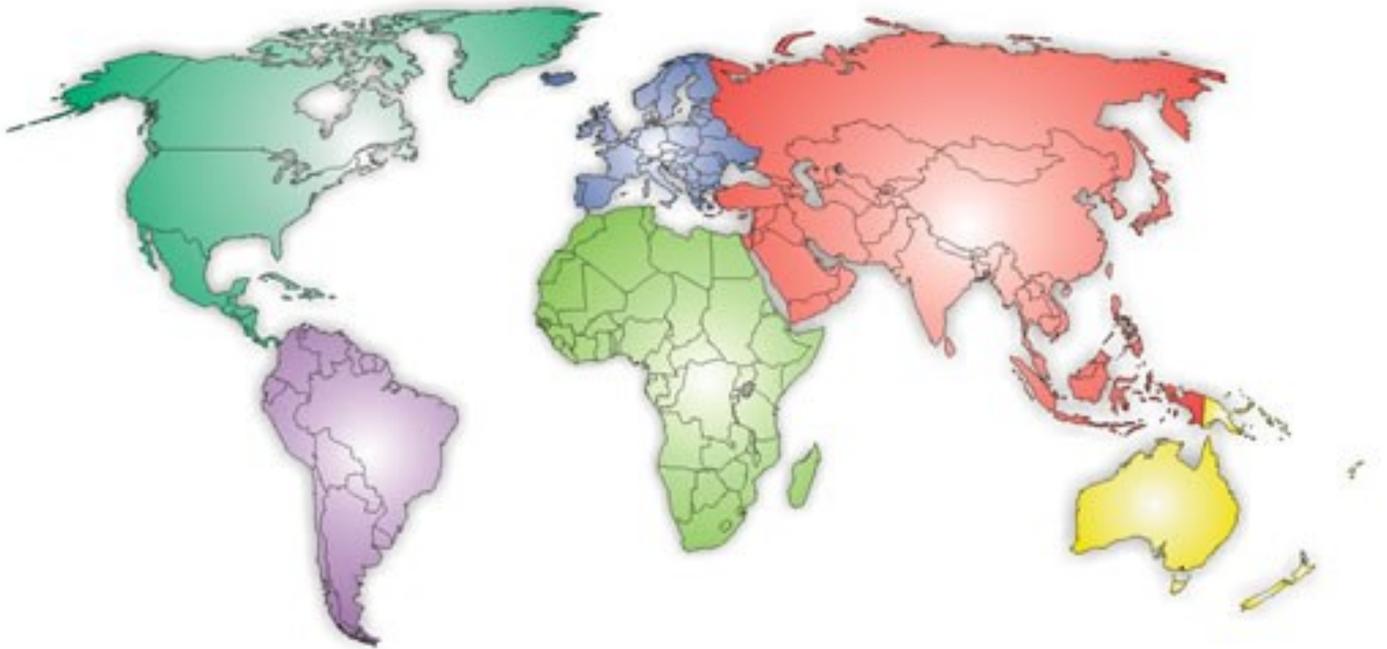


International, Inc.

P.O. Box 6690 • Ocala, FL 34478-6690 • [www.HarvestInternational.org](http://www.HarvestInternational.org) • (352) 622-1818

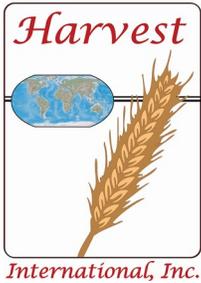
# International Policy Manual



Updated 08-29-2016

*Physically & Spiritually Touching Lives*

*Behold, I say unto you, lift up your eyes and look on the fields, for they are white for harvest! ~ John 4:35*



# *Harvest International, Inc.*

Physically and Spiritually Touching Lives

Dear Missionary Applicant,

Thank you so much for your interest in Harvest International and wanting to fulfill your calling from the Lord through this organization. We are hopeful that we can be the sending arms of your calling.

