

# ABWE Missionary Policy Manual

ABWE, Inc.



Multiplying Leaders, Churches, and Mission Movements

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## 1. Foundational Entrance Requirements

### A. CHURCH MEMBERSHIP

A missionary must maintain membership, throughout his/her missionary career, in a Sending Church that affirms ABWE, Inc. (“ABWE”) doctrinal statement. A missionary may hold associate membership in a national church if approved by his/her Sending Church and Field Team.

### B. CITIZENSHIP REQUIREMENTS

1. Any candidate must be a citizen of the USA or Canada or spouse of a citizen.
2. An English fluency test shall be given for all non-USA or non-Canadian citizens.
3. Exceptions must be approved prior to moving forward with the application process by a committee made up of the Vice President of Global Operations, the host Regional Director, and two other “at large” Global Operation Team (GO Team) members.
4. Exceptions must comply with all laws pertinent to the USA and the host country. ABWE’s corporate counsel will be consulted to confirm the legality from ABWE’s perspective.
5. Candidates who apply under the exception clause must be counseled regarding the special challenges and difficulties that may arise and must be cared for personally. These might include:
  - a. Green card issues
  - b. Travel and/or residency requirements
  - c. Children
  - d. ABWE’s requirements
  - e. International complications in marriages of mixed nationalities
  - f. Other possible legal issues

## 2. Missionary Lifestyle and Holiness

### A. PERSONAL HOLINESS

1. Scripture admonishes us to live holy lives in conformity to the image of Christ. Attitudes and behavior which fall short of godliness undermine the believer’s personal and family testimony, as well as his public ministry. Only a humble Christ-like attitude and an obedient Spirit-filled life honor the Lord, resulting in harmony with coworkers and productivity in service.

2. ABWE missionaries willingly submit to the following practical guidelines. In pursuit of personal holiness:
  - a. Regarding cultural, lifestyle issues of personal testimony not directly addressed in Scripture, ABWE missionaries shall adhere to the practices directed by their Sending Church and the missionary administration for the fields on which they serve.
  - b. Concerning the many issues not explicitly prohibited in Scripture, ABWE missionaries are to be characterized by a refusal to judge, despise, or impose their view upon a fellow believer in matters of personal preference, and a willingness to give up their “rights” to avoid jeopardizing the work of God.
  - c. They reject all activities which undermine moral, spiritual, and physical purity.
  - d. They abstain from the non-medical use of addicting drugs.
  - e. They use the utmost caution and Spirit-led discernment in the viewing of, or listening to, any media.
3. Missionaries who succumb to moral failure relinquish their privilege to serve with ABWE and will be addressed in a biblical manner in accordance with the ABWE Moral Failure Policy.

## B. MORAL FAILURE POLICY

The Child Protection Policy applies to situations involving child victims. In all other situations, this Moral Failure Policy applies.

The moral and spiritual principles given in 1 Thessalonians 4:1-12, Romans 1:26-27 and Ephesians 5; exemplify the standards by which all individuals initially qualify for missionary service under ABWE. Any ABWE missionary or prospective missionary who becomes involved in sexual immorality is disqualified from further service with this mission agency. Sexual immorality shall be defined as adultery/fornication, incest, sexual molestation, lesbianism and homosexuality, and habitual use of pornography. Cases of this nature will be addressed in consultation with the Sending Church and according to the protocol adopted by the Board and recorded in this policy manual.

**The protocol to be used in handling moral failure on the part of a missionary is as follows:**

### **Step 1: Confront the alleged offender.**

This will be done privately by the colleague who becomes aware of a potential problem. If there truly is a problem, the Field Team Leader and the Regional Director should be informed.

### **Step 2: If offense is confirmed and admitted\*, the offender, if married, will be urged to immediately inform the spouse of the details.**

The Regional Director and Field Team Leader will then assure the spouse and/or offender(s) of ABWE’s support and love, remind them of the protocol which will be followed, and work out with them how the rest of the immediate family will be informed.

\*Note: In instances where the offense is not admitted, the procedure will be determined on a case-by-case basis.

**Step 3:** The Regional Director will inform the ABWE President, Vice President of Global Operations, and the Executive Director of the problem.

**Step 4:** The Regional Director will contact the missionary's Sending or Home Church.

Only the church leadership will be informed of the situation by ABWE, with enough detail to allow them to see the seriousness of the failure. They must also be informed of the protocol which ABWE will follow, especially emphasizing that the person will be dismissed or allowed to resign from ABWE and that the church will need to take responsibility for any discipline and restoration along with whatever counsel may be available from ABWE.

Following contact with the Sending Church, the Regional Director will inform the Field Team and any missionaries from that field who are on furlough ministry. The missionaries will be asked to discreetly inform the national church and its leadership, with enough details to allow them to see the seriousness of the failure.

**Step 5:** Recommendation of Global Operations Missionary Personnel Committee action: dismissal or allowed to resign will be brought to the committee for action at the next scheduled meeting, giving enough details to help them clearly understand the necessity of committee action.

**Step 6:** As soon as possible after committee action, the Vice President of Global Operations will inform the Board.

**Step 7:** After Board notification, the ABWE region affected and all the other supporting churches and personal donors will be informed in a memo or letter by the Regional Director.

**The information will include the following:**

1. The specific category of the sin, without going into detail.
2. The attitude of the person involved—unrepentant or broken.
3. How this failure was discovered, whether by self-disclosure or by exposé?
4. What is being done to bring about restoration of relationships with believers and of fellowship with God?

This policy shall apply to life and service of all ABWE personnel; including the Board, International Headquarters staff, and missionaries. If a Board Member is involved as an alleged perpetrator, the Board will form a separate, independent committee, which will then follow this process.

## 3. Family

### A. SINGLES

1. Singles are an integral part of the ABWE family and ministry.

2. Cross-cultural dating relationships—Customs and more, especially in the context of marriage, differ markedly among nations and among the classes within nations. Dating nationals of other than one’s own country shall be in accordance with field guidelines which have been established prior to the arrival of singles on that field. Due consideration should also be given to the advice from the community of national believers for the sake of the testimony of the gospel.
3. If planning to remain with ABWE, proposed marriages involving anyone outside the ABWE family shall not be approved by the ABWE Global Operations Personnel Committee without evidence that the intended spouse meets ABWE qualifications and plans to follow normal application procedures as soon as feasible.
4. Singles whose cross-cultural marriages are approved by the Global Operations Personnel Committee may continue with ABWE while their spouse is in application and attends Candidate Seminar.

## B. MARRIAGE

1. Marriage is only the uniting of one man and one woman in covenant commitment for a lifetime. It is God’s unique gift to reveal the union between Christ and His church, to provide for each spouse intimate companionship as the sole means of sexual expression according to biblical standards, and for the means for procreation of the human race. All other forms of sexual expression, including but not limited to premarital sex, homosexuality, bestiality, adultery, and pornography; fall outside of the biblical structure of marriage.
2. Emphasis should be placed upon the biblical husband-wife relationship, which will provide a stable home life for the children and prescribe the right proportion of time each spouse should spend in mission work.
3. Each spouse should prayerfully consider the heavy demands of missionary life-maintaining the balance between work, family, and rest is important.

## C. CHILDREN

1. The time and effort missionary families invest in maintaining a biblically-structured household is critical to mission work. Parents are responsible for the biblical management of their children in discipline, care, and education.
2. Adoption of children:
  - a. The missionary should be sensitive to possible cultural ramifications.
  - b. Prior to adoption, the missionary needs consent of the Regional Director, who will consult with the field and Field Team Leader. The Regional Director will then notify the Executive Director.

## D. WORK AND REST

1. **Work** – Remembering the balance of work, rest, and family; missionaries are expected to work a minimum five-day work week.

2. **Rest** – Missionaries are expected to follow the example of our Creator and apply the Sabbath Principle by taking one day off a week. Missionaries are also allowed an annual vacation of no more than four weeks, including travel time, and ten field specific public holidays.
3. **Annual vacation** – Time may be accumulative only for two weeks the following year.

## E. DIVORCE

Persons with a divorce in their background may be considered for appointment to serve in non-pastoral or auxiliary roles on some ABWE fields based upon the recommendation of the Sending Church Pastor and the review and approval of the ABWE Administration. Such persons shall not be eligible for appointment to serve as missionary pastor or lead church planter. Should a divorce or marital separation occur after appointment, the relationship of both parties with ABWE shall be terminated.

\*Divorced applicants must interview with their respective Executive Director before invitation to Candidate Seminar.

1. Divorced individuals who may not apply:
  - a. Those who have experienced multiple divorces.
  - b. Those who are within five years since divorce.
  - c. Those who are within four years since remarriage.
  - d. Anyone who does not have a repentant spirit and a clear track record of recovery with spiritual, personal, and/or marital stability.
  - e. Anyone who is responsible for a divorce following conversion due to their acts of adultery, abuse, or abandonment.
  - f. Those who still have minor children from the divorce who also have another living parent.
2. Ministry for which divorced missionaries are not eligible:
  - a. Pastor/Elder
  - b. Deacon
  - c. Lead Church Planter
3. Support Implications:
  - a. Recommendation and endorsement by the Sending Church is required upon application.
  - b. Pre-Field missionaries with divorce in their background are responsible to appropriately disclose their situation, in advance, to potential supporting church leadership. The Pre-Field Director will coordinate this with the missionary and his/her Sending Church.
4. Field Placement:
  - a. Some fields may be precluded due to special cultural issues or decisions by national churches that make it impossible for a divorced person to serve in any capacity as a missionary in that culture.
  - b. ABWE respects the authority and autonomy of indigenous national churches worldwide on an equal basis with that of churches in the USA.



- c. No Field Team can independently reject an approved ABWE missionary solely based on his/her marital past. The Regional Director will have the responsibility and discretion in consultation with the field leadership to make the final determination as to the suitability of any missionary to serve in a given region.

## 4. Field Ministry

### A. PRAYER

1. Prayer is a priority. Our global team is committed to personal devotion and mutual intercession for teammates, partners, supporters, and the work of the Lord among the nations.
2. Missionaries will regularly communicate prayer requests, answers to prayer, and reports of God's work.

### B. LANGUAGE AND CULTURE

Language study and cultural adaptation is the priority ministry of each new missionary. All long-term missionaries, both men and women, are required to attain proficiency in the language and culture in which they serve according to the standard set by the field.

### C. EVANGELISM AND DISCIPLESHIP

1. An understanding of the general culture and personal beliefs of a host people is vital to a clear presentation of the gospel.
2. Careful consideration should be given to how the gospel is presented in each cultural and worldview context.
3. It is important to seize every opportunity for gospel influence because sowing and watering are as important as harvesting in the process of evangelism.
4. Evangelism must be understood in the context of making disciples, therefore presenting the good news of Jesus Christ should always be done with a view toward believer's baptism and a life of obedience to God's Word, lived out in a local community of believers.

### D. CHURCH PLANTING AND MISSION MOVEMENTS

1. The ABWE global vision to "multiply leaders, churches, and mission movements among every people" shall guide all church-planting ministries.
2. When planting and developing local churches, the normal process includes the elements of preparing, connecting, gathering, maturing, and training.
3. All church plants shall be culturally appropriate, locally supported, and nationally governed; and in alignment with the ABWE doctrinal statement.
4. The missionary church planters shall work in partnership with national believers whenever possible.

5. Continued contact and relationship between missionaries and national churches provides mutual encouragement and a growing ministry, including mission outreach nationally, regionally, and globally.
6. Any investment of outside resources into local church ministries shall be done in such a manner as to foster church development, multiplication, and avoid creating dependency.
7. ABWE missionaries shall not pastor an established local church except in a rare occasion and with the approval of the Regional Director.
8. To provide fellowship and encouragement to the established churches in each country, missionaries shall promote the formation of functional fellowships.

## **E. MINISTRY PARTNERSHIPS**

1. Intercultural partnerships are critical in developing ministries that accelerate church-planting movements and mission movements.
2. A partnership is an intentional, collaborative relationship between two or more autonomous ministries (individuals, churches, organizations) with the intent of accomplishing mutually compatible ministry goals by sharing complementary strengths and resources in an environment of trust and grace. Not every relationship is a partnership.
3. It is essential all the members in a partnership commit to a shared ministry vision. Partnerships are more likely to go the distance when the individuals involved exhibit humility, flexibility, and a teachable and generous spirit.
4. Any ministry partnership or affiliates needs a Partnership Agreement through ABWE's legal team.

## **F. LEADERSHIP DEVELOPMENT**

1. Trained national leadership is essential to any church-planting movement. The objective should be to motivate and train leaders who are recognized as biblically qualified and spiritually gifted servants of the Lord with proven character and commitment.

### **The training process includes:**

- a. Training believers in local churches to be involved in ministry.
- b. Training those engaged in service of the local church resulting in ministry leaders.
- c. Training ministry leaders resulting in pastors, church planters, and missionaries.
- d. Training these church leaders to be organizational (church fellowship and mission) leaders with a global vision.

## **G. TEAM DYNAMICS**

1. A spirit of teamwork is imperative considering the different ministry roles and giftedness of ABWE missionaries. Teamwork is also vital because it produces synergy that makes the group more effective in reaching its objectives.

