

IMB POLICY AND PROCEDURE MANUAL

STEPS FOR APPLICATION FOR CAREER MISSIONARIES

Candidates for career service must be members of a Primitive Methodist church prior to making application. Exceptions to this rule will be considered by IMB. Candidates must be 21 years of age by the time of commission. Candidates must have written recommendation from their quarterly conference and their district conference. All student minister candidates must have written recommendation from the School of Theology. All career candidates shall be subject to the **Primitive Methodist Discipline**. Additional requirements and procedures are included in the *IMB Policy and Procedure Manual*.

1. Candidate Application Packet (all application costs borne by candidate)
 - a. Application form.
 - b. Candidate shall secure a letter of endorsement from their local Primitive Methodist Church where they are a member. This letter shall be signed by the Pastor and Station Steward. Included in this letter should be their confirmation of this person's call to full-time missions.
 - c. If a student minister, include written recommendation from School of Theology.
 - d. Statement of agreement with Primitive Methodist Discipline (Discipline can be found at www.primitivemethodistchurch.org) and the Policy and Procedure Manual of the IMB. In the event of any changes in the Policy and Procedures of IMB, the missionary will be given the opportunity to review them. If no agreement can be reached, the missionary will be asked to resign from missionary service with the IMB.
 - e. References
 - f. Background check authorization
 - g. General Physical Exam for all family members
 - h. Psychological Exam for all family members (contact IMB General Director to receive information on an IMB approved resource).

Note: IMB reserves the right to request the renewal of application information if the process is inactive for 2 years.

2. Bible test proctored by candidate's pastor. Applicant must contact IMB General Director to have test sent directly to pastor. It will include instructions on giving the test
3. Interview with representatives of IMB Board after all application material has been forwarded to IMB General Director.
4. If approved by IMB as qualified candidates for missionary service, applicant(s) will be given approval to begin the support raising process.

PROCESS AFTER APPROVAL

1. Each candidate is required to raise their own support. The amount of support needed per month will be agreed upon by the candidate and the IMB, and will include salary, car expenses, housing, furloughs, children's education, insurance, Social Security, pensions, shipping, travel, etc. All missionaries are out under a faith-based program. They raise what they need, and only receive what is sent. The IMB is not responsible for making up shortfalls.
 2. Prayer Partners and Support Raising
 - a. Read **Getting Sent: A Relational Approach to Support Raising*. Pete Sommer
 - b. Get support letter ready. (Initial letters should be reviewed by the General Director before mailing)
 - c. Get support cards.
 - d. Send out letter and cards.
(for PM churches reference web site: www.primitivemethodistchurch.org)
 - e. Develop prayer support of a minimum of 30 people.
 3. For the purpose of spiritual development read:
 - **The Jesus Creed*. Scot McKnight
 - **Leadership as an Identity*. Crawford Loritts, Jr.
 - **Missions in the Third Millennium*. Stan Guthrie
 4. Monthly Activity Reports to General Director.
 5. Checking into requirements for entering desired country (Passport, visas, shots, etc.)
 6. When all support has been raised and all requirements met, the IMB will arrange for a formal commissioning service. Candidate will be given a credential signed by the President of Conference and the General Director of the IMB.
 7. Candidate will be expected to communicate well in English to better communicate with English-speaking supporters.
- *Books will be provided by the IMB upon approval as a missionary candidate.

ON THE FIELD

1. The missionary will be expected to report monthly to the General Director.
2. Any change in approved ministry must receive prior approval by the IMB.
3. Language/culture learning – if needed
 - a. The missionary's top priority upon arriving in the field is to become proficient in the local language. The missionary is required to spend an average of 2 hours a day in language study with the goal of being proficient in 2 years or less.
 - b. Must be involved if possible with the local church and be involved in local activities to gain an understanding of the culture.
3. Accountability
 - a. If an evangelical church is present you may be asked to be accountable to that church. This includes, but is not limited to, subjection to eldership, supporting church financially, participation in service opportunities and regular attendance.
 - b. You may be asked to be subject to the national conference and its officers in the host country if applicable.
 - c. You shall be accountable to communicate regularly with supporters and to present your work to them during furloughs.
 - d. You shall report to the IMB semi-annually upon request of the General Director.
 - e. When the General Director visits the missionary's host country the missionary shall meet privately with him for evaluation and information.
4. Furloughs
 - a. Field leadership of the host country and the IMB shall, in cooperation, authorize furloughs including frequency and duration. Frequency and duration of furloughs shall be dependent on financial needs, health needs and family needs.
 - b. Furloughs are to be used for personal time, reporting to supporting churches and groups and raising support if needed. It is recommend that missionaries receive physical exams while on furlough – the cost of which is the responsibility of the missionary.
 - c. Setting up itineraries may be done as follows:
 - a. The District Superintendent will be informed by the missionary or the General Director as to when the missionary will be in his area. The D.S. will then call the churches in his district and set up speaking engagements.
 - b. The missionary may call churches and set up his or her own schedule of visiting.
 - c. A church may contact any missionary directly to invite him or her to speak.
 - d. General Director shall be contacted upon arrival in the U.S. and prior to leaving the U.S. for debriefing.

