



Missionary Work Agreement Template

This Agreement establishes the terms of the working relationship between _____ and _____
(Church) (Missionary)
for the mission of the missionary among the _____ people in the country
of _____.
(Mission)

Responsibilities of Stewarding Church

Support: Church shall be the sponsoring congregation for, and the Elders of church shall provide the spiritual oversight of, the Missionary in the Mission.

Effective Date: Church shall employ the Missionary effective _____.
(Date)

Terms of Agreement: The initial term ("Initial Term") of this Agreement shall be three (3) years from the Effective Date. Following the discussions and evaluation at the end of the Initial Term as provided below, Church in its sole discretion may offer to extend this Agreement for an additional period of time (the "Extended Term") under the same or different terms as those set forth herein. Acceptance of any such offer shall be in the sole discretion of the Missionary.

Annual Salary: Church shall pay the Missionary an Annual Salary of \$_____.
The Annual Salary shall be payable in equal monthly
(Annual Salary)

payments unless Church and the Missionary shall mutually agree to a different payment schedule. The Missionary shall be responsible for payment of all taxes, insurance, retirement contributions, etc. Upon the mutual agreement of the parties, Church may assist the Missionary in the payment of their obligations for taxes, insurance, retirement contributions, etc. through direct payment or deposit into specified accounts. At or near the end of each calendar year, Church shall conduct a review of the Annual Salary and may make such upward adjustment as it deems appropriate, in its sole discretion.

Missionary Furlough: The Missionary may take a furlough (for return to the United States) every three years, to coincide with the evaluation at the end of the term, unless other arrangements are made with the permission of the Elders. Furlough time accrues at the rate of two (2) months for each twelve (12) months of service and may be prorated. Church shall continue payment of the Annual Salary during the furlough.

Furlough Travel Expenses: The Missionary shall pay for the cost of their travel to the U.S. for furlough. If the parties agree to an Extended Term under this Agreement, then Church shall pay for the cost of the Missionary's return travel to the Mission Point. During furlough, Church shall also pay for travel expenses directly associated with visits to Church. The Missionary shall pay for all other travel and lodging expenses incurred during the furlough, including expenses of reporting to other churches or visiting family, friends, and others.

Special Visit: If the Missionary is requested to visit Church at any time other than a furlough, then Church shall pay the expenses involved.

Termination: Church may terminate this Agreement upon three (3) months written notice, during which its obligation to pay the Annual Salary shall continue. The Missionary may terminate this Agreement upon two (2) months written notice, during which the Missionary's obligations hereunder shall continue. Discontinuance of the Missionary's work at the Mission Point, involvement of the Missionary(ies) in sinful or immoral activities, or a material breach hereof by either party shall be grounds for immediate termination of this Agreement without prior notice. Upon the effective date of the expiration or termination of this Agreement, the obligations of the parties hereunder shall cease.

Reentry: Church shall assist the Missionary's reentry to the United States after completion of more than five (5) years of service at the Mission Point, according to the "Guidelines for Reentry of the Foreign Missionary" dated November 1, 1993, a copy of which is attached hereto and incorporated herein by reference.

Vacation: The Missionary shall be entitled to no more than one (1) month of vacation each year. Time spent attending missionary retreats shall be considered vacation.

Sick Leave: In consideration of the conditions at the Mission Point, the Missionary shall have leave for all time during which they are ill or in recuperation from illness, in addition to time for vacation and furlough.

Emergency Travel: In further consideration of the conditions at the Mission Point, Church shall pay for the cost of travel of the Missionary and their family to the United States, or another country, in an emergency. An emergency includes death or life-threatening illness of the Missionary's immediate family member (husband, wife, child, grandchild) living at the Mission Point and political upheaval in the host country that requires evacuation for safety. Provided, however, Missionary should exercise good judgment and stewardship in this regard, and when feasible provide prior notice to, and obtain prior consent from Church.

Death of Immediate Family Member: In the event of the death of a parent, child, or grandchild, Church shall pay for the cost of travel of the Missionary and their family to the United States to attend the funeral. Provided, however, Missionary should exercise good judgment and stewardship in this regard and when feasible, provide prior notice to, and obtain prior consent from stewarding church.

Evaluation of Work: Church in its discretion may evaluate the status of the Mission at any time during the Initial Term, or any Extended Term, of this Agreement and may require reports and information from the Missionary in addition to the reports required below. At or near the end of the Initial Term, Church and Missionary shall discuss and evaluate the status of the Mission, the accomplishment of the goals of the Mission, and the desirability of a continuation of the Mission through an Extended Term or otherwise.

Responsibilities of Missionary

Church Planting: The Missionary states that they and the other members of their mission team desire to establish New Testament Christianity at the Mission Point. The Missionary shall adopt a methodology that is centered on the making of disciples who make disciples with the expectation that these disciples will form into faith communities which are self-sustaining, self-governing, and self-propagating churches.

Primary duties: The Missionary shall commit to work full time and diligently toward the goal of planting self-sustaining, self-governing, and self-propagating churches at the Mission Point. Duties shall include, but are not limited to:

- Model a Christian lifestyle;
- Hold to the Biblical faith and doctrine in a way that is consistent with Biblical teaching and the leadership of Church;
- Maintain doctrinal and interpersonal harmony with other members of the mission team;
- Study the national and tribal languages being spoken by natives at the Mission Point in order to effectively communicate the Gospel;
- Work with all mission team members to design a church-planting strategy;
- Preach and teach the Gospel as an evangelist;
- Train leaders for the churches established at the Mission Point.

Work funds: Work funds shall be the responsibility of the Missionary. Work funds shall consist of all funds, other than the Annual Salary, received by the Missionary from any source for the support of themselves and the Mission. Work funds may be used for office rent, utilities, supplies, operation, advertising, vehicles, transportation expenses, language training, activities related to church establishment, growth and maturation in the Mission, and relocation or reentry, but not for personal housing or expenses normally considered to be of a personal nature, excepting expenses related to extraordinary medical conditions, without the prior approval of Church. The Annual Salary is set by Church at a level that is believed to be appropriate for Missionary at the Mission Point, so work funds are not to be considered an extension of Missionary's personal salary.

Mission guidelines: Missionary will be provided a copy of the most recent mission guidelines in use by Church. Missionary should be familiar with those guidelines in order to understand basic mission philosophies and policies of Church.

Reporting: Communication between Missionary and Church is very important. To that end, the Missionary shall:

- Provide monthly reports of their work and work funds in an approved format showing the source and use of funds received and expended;
- At the end of each calendar year, provide a review and evaluation of the previous year and goals for the coming year.

Other employment: The Missionary should not engage in other employment for remuneration or business ventures for gain while serving as a missionary, without the approval of Church.

Amendment: This Agreement may be amended in writing upon the mutual agreement of the Missionary and Church.

Missionary

Date

Missionary

Date

Elder

Date

Elder

Date