2. Every effort must be made to maintain team unity, open communication, and mutual accountability. The organization and guidelines of Field Teams must be carefully developed to stimulate both teamwork and individual initiative in pursuit of team goals.
3. Missionaries will serve on a team and are expected to support Field Team decisions, guidelines, and organizational structure. These field guidelines require periodic review and possible revision.
4. Each Field Team has the latitude to establish guidelines for its work in consultation with, and approval of the Regional Director. Such guidelines shall be:
  - a. Beneficial for the overall enhancement of the missionary effort.
  - b. Based upon cultural norms rather than personal preference.
  - c. Approved and adopted by the missionaries in accordance with their field governance.
5. The ABWE Administration and Board remain the final authority in all ministry practices.
6. Regional Conferences are held periodically for ministry enrichment and team building on various fields. The dates vary among the regions as established by the Regional Directors. Attendance is required if a missionary is not home on furlough. The Regional Director may grant an attendance exception for unusual situations.

#### **H. ROLE OF WOMEN**

1. While Scripture teaches that men and women are equal in their value before God, it also teaches that they have distinct roles. We believe that regarding oversight in the home, as well as in the church, God has put the man in the place of leadership.
2. The role of women is as equally vital as that of men in field ministries and in all matters that relate to their team.
3. In addition to Biblical guidelines, cultural proprieties may further eliminate some types of ministries for either men or women.

#### **I. COMMUNICATION AND REPORTING**

1. Quarterly written communications with supporters and regular communication with ABWE Administration are required.
2. An Annual Report and Annual Statement of Commitment is also required for all missionary personnel.
3. Missionaries are expected to maintain open and frequent communications with their Field Team members and national coworkers.
4. ABWE regularly communicates with the missionary family through various platforms.

## 5. ABWE Administration

### A. FIELD GOVERNANCE

1. The Global Operations Team (GO Team) oversees ABWE missionaries worldwide.
  - a. Regional Directors are appointed by the Global Operations Team and announced to the Board.
  - b. Regional Directors exercise authority over all ABWE missionaries in their region.
  - c. Regional Directors must approve all missionary candidates desiring appointment to their respective regions.
  - d. Regional Directors approve the appointment of Field Team Leaders.
  - e. Field Team Leaders, under the leadership of their Regional Director, are directly responsible to build teams, lead planning, implement strategy, pursue problem resolution, and provide care for their missionaries.
2. ABWE Field Teams operate in a variety of organizational structures under the leadership of their Regional Director.

### B. FIELD MANAGEMENT

#### 1. Field Transfers

After the call of God into missionary service, the next most important decision is the Mission Board and field where the missionary will fulfill that call. Before joining a Mission Board there is considerable consultation, both formal and informal, with friends, missionaries, pastors, teachers, Mission Boards, and other individuals.

Once the individual or couple has joined ABWE, has been appointed to a particular field, and has served on that field; the process of changing to another field within ABWE is very important.

The following steps are used to initiate this change when the missionary is serious about the desire and advisability of making a change of fields. These steps should also be a guideline when considering inviting a Pre-Field or furloughing missionary to serve for any length of time at International Headquarters.

- a. The individual or couple will first talk with their Regional Director.
- b. The current Regional Director will consult with the Regional Director of the proposed field, as well as, the field from which the missionary is transferring.
- c. The individual or couple should speak directly with the Regional Director of the proposed field of service.
- d. The Sending Church Pastor will be consulted. This step is not taken earlier only because adequate information is usually lacking. Also, a visit to the field might be wise at this point.

- e. The new Field Team will be consulted and an invitation extended if going to an existing field.
- f. The proposed change of field is presented to the Global Operations Missionary Personnel Committee by the Regional Director of their current field.
- g. The missionary will work with their Sending Church to inform all his/her supporters of this field transfer.

## **2. Furlough Ministries**

- a. The purpose for furlough is reporting, ministering to supporting churches, refreshment, preparation for a subsequent term of service, and enlisting new workers.
- b. With the purpose of helping new missionaries adapt to their new culture and better assimilate their new language, all first terms on the field will for a duration of four years, with any exception being approved by the Regional Director.
- c. After the first term, a flexible furlough schedule may be followed. Time spent on furlough shall be based on a ratio of 80 percent on the field and 20 percent off the field.
- d. All furlough schedules (leaving and returning) must have prior approval from the Field Team and the Regional Director.
- e. Medical and Financial Clearances, as well as attendance at the Missionary Enrichment Conference, are required every five years for continued field ministry.
- f. Any extension of furlough ministry must be approved by the Regional Director and by the Global Operations Missionary Personnel Committee if the extension exceeds six months.
  - 1) The Regional Director may grant an extension to the furlough ministry of up to six months for the purpose of raising required support or medical reasons. The Global Operations Missionary Personnel Committee may extend the length of furlough ministry for up to a year, with support, for reasons of health, finances, educational advancement, or a special assignment. Extension of greater length, with support, shall be approved only in unusual cases when the request relates directly to the Global Operations Missionary Personnel Committee or Field Team objectives and the wishes of the Sending Church.
  - 2) Extensions for educational purposes will be decided with the following guidelines:
    - a) Every effort should be made to include the studies in the normal furlough ministry time or over several furlough ministries.
    - b) Extended studies during furlough ministry will be approved if such studies are needed for the ministry of the missionary (e.g. seminary professor or director).
    - c) Extensions will be granted only after the second term of service and with the assurance the missionary will return to the field for at least one additional four-year term of service.

- 3) Requests for extensions and notification of the field council/team should be made at least three months before the normal date to return to the field.

### **3. Leave of Absence**

A Leave of Absence (LOA) without support shall be necessary for periods beyond the normal furlough, unless an extension is granted. A LOA without support shall be necessary for periods over one year beyond the normal furlough ministry period. A LOA may be granted without support for a period of one year, after which time it shall be reviewed by the Regional Director and the Global Operations Missionary Personnel Committee. Resignation shall be required when circumstances indicate that the missionary will not be returning to the field.

### **4. Travel Away from Field of Service**

Time away from a missionary's appointed field of service is to fit within the following guidelines. These guidelines do not replace, but are adjunct to, the established time guidelines for field ministry/home ministry (80/20 ratio) and vacation.

- a. A missionary's necessary medical travel will be determined in consultation with the Medical Director and Field Team Leader. The Regional Director or the Executive Director is notified. Prolonged stays in North America for medical reasons shall be combined with furlough ministry time unless the missionary is incapacitated to the extent that he/she is unable to visit supporters. Medical evacuations may be an exception to the normal approval process. The Medical Director, Field Team Leader, and Regional Director are to be notified as soon as possible.
- b. Family emergency travel (e.g. critical illness or death of an immediate family member, severe crisis in the life of a child) requires the approval of the Field Team Leader and the Regional Director or Executive Director. Immediate family members are defined as children, parents, grandparents, grandchildren and siblings of the missionary. Family emergency travel is considered either furlough, ministry, or vacation, depending upon the missionary's wishes.
- c. For any travel to North America, the Field Team Leader and Regional Director must give approval and the Sending Church must be notified. Personal travel must also fit within the vacation time guidelines.
- d. Ministry travel while taking the missionary away from the field of service, does not have to fit within the furlough ministry and vacation guidelines, but must receive the approval of the Field Team Leader, and the Regional Director. Any ministry travel to North America should be approved by the Sending Church as well.

### **5. Crisis Management**

To address the missionary security needs, ABWE has appointed a Director of Security and Crisis and Management (DSCM) under the authority of the Vice President of Global Operations. The DSCM is responsible for training, resourcing, counseling, and coordinating any security issues for ABWE personnel. He operates in consultation with the various ABWE stake holders such as Executive and Regional Directors and CEIM in the performance of these

duties. All ABWE missionaries sign a release prior to leaving for the field of service as directed by ABWE's Crisis Management Policy. The effects of the ABWE Crisis Management Policy (incorporated by reference as if fully stated herein) are as follows:

- a. **Ransom and Extortion** - In the case of kidnapping, hostage-taking or other extortion; no ransom or concession that is reasonably likely to cause or contribute to the probability that future similar events will occur shall be paid (or made).
- b. **Relocation of Family Members** - In the event of a crisis, such as kidnapping and/or violent death, all accompanying family members are to be relocated as soon as possible to the home country, upon consultation with the Regional Director.
- c. **Evacuation** - Decisions on evacuation of personnel are made by the Field Team and/or Regional Director in consultation with the Director of Security and Crisis Management where time permits. Each field should set fixed criteria for such a decision. Individual team members and families have the authority to self-evacuate at any point, with notification given to the Field Team Leader and Regional Director.
- d. **Crisis Counseling** - All victims of major traumatic events shall immediately undergo debriefing/counseling. A follow-up debriefing by leadership of all personnel directly affected will take place 6-12 months following the crisis event.
- e. **Crisis Management Team** - Most crises are handled through the normal ABWE missionary administrative structure, but when a crisis has a far-reaching impact on the organization as a whole, then a temporary task force or Crisis Management Team (CMT), shall be activated by the Vice President of Global Operations. This Team will include the Director of Security and Crisis Management and at least three other people who will be selected by the Vice President of Global Operations in consultation with the Director of Security and Crisis Management. The CMT will appoint a Crisis Manager among themselves. The CMT will be given authority and responsibility to make necessary decisions regarding the crisis and report to the Vice President of Global Operations. If the crisis is on a regional scale, a Crisis Management Team will be formed by the Regional Director.
- f. **Information Management** - All information relative to the crisis situation, both at ABWE International Headquarters and on the field, will flow through one designated Information Manager, appointed by the Crisis Manager of the Crisis Management Team. Special spokespersons to the media may also be designed by the CMT.
- g. **Release** - All missionaries going out under ABWE must sign a Risk Release Form before going to the field.

## 6. End of service with ABWE

- a. Termination of career missionary service with ABWE, whether by resignation or dismissal, shall be considered graciously and prayerfully on the basis of full communication between the missionary, ABWE leadership, and the Sending Church.
- b. ABWE reserves the right to terminate the service of a missionary at any time at the sole discretion of the Global Operations Personnel Committee.

- c. Unless exceptions are granted by the Global Operations Personnel Committee, no resignations or dismissals shall be finalized while the missionary is on the field.
- d. Any missionary who resigns, or is dismissed, will not return to the location/city where he/she served with ABWE unless released from this Agreement by ABWE.

## 6. Grievance and Biblical Dispute Resolution Policy

An ABWE missionary has the right to file a written grievance with the office of the Vice President of Global Operations if he/she has a complaint that cannot be resolved within the normal administrative structure.

The Regional Director and Executive Director of any cases affecting missionaries under their supervision will be informed of the grievance once it is brought to the Appeals Committee. The Appeals Committee is comprised of the Vice President Global Constituency, Vice President of Global Operations, and one furloughing missionary. They will meet monthly, as needed, to review any grievances submitted. This Committee will determine the legitimacy of grievances filed. All appeals this Committee deems valid will be sent to a larger Grievance Committee for review and further investigation.

The Grievance Committee itself will be comprised of one member of ABWE's Senior Leadership Team, Vice President of Global Operations, two missionaries, and one local church pastor. This Committee will meet monthly, as needed, to recommend action for cases brought to them by the Appeals Committee. The Committee can choose to request mediation and/or ask for statements from all sides, or take actual testimony and evidence before reaching its arbitration decision. The Grievance Committee's decisions will be considered binding for internal and employment purposes. However, if an Appeal is requested, then an outside Arbitrator may be appointed.

The rights and duties of all parties, including missionaries and all other parties, shall be interpreted according to the Laws of the Commonwealth of Pennsylvania and the Bible. Venue for any dispute will be in York County, PA. All parties agree that any claim or dispute arising from, or related to, this Agreement; shall be settled by the Grievance Policy above, or if necessary and requested by legally binding arbitration, in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries (complete text of the Rules is available at [www.HisPeace.org](http://www.HisPeace.org)). Choice of law and venue will be Pennsylvania, unless mutually agreed otherwise. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. All parties understand that these methods shall be the sole remedy for any controversy or claim arising out of a grievance or other missionary activity for ABWE, and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In any instance where a suit would be filed, any court having competent jurisdiction, in conformity with the Laws of the Commonwealth of Pennsylvania, may enter judgment upon an arbitration award.



The structure of this Grievance Policy is illustrated in the following diagram:

### ABWE ADMINISTRATION



### GRIEVANCE PROCESS



## 7. ABWE Missionary Finance

### A. MINISTRY

#### 1. Support

- a. The living and ministry needs of a missionary shall be met through dependence by faith on God’s supply.
- b. A missionary shall be fully supported (100 percent) before leaving for, or returning to, the field.

#### 2. Travel

- a. Reimbursement from a missionary’s account may be received for the following reasons:
  - 1) Necessary medical travel (Includes those family members who must travel with the individual requiring medical attention in North America.)
  - 2) Family emergency of an immediate family member (One trip per crisis.)
  - 3) Ministry travel (Includes those family members essential to the specific ministry.)
  - 4) Vacations (See Vacation Policy in Missionary Finance policies.)
- b. Personal funds will be used for personal travel.
- c. When personal trips are combined with trips in another travel category, the primary purpose for the trip will determine the source of the funds (i.e. from support or from personal funds).
- d. Travel funds will be reported as taxable income to the missionary to the extent required by law.

#### 3. Ministry Projects — \*see Appendix A for Project Review Policy

- a. Projects have great value for enhancing the field ministries and additional funds may be raised for their development.
- b. Approval process:
  - 1) All Projects must be first approved by the Field Team and the Regional Director.
  - 2) The Regional Director must consult with the ABWE Project Office on major projects, presently defined as over \$250,000, which are then submitted to the Board Finance and Audit Committee for approval. The Regional Director must have approval from the Executive Director of Projects on any project anticipated to be in excess of \$250,000. A standard project is less than three stories and the total project, not individual phases, would be less than \$250,000.