It is a real pleasure for me to provide detailed information about Harvest International. Since 1987, we have been used by the Lord to provide the light of Christ to many people. It has been exciting to see the Lord provide missionaries like yourself to co-labor with us. Harvest International is a very significant mission in a very difficult and needy mission field.

I trust that the enclosed materials will help you to understand us more fully. This manual is also designed to help you and those who will pray and give toward the support of your ministry here.

If you find that as you utilize this manual you need more information, please feel free to contact us as quickly as possible via e-mail at [danny@harvestinternational.org](mailto:danny@harvestinternational.org), phone (352-622-1818) or cell phone (352-427-3333).

Sincerely in Christ,

A handwritten signature in black ink that reads "Danny".

Danny Thomas  
Executive Director

# Ten Steps to the Mission Field

## *How to get from the local church to the harvest fields...*

Every serious candidate for mission's service wants to know the steps that he will need to take to get to his missions field. Some people try to go without good preparation, others don't really know what to do next, others ask how to do all the things that are necessary so that they can be successful. The following "Ten Steps To The Mission Field" should help you understand the process of becoming a missionary. Remember that some of the steps may overlap or happen in your situation in a different order.

1. **Get A Call From God...!** The **most important step** of all is to hear a call from the Lord of the Harvest that you are to go to the fields. Without a call from God, you cannot possibly succeed.
  - a. **Married-** Wife will have the same call. (see definition of Marriage on page 7)
  - b. **Children-** Very important that children are prepared
    - i. **Young Children** – 12 and under not much problem
    - ii. **Teenager** – Much prayer needed. Teenagers are for the most part thinking about friends, youth activities, school, driving, (boyfriends/girlfriends), etc.

How do you know when you have a call from God? **You KNOW, that's all...!** You may not know for sure, that is why you must "make your calling and election sure." **Your pastor, elders, and missions pastor will help you with this**, TALK to them, share your heart, get their help. **PRAY! PRAY! PRAY!** If you think you have a call, you probably do...! You just need to make sure.

2. **Find out what country or people group...!** This may not always be precise, but God will give you a burden for a country or a people group eventually.
  - a. **Start Praying-** One GREAT way to find out is to start praying for different countries and people groups every day. When a people or a country makes you interested, go get some information about it. GET BUSY! Ask God! Do Some Research!
  - b. **Short Term Trip-** This is not necessary but extremely helpful. If you are able to take a "short term Mission Trip" to the country that the Lord has given you a burden for it will help to solidify your calling. When you know the people or country, then you will have a better idea of what sending agency will be best prepared to train and assist you to fulfill your call. PRAY!
3. **Contact A Mission Agency...!** Every mission agency has a process that will help you sort out your call and decide if they are the right mission-sending agency for you. Most mission agencies have a "Preliminary Questionnaire" that they use to get to know you. Just filling it out will help you to think about your call to missions. Most of the questions on these kinds of forms are simple data about you and your background. The mission agency will usually respond to you with advice and more questions! PRAY!

4. **Get needed information and make a decision!** Get all the information you can about the mission's agency and their people.
  - a. What countries do they work in?
  - b. What is their doctrine?
    - i. Denominational
    - ii. Inter-denominational
    - iii. Non-denominational
  - c. What methods are used?
  - d. What training and support do they give?
  - e. What requirements do they have for missionaries? ASK...!

Most agencies have a website or brochures that help with this. Phone calls to the director or to office staff will help; e-mails with your questions can be used. READ! PRAY! Make visits, learn all you can. Then, after discussing it with your pastors and advisors, if the Lord is in it, DECIDE to join that mission. Take action. PRAY SOME MORE!

5. **Complete and send in the Application...!** As soon as you, your pastor, and the Holy Spirit agree that you should join, complete and send in the application and get all the necessary referrals completed and sent in. That way the mission can call you in for an interview and approve your appointment as a "Missionary Candidate"...! Answer all the questions on the forms completely and honestly. PRAY about your answers.

In most of the world, your friends and others who you ask to give you a reference may not want to say anything negative about you, or may just want to give glowing reports. Ask them to be honest in their references about you. You are not perfect, but weaknesses do not disqualify you from the mission field...!