5. Other Travel

When making plans to travel for purposes other than furlough, i.e. vacations or other ministry opportunities outside your normal ministry, these plans need to be communicated to the General Director.

6. Leaves of Absence

A missionary may request a leave of absence at any time.

- a. Field leadership of the host country and the IMB shall, in cooperation, authorize leaves of absence.
- b. A leave of absence shall be granted for not more than two (2) years. Regular communication to be determined by the General Director will be required.
- c. Financial support for leave of absence is at the discretion of the contributors, who must be fully informed in advance by the missionary of such a decision. Contributors must be asked if they wish to continue sending support during the missionary's leave of absence. Additional avenues of disclosure will be at the discretion of the IMB.
- d. Failure of missionary to adhere to these guidelines may lead to forfeiture of missionary status.

7. Retirement or Resignation

The missionary shall advise, in writing, the field leadership, their supporters and the IMB of their intentions to resign with a minimum of 3 month's notice. Exceptions will be considered on an individual basis by IMB.

8. Dismissal

- a. The IMB has the prerogative to dismiss any missionary for cause at any time. If possible three (3) months' notice, in writing, will be given by the General Director.
- b. Examples of cause for dismissal
 1. Conduct unbecoming to a representative of the Lord Jesus Christ.
 2. Refusal to comply with the Policy and Procedures of the IMB and/or the Primitive Methodist Discipline.
 3. Lack of submission to IMB leadership.
 4. Persistence in a romantic relationship with anyone who could not qualify for missionary status.
 5. Marriage with any person who is not a missionary.

9. Complaints and Appeals

- a. The IMB endorses the steps of reconciliation as outlined in Matthew 5 and 18.
- b. If reconciliation has not been achieved upon completion of these steps, a written complaint may be sent to the General Director. The recommendation of the General Director, with IMB approval, shall be considered final and made in a timely manner.

10. Miscellaneous Information

- a. Property Ownership – the IMB discourages the ownership of real estate in a host country by any missionary.
- b. Employment – While the IMB recognizes the need at times for missionaries to seek other sources of income, we strongly urge caution that they be careful not to detract from their main ministry.

- c. Unauthorized Purchases – The IMB will not be financially responsible for missionary acquisitions or projects that do not have prior written authorization from the General Director.

PRIMITIVE METHODISTS UNDER OTHER MISSION BOARDS

1. Candidate shall secure a letter of endorsement from their local Primitive Methodist Church where they are a member. This letter shall be signed by the Pastor and Station Steward. Included in this letter should be their confirmation of this person's call to full-time missions.
2. Upon formal acceptance by a sending agency, a missionary wishing to raise funds within the Primitive Methodist Denomination shall supply a copy of the application and acceptance letter from said mission agency the IMB General Director. The IMB reserves the right to request additional information.
3. A copy of the Statement of Faith or doctrines of the other mission agency will be reviewed by the IMB supplied by the missionary applicant.
4. The candidate shall present to the IMB a copy of the budgeted expenses and fundraising methods of the mission agency.
5. Upon approval all funds sent to the IMB Treasurer designated for the missionary shall be forwarded promptly, on a monthly basis, with the donor's specifications, to the respective mission agency. The IMB will not withhold an administrative fee or service charge.
6. Each missionary with another mission agency shall be responsible to include an equitable amount of time during furlough to visit Primitive Methodist churches and supporters.

Setting up itineraries in Primitive Methodist churches may be done as follows:

- a. The District Superintendent can be informed by the missionary or the General Director as to when the missionary will be in his area. The D.S. will then call the churches in his district and set up speaking engagements.
 - b. The missionary may call churches and set up his or her own schedule of visiting.
 - c. A church may contact any missionary directly to invite him or her to speak.
7. The IMB requests notification from the missionary in a timely manner on any change of status i.e. leave of absence, retirement, resignation or discipline.

12. Check to indicate if you are single _____, planning to be engaged_____, engaged_____, married_____, divorced_____, widowed_____.

If engaged, give name of fiancé _____

If divorced, is former partner still living? _____

If married, give name of husband or wife; date and place of marriage _____

13. If you have children, give name and date of birth of each:

If you are expecting a child, give approximate date: _____

14. Health history – (check one) – excellent_____, good_____, fair_____.

Height _____ Weight_____

Do you have any chronic ailment or physical disability: Specify: _____

List any major illness you've had, giving dates: _____

From past experience, how do you react to responsibility or stress? _____

15. List the schools you've attended (secondary, advanced academic, Biblical). Indicate dates you attended each, major course of study pursued, diploma or degree received. Specifically list what missions courses and training you have receive.