## **B. PERSONAL**

### **1. Standards**

- a. Missionaries shall exercise moderation in their standard of living.
- b. Missionaries must live within their means and may not go into debt for personal or ministry expenses.

### **2. Housing on the Field**

- a. For the sake of testimony before the nationals and prudence in the use of the Lord's money, the type and location of housing shall be decided in consultation with the Field Team or established Team Policy.
- b. Normally, after the first term, a missionary shall have the option to buy a personal residence. (See ABWE Missionary Financial Policies, incorporated by reference as if fully stated herein)
- c. Authorization of housing purchases on the field shall include:
  - 1) Field Council or Country Coordinator approval.
  - 2) Director of Missionary Finance approval.
- d. Missionaries who buy a home on the field must sign the "Standard Agreement Form," which outlines the conditions for acquiring a residence on the field. The terms of that Agreement are binding and apply as if fully incorporated herein.
- e. The missionary should carefully weigh the risk of legal and financial complications in owning property outside one's own country, such as fluctuation in monetary exchange, restrictions in transferring funds to North America, and problems in marketing property before departure.
- f. The missionary owning property overseas shall assume sole responsibility and shall not presume upon ABWE or any of its missionaries, for any details in its disposal.
- g. Care should be exercised so that all matters are handled ethically for the sake of testimony to nationals and the fellow missionaries.
- h. Under the terms of the Standard Agreement Form, all property must be held in the name of the missionary alone, and not by ABWE.

### 3. Outside Employment

ABWE missionaries shall be fully engaged in our ABWE missions program. There may be occasions on the field when a missionary shall be permitted to accept outside employment as long as it benefits the field ministry. The guidelines for such employment specify that:

- a. No missionary may accept a remunerative position without the approval of the Regional Director and Sending Church.
- b. The remuneration must be reported to the Missionary Finance Department.
- c. Income from approved outside employment or activities, will lower the support level accordingly or may be used for ministry, education, passage, or outfit expenses. However, there may be tax issues to consider. ABWE is not responsible for any tax reporting requirements that may arise for a missionary who receives additional income from approved outside employment. The missionary remains solely responsible to comply with all tax reporting requirements for such income.
- d. While on furlough ministry, missionaries shall give priority to the restoration of physical, emotional, and spiritual vitality for the sake of an effective ministry in supporting churches. Missionaries shall not be permitted to engage in substantial outside employment, except upon special arrangement with the Regional Director.

### C. EDUCATION

1. **MK Education** — Because of our care for missionary children, a reasonable amount of funds may be raised for education.
2. **Continuing Education** — Time used for continuing education cannot be a substitute for an ABWE typical work week without Regional Director approval.
  - a. Reimbursement for educational expenses (tuition, fees, and books) of Pre-Field and first-term missionaries will be permitted providing:
    - 1) The courses contribute directly to their future ministry.
    - 2) For Pre-Field missionaries, the education expense must fulfill the prerequisites required by CEIM and the applicable Executive Director.
    - 3) For first term missionaries, the education must be approved previously by the Regional Director.
    - 4) Funds are available in the missionary's account from gifts specifically designated for that purpose.
  - b. Missionaries may be reimbursed from their account for educational expenses (tuition, fees, and books) after completing their first term (four years) of service provided:
    - 1) The courses contribute directly to their ministry.
    - 2) Approval of the Regional Director is obtained previously.
    - 3) Funds are available in the missionary's account from gifts specifically designated for that purpose.

## D. RETIREMENT AND RESIGNATIONS

### 1. Retirement Program

- a. The Financial Retirement Policy for missionaries is based on the ABWE Missionary Retirement Trust, Social Security, and limited support from local churches.
- b. Continued missionary service, after normal retirement age, shall be based upon the capacity of each person to function normally in all that his position in ABWE requires. Approval for continued service on the field shall be issued on a year-by-year basis upon recommendation of the Field Team and the approval of the Regional Director.

### 2. Resignation or Termination Support Severance

- a. Whether by resignation or dismissal, for the sake of equity, all financial arrangements shall follow a uniform pattern, to be determined by the Global Operations Personnel Committee on a case-by-case basis, according to the following principles:
  - 1) Financial considerations are based on length of service, departure circumstances, and ABWE Global Operations Personnel Committee discretion.
  - 2) Generally, one month of support per three years of service will be granted following the resignation date subject to funds available.
  - 3) Support will stop the month the missionary secures employment or marries, whichever is sooner.
  - 4) A missionary who resigns as an Appointee shall receive one-month support after the Resignation Date.
  - 5) In most cases, all other benefits will end on the Resignation Date.

## 8. TRAINING POLICIES

### A. VALUES

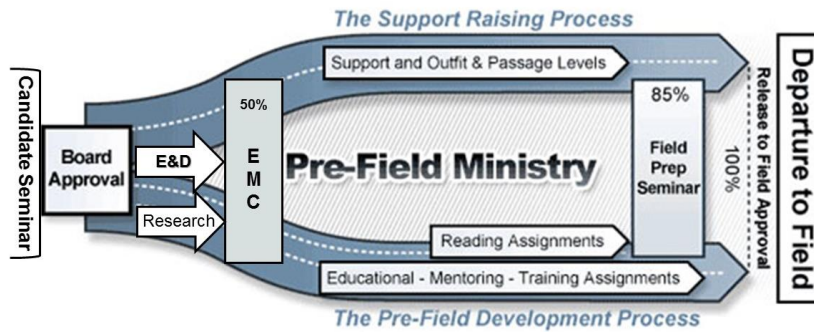
1. The training program of ABWE is based upon the conviction that an organization that values excellence, will value training.
2. Missionaries with ABWE are encouraged to be life-long learners, always increasing in their knowledge of, and effectiveness in, their ministry responsibilities.
3. ABWE's Training Division, the Center for Excellence in International Ministries, has sought to foster a mission wide appreciation for the value of using adult learning principles in teaching and training.

### B. CORE TRAINING

#### 1. Parallel Processes

The preparation of a missionary for long-term service includes both, the raising of necessary support and the completion of Pre-Field development assignments. These are presented as parallel processes to the ABWE missionary; both of which must be completed before the

missionary is able to receive clearance from Pre-Field Ministry. These parallel processes are illustrated in the following diagram:



## 2. Assignments:

- a. **General Assignments:** General assignments are those that are assigned to all ABWE long-term missionaries for completion during Pre-Field Ministry. These include certain reading assignments, evangelism and discipleship experience assignments, core training seminars (see below), religious worldview research, and eco-factor research.
  - b. **Specific Assignments:** Specific assignments are given to individual missionaries based upon two sets of data: the information provided by the applicant during the application process and the results of the Bible and theology entrance exams.
- **Individual factors and the Missionary Development Grid :** In processing the data submitted by the missionary, CEIM personnel examine the education, ministry experience, professional training, cultural preparation, and language/linguistic experience of the candidate; while keeping in mind the candidate's intended place and type of ministry. This process is illustrated by the Missionary Development Grid – Pre-Field Phase Worksheet. Based upon this analysis; additional assignments, such as specialized evangelism courses, theological education seminars, and basic Bible courses will be given.
  - **Biblical and Theological Entrance Exams:** Each missionary candidate is required to take a Bible/Theology Exam as part of the candidacy process. The results of the Exam will be used to assess the need of the missionary for additional biblical/theological training: especially in those situations when poor grades, in certain subjects already studied formally, bring into doubt the missionary's knowledge of subjects vital to the success of his/her missionary ministry.

# Missionary Development Grid - Pre-Field Phase

These two questions determine the type and amount of preparation needed for each pre-field missionary.

## Focus Questions:

1. Where is this person going?
2. What will this person be doing there?

Is this person properly *educated* for his or her field ministry?

We require (as a minimum) everyone to have courses in OT/NT survey, Bible doctrines, & Bible study methods.

Is this person properly *trained* for his or her field ministry?

Whereas *education* focuses on knowledge, *training* focuses on skill development. ABWE's pre-field requirements will help with both of these.

LANCE is a language acquisition program offered in our Field Prep Seminars.

Due to the difficulty of the field language in which a person will be ministering, low aptitude for learning languages, & etc., some people need more language acquisition preparation than others.

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>•Amount</li> <li>•Quality</li> <li>•Appropriateness</li> </ul> <p>OT/NT Survey? Doctrines? Bible Study Methods? More?</p>	<p><b>Ministry Experience</b></p> <ul style="list-style-type: none"> <li>✦Evangelism</li> <li>✦Discipleship</li> <li>✦Bible Teaching</li> <li>✦Church Planting</li> </ul> <ul style="list-style-type: none"> <li>•Administration</li> <li>•Preaching</li> <li>•TESL</li> <li>•Counseling</li> <li>•Campus Ministry</li> <li>•Youth Ministry</li> <li>•CDS Teaching/Administration</li> <li>•Camp Administration</li> <li>•Theological Education</li> </ul> <p>Mentoring or Internship?</p>	<p>Does this person have the ministry experience necessary to prepare him or her for field ministry?</p> <p>If not, we will require some appropriate type of supervised ministry experience. In some situations, that can be done on-field in the first term of service.</p>
<p><b>Ministry/Professional Training</b></p> <ul style="list-style-type: none"> <li>•Amount/Quality/Appropriateness</li> <li>•Muslim / Hindu Evangelism</li> <li>•TESL</li> <li>•Security &amp; Child Safety Training</li> </ul> <p>ABWE Core Training? Leadership Toolbox?</p>	<p><b>Cultural Preparation</b></p> <ul style="list-style-type: none"> <li>•Cross-cultural experience</li> <li>•Cross-cultural training</li> <li>•Cultural &amp; political history</li> <li>•Vernacular theological issues</li> </ul> <p>Cross-Cultural Experience or Studies?</p>	<p>Previous cross-cultural experience is highly recommended for any mission field, and even required for some fields.</p> <p>In some cases, we require pre-field missionaries to do research study to prepare them for the country &amp; culture in which they will serve.</p>
<p><b>Linguistical Preparation</b></p> <ul style="list-style-type: none"> <li>•Pre-LANCE</li> <li>•LANCE</li> <li>•Post-LANCE (Pre-Field)</li> </ul> <p>More Linguistics? Pre-Field Language Study?</p>	<p><b>Counseling</b></p> <ul style="list-style-type: none"> <li>•Marriage</li> <li>•Financial</li> <li>•Parenting</li> <li>•Accountability</li> <li>•Medical Missions</li> <li>•Other</li> </ul> <p>Counseling Sessions?</p>	<p>Candidate interviews often reveal needs for counseling.</p> <p>Specific counseling assignments are made by missionary administrators or missionary care personnel.</p>

### 3. Varieties of Core Training

- For Long-Term Missionaries** - All Long-Term Missionaries are required to participate in the following Seminars during the period of their Pre-Field Ministry:
  - 1) Good Soil Evangelism and Discipleship
  - 2) Essential Missions Components
  - 3) Field Preparation Seminar
- Adult Short-Term Missionaries** - All Adult Short-Term Missionaries are encouraged to participate in the Adult Short-Term Field Prep, a joint venture of the CEIM and Mobilization Departments.

### 4. Pre-Field Coaching

Based upon their regions of ministry, Pre-Field Missionaries will be assigned to a Member of the CEIM team who will serve as Coach to them until they complete their Pre-Field assignments and receive Formal Clearance from CEIM. The Coach will remain in regular contact with them, answering questions and helping them to stay on track in regard to the Pre-Field Development Process.

## C. BIBLE TRACK

ABWE missionaries come from various educational backgrounds. Though the ideal would be for each missionary to have completed a full Bible Degree before applying, many of those who

come to ABWE have completed degrees in other fields. Those with little-or-no Bible education are encouraged to continue working toward a Degree at a recognized Bible College or Seminary. Certain fields may require higher degrees of Bible/theological training. Recognizing that it would be a hardship for some to go back to school full-time, only a basic set of core Bible Courses has been assigned. These Courses must be completed during Pre-Field Ministry. (This needs to be field specific considered. For example, in Slovakia; education is important so they need higher degrees.)

### 1. **Four Basic Bible Courses**

- a. Methods of Bible Study
- b. The Old Testament Story [Old Testament Survey]
- c. The New Testament Story [New Testament Survey]
- d. Basic Missional Theology [Systematic Theology or Bible Doctrines]

The missionary may take these three-credit undergraduate courses from any recognized institution, as long as they are transferable, accredited, and of like faith. However, they are available from CEIM, both online and onsite, with the titles given above, at a fraction of the cost.

### 2. **Additional Bible Assignments**

Additional Bible Assignments will be given, as necessary, to help those whose oral exams, test scores, or transcripts indicate areas of weakness. Those who desire to be involved as Lead Church Planters are encouraged to complete a Bible or Theological Degree.

