the field. **A dual power of attorney will not be acceptable.**
- F. **Furlough:** Furlough is a time of rest and in some instances, a time to raise additional funds. When considering furlough, there should be a strong communication between yourself, your pastor and the EEE Director. Careful planning is a necessity for a good furlough.

PASTOR'S RECOMMENDATION LIST OF THINGS TO DO FOR THEIR MISSIONARY

- 1. It is a must for the missionary to be licensed or ordained in order to get the necessary tax breaks, housing allowances, mileage, etc. If he is not licensed, he is not a missionary and there are no breaks. **THIS IS A MUST!**
- 2. ***Support your missionary as soon as possible!*** Pastors will ask about this, and they will not support your missionary if you don't.
- 3. Help set the missionary's support level and keep a monthly accounting as to how he is doing; encourage him and his family as they progress. He is your missionary, representing your church; so encourage him all you can.
- 4. If possible, do the missionary's prayer letter and handle the postage for it. This is a great way to get your people involved in the missionary's ministry. This letter should go out no less than bi-monthly.
- 5. It is a blessing if the church can pay for their missionary's prayer cards.
- 6. If possible, set up a travel account for your missionary; so that when he gets ready to go to the field, the money will be there ready and waiting. It is also good to let him know that you will take care of any emergency travel should the need arise while he is on the field.
- 7. Keep an itinerary of the missionary so that he can be contacted at any time. This is very important.

- All account deposits are made on or as close to the 28th of the month as possible, and the printout of supporters sent out.
- You need to make a decision as to whether or not you will turn in your love offerings to the office. If you do not, you are responsible to the IRS for the love offerings. If you are not using your funds entirely each month, it would be wise to send all love offerings to the Missions Office, and have a fixed amount sent to you each month. However, you cannot send a note saying that you kept part of an offering and send part to the Office. It is all or nothing. Churches are required by law to issue 1099's for all amounts over \$600. If you send your love offerings to the office, the 1099's need to come to the office. If you keep the love offerings, and you receive a 1099, you have to show it on your 1040 tax return. If you do not show it on your tax form, you will have to answer some strange questions from the IRS.
- EEE will issue a W-2 tax form at years' end, reflecting the funds that have been paid to you and on your behalf from your account. You may have money in your account, but only take out a portion; therefore, only the amount taken out will be reflected on your W-2. All the money is yours, but you only have to report that which has been paid out to you and for you from the Office.
- After you have been on the foreign field 330 days, you are Federally Tax exempt for up to \$70,000. YOU MUST PAY SOCIAL SECURITY unless you have opted out. It is **highly recommended** that you pay the SS Tax on a quarterly basis. This will save you many problems at years end.
- You are allowed a housing allowance up to 45%. EEE has an accountant that does most of the missionaries taxes. This housing allowance is dependent upon several things and you need to get council on this before taking it. It is subject to SS tax.

Do not hesitate to call the Director or Missions Office to answer any questions that may arise.

1. You are allowed 3 months furlough for each full year of missionary service on the field.
2. Furlough will not considered for less than 2 years of service on the field.
3. A replacement or fill-in should be carefully chosen to prevent a loss of your work while you are absent. Early planning is the key to a good furlough.

G. Unsanctioned Meetings: In the event any meeting should take place between you and a national or anyone else concerning EEE, EEE policy, EEE procedures, discipline or anything else not relating you your ministry is strictly prohibited. This is very dangerous and damaging to the whole work effort of EEE.

Should you see such a meeting shaping up, get away from it immediately and notify the Director at once.

No unauthorized meetings will be tolerated or allowed and any participation in such a meeting, or having knowledge of such a meeting and not reporting it will result in your being brought home immediately.

VI. ATTITUDE

- A. Toward Dress and appearance:** Dress and appearance help to maintain a good testimony. Dress to please God, not self. Let the older ladies set the precedent to the young ladies, and older men to the younger men
- B. Toward other missionaries:** Be a help! Encourage; do not discourage, be critical or gossip!
- C. Toward the EEE leadership:** Remember they are here to help you. You are expected to cooperate and remember those in authority over you (*Hebrews 13:7, 17*). Disrespect to EEE's leadership will not be tolerated; neither will disrespect toward fellow missionaries that are on the field, whether they are with EEE or not.

D. Toward Preparation

1. Absolutely necessary! No novice, carnal-minded person, or self-centered person has a place with EEE or with missions in general!
2. The computer is a valuable tool if used correctly. If it is used as a toy, it will destroy you; if as a tool, it can make you!

E. Toward Separation

1. We are not neo-evangelical, charismatic or ecumenical! Beware of modern movements and unequal yokes.
2. Dress must be modest with both men and women at all times.
3. Music must be guarded carefully at all times.

F. Toward Governments

1. Stay out of it! This is not your area of responsibility! EEE's leadership is responsible for government talks, negotiations, etc. You do your job and let EEE's leadership do their job. If a problem should develop, notify the Director immediately and do the job God has called you to do.
2. Never be derogatory of the government officials. You never know who is listening and you could destroy any hope of your work or a team members work progressing.
3. REMEMBER, God has called you to these people and behave that way toward them. God loves them and you should too or you need to come home!

- G. While on deputation**, encourage the pastor and his family when reporting to churches, deliver your soul and leave your burden. Be careful of the time allotted and do not take extra. You are in his pulpit and privileged to be there.

VII. EEE OFFICE HOURS (Eastern Time) The office hours vary, therefore the Director and Office Manager have cell phones for your convenience. Do not hesitate to use these phones. If necessary, leave a message on the office phone and your call will be returned as soon as possible.

FINANCIAL PROCEDURES

Our desire is to have the very best financial system possible for our missionaries. The EEE Office is located at 2014 Indian Ridge Road, Johnson City, Tennessee and the following procedures are followed by everyone that is a part EEE.

- In order to be classified as a missionary, the missionary must be ordained or licensed. Each missionary is then assigned an account number, and from that number all their accounting is handled. Within each account, there are 5 funds:

- 0 - Support
- 2 - Love Offerings
- 3 - Passage Fund
- 4 - Miscellaneous
- 5 - Special Projects

VERY IMPORTANT! The missionary is responsible to let the Missions Office know where they desire their funds to be entered. In order to do this, there is a "Missionary Book" for each missionary. In this book are entered the instructions of the missionary about what they desire the Office to pay for them from their account. The Office will pay what they are told to pay, and nothing more! It is the missionary's responsibility to make sure that the Office has this information. These directions will be followed by the Office. When the support deposits are made, a printout will be sent to you, showing the payments and credits. In the event of insufficient funds, you will be notified, and naturally something is not going to get paid. Again, only those things entered in the Missionary Book and signed by the missionary will be paid. It is crucial, therefore, that care be taken to make sure the Office knows *in writing* the missionary's desires. Once on the field, email is accepted for changes to your Missionary Book.