6. **Go to the mission's interview...!** As soon as your paperwork is processed, you will get an appointment to be interviewed by one or more of the mission's leaders or their representatives. Do not be afraid, they are looking for reasons to send you to the mission's field, NOT reasons to hold you back. Be honest! Relax.

If they have some advice about some things you should do before you are appointed, don't be discouraged. They know what you need to be successful in missions. Be glad that they want you to be fully prepared and just GO and DO what is needed! You will soon get your appointment as a "Missionary Candidate"...! Of course, you will want to KEEP PRAYING!

7. **Complete all Pre-Field Requirements...!** You will probably be given a checklist of pre-field requirements. These will be courses to take, books to read, and maybe a short-term mission trip. You may need to meet others you will work with later, or take a trip to the country where you will be working. Your list should be special for you, just what you need to get ready for the field. So, Just GET BUSY and DO everything.

8. **Be commissioned by your sending church...!** Once you have completed your pre-field requirements and raised support, you will be appointed as a “Missionary Trainee.” By now, the call of God is evident, you are prepared to go, and it is time for your church to “send you out.” .

Ask your pastor and elders to schedule a special commissioning service for you. Some churches call this ordination or licensing. Whatever it is called, it is man’s recognition of the call of God on our life and your hard work to fulfill that call. At that service, they will lay hands on you and pray for you and your ministry. It will be one of the most special days of your life.

9. **Complete Your Field Training...!** Finally! Go to the field or to the training base and do your field training. This will usually be two or more years of on-the-job training where you will get hands on experience. You may have to learn how to work on a team, adjust to another culture, learn another language, or ride a bike...! Sometimes you will train right on the field you are called to, sometimes you will train in another situation or country. Whatever the case, you will not only be learning how to work, you will be proving your own call by submitting to another person for a time of discipleship unlike any other you have ever had. Be patient, be strong. This is a very important time, which will help you all the rest of the days of your mission’s ministry.

During your time in field training you will help plant a church and learn a lot more about indigenous principles, teamwork, and leadership. You may make one or more trips to the people group or country you are called to if you are not already there. PRAY! Do all you are asked to do with a willing and happy heart. Prove yourself a servant; you will soon enough be the one who carries the full mantle of authority.

10. **Now you are ready...! All Set...! OK - GO...!** That is it! You made it, you are now a “Senior Missionary” fully equipped to do the work of missions’ ministry... so... **GO** to your field and complete the call of God on your life. Those lost souls to whom the Lord has called you are waiting, be faithful... **Go.**

# *Harvest International*

## *Doctrinal Statement*

- 1. We believe in One God, existing, and manifesting Himself in three persons: Father, Son, and Holy Spirit.*
- 2. We believe in the verbal inspiration of the Word of God and its consequent absolute authority.*
- 3. We believe in the preexistence of the Lord Jesus Christ as God the Son.*
- 4. We believe in the virgin birth of Jesus Christ, Son of God, and Son of man.*
- 5. We believe in the personality of the Holy Spirit, who is the seal and witness of salvation, taking up residence with the believer.*
- 6. We believe in the divine creation of man and the universe.*
- 7. We believe in the fall of man, his moral depravity, and his need of regeneration.*
- 8. We believe in the atoning work of the Lord Jesus Christ as the only ground of justifying sinners.*
- 9. We believe in Justification by faith alone.*
- 10. We believe in the eternal punishment of all who reject the Lord Jesus Christ.*
- 11. We believe in the resurrection of the body, both of the just and the unjust.*
- 12. We believe that our Lord Jesus Christ will personally return and set up His kingdom, the new heavens, and new earth, wherein He will reign righteously.*

Harvest International, Inc. is a “Through-the-Church” ministry as well as a “Para-Church” ministry. Therefore, a “Missionary Candidate” is sent from and commissioned by your home church to do the work of the ministry while Harvest International, Inc. is the overseeing and administrative arm.