### 3. **Continuing Education**

- a. **Academic** - Opportunities will be made available for ABWE missionaries to continue their formal education through agreements established with Clarks Summit University and Baptist Bible Seminary. In addition, those who are engaged in formal education in another institution will be encouraged to complete requirements for a degree in that program.
- b. **Informal** - Those ABWE missionaries who are not currently enrolled in a formal education program, are expected to invest at least one week each year in a variety of informal learning opportunities provided by either ABWE or non-ABWE sources. That learning may take the form of seminars, webinars, ministry-related reading, or other informal education that helps them to stay current in their ministry, and to grow in their knowledge and skills. At least one goal on each Annual Report should be related in some way to learning.
- c. **Professional Training and Certification** - Those desiring to specialize in camping, sports ministries, etc., will be assigned training in their ministry areas. In addition, doctors, nurses, aviators, and others requiring specialized certification will be helped by CEIM in cooperation with other ABWE entities.

#### D. LEADERSHIP CORE TRAINING [“TOOLBOX”]

ABWE leaders will participate in many training programs that will serve as “tools” in their “toolbox” of leadership competencies.

#### E. ON-FIELD TRAINING

1. **Leadership** - Missionaries who serve as Field Team Leaders will receive on-field or regional training intended to promote the development and maintenance of leadership skills.
2. **Team** - On-field and regional training will be provided for Field Teams on a regular basis.

#### F. INTERNATIONAL THEOLOGICAL EDUCATION

ABWE missionaries and their partners involved with Christian colleges, seminaries, and ministry training programs worldwide will receive help and training from the Director of International Theological Education.

All missionaries involved primarily in theological education must complete required seminars to prepare them for cross-cultural ministry and curriculum design.

#### G. CORE TRAINING FOR ABWE CONSTITUENTS

Training will be provided by CEIM in cooperation with other ABWE divisions for churches, church leaders, and agencies partnering with ABWE and ABWE personnel.



## APPENDIX A

### **ABWE Project Review Policy**

#### **A. INTRODUCTION**

This policy is formulated in the spirit of accountability to the local churches we serve and our desire to make excellent decisions with complete integrity. It is not intended that every project should be reviewed or, that some individual will necessarily override the wisdom available from the field decision-making body. We want to strengthen our decisions in areas where there may be a potential for weakness, and help to protect ABWE missionaries, personnel, assets, and reputation across the globe. Reviewing proposed projects according to uniform standards and principles is essential to coordinating and achieving long-term success towards ABWE's mission and purpose.

#### **B. ASSUMPTIONS**

1. An ABWE project is any acquisition, sale, or development of land and/or buildings where ABWE will be the sole or partial source of resources for the project; or sole or partial beneficiary of the project.
2. It is assumed that the program need, which drives a proposed project, has already been reviewed and considered valid and viable. This includes a field vote and director approval, but it is not limited to those.
3. Professional skilled assistance is almost always available to consult with us. It is our ethical responsibility to employ them where they can contribute to the wise use of resources.

#### **C. POLICY STATEMENT**

1. Because 1 Corinthians 4:2 admonishes us, "Now it is required that those who have been given a trust must prove faithful,"
2. And because ABWE has an ethical responsibility to assure wise use of resources,
3. Regional Directors will be responsible to identify "high risk" projects and submit them to the Executive Director of Projects for review, prior to approval.
4. The Regional Director must have approval from the Executive Director of Projects on any project anticipated to be in excess of \$250,000. A standard project is defined as less than three stories and the total cost of the project (not individual phases) would be less than \$250,000.
5. The Executive Director of Projects may, as a consultant, review projects as needed.
6. The project review will be specifically tailored for the project in question and will include, but is not limited to, the evaluation of: decision making, design, construction management, cost, and financial and organization impact.

## D. HIGH-RISK PROJECT DEFINITION

1. By “high-risk” we are referring to projects which have a probability for significant financial loss as a result of:
  - a. Poor or unwise decisions;
  - b. Inaccurate cost estimates;
  - c. Loss of internal morale, due to getting involved in a project without the ability to manage it;
  - d. Loss of credibility with supporters and churches;
  - e. Unwise or illegal utilization of volunteers;
  - f. Loss of internal stability, due to lack of field unity on the project;
  - g. High financial risks, with little or no protection; or
  - h. Relationships or partnerships with organizations or entities that have not been confirmed as trustworthy, and which have a direct connection with the project.

## E. RISK FACTORS TO CONSIDER

1. **Size of Project** - The size of a project may be measured in money or amount of space. While these numbers increase in a lineal fashion, the issues that make a project more difficult to manage increase in a geometric fashion.
2. **Complexity of Project** - There are many things which make a project more complex. They may be grouped into two categories: 1) a specialty type of use or 2) a specialty type of design requirement. Examples of a specialty type of use include an air strip, waste or water treatment, energy producing systems, hospitals, etc. Examples of a specialty type of design requirement include unstable soil, earthquake risk, high rise construction, unconventional materials, etc.
3. **Duration** - The longer a project takes, the more likely it will run into trouble. Reasons for this may include there is more time for things to go wrong, sometimes parties involved lose interest, more of the ABWE personnel’s initiative is taken from their ministry assignment, field personnel change with furlough ministry schedules, etc.
4. **Management Skill Available** - Management’s basic responsibility is to make wise use of limited resources. Assuring that all ABWE Projects have capable management is part of the Administration’s responsibility to the donors and churches. When considering the type of management, a project will receive, the following factors are important:
  - a. Project Management must be a specific individual’s responsibility and committed for the duration of the Project as that individual’s total, or partial, ministry assignment.
  - b. Construction Management must have some background compatible with all the construction risk factors for this particular Project.

- c. Construction Management must have construction expertise in the methods and materials anticipated for the Project.
- d. Contract Administration must have a level of contracting expertise equal to the Project.

## **F. REGULATORY ENVIRONMENT**

The regulatory environment in which a Project will take place can greatly influence the difficulty involved. The kinds of regulations which must be investigated and understood in advance include:

1. Professional and trade licensing requirements;
2. Zoning and zoning variances;
3. Environmental impact;
4. Permitting difficulty or complexity;
5. Trade or labor restrictions;
6. Purchasing difficulty or restrictions;
7. Materials shipping difficulty or restriction; and
8. Availability and capacity of required utilities.

## **G. MANPOWER AND/OR SUBCONTRACTING**

Projects with a high manpower requirement usually mean higher risk because labor is difficult to control. The best means of managing non-volunteer labor risk is by contracting work items to others with fixed-price agreements. The problem of managing on-site labor then belongs to the Subcontractor. However, you now have a new type of risk—that of managing subcontractors. If we are providing labor, workers must, where required, be properly registered with the government and any applicable regulations must be adhered to, including the payment of required employment taxes.

## **H. LARGE NUMBER OF VOLUNTEERS BEING USED**

If the work is going to be accomplished using volunteer labor, the greater the number and size of volunteer teams, the greater the potential for management problems. If a problem was to occur, it would probably have a greater negative impact on our public relations. Per the policies of the Project Office, which are incorporated as if fully set forth herein, all volunteers must pass a Background Check, either through ABWE or their sending organization; and obtain and show proof of appropriate insurance.

## **I. CONSTRUCTION SAFETY AND LIABILITY**

All projects involve construction details and processes that involve some degree of hazard and liability. Projects that deserve special consideration include:

- a. Large clear-span roofs;

- b. Multiple-story buildings;
- c. Towers or similar structures;
- d. Excavations in unstable soil and/or deep trenches;
- e. Steep roofs;
- f. Use of potentially dangerous large equipment such as cranes, excavators, etc.;
- g. Blasting; and/or
- h. High-voltage electric lines and combustible fuels.

Addendum: Sound safety procedures are an important part of managing this risk. Property damage and bodily injury insurance are mandatory where it is the customary practice. On insured projects, all Subcontractors must provide their own insurance.

## **J. PROJECT DECISION MAKING**

Many decisions go into bringing a Project from the idea stage to completion. The values, needs, forces, and agendas that drive these decisions are always complex. Projects must be driven by “real”, well-considered needs and opportunities. Part of a Regional Director’s responsibility is to look for danger signals which can result in a poorly researched project.

## APPENDIX B

### **ABWE Child Protection Policy**

#### **1.0 Purpose**

1.1 ABWE Ministries, Inc. (“Ministries”) is committed to the safety and well-being of children involved in its ministry work. This Child Protection Policy (the “Policy”) was developed to protect children from abuse, neglect, and other forms of mistreatment in all aspects of our ministry in the United States and overseas.

#### **2.0 Scope**

2.1 This Policy applies to Ministries and to all other ABWE entities<sup>1</sup> (referred to collectively as “ABWE”) and to all officers, directors, employees, independent contractors and volunteers of ABWE, including missionaries (Long-Term and Short-Term missionaries), and interns and college students engaged in “short trips” (hereinafter, “ABWE Staff Members” or “Staff Members”).

2.2 This Policy applies to ABWE Staff Members working both in the United States and overseas, including Staff Members on assignment with ABWE Affiliates<sup>2</sup> or other entities.

2.3 All ABWE Staff Members are expected to understand and comply with all provisions of this Policy.

2.4 ABWE Staff Members who have an assignment with an ABWE Affiliate are also expected to be familiar with, and to comply with, the child protection and reporting policies of the ABWE Affiliate with which they work.

2.5 In some jurisdictions, ABWE Staff Members may be subject to requirements and standards relating to child abuse and neglect and reporting that are more stringent than this Policy. Where more stringent requirements and standards exist, they will apply in place of the requirements and standards of this Policy.

2.6 Attachment A of this Policy contains definitions of various terms used in this Policy.

#### **3.0 Expectations**

3.1 We expect all our employees, volunteers and other Staff Members to understand and comply with this Policy. Questions about this Policy and its application in individual cases, should be referred to ABWE’s Child Safety Officer.

3.2 As will be explained in more detail below, we have identified in this Policy many behaviors toward children that are prohibited, including physical abuse, sexual abuse, emotional, verbal and psychological abuse, neglect, criminal conduct, and poor boundaries and grooming. These behaviors

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<sup>1</sup> As used herein, the term “ABWE entity” refers herein to each of the following: Ministries; Association of Baptists for World Evangelism (dba ABWE North America); ABWE Foundation, Inc., ABWE International, Inc. and Global Neighbors.

<sup>2</sup> The term “ABWE Affiliate” means any nonprofit organization or its equivalent organized and operated under the laws of another country that has signed an Affiliation Agreement with ABWE.

are referred to in this Policy as “Prohibited Conduct.” This Policy prohibits Staff Members from engaging in any Prohibited Conduct directed towards children.

3.3 This Policy also addresses situations in which ABWE staff dependents, participants in our ministry programs and work, vendors, and others involved in ABWE’s ministry engage in abuse or neglect of a child or other Prohibited Conduct. This Policy also requires staff dependents, participants, vendors and others involved in ABWE’s ministry work to avoid and not engage in Prohibited Conduct.

3.4 This Policy requires that all Staff Members comply with the internal reporting procedures described in this Policy when they become aware, or suspect, that another Staff Member has engaged in Prohibited Conduct. The Policy outlines additional internal reporting obligations that apply when a Staff Member becomes aware, or suspect, that a staff dependent, participant, vendor or other person involved in ABWE’s ministry work has engaged in Prohibited Conduct.

3.5 This Policy requires that Staff Members comply with Mandatory Child Abuse and Neglect Reporting Laws applicable to them when they become aware, or suspect, that a child has suffered abuse or neglect.

3.6 Failure to abide by this Policy may result in immediate termination, suspension, reprimand, and/or other corrective action, in ABWE’s discretion.

## 4.0 Prohibited Conduct

4.1 All ABWE Staff Members are prohibited from engaging in activities and behaviors that involve conduct prohibited by this Policy (“Prohibited Conduct”). Section 5.0 below identifies the forms of Prohibited Conduct covered by this Policy.

4.2 While the descriptions of Prohibited Conduct in this Policy refer to ABWE Staff Members who engage in Prohibited Conduct, they are also intended to apply to circumstances in which the perpetrator is another person involved with the ministry, such as a staff dependent, non-staff member participant, vendor or other person involved in ABWE’s ministry. Circumstances in which other persons, including a dependent of an ABWE Staff Member, engage in Prohibited Conduct are addressed further in Section 6.0.

4.3 ABWE recognizes that, in the field, practices such as shared childcare may be common, and that certain behavior, such as full-frontal hugs between parents and their children, and between parents and the children of friends, may be normal and accepted behavior. When reviewing a report of abuse, neglect, or other Prohibited Conduct, ABWE expects to take into account such circumstances.

## 5.0 Forms of Prohibited Conduct

### 5.1 Physical Abuse

5.1.1 Except as provided otherwise below, ABWE Staff Members, including parents, are prohibited from physical abuse of a child, which includes making physical contact with a child with the intent to cause pain, or causing the child to engage in physical behavior intended to cause the child pain, whether or not physical contact with the child occurs, and whether or not the child in fact experiences pain. Physical abuse includes causing bodily injury (which means substantial pain or impairment of physical condition), causing a reasonable likelihood of bodily injury, striking or hitting a child, kicking, biting, burning, throwing, stabbing or cutting a child in a manner that

endangers a child, unreasonably restraining or confining a child, forcefully shaking a child, interfering with a child's breathing, pushing a child so that the child falls or is thrown against a wall or object, injuring a child with a weapon or a sharp or hot object or liquid, or grabbing or jerking the child. Forcefully shaking, slapping, or otherwise striking a child under one year of age is prohibited. Causing physical neglect of a child is prohibited (see Section 5.4 below). Acts which are performed for bona fide medical or first aid purposes and according to established standards of care will not normally be considered abuse.