16. Have you made application with our School of Theology? _____

17. List other training or abilities you have (musical, artistic, mechanical, etc.):

18. What languages (other than English) do you speak? _____

What language (other than English) have you studied? Indicate when and for how long:

If you have lived abroad, give country and length of time:

19. List hobbies or forms of recreation you enjoy:

List periodicals you read regularly: _____

List three books (with authors) you've read in the past year (apart from school or study):

20. List major employment experience, giving name and address of employer, length of service, nature of your work:

21. Is anyone (beside wife and children) dependent upon you for support? _____

To what extent: _____

Are you in debt? _____ Amount _____ How do you expect to meet this obligation?

22. Do you have any questions or reservations concerning the financial principles and policies of the Primitive Methodist International Mission Board? If so, please specify: _____

Have you had experience in the past which would indicate that you can work happily under these policies?_____ If so, please describe: _____

23. If you are appointed for service would your church be interested in assisting in your support and outgoing expenses? _____

24. Please give the full name, address, and denominational affiliation of the local church of which you are a member: _____

How long have you been a member?_____

25. Have you discussed your decision to apply to the Primitive Methodist International Board with your pastor or other leaders in your church? If so, what was their response? _____

26. On what Scriptural grounds are you assured of your salvation?

27. What are your habits of personal Bible study and prayer?

28. In what areas of Christian witness and service do you feel God has used you? Please be specific: _____

29. Would you have any serious reservation about having fellowship, including the Lord's Table, when Mission relationships might involve those of other church backgrounds than your own? If so, please specify: _____

30. What is your attitude toward working (a) in full partnership with Christian nationals of the area you wish to serve; (b) under the direction of such nationals?

31. Have you had experience in carrying out a majority decision with which you did not entirely agree? If so, indicate your response to the situation; if not, how do you think you would respond?

If asked to accept an assignment or responsibility not necessarily of your own selection or preference, how do you feel you would respond

32. Are you willing to give up any personal habit or pursuit which might lessen your influence as a missionary and unnecessarily affect your fellowship with your fellow workers?

33. Assuming that God has led you to make application, will you also accept as His will an appointment to service with the Primitive Methodist International Mission Board? _____

As far as you understand God's leading at this time, are there any limitations on such an appointment (i.e. length of service, geographical area, or specific assignment)? Specify:

34. Have you ever applied to any other mission board or society? _____ If so, to what society, when, and with what result? _____

35. Do you agree with the doctrinal basis of the Primitive Methodist International Mission Board? _____ Do you have any questions or reservations about any of the basic principles of the Primitive Methodist International Mission Board as outlined in its official documents? If so, specify: _____

Do you agree with the Primitive Methodist International Mission Board’s Policy and Procedures? _____ If not, give reasons: _____

36. Please state any additional facts, limitations or problems which will enable the Primitive Methodist International Mission Board to consider your application more adequately:

37. Please state briefly your present understanding of the mission of the Church in the world and how you, as a missionary serving under the Primitive Methodist International Mission Board, can help to carry out this mission:

With this application, please include 1 copy of recent glossy photograph, passport size. If you are filling this out on-line, please send your photograph separately.

REFERENCES

Please give names of individuals below, who are well acquainted with you, and to whom we can refer for further information about you. Please suggest references from some secular as well as church-related contacts:

Name

Address, phone number, e-mail

***1.** Pastor or former pastor

***2.** Teacher (for academic evaluation)

3. Fellow student or fellow worker

***4.** Employer or supervisor – if applicable

***5.** Christian friend

6. Other (not a relative)

7. Other (not a relative)

* Required

**PRIMITIVE METHODIST INTERNATIONAL MISSION BOARD
OF THE GENERAL CONFERENCE, U.S.A.**

Please write a personal history of your life which will help in evaluation you for missionary service.

1. Describe your home, your relationship with parents, brothers and sisters, other relatives and intimate friends; types of communities in which you've lived; and church associations.

2. Discuss the stages of your own Christian experience and growth, including your conversion and people or circumstances which have been particularly influential; opportunities for witness and service; and your understanding of the spiritual gifts God has given you.

3. Relate the influences which led to your choice of vocation, academic and practical training, and any opportunities or experiences which have contributed to your development as a person and in your chosen work.

4. Give the factors which led you to consider the mission field, steps you have taken to find God's will as to area of service and a board, and particular contacts or reading which directed you toward the Primitive Methodist International Mission Board.

A large, empty rectangular box with a thin black border, intended for the respondent to provide their answer to question 4. The box is currently blank.

**PRIMITIVE METHODIST INTERNATIONAL MISSION BOARD
OF THE GENERAL CONFERENCE, U.S.A.**

Write in your own words, showing how your beliefs relate to the Bible, a statement of your doctrinal convictions, including the following points:

1. The nature and authority of Scripture.

2. God: His attributes and relationship to the world.

3. Jesus Christ; His divine person, redemptive work, and ultimate Lordship.

4. The Holy Spirit: His distinctive person and work.

5. Man: creation, the effect of the fall, eternal destiny.

6. The experience of salvation and life of discipleship.

7. The church: its nature and form, and its relation to the world.