## I. The “Missionary Candidate”

Harvest International is seeking qualified, mature Christians who have received a clear call from our Lord to serve as missionaries. This call shall be evident by the willingness of the applicant to accept the challenge of becoming more vitally involved in world missions and willingness to submit to a mission group and the mission field’s multitude.

### A. Personal Qualifications

Assurance of salvation by faith in Jesus Christ

Agreement with Harvest International Doctrinal Statement (see Doctrinal statement above)

Desire to be part of a team effort to evangelize unreached people groups

High moral character with positive references

A personal lifestyle free from destructive behaviors such as drug and alcohol abuse or pornography

Involvement in a local church, and the backing of its leadership

Single/Married as defined by the Bible. (see definition of Marriage below)

Good physical, emotional and mental health

Willingness to trust God for financial and material needs

Willingness to commit to long-term service (Career Missionaries) or to serve from six months to four years (Skilled Associate Missionaries)

**Marriage:** We believe that in order to preserve the function and integrity of the purposes and mission of Harvest International, and to provide a biblical role model to the people, community, and countries we serve, it is imperative that all persons employed by Harvest International in any capacity, to include the positions of Executive Director, Missionary, Staff, or Board member, or who serve as volunteer should abide by and agree to this Statement on Marriage, Gender and Sexuality and conduct themselves accordingly.

**Statement on Marriage, Gender and Sexuality.** We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God, which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God. (**Gen. 1:26-27, 2:18-25; Ex. 20:14, 16, 22:18; Lev. 18:22-23, 20:13, 15-16; Deut. 22:5; Matt. 15:16-20, 19:4-6, 9; Rom. 1:26-31; I Cor. 6:9-10, 15-20; Phil. 2:14-16; Heb. 13:4; I Tim. 1:8-11; Jude 7**)

## **B. Academic Qualifications**

A college degree from a Christian, Bible, or secular college or university is most desirable but not required. Experience in the particular area of service for which you are applying and spiritual maturity will be the determining factors.

## **C. Spiritual Qualifications**

Spiritual maturity as evidenced by the following:

1. Conversion – a definite experience and testimony of salvation through Christ;
2. Consecration – a recognition of the lordship of Christ in all areas of life;
3. Family – a family in order as described in 1 Timothy 3
4. Call – a conviction of personal responsibility for making Christ known, together with the conviction of sharing Christ on the foreign field;
5. Doctrine – a wholehearted acceptance of basic doctrines of the Christian faith as expressed in the Doctrinal Statement of Harvest International, Inc.;
6. Character – as attested to by home church leaders, friends and colleagues;
7. Adaptability – evidence of a flexibility of attitude;
8. Active commitment – to the church, friends and colleagues;
9. Service – a willingness to be sensitive to the culture and the needs of your country of service.

## **Cultural Qualifications:**

If the candidate is called to service in a culture other than his/hers, it may be necessary to:

1. Attend language training and designated cross-cultural seminars prior to starting term of service.
2. Visit the country of service before taking up permanent position. (3-6 months maximum)

## **Economic Preparation**

The candidate ideally should be free of debt before beginning service. If debt exists, your personal income needs must be calculated to include provision of debt repayment. (Financial counseling and fund-raising training is available as needed).

### Other

The candidate(s) and family need to possess good physical health. There may be limited medical care on the mission field.

## II. Processing of “Missionary Candidate”

- A. The candidate shall fill out and submit a Missionary Application and return it to the director, along with:
  1. Resume
  2. Recent photo (include family)
  3. Letter of recommendation from pastor and/or missions department. The letter should state willingness by the church to mission and send the candidate.
  4. Three references, one of which should be from the applicant’s home church (not the pastor)
- B. The application is then submitted for approval of Harvest International’s Board of Directors.
- C. The Board contacts the pastor, elders, Missions Committee and references, requesting letters of recommendation.
- D. The candidate will meet with the Harvest International Board of directors for a personal interview. This may be waived if already on the field and cost prohibitive.
- E. The candidate may be required to attend a mini-orientation. This provides both the candidate and Harvest International with a final opportunity to evaluate each other.
- F. The candidate will be appointed and a formal invitation letter is sent. Then the candidate becomes a “Missionary Appointee”.