5.1.2 As an exception to subsection 5.1.1, corporal punishment by parents as to their children over one year of age will not be considered physical abuse under this Policy, provided it involves reasonable force and is done for purposes of supervision, control or discipline of their children.

5.1.3 In addition, it shall not be considered physical abuse for ABWE Staff Members, including parents responsible for a child's welfare, to use reasonable force for or against a child, when:

- A. the use of reasonable force constitutes incidental, minor or reasonable physical contact with the child or other actions that are designed to maintain order and control; or
- B. the use of reasonable force is necessary (i) to quell a disturbance or remove a child from the scene of a disturbance that threatens physical injury to persons or damage to property; (ii) to prevent the child from self-inflicted physical harm; (iii) for self-defense or the defense of another individual; or (iv) to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are on the child or within the control of the child.

5.1.4 If ABWE Staff Members, including parents, live in a jurisdiction where they are subject to a more stringent legal requirement or standard relating to physical treatment of children, the more stringent requirement or standard will apply in place of the requirements and standards of this Policy.

## 5.2 Sexual Abuse

5.2.1 ABWE Staff Members are prohibited from engaging in sexual abuse of a child. Sexual abuse includes sexual conduct or an advance, or other oral, written, visual, or physical activity of a sexual nature, directed toward a child. Sexual abuse may include, but is not limited to:

- A. Engaging in sexual activity or communications with a child;
- B. Engaging in sexually explicit language with a child;
- C. Engaging in language with a child that comments upon the child's sexuality or sexual characteristics in a degrading or humiliating way;
- D. Engaging in a romantic, dating, or sexual relationship with a child;
- E. Touching a child's genitals or the clothing over them;
- F. Touching or speaking to a child in any way that provides sexual gratification to the perpetrator or that is intended to arouse the child;
- G. Showing a child photos or other images containing sexually explicit or nude images;

- H. Sending a child messages or notes containing language or images of a sexual nature;
  - I. Voyeurism;
  - J. Taking or creating a pornographic photograph or image of a child, or encouraging a child to expose himself or to make and/or send photos of himself with genitalia or other sensitive areas exposed;
  - K. Indecent exposure or engaging in sexual gestures or acts in the presence of a child;
  - L. Engaging in relationships or activities with a child that constitutes prostitution or sex trafficking, including paying a child for sexual acts, or arranging for another person to engage in sexual activity with a child, whether for compensation or not; and
  - M. Engaging in any other behavior towards or in the presence of a child that involves sexual meaning, language or references, that is otherwise inappropriate, including sexual jokes or references to the Staff Member's or another person's sex life.
- 5.2.2 Acts that are part of normal caretaker responsibilities (such as dressing a younger child who is unable to do this himself), and acts performed for bona fide medical or first aid purposes and according to established standards of care, will not normally be considered misconduct.
- 5.2.3 Where an ABWE Staff Member uses his/her position of power and authority as an ABWE Staff Member in order to engage in any of the sexual activity described above with a person (including another Staff Member) 18-21 years of age, such behavior is also considered a violation of this Policy.

### 5.3 Emotional, verbal or psychological abuse

- 5.3.1 ABWE Staff Members are prohibited from engaging in emotional, verbal or psychological abuse of a child. This includes behavior that is degrading or harassing of a child or that otherwise constitutes behavior intended to cause a child to feel demeaned, neglected, or unwanted, or that causes serious mental injury, including injury or impairment to the child's psychological or social capacity, functioning, or development. This type of abuse can involve verbal abuse, which is a pattern of using cruel, threatening, or excessively harsh language toward a child. It can also include intentionally ignoring a child, excluding a child, or otherwise neglecting a child to communicate to the child that the child is not wanted or "worth nothing."
- 5.3.2 Giving a child firm and measured instruction or direction that is developmentally-appropriate and age-appropriate, and proportionate and otherwise reasonable non-physical punishment (such as imposing a "time out" of a reasonable duration and reasonable place of confinement), in instances when a child has acted out or disobeyed, are excluded from the definition of emotional, verbal or psychological abuse.
- 5.3.3 If ABWE Staff Members, including parents, live in a jurisdiction where they are subject to a more stringent legal requirement or standard relating to emotional/verbal/psychological treatment of children, the more stringent requirement or standard will apply in place of the requirements and standards of this Policy.



## 5.4 Neglect

ABWE Staff Members are prohibited from engaging in neglect of a child. Neglect includes denying a child under their care basic needs and support, such as adequate food, clothing, shelter, medical care, or supervision in a manner that threatens the safety, health, or well-being of the child. Circumstances of poverty, natural disasters, or family or community emergencies are ordinarily not the same as neglect.

## 5.5 Criminal conduct

5.5.1 Some forms of Prohibited Conduct may constitute a criminal offense against a child, including sexual assault on a child, exploitation, creation, possession or distribution of child pornography, or molestation, or other behavior against or involving a child that constitutes a criminal violation in Pennsylvania or the jurisdiction where the behavior occurred. As used in this Policy, the term “Prohibited Conduct” includes criminal offenses against a child, although certain types of Prohibited Conduct may not be a criminal offense.

5.5.2 When an ABWE Staff Member is charged with a criminal offense, or becomes the subject of a criminal investigation that concerns or includes an allegation of a criminal offense against a child, or learns that another ABWE Staff Member is the subject of such a charge or investigation, the Staff Member shall report the matter immediately according to the internal reporting procedure in Section 7.0 below.

## 5.6 Poor boundaries and “grooming”

ABWE Staff Members are expected to maintain proper boundaries with children, and to avoid grooming behaviors. In some instances, adults may engage in physical touch or language with a child that may not constitute sexual abuse, but that is nonetheless too familiar, crossing the lines of proper behavior for an adult Staff Member, or that could cause misunderstanding or discomfort in the child. Also, while not explicitly sexual in nature, certain behaviors are sometimes used by perpetrators with the intent of developing a relationship with a child, and eventually engaging in sexual contact with a child, and therefore constitute grooming. It is important that ABWE Staff Members be aware of boundaries issues, and signs of grooming, and report any behavior with or concerning a child by another Staff Member that they feel is inappropriate or suspicious.<sup>3</sup> Grooming behaviors may include:

- A. Frequent or excessive hugging with children, especially “full frontal” hugs. However, some hugging with children, especially young children, can be appropriate. ABWE Staff Members are encouraged, if a child initiates a hug, to give the child a side hug or one-armed hug. (Full frontal hugs with one’s own child is normal and is not prohibited.) ABWE Staff Members should not initiate frequent hugs with children who are not their own, and should never hug a child that does not wish to be hugged;
- B. Giving a child backrubs or massages;
- C. Giving a child excessive attention or privileges;

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<sup>3</sup> This Section is not intended to apply to interactions between parents, guardians and other immediate family members who act as parents and their children in the course of ordinary care and upbringing of the children.

- D. Having a child sit in one's lap or between one's legs;
- E. Meeting with a child one-on-one in a secluded location or in a room with the door closed,
- F. Allowing one or more children to visit, sleep over, or stay at the Staff Member's home outside of a planned ministry activity with involvement of parents or other Staff Members; except in certain circumstances that are approved in advance and monitored;
- G. Giving a child gifts, meals, money, or other benefits, outside established intra-family and ministry gift-giving activities, and without the awareness of the child's parent; and
- H. Transporting a child without another adult present. Exceptions may be made in carpooling or similar transport arrangements between trusted parents or other family members of children who play, attend school, or engage in activities together, and in emergencies, such as where a child has become sick and needs to be transported, and in these cases, ABWE Staff Members should obtain consent from the parent or guardian of the child, and alert a supervisor, before transporting a child alone.

## **6.0 Prohibited conduct by dependents, participants served by the ministry, and others**

- 6.1 On occasion, there may be instances when a dependent of an ABWE Staff Member or a non-staff member participant in one of ABWE's programs engages in behavior that constitutes Prohibited Conduct as described above. The dependent may be an adult family member or child of an ABWE Staff Member, who lives with the Staff Member on a short-term or continuing basis. The participant may be an adult or a child served by our ministry. On rare occasions, another person, such as an employee of a vendor, or a member of the public who has access to our ministry activities, might engage in Prohibited Conduct.
- 6.2 ABWE prohibits ABWE staff dependents, participants, vendors, and others involved with our ministry from engaging in Prohibited Conduct. Dependents, participants and others may report Prohibited Conduct under Section 7.0.
- 6.3 ABWE Staff Members are expected to be vigilant concerning possible violations of this Policy. ABWE Staff Members who become aware of Prohibited Conduct committed by ABWE staff dependents or by others participating in or having access to our ministry activities shall report immediately according to the reporting procedure in Section 7.0 below. Staff Members may also have mandatory abuse reporting obligations as described under Section 8.0.
- 6.4 When receiving and handling a report concerning a perpetrator who is a minor, including a dependent or participant child, ABWE may take into consideration, among other things, the ages, physical and emotional maturity, and mental capacity of the children involved, whether the behavior was consensual and involved age-appropriate sexual curiosity or experimentation (but no harmful or abusive behavior), and whether the alleged perpetrator was in a position of authority over the other child or responsible for the other child's welfare. In general, age-appropriate and non-harmful consensual sexual activity between two dependents or participants of the same age (where the age difference is two years or less) is not considered Prohibited Conduct nor is it reportable under this Policy, unless it constitutes a criminal offense in Pennsylvania or the place where the activity occurred. If one dependent is also a Staff Member who has used his/her position as leverage or to exert power or influence in a sexual relationship

or activity, or one child (not the initiator) is significantly less mature or is developmentally disabled, the matter is Prohibited Conduct and reportable.

6.5 In instances where a dependent child is the perpetrator, ABWE, at its discretion, may take action including, but not limited to: restricting the child's or family's contact with the ministry, requiring counseling for the child (and possibly the family), and/or removal or suspension of the child (and possibly the family) from the field. In some circumstances, ABWE may ban the child, and possibly the family, from ABWE positions and volunteer work, property and events.

6.6 Several examples of Prohibited Conduct committed by dependents and others are attached at [Attachment B](#).

## 7.0 Internal reporting to ABWE

7.1 An ABWE Staff Member shall immediately make a report to ABWE according to this Policy if he/she becomes aware or suspects that an ABWE Staff Member (i) has engaged, or is engaging, in Prohibited Conduct (as defined below), whether in the United States or overseas; or (ii) has failed to make an internal report under this Policy when required. ABWE Staff Members are expected to self-report their own Prohibited Conduct and failure to report under this Policy.

7.2 In addition, an ABWE Staff Member shall immediately make a report to ABWE according to this Policy if the Staff Member becomes aware or suspects that a dependent of an ABWE Staff Member has engaged in Prohibited Conduct.

7.3 An ABWE Staff Member shall immediately make a report to ABWE according to this Policy if the Staff Member becomes aware or suspects that an adult participating in an ABWE ministry program of an ABWE entity or an ABWE Affiliate has engaged in Prohibited Conduct. In the case of an adult involved in a program of an ABWE Affiliate, the Staff Member shall also make a report according to the child protection policy of the ministry program in which the child participates.

7.4 An ABWE Staff Member who becomes aware or suspects that a child served by a ministry program of an ABWE entity or an ABWE Affiliate has been subject to or engaged in Prohibited Conduct, in circumstances not covered by 7.1, 7.2 or 7.3, shall make a report under this Policy, and, in the case of a child involved with an ABWE Affiliate, shall also make a report according to the child protection policy of the ministry program in which the child participates.

7.5 An ABWE Staff Member who, while performing his/her position with an ABWE ministry (including while on assignment to another organization), becomes aware or suspects that any other child has been subject to Prohibited Conduct, shall make a report under this Policy and, if applicable, under the policy of the program in which the child participates.

7.6 Reporting of abuse or other Prohibited Conduct must be accomplished immediately and without delay. When in doubt, report. To make a report under this Policy, the ABWE Staff Member shall notify ABWE's Child Safety Officer or, if the Child Safety Officer is unavailable, another member of ABWE's Child Safety Response Team ("CSRT"). The members of the CSRT may be contacted on ABWE's website under Protecting Our Children. The CSRT includes the Child Safety Officer, the Chief Financial Officer, the Vice President of Global Operations of Ministries, and such other individuals as may be appointed by the President of Ministries from time to time.

- 7.7 Any ABWE Staff Member who becomes aware or suspects of Prohibited Conduct or failure to report by another should not attempt to investigate or verify the alleged violation before making a report to the Child Safety Officer or other CSRT member. When in doubt, report. The report can be made orally or in writing. The report should be as detailed as possible in the circumstances.
- 7.8 Participants in ABWE and ABWE Affiliate activities, including independent contractors, dependents, child participants, parents of a child participant, and other adults participating or involved in ABWE ministries, may (and are encouraged to) make a report under this Section if they become aware or suspect that an ABWE Staff Member, dependent, or participant has engaged in Prohibited Conduct, or that a dependent or child participant has been subject to Prohibited Conduct.

## 8.0 Reporting Under Child Abuse and Neglect Reporting Laws

### 8.1 Applicable Law

All states in the United States have child abuse and neglect reporting laws. ABWE Staff Members working in the United States may be mandatory reporters under the child abuse and neglect reporting law of the state where they work. Mandatory reporters typically have a legal duty to report child abuse and neglect independent of and in addition to any obligations under this Policy. Also, some foreign countries have child abuse reporting laws.

### 8.2 Mandatory Reporters

- 8.2.1 ABWE Staff Members who are mandatory reporters are responsible for making reports under applicable law. Failure to make a required report can result in criminal penalties and in some states in the United States can result in civil liability for damages caused by the failure to report. ABWE seeks to support and assist ABWE Staff Members with making reports under applicable law, but the responsibility for making the report ultimately rests with the Staff Member if the Staff Member is a mandatory reporter. ABWE Staff Members who have questions or need help in determining whether they are mandatory reporters or about whether they should make a report under a mandatory reporting law should contact the Child Safety Officer, or if the Child Safety Officer is unavailable, another member of the CSRT, immediately.
- 8.2.2 Child abuse reporting laws often require mandatory reporters to make their reports within very short timeframes (e.g., within 48-72 hours). It is therefore critical that persons who obtain, become aware of or suspect abuse, neglect, or other Prohibited Conduct act quickly to alert ABWE and to determine their abuse reporting responsibilities.
- 8.2.3 ABWE provides further information to ABWE Staff Members about mandatory reporting laws through its child safety training program for staff.

## 9.0 Retaliation

- 9.1 ABWE Staff Members shall not engage in retaliation against an ABWE Staff Member or other individual because that person has made a report pursuant to this Policy or cooperated in an investigation of a report by ABWE under this Policy, or an investigation by law enforcement or government authorities.

- 9.2 If an ABWE Staff Member believes that he/she has experienced retaliation by any person for making a report under this Policy, or for cooperating in an investigation, the Staff Member should make a report immediately to the Child Safety Officer or another member of the CSRT under Section 7.0 above.
- 9.3 This Section does not limit ABWE from taking personnel action or other action it deems appropriate with respect to an ABWE Staff Member or other person who it determines has made an intentionally or knowingly false report or has engaged in Prohibited Conduct or other violations of its policies and procedures, including this Policy.
- 9.4 Retaliation can take many forms depending on the positions and circumstances of the people involved. In the context of employees, it can involve adverse personnel action against an employee that has a significant impact on the terms and conditions of an individual's employment, and that is causally connected to the report of abuse or cooperation in an investigation. As for a participant, it may involve exclusion from ministry activities or services for having made a report of abuse or cooperated in an investigation. If you have a question about whether certain treatment constitutes retaliation, please contact the ABWE Child Safety Officer.

## 10.0 Procedures

### 10.1 Addressing the Report

Upon receiving a report of Prohibited Conduct, or any other violation of this Policy, the Child Safety Officer, in consultation and/or conjunction with the Chief Financial Officer or the Vice President of Global Operations, should do the following, as they determine relevant to the circumstances:

- a. Immediately determine whether the matter should be reported to the authorities under an applicable mandatory child abuse reporting law, and, if so, coordinate the report and/or assist the relevant Staff Member to make a report (if not already done);
- b. If there is no legal duty to report the matter to the authorities, consider immediately whether the matter should nonetheless be reported to the authorities (e.g., where a criminal violation appears to have occurred, or it is determined that a report should be made in the best interests of the child or for moral reasons);
- c. Notify the rest of the CSRT Team;
- d. If the alleged perpetrator is an ABWE Staff Member, coordinate initial personnel action and notifications to the alleged perpetrator, such as placement on administrative leave, removal from the field, and/or instructions to cease contact with the victim and the victim's family, ABWE personnel and/or constituents;
- e. Coordinate communications with the victim and victim's family, as appropriate, with focus on protection, care, and support;
- f. Consider whether additional investigation or information is needed and, if so, coordinate that investigation and information gathering; and
- g. Consider whether other personnel action(s), corrective or remedial action, communications, and notices to the CSRT and other leadership, as applicable to the circumstances, may be advisable.

## 10.2 Communications

If the report involves an ABWE Staff Member working in the field, the Child Safety Officer shall notify the relevant Area Executive Director, Regional Director, or Field Team Leader, as determined by the Child Safety Officer, as well as the child safety officer at the relevant ABWE Affiliate, if any. In instances of reported Prohibited Conduct in North America, the Child Safety Officer may notify the potential perpetrator's supervisor at ABWE. If deemed warranted, the Child Safety Officer may notify the head of the ABWE Staff Member's funding and/or sending organizations.

## 11.0 Consequences

11.1 ABWE Staff Members who engage in Prohibited Conduct or other violations of this Policy may be subject to disciplinary action, in the discretion of ABWE. Such action may include, but is not limited to, any of the following: a warning or reprimand; corrective action and/or suspension of the perpetrator's employment, volunteer work, affiliation, or activity with ABWE; termination of the perpetrator's employment, volunteer work, affiliation, or activity with ABWE; freezing of the perpetrator's and/or spouse's ABWE accounts; a ban on the perpetrator's affiliation with any ABWE entity; and/or a ban on the perpetrator's presence on ABWE property or at ABWE events.

11.2 The Child Safety Officer will determine whether notices should be made to ABWE Affiliates of the action taken and whether they will be requested to implement disciplinary action similar to that imposed by ABWE. For example, if a perpetrator is banned from ABWE property and events, then ABWE may request that he/she should be banned from the property and events of all ABWE Affiliates.

## 12.0 Screening and Selection

12.1 For all Staff Members hired, engaged or employed by ABWE, ABWE conducts all statutorily required criminal and personal history background checks for successful candidates. The results of the background screen may disqualify a person from working for or with ABWE, or participating in the activities of ABWE.

12.2 ABWE may conduct background screens for current ABWE Staff Members, as well as additional follow-up and special background screens, at any time, in the discretion of ABWE. ABWE conducts background screens on all ABWE Staff Members on a schedule of every five years.

12.3 If ABWE learns, either through a background screen, or through other sources, that an ABWE Staff Member has engaged in conduct violating this Policy at any time, past or present, including prior to joining or working with ABWE, ABWE may terminate that person's relationship with ABWE or take other action in its discretion.

12.4 During the hiring or on Boarding process for a position as an ABWE Staff Member, all successful candidates are expected to sign a document affirming that they have read, understand, and agree with this Policy (as it may be amended from time to time). ABWE Staff Members must strictly comply with this Policy regardless of whether they have reviewed, signed or agree with it.

## 13.0 Training

During the hiring or on-boarding process for a position as an ABWE Staff Member, all successful candidates will be required to complete training concerning child abuse, neglect, and other Prohibited Conduct and

this Policy. Following hire, all ABWE Staff Members will be required to complete such training on a schedule determined by ABWE, and to sign a document affirming that they have read, understand, and agree with this Policy (as it may be amended from time to time).

#### 14.0 ABWE Affiliates

ABWE intends to work with ABWE Affiliates to assist them in creating and implementing a child protection policy for each Affiliate that is substantially similar to this Policy and that is responsive to the particular culture and location of each Affiliate. ABWE expects that ABWE Affiliates will inform their employees, volunteers, and other staff of the ABWE Affiliate's child protection policy and reporting procedures.

#### 15.0 No Express or Implied Contract

No part of this Policy constitutes an express or implied contract or a legally enforceable promise or representation by ABWE. ABWE reserves the right to modify this Policy at any time.

[See APPENDIX J for Signature Line]

### ATTACHMENT A Definitions

**ABWE** – ABWE Ministries, Inc. and all other ABWE entities.

**ABWE Affiliate** – any nonprofit organization or its equivalent organized and operated under the laws of another country that either (i) was formed by ABWE Staff Members, (ii) has a majority of Board members who are ABWE Staff Members, or (iii) has signed an Affiliation Agreement with ABWE.

**ABWE entity** – each of the following: Ministries; Association of Baptists for Work Evangelism (dba ABWE North America); ABWE Foundation, Inc.; ABWE International, Inc.; and Global Neighbors.

**ABWE Staff Members** – all officers, directors, employees, independent contractors and volunteers of ABWE, including missionaries (Long- and Short-Term missionaries), and interns and college students engaged in “short trips.”

**Child** – an individual under 18 years of age.

**Child Safety Response Team or CSRT** – the Child Safety Officer, the Chief Financial Officer, the Vice President of Global Operations of Ministries, and such other individuals as may be appointed by the President of Ministries from time to time.

**Immediate Family Members** - husband, wife, father, mother, mother-in-law, father-in-law, sister, brother, aunt, uncle, grandparent, brother's wife, sister's husband, stepmother, stepfather, half-sister, half-brother, child, stepchild and grandchild.

**Ministries** – ABWE Ministries, Inc.

**Parent** – a biological parent, an adoptive parent, a stepparent or a legal guardian.

**Staff Members** – ABWE Staff Members.

## ATTACHMENT B

EXAMPLES	PROHIBITED CONDUCT?		REPORT?	
	YES	NO	YES	NO
A teenage dependent engages in sexual touching of a pre-school-aged dependent of another ABWE Staff Member’s family.	✓		✓	
A 17-year-old teenage dependent (not an ABWE Staff Member) engages in consensual kissing of another teenage dependent of the same age as the first dependent (assume no criminal conduct has occurred).		✓		✓
A teenage dependent sends an unwanted text with a sexually explicit photo to another teenage dependent.	✓		✓	
A 17-year-old teenage dependent engages in consensual sexual activity with a 17-year-old minor served by the ministry.	✓		✓	
A dependent argues with and then physically attacks and injures another dependent, or a child, participating in an ABWE ministry program.	✓		✓	
A non-staff member adult who participates in an ABWE ministry program sexually abuses a child in his/her family at home <sup>4</sup> .		✓	✓	
A teenage minor child participating in an ABWE ministry program engages in sexual activity with a pre-school child served by the ministry program.	✓		✓	
An independent contractor of an ABWE entity makes sexual advances to a child served by an ABWE ministry program who he met through the ABWE ministry program.	✓		✓	

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<sup>4</sup> This scenario involves a case where an ABWE Staff Member has heard or learned that a non-staff member adult participant has abused a child in his own family in circumstances external to ABWE ministry activities. This type of behavior by a non-staff adult participant is clearly contrary to our beliefs and standards, and, if the adult were a member of our staff, it would be Prohibited Conduct under this Policy. Because this behavior was not committed by an ABWE Staff Member or within our ministry activities, it is not “Prohibited Conduct” under this Policy, but, when our Staff Members become aware of this kind of behavior, such behavior must be reported immediately, out of concern for the well-being of the child and so that ABWE can evaluate whether it should take steps to protect others in ABWE ministry programs from this adult. Also, this may be a matter that is required to be reported to authorities under a mandatory reporting law.



## APPENDIX C

### Electronic Use and Social Media Policy

#### I. SECTION ONE: PURPOSE

- A. To better serve our Donors and Missionaries and provide our missionary staff with the tools to do their jobs. ABWE makes available for our personnel, access to one or more forms of electronic media and services; including computers, Email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web through ABWE hardware or software, and Email and other password-protected accounts and usernames (collectively, the “Computer System”).
- B. ABWE encourages the use of the Computer System because they can make communication more efficient and effective; and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all missionary staff and everyone connected with the organization should remember that the Computer System purchased with ABWE ministry funds is ABWE property, and is to be used to glorify God, as well as, to facilitate and support ABWE business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
- C. To ensure that all missionary staff are responsible, the following guidelines have been established for any use of any part of the Computer System. No policy can convey rules to cover every possible situation. Instead, this policy is designed to express ABWE’s philosophy and set forth general principles for use of the Computer System that are binding on all missionaries of ABWE, Inc.

#### II. SECTION TWO: PROHIBITED COMMUNICATIONS

- A. Except as stated otherwise herein, the Computer System may be used only for business purposes related to ABWE and your job description. ABWE reserves the right to monitor your use of the Computer System at any time to ensure it is being used for this purpose.
- B. **Missionary staff of ABWE do not have any privacy right in any information, data, or matter created, received, or sent via the Computer System, including emails. ABWE expressly reserves the right to monitor, copy, remove, block, or edit any such information, especially if such information violates this policy.**
- C. Except with written, prior authorization from the Director of Network Operations, the Computer System may not be used for knowingly transmitting, retrieving, viewing, or storing any communication, information, or data that is:
  - 1. Discriminatory or harassing based on sex, race, color, national origin, age, sexual orientation, or disability;
  - 2. Obscene, sexually explicit, vulgar, profane, or pornographic;
  - 3. Used for gambling;
  - 4. In violation of Copyright laws;

5. Defamatory;
6. Threatening or hostile;
7. In violation of any license governing the use of software;
8. Endorsing commercial products or services, commercial or other non-profit organizations, or political parties or candidates or groups;
9. Engaged in any purpose that is illegal or contrary to ABWE's policy or business interests, including disclosing confidential or sensitive information about ABWE, ABWE investigations, or ABWE missionary-related issues, or
10. Responding to media inquiries that have not been first directed to [communications@abwe.org](mailto:communications@abwe.org) or forwarded to the Director of Strategic Communications.

### III. SECTION THREE: PERSONAL USE

- A. ABWE's Computer System is to be used primarily for business/ministry use to assist missionary staff in the performance of their jobs. Missionary staff must communicate using an ABWE issued email for business/ministry purposes. **Limited, occasional, or incidental use of the Computer System (including sending or receiving) for personal, nonbusiness purposes is understandable and acceptable.** However, all such use must be done in a manner that does not negatively affect the Computer Systems use for business/ministry purposes or detract from the business/ministry of ABWE, and ABWE reserves the right to monitor your use of the Computer System at any time to ensure this. However, missionary staff are expected to demonstrate a sense of responsibility and not abuse this privilege. An example of abuse would be transmitting personal or unauthorized bulk Email.