### F. “Missionary Appointee”

- A. The ministry outreach is determined and a job description is issued.
- B. The level of income and a formal budget (attached) is established in consultation with appointee, president, director and financial officer of Harvest.
- C. The estimated date of departure is established.
- D. The training requirements are established.
- E. The deputation work begins.
  1. Appointee looks for open door opportunities to secure support from churches, friends, and individuals. Prayerful consideration of all opportunities and trusting in our Lord’s provision will produce maximum results.
  2. A minimum of 200 people for missionary’s mailing list is recommended.

### G. Missionaries “Support Account”

1. Each missionary arranges with churches and individuals to contribute regularly to his/her support through Harvest International.
2. All funds received from donors will be treated as designated, tax-deductible support and will be placed in the missionary’s personal support account.
3. All contributions, whether cash or check, should be sent to Harvest International directly. Should a missionary be given or sent a donation personally, it should be forwarded directly to Harvest International for proper accountability. Funds not submitted to Harvest will not be considered tax deductible and no receipt from Harvest will be issued.

4. Once on the field, the missionary will receive income monthly in arrears. This allows time for verification that sufficient funds were received. *Example: Funds received in June will be available end of July.*
5. Expenses charged against a missionary account must be documented. There must be an exact breakdown whenever possible with receipts. When expenses cannot be documented, a note giving details will suffice.
6. Should the budget never be reached or the missionary never leave for the field, the donors will be notified and the donations placed in Harvest International's general fund account.

## **H. Qualified Budgetary Needs & Expenses**

The basic criterion for determining a missionary expense is if the item in question is a result of the missionary being on the field, or a result of a team (team expense), an expense relating to school (school expense), etc. A list of all acceptable categories will be made available to the missionary. If there is a question on a particular item, please obtain advance approval. Missionaries are responsible for raising funds to meet all qualified budgetary needs and expenses. Budgetary needs will include:

1. **Escrowed Funds** – Two months personal income and return airfare. One month is used as severance pay and cannot be used for any other purpose, the “second month” and any additional support will be used as a buffer should donations temporarily fall short (see Breakdown of the Escrowed Funds on page 11).
2. **Ministry Equipment** – Include computers, cameras and other equipment to be used in the ministry, crating and shipping of it to the field, duty, etc.
3. **Travel Cost** – This is the cost of travel from home to field assignment and return at the end of the missionary's assignment. This includes food, lodging, and transportation costs incurred.
4. **Taxes** – Missionaries are not employees receiving a salary. Missionaries on the field set their own hours, determine their own projects, and are in charge of implementing and completing the work they feel called to do. As such, they are rightly contract labor and responsible for reporting and paying taxes on their own income. It is recommended that they consult with a CPA before leaving for the field in order to determine what their own specific situation requires.
5. **Miscellaneous**
  - a. Prayer cards and newsletters.
  - b. Hospitality (food, lodging, and transportation for ministry related travel).
  - c. Vehicles purchased by donated funds are the property of the missionary. Funds obtained from selling vehicles purchased with ministry funds must be deposited into the ministry account or added to the missionary's 1099. Personal vehicles may be taken to the field and are exempt from this requirement.

## **I. Breakdown of the Escrowed Funds**

1. The escrowed two month salary and support that is required will be used as follows: One month will be used as severance pay and cannot be utilized until the missionary fulfills his/her term on the field. The “second month” will be used, as a buffer should a missionary’s account become deficient. Should it become necessary to utilize any of the “second months” funds, the following action will be taken:
  - a. The shortfall will be made up by excess funds available in the missionaries account (“second months” reserve) to the extent funds are available.
  - b. A special mailing to donors will be sent out to share the missionary’s need.
  - c. If the above steps do not result in resolving the matter in a maximum of three months, or when the “second months” funds are depleted, the missionary may be brought home for further deputation. Before this action is taken, there will be consultation with the Board of Directors to determine the advisability of this step, or if the missionary should remain on the field with the reduced support. Should the missionary return for deputation, the missionary will need to meet the same financial criterion as a first time missionary before returning to the field.