### IV. SECTION FOUR: ACCESS TO MISSIONARY STAFF COMMUNICATION

- A. Despite how often ABWE manually reviews your activity on the Computer System, be aware that your activity is often automatically recorded by the Computer System and remains present even when you are not aware of it. For example, email messages are often kept on the email server for lengthy periods of time, even if manually deleted by you. Similarly, your computer likely has a personalized IP address that may track and record movements across the Internet and the Intranet.
- B. ABWE reserves the right, at its discretion, to review any missionary staff activity or history of activity on the Computer System. ABWE may conduct this review to ensure, among other things, that electronic media and services are being used in compliance with the law, this policy, and other company policies.
- C. **Missionary staff's electronic communications on the Computer System are not private and you should not assume or expect privacy in your communications. Accordingly, if they have sensitive information to transmit, they should use other means.**

V. **SECTION FIVE: SOFTWARE/HARDWARE**

- A. The Entire Computer System, if purchased with ABWE ministry funds, including all computer equipment, software, data and physical files including email and correspondence are the property of ABWE and must be treated as such.
- B. Missionary staff agree to promptly report to the Director of Network Operations the loss or misuse through violation of this or other policies, of any part of the Computer System, including hardware, software or data through theft, suspected theft, misplacing or unauthorized access to the same, including details of the circumstances, timing and data involved.

VI. **SECTION SIX: SECURITY/APPROPRIATE USE**

- A. Missionary staff must respect the confidentiality of other individual's electronic communications. Except in cases in which explicit authorization has been granted by ABWE management, missionary staff are prohibited from engaging in, or attempting to engage in:
  - 1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
  - 2. Hacking or obtaining access to systems or accounts they are not authorized to use;
  - 3. Using other people's log-ins or passwords; or
  - 4. Breaching, testing, or monitoring computer or network security measures.
- B. No e-mail or other electronic communications may be sent that attempt to hide the identity of the sender or represent the sender as someone else except as needed to protect ministry activities in restricted countries.
- C. Anyone obtaining electronic access to other companies' or individual's materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- D. All missionary staff must abide by the **ABWE Privacy Policy**. When sending email which may contain private information, missionary staff must include a confidentiality notice (suggested wording is included below). If you choose to use your own wording, you must have your revision approved by ABWE. Missionary staff should contact the Legal Department if they have any questions concerning this policy.

This Email contains ABWE business information which may be confidential and is intended solely for the use of the person identified and intended as the recipient. Do not forward or further distribute this communication without permission of the sender. If you are not the intended recipient, any disclosure, copying, distribution, or taking of any action in reliance on the contents is prohibited. If you receive this message in error, contact the sender immediately and delete it from your computer. Personal use of business Emails is restricted by ABWE policy. As such, ABWE specifically disclaims any responsibility or liability for any personal information or opinions of the author expressed in this Email.

- E. As stated elsewhere in this policy regarding use for business/ministry, missionary staff may not forward or further distribute forwarded messages which are not directly related to ABWE's business.
- F. To reduce SPAM, and as noted elsewhere in this policy regarding use of the Computer System for business/ministry purposes only, employees should not use their assigned ABWE email addresses for personal purposes such as personal subscriptions, nonwork related websites, or social media.

## VII. **SECTION SEVEN: ENCRYPTION**

- A. Missionary staff can use encryption software supplied to them by the Systems Administrator for purposes of safeguarding sensitive or confidential business information. Missionary staff who use encryption on files stored on a company computer must provide the Director of Network Operations with a sealed hard copy record (to be retained in a secure location) of all the passwords and/or encryption keys necessary to access the files.

## VIII. **SECTION EIGHT: PARTICIPATION IN ONLINE FORUMS AND SOCIAL MEDIA**

- A. Any messages or information sent via the ABWE Computer System by company-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin Boards, and online services— can be attributable to ABWE as an organization.
- B. ABWE recognizes that participation in some forums might be important to the performance of a missionary staff's job. For instance, a missionary staff might find the answer to a technical problem by consulting members of a news group devoted to the technical area. In all statements or communications in such forums, the missionary staff should refrain from making statements that disparage ABWE or otherwise violate this policy.
- C. "Social media" is defined as any facility for online publication and commentary, including blogs, wikis and social networking sites such as Facebook, LinkedIn, Twitter, Flickr and YouTube.
- D. "Work-related social media" is defined as any activity conducted online through any form of social media in your capacity as an ABWE missionary staff, including activities conducted with an ABWE e-mail address, activity that can be traced back to ABWE's domain name or servers, activity that uses ABWE assets/money (like paying for an advertisement, or registering an account with an ABWE email address), or activities that would otherwise be reasonably associated with ABWE's name.

All other social media activity is classified as personal social media activity and is not covered by this policy.

ABWE's Director of Strategic Communications has the right to review and monitor all work/ministry-related social media for appropriate representation of ABWE and compliance with this Policy. No work/ministry-related social media may be conducted without a waiver posted prominently on the information page for your social media or website in language substantially like the following:

I work/am a missionary staff member with ABWE. Everything here, however, is my personal opinion and is not read or approved by ABWE leadership or administration before it is posted. Opinions, conclusions and other information expressed here do not necessarily reflect the views of ABWE.

- E. Guidelines governing all work/ministry-related social media (Further details and guidelines can be obtained from the Director of Strategic Communications):
  1. Conduct social media in accordance with this Use policy.
  2. Disclose your identity and affiliation with ABWE at all times; be honest.
  3. The Director of Strategic Communications has sole discretion to monitor, edit and remove any work/ministry-related social media activity, including but not limited to that activity that violates this Use Policy.
- F. The ABWE Director of Strategic Communications will have sole authority to remove and respond to any negative comments regarding ABWE, whether on Facebook or elsewhere. If you see misrepresentations about ABWE in the media, or if you see unfavorable opinions or negative comments about ABWE in the media, or if you are contacted by any member of the media, you may not respond but must contact immediately the Director of Strategic Communications at [communications@abwe.org](mailto:communications@abwe.org). You may only respond in these instances with written authorization from the Director of Strategic Communications.

IX. **SECTION NINE: VIOLATIONS AND ENFORCEMENT**

- A. Any missionary staff who abuses the privilege of their access to e-mail or the Internet, or intentionally violates this Policy in any way may be subject to discipline, including revocation of social media and other electronic use rights, and up to and including termination of employment, legal action, and financial and/or criminal liability.

X. **SECTION TEN: WORK FOR HIRE**

- A. Work for Hire. All work done or created by the missionary staff in the scope of his/her employment/ministry, including intellectual property, will remain the property of ABWE should the missionary staff leave for any reason. Disclosure of information obtained in the course of an missionary staff employment with ABWE and that is generally unknown to the public, that may negatively impact ABWE or its Officers, Board or other missionary staff is considered Confidential Information. Disclosure of this information is strictly prohibited.

XI. **SECTION ELEVEN: ABWE ELECTRONIC USE AND INFORMATION POLICY EMPLOYEE AGREEMENT**

- A. By signing Appendix I to this Missionary Policy Manual, I certify that I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of ABWE Computer System, computer, and telecommunication equipment and services. I understand that

my personal privacy rights are limited when I use any of the ABWE telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of ABWE to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the company. I agree to hold harmless and reimburse ABWE or any affiliate for any damages, fines or penalties suffered by it or for which it may become responsible as a result of my failure to comply with this policy. Furthermore, I understand that this policy can be amended at any time.

**[See APPENDIX J for Signature Line]**

## APPENDIX D

### Anti-Harassment Policy

#### 1.0 POLICY STATEMENT

According to the requirements of Title VII of the Civil Rights Act of 1964 and other federal law, it is the policy of ABWE, Inc. (“ABWE”) to prohibit a hostile environment and/or harassment based on race, color, sex, age, disability, marital status, veteran status, national origin, or any other factor prohibited by law. All ABWE employees, officers, agents, independent contractors, and volunteers (“employee(s)”) must comply with this policy at all times, including but not limited to situations on ABWE property, involving an ABWE project, performed within or for ABWE ministry, or occurring during a social event conducted or sponsored by ABWE. Violations of this policy may result in disciplinary action. ABWE will also not condone harassment of an employee by personnel of any partner, vendor, or other entity or individual who has a relationship to the employee through the work of ABWE.

#### 2.0 HARASSMENT

Harassment, other than sexual harassment, is where a person engages in verbal or physical conduct that denigrates or shows hostility to an employee because of race, color, age, or national origin, or any other factor prohibited by law, when the conduct has the purpose or effect of unreasonably interfering with the employee’s performance, or creating an intimidating, hostile, or offensive work environment, or otherwise adversely affecting the individual’s employment opportunities.

Harassment may include, but is not limited to:

- a. verbal abuse;
- b. ridicule, including slurs, epithets, or stereotyping;
- c. offensive jokes or comments;
- d. threatening, intimidating, or hostile acts;
- e. displaying or distributing offensive materials, writings, graffiti, pictures, or other media.

#### 3.0 SEXUAL HARASSMENT

Sexual harassment is included among the prohibitions. It is the policy of ABWE to prohibit all sexual harassment and provide a work place that is free of sexual harassment. Each individual has the right to work in a professional atmosphere, which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At ABWE, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

Sexual harassment (regardless of whether intentional or not) is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical sexual conduct (collectively “conduct”) when any of the following is also true:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;

- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- d. such conduct is sufficiently severe or pervasive as to alter the terms, privileges, or conditions of employment and create an objectively abusive, intimidating, hostile, or offensive working environment.

**Conduct** that may meet this definition of sexual harassment includes, but is not limited to, the following **examples**:

- a. repeated sexual jokes;
- b. flirtation, advances, or propositions;
- c. verbal abuse of a sexual nature;
- d. graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
- e. leering or whistling of a sexual nature;
- f. grabbing, pinching, or other inappropriate touching of a sexual nature;
- g. suggestive, insulting, or obscene comments or gestures of a sexual nature; or
- h. displaying in the work-place sexually-suggestive, sexually-demeaning, or pornographic objects, pictures, reading material, or other media.

#### 4.0 REPORTING COMPLAINTS

All management personnel within ABWE are responsible for responding to and eliminating any, and all, forms of harassment of which they are aware. Any management personnel who are made aware of harassment and fail to take corrective action pursuant to this policy will be subject to discipline up to, and including, termination.

This policy covers all employees, managers, supervisors, agents, officers, and volunteers of ABWE. ABWE will also not tolerate, condone, or allow harassment engaged in by outside clients or other non-employees who conduct business with ABWE or partner with ABWE. ABWE encourages the reporting of all harassment incidents, regardless of who the offender may be. **Any employee who is involved in, witnesses, or becomes aware of any act which might be considered harassment under this policy is permitted, but not required, to pursue resolution of the conduct according to Biblical principles. Regardless, nothing in this clause alters the obligation to make timely reports, and all reports made under this policy will be handled timely and equally.**

Reports should be made to the employee's Regional Director ("RD"), unless the allegation involves the RD, in which case the report should be made directly and only to the Vice President of Global Operations ("VP of GO"). In the event of an emergency, if the RD cannot be contacted as listed, the employee should contact directly the Executive Director ("ED"). The RD or ED will immediately contact



the VP of GO upon receiving the report. If the allegation involves any form of criminal assault, the VP of GO, in concert with the ED or RD and the Legal Department, will decide if the appropriate authorities should be contacted. In all cases, whoever receives an initial report must also provide immediate notice to the Legal Department of the report.

**All acts of suspected harassment should be reported in good faith<sup>5</sup>. ABWE will not retaliate in any way against any individual making a good faith report of harassment, nor will ABWE permit any supervisor, agent, officer, or employee to do so.** Retaliation is a serious violation of this harassment policy and should be reported immediately.

ABWE is committed to protecting the privacy of the individuals involved in a report, including the reporting individual, the alleged victim(s), and the alleged perpetrator(s). The VP of GO, in concert with the ED, will decide which other ABWE personnel need to be informed of the report before and/or after an investigation on a need-to-know basis, taking into account ministry and field-specific needs. **All reports are strictly confidential** and the reporting employee may not discuss the fact of the report or the details of the report with anyone, except with the individuals designated to investigate and receive the report for action. All further communications regarding the allegations, report, and investigation (not including conclusions and discipline discussed by the management on a case by case basis) must be held in confidence by all individuals who are made aware as needed under this policy. Violation of this provision may result in disciplinary action.

This policy applies to communications to supporting or Sending Churches and donors, and any reporter, alleged victim(s), and alleged perpetrator(s) will be liable for violating this policy if they disclose confidential information to churches or donors without prior written consent from the VP of GO, or whoever is directing the investigation.

All reports of harassment will be examined impartially and resolved as promptly as is reasonably possible given the potential international scope of the claims. If an investigation is warranted under the standard of “reasonable belief,” the VP of GO, in concert with the RD and ED, will task the Legal Department with an investigation.

The results of the investigation, along with management suggestions, will be reported to the Board of ABWE. If the investigation shows that the report is substantiated under the preponderance of the evidence, then ABWE will apply the appropriate discipline options. Investigation results will be communicated to the alleged victim(s), the reporter, and the alleged perpetrator(s).

Appeals may be granted based on new evidence or proof of fraud, but only if filed within fifteen (15) days of receipt of Board’s final vote.

**[See APPENDIX J for Signature Line]**

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<sup>5</sup> A good faith report is any report that is not a willful or deliberate effort to make a false accusation. Reports not made in good faith, but willfully or deliberately intending to make a false accusation, may merit disciplinary action.

## APPENDIX E

### Deputized Fundraising Explanation and Guidelines

ABWE, Inc. missionaries are allowed to raise support using various methods and styles. Our support is a provision from God, not from specific donors. Thus, the financial need should always be submitted to God through prayer first.

One of the ways you are responsible to raise support is through contact with donors and raising of support. As a missionary, you are deputized by ABWE to raise funds in, and ABWE is able to give donors tax-deductible receipts for all gifts they give to ABWE through your support raising efforts. However, these gifts are only tax-deductible if ABWE retains control over the funds. Donors may “preference” the funds for your support account, but they may not restrict the funds to support you. It is essential that you understand that you represent the entire mission of ABWE in your contact with donors in raising funds according to our guidelines and policies, as stated in this policy. These guidelines describe how you may raise funds on behalf of ABWE, and how you may not raise funds. ABWE has drafted this policy consistent with IRS guidelines, current laws, and best practices. By signing this agreement, you agree to be bound by ABWE’s fundraising policies, including but not limited to, these deputized policies and guidelines.

#### A. SUPPORT ACCOUNTS

ABWE uses two primary types of accounts:

**Personal support accounts** = used for compensation, that includes housing allowance, pension, healthcare benefits, insurance benefits, child education benefits where applicable, and salary.

**Ministry fund accounts** = used on a reimbursable basis to allow for ministry-related expenses, and governed by ABWE’s Accounts Reimbursable Plan (ARP) and Guidelines.

When you are approved to raise funds for ABWE, an account number will be designated by the Finance Department. Gifts to ABWE on your behalf will provide the funding necessary to provide compensation, fringe benefits and other expenses in relation to your work with ABWE. These gifts will be credited to your support account and expenses relative your employment, will be charged to your ministry account.

**The balance in your support account does not represent funds owned by you.** Any donations credited to this account must be given by the donors with the intent to support the global ministry of ABWE and the global mission, and the money will remain the property of ABWE, subject to their control.

Your salary and budget will be set through ABWE’s Financial Policy, and will not be determined by your personal financial needs.

If the total amount of the donations recorded in an account is less than the amount budgeted for monthly compensation, only the amount available will be paid. If the total donations recorded are more than the amount budgeted for monthly compensation, the surplus may be used to make

up prior shortages of ministry expense (reimbursable) only, not personal compensation. Any surplus may be used in future months for compensation to you, or it may be used by ABWE for other purposes consistent with our charitable mission and donor preferences, where applicable. You cannot get back compensation reimbursed, but you can get reimbursable expenses paid according to ABWE's guidelines for its Account Reimbursable Plan (ARP).

## **B. COMMUNICATION TO DONORS**

It is essential that you maintain appropriate communication with donors who partner with ABWE to provide gifts that are "preferenced" or "designated" for your compensation, fringe benefits and related expenses. Because the donors are giving to ABWE, you are responsible to represent ABWE through personal contact with the donors.

For contributions to be tax-deductible by donors the gifts must be to ABWE and not to or for specific individuals; the IRS does not allow a tax deduction when the gifts are essentially given directly to you, as the missionary, using the tax-exempt organization merely as a "pass-through" corporation. It is important for donors to understand that ABWE has full discretion and control over all contributions. The following guidelines should be followed with respect to terminology used in your prayer letters, Email, public meetings and other communications with prospective donors to ABWE.

### **1. Acceptable language:**

- a. "Pray that God will provide the support requirement established by ABWE."
- b. "Thank you for your prayers and financial gifts to ABWE for our global ministry."
- c. "I am trusting the Lord for a team of ministry partners who will invest monthly financial and prayer support through ABWE."
- d. "God has provided 80% of the financial commitment I need to raise through ABWE to fulfill the vision God has for us."
- e. "I have a vision for \_\_\_\_\_. Please pray about partnering with us and ABWE for the support I need to raise."

### **2. Avoid using personal pronouns in the following ways:**

- a. "Please provide funds for my support."
- b. "I need \$1,000 more in gifts to my account."
- c. "My financial support is short this month."
- d. "Please support me."
- e. "My account is short this month."
- f. "Your support of us is appreciated."
- g. "Thanks for your support of my ministry."

### **C. FUNDS REMAINING ON THE DATE OF SEPARATION FROM SERVICE**

If you are terminated from ABWE or leave ABWE with a balance left in the account designated to track contributions and expenses related to the work, ABWE reserves the right to use the balance as it deems best towards its charitable purposes. Similarly, if a potential worker is unable to raise the support needed to begin service with ABWE and terminates prior to beginning work, ABWE may use the funds in the related account as it deems best. The missionary is not entitled to receive these funds back and cannot designate how these funds will be used going forward, nor are the donors generally entitled to refunds.

By my signature on Appendix I of this Missionary Policy Manual, I certify that I have read and understand the above policy, I agree with this policy, and agree to follow it and be bound by its terms.

**[See APPENDIX J for Signature Line]**

## APPENDIX F Cash-Carry Policy

Occasionally during the normal business operations of ABWE, certain individuals may need to carry large amounts of cash (defined as monetary instruments, personal and business combined, that total over \$2,500) out of the United States into foreign countries or from foreign countries into the United States. This process is a last resort and is not ABWE standard practice. All attempts should be made to transfer the necessary funds via other more secure means prior to using this process. In no event may large amounts of cash (as defined above) be carried across United States borders without the carrying individual who is an employee or agent of ABWE completing this signed waiver prior to carrying the cash.

United States Law requires the declaration of any amount of cash larger than \$10,000 that is leaving the country to be declared on a Fin Cen Form 105 at Customs. ABWE prohibits individuals from carrying more than \$10,000 cash per person at a time (This includes Ministry and all personal funds combined). Persons agreeing to carry funds need to be aware of the laws and criminal penalties involved with carrying funds larger than \$10,000 in cash at any point. The specific laws that may apply to this activity include the Bank Secrecy Act and 31 USC § 5316. This law provides for civil and criminal penalties up to \$500,000 and potential jail time for failure to comply with these regulations.

If you have any questions regarding the associated laws and their implications, please ask before signing and accepting cash to transport.

Date	Cash Amount	All Person(s) Carrying Cash	ABWE Employee (Y/N)	Country Cash is being Transported To	Reason for Cash Transport	Cash Received By	Approved By (Authorized Signors Only)

I understand the above risk and United States laws associated with exporting and importing monetary instruments. I am carrying the above-noted cash. I am not carrying, and will not carry, cash in excess of \$10,000 per person through United States Customs during any trips related to ABWE mission or business matters. I do hereby indemnify, save, release, and hold harmless ABWE, Inc., and its officers, agents, employees, and volunteers, from and against any liability or claims that may arise related to my transportation of monetary instruments.

\_\_\_\_\_  
Signature of Individual Receiving and Carrying Cash

\_\_\_\_\_  
Date

## **APPENDIX G**

### **OFAC SDT Policy**

There are high-level legal concerns with missionaries sending ABWE money – not their personal compensation – to foreign nationals. This concern stems from US laws that regulate the transfer of money to individuals or organizations that may support terrorism. For example, President Bush issued an Executive Order just a few days after 9/11. This order prohibits, among other things, a US citizen or a US entity from making or receiving any contributions of funds, goods, or services to or for the benefit of individuals identified as those who commit, threaten to commit, or support terrorism. There are various other provision blocking transactions related to narcotics, etc. For violating any of these specific laws there are civil and criminal penalties that can range from \$65,000 to \$500,000 to \$10,000,000 in some cases, or the greater amount of the transaction. These penalties can also include felony prosecutions, and can be levied against the individual missionary violating the provision, and/or ABWE as an organization that violates the provision. There is a simple way to protect against these exposures: all contributions to nationals must be double checked against the list published by OFAC that contains names associated with terrorism. This list is called the Specially Designated Nationals (SDN) list, and is updated regularly by OFAC at [www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx](http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx).

Rules for such transfers to comply with Homeland Security and OFAC lists are as follow:

- 1) ABWE and its Missionaries cannot give money to a foreign national without checking the OFAC SDN List. This especially applies to expense reimbursement requests, all of which must be accompanied by proof of OFAC clearance.
- 2) Treasurers in the Field cannot give money to foreign nationals without checking the OFAC SDN List. This especially applies to expense reimbursement requests, all of which must be accompanied by proof of OFAC clearance.
- 3) The International Headquarters will not process any request for money to be transferred to a foreign national or foreign entity without first checking OFAC and getting clearance.
- 4) Each, and every individual transfer (regardless of whether the individual or entity was OFAC checked and approved in the past) must contain proof of OFAC list check and approval for our auditors and any other regulators that may request.

## APPENDIX H

### Opening New Field Policy

Objective: To facilitate expansion and growth for ABWE, Inc. in the implementation of its vision.

#### Proposed Protocol

1. The Executive Director (ED) receives the request for entering a new field (e.g. from a missionary, Field Team, RD, host country entity, local church, or Board).
2. The ED approves the request and notifies the Vice President of Global Operations of this request.
3. The VP of Global Operations will notify the President and the Board of the intent to open a new field. Board Members are invited to come help support the opening of this new field, if they choose. The Board Member will initiate this contact with the ED if they are willing to participate. A field survey will occur by the ED, RD, or their appointed representatives after notice/acknowledgment of VP of Global Operations.
4. Investigation and determination of:
  - Fit for ABWE philosophy;
  - General demographic profile;
  - Entry requirements;
  - Partnership opportunities;
  - Ministry opportunities;
  - Missionary personnel criteria;
  - Potential missionaries interested in entering this field;
  - Leadership oversight of missionaries;
  - Security of family living situations;
  - Initial start-up costs;
  - Suggested timetable for entering field.
5. Development of proposal by RD/ED presented to the Global Operations Team and President's Office for review and approval.

Notification to Board of decision to enter a field, providing a written summary of the above.

## APPENDIX I

### Missionary Job Description

**Job Title:** Missionary Commissioned to Minister in Global Evangelism

**Department:** Global Operations

**Job Type:** Full-Time Minister, Salary, Exempt

**Supervisor:** Regional Director

**Supervisory Responsibility:** Missionary employees are considered ministry leaders and have various levels of supervisory responsibility in the local church and on their respective ABWE Field Team.

**Mission/Vision:** Fulfilling the Great Commission by multiplying leaders, churches, and mission movements among every people.

**Job Summary/Primary Role:** Faithfully represent ABWE and Sending Church doctrine and practice in culturally appropriate global evangelism as a Missionary Commissioned to Minister in Global Evangelism.

**Ministry Assignment/Role:** Specific ministry assignments vary by individual and field.

**Essential Functions and Responsibilities include, but not limited to:**

- Sharing the Gospel and Biblical principles in intentionally developed relationships.
- Discipleship, teaching, spiritual mentorship, and training of Christians.
- Regular participation and leadership in worship services.
- Correspond regularly with prayer and financial supporters.
- Recruiting missionaries for future service.
- Participation in all missionary training required by ABWE leadership.
- Other ministry duties, including but not limited to duties in accordance with ministry goals described in annual report completed annually by missionary and reviewed by Field Administrator and Sending Church.

**Qualifications:**

- Examine, understand, and abide by ABWE's doctrine and practice as defined by the ABWE Missionary Handbook and ABWE Missionary Policy Manual, including all incorporated and referenced documents therein; including but not limited to, Statement of Faith, Core Values, Biblical Dispute Resolution, Grievance Policy, and Child Safety Policy.
- Serve faithfully in life and ministry pursuing holiness, humility, accountability, and harmony with fellow ABWE leadership, team members, and nationals.



**Education:**

- College or graduate level courses in Bible and Theology required.
- ABWE training required, including **Essential Mission Components: Mapping to the End Vision of Missions**, which focuses on ABWE's core ministries of cross-cultural evangelism, discipleship, and church planting and **Field Preparation Seminar**, which equips for the transition to the mission field and adjustment to living in another culture.

**Minimum Prior Experience Required:**

- Relevant supervised ministry experience required.
- Previously acquired cross-cultural preparation highly preferred.

**Certification/Licensure Required:**

- Ordained or licensed Minister of the Gospel preferred.
- Commissioning Certificate as Missionary Commissioned to Minister in Global Evangelism required.

**Necessary Attributes:** Joy-filled faith rooted in Jesus Christ and a heart to serve.

**Christian Life:** ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach.

**All ABWE Employees Must:**

- Be a current and active member and/or regular attender of a local, like-minded church that aligns doctrinally with ABWE.
- Be able to fully support ABWE's mission, vision, core values, statement of faith, and ministry philosophy.

**Physical Demands and Work Environment:**

The physical demands are typical of similar jobs in comparable organizations.

The work environment is representative of similar jobs in comparable organizations.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**APPENDIX J**

**Statement of Commitment**

To be signed annually by each teammate with ABWE.  
Please complete and return to your Administrative Assistant by January 15<sup>th</sup>.

I, the undersigned, acknowledge on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that I have read, understood, and agree to abide by, and follow, the 2017 Edition of ABWE’s Missionary Handbook and Missionary Policy Manual; including all incorporated and referenced documents therein, including but not limited to Statement of Faith, Core Values, Grievance Policy, Missionary Job Description, and Child Safety Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If husband and wife, both must sign.

A signed document, scanned, faxed or mailed to your Administrative Assistant is preferred. If this is not possible, your typed full legal name followed by the symbols “/s/” will be required for electronic signatures.



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