## **J. A “Missionary Appointee” reaches missionary status and can proceed to the field as soon as:**

1. All the conditions have been met as required under “Missionary Appointee” as stated in section II above.
2. The one time monthly and reserve monies as agreed in the attached missionary budget are received.
3. All other issues of concern to Harvest International and the missionary are resolved.

## **K. Outside Employment**

1. A missionary is not permitted to accept outside employment without the permission of the director. If permission is granted, the following guidelines will be used:
  - a. Employment must be consistent with overall goals, objectives, and activities of HI.
  - b. Employment must not hinder the conscientious fulfillment of the missionary’s primary function.

## **L. Terms of Service, Vacations, Leaves and Furloughs:**

1. A missionary shall be expected to serve at least three years on the field. It may be reduced due to special circumstances, i.e. illness, significant drop in support level, intent of the individual’s ministry, etc.
2. Vacation time for personnel outside of the U.S. is computed on the basis of four weeks per year (two weeks after each six months), of which two weeks must be taken per year.
3. Vacation leaves are those duly authorized absences from the place of ministry which enable the missionary to fulfill his/her responsibility to his/her family and to attend to personal business as well as rest and relaxation. Adequate time will also be allowed to contact supporters and help to communicate the ministry of Harvest International to North American churches.
4. At the end of a missionary’s three-year term, a designated period of furlough time (to be determined by the missionary and director) will be granted before having to return to the field. This time will be used for visiting supporters and churches to share the vision of Harvest International with North Americans. Included in this time will be two weeks vacation.

**M. Financial Arrangements During Vacation Leaves:**

1. Support will continue during vacation leave, provided that the missionary has accumulated leave time.
2. All travel during vacation leave is considered personal.

**N. Termination of Service:**

1. Service may be terminated by resignation or by dismissal for a valid reason. Action to accept a resignation or to dismiss may be taken by the president or director, but always subject to the ratification of the Harvest International Board of Directors.
2. All monies remaining in a missionary's account, after a missionary terminates his service may be given to another tax-exempt group who hires the missionary. If the missionary is going back to secular employment, the funds will stay with Harvest International and will be placed in the general funds account.

**O. Miscellaneous:**

1. Harvest International provides no health plan, or retirement benefits. Those are the sole responsibility of each missionary and savings should be set aside to meet those needs.
2. Harvest International charges 10% administrative fee.
3. The missionary responsible for a team trip to the mission field, or in charge of a team may keep \$50 per person as personal funds. The balance of the team fee should be used for ministry and team expenses. This is intended to reimburse the missionary for his time and unrecovered expenses of the team. Only one missionary can receive this remuneration.
4. It is agreed that any and all disagreements between Harvest International and the missionary will be settled by arbitration by three arbiters. One chosen by the missionary, one chosen by Harvest International, and one agreed upon by both.

# Missionary Candidate Check Off List

Use this check off sheet to insure you complete and/or submit all required or recommended documents to Harvest International, Inc. All documents must be submitted for review before approval can be met.

**\*Please read Section II. Processing of “Missionary Candidate” for details**

## Submit to Harvest International, Inc.

- Missionary Application \*
- Resume \*
- Recent photo \*
- Letter of Recommendation \*
- References \*
- Three -Year Budget for Missionary Form
- Monthly Income and Expenses Budget Worksheet (Highly Recommended)
- Mailing List

# Monthly Income and Expenses Budget Worksheet

*This is a personal worksheet that we highly recommend you complete.*

*It is used to ensure you will have enough income for your personal living expenses.*

*This worksheet is not required to submit to Harvest International, Inc.*

|                            |       |                       |       |
|----------------------------|-------|-----------------------|-------|
| 1. Tithe (first fruits)    | _____ |                       |       |
| 2. Tax                     | _____ | 8. Recreation         | _____ |
| (Self-employed min. 15.3%) |       | Eating out            | _____ |
| 3. Housing                 |       | Trips                 | _____ |
| Rent                       | _____ | Kids                  | _____ |
| Insurance                  | _____ | Activities            | _____ |
| Taxes                      | _____ | Vacation              | _____ |
| Electricity                | _____ | Other                 | _____ |
| Gas                        | _____ | 9. Clothing           | _____ |
| Water                      | _____ | 10. Savings           | _____ |
| House Items                | _____ | 11. Medical Expenses  | _____ |
| Telephone                  | _____ | Health Insur.         | _____ |
| Maintenance                | _____ | Doctor                | _____ |
| Other                      | _____ | Dentist               | _____ |
| 4. Food                    | _____ | Medication            | _____ |
| 5. Automobile              | _____ | Other                 | _____ |
| Payments                   | _____ | 12. Miscellaneous     | _____ |
| Gas & Oil                  | _____ | Toiletries            | _____ |
| Insurance                  | _____ | Beauty                | _____ |
| License                    | _____ | Laundry               | _____ |
| Taxes                      | _____ | Allowances            | _____ |
| Main./Repair               | _____ | Subscriptions         | _____ |
| Replacement                | _____ | Gifts                 | _____ |
| 6. Conferences             | _____ | Special Ed.           | _____ |
| 7. Debts                   | _____ | Cash                  | _____ |
| Credit Cards               | _____ | Office Supp.          | _____ |
| Mortgage                   | _____ | Support Rais.         | _____ |
| Loans                      | _____ | Other                 | _____ |
|                            |       | <b>TOTAL EXPENSES</b> | _____ |

*This worksheet is solely for the purpose of estimating needs.*

*Personal income can be adjusted based on funds availability from donations and reported on Form 1099 at year end for all American citizens. Please consult your CPA for tax advise.*

# Three-Year Budget for Harvest International Missionary

**(Required Submission to Harvest International, Inc.)**

## Monthly Needs

- 1. Personal Income \_\_\_\_\_
  - 2. Ministry \_\_\_\_\_
    - Prayer cards & letters & mailing costs \_\_\_\_\_
    - Ministry Activities \_\_\_\_\_
    - Meetings \_\_\_\_\_
    - Fuel \_\_\_\_\_
    - Airfare / Travel \_\_\_\_\_
    - Assistance to Nationals \_\_\_\_\_
- Monthly Needs Total:** \_\_\_\_\_

## One Time Needs

- 1. Non-Escrowed Items:
    - Vehicle purchase and shipping (if applicable) \_\_\_\_\_
    - Set up costs \_\_\_\_\_  
(shipping belongings, deposits, last months rent, etc.)
    - Airfare / Travel to the field \_\_\_\_\_
  
  - 2. Escrowed Items:
    - a. Severance (one month personal income) \_\_\_\_\_
    - b. Reserve (one month personal income) \_\_\_\_\_
    - c. Airfare Home (including family) \_\_\_\_\_
- Total One Time Needs:** \_\_\_\_\_
- TOTAL NEED FOR DEPARTURE** \_\_\_\_\_

I agree with the proposed three-year budget for my family as missionaries with Harvest International.

\_\_\_\_\_  
Harvest Missionary

\_\_\_\_\_  
Date

**Policies and Procedures Approval**  
**(Required Submission to Harvest International, Inc.)**

I understand and accept Harvest International's policies and procedures as stated in this manual. I further accept Harvest International, its board and administration as my cover and authority while engaged in missionary endeavors for Harvest International. I commit to a three- year term with Harvest International, starting once I raise my support and leave for the mission field. I understand my responsibilities to be in the following order: God, family, Harvest International, citizens of my mission field, fellow missionaries, and myself. I accept my servant hood cheerfully and will strive for peace and family with all whom I come in contact with in my work of service.

---

Harvest International Missionary

**Missionary Acceptance**

On behalf of Harvest International, I accept with great anticipation what God has for the ministry of the above-signed missionary. I welcome you and your family into Harvest's family and look forward to assisting your ministry in any way possible. May God lead the way as we minister together and may we never leave His path.

---

For Harvest International