



COMMON GROUND PART 2

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1	Categories of Field Workers and Key Services and Conditions	5
1.1	Introduction	5
2	“Mission Partner” & “Mission Partner – Non Residential”	5
2.1	Policies	5
2.1.1	Accountability.....	5
2.2	Services World Outreach International Offers.....	5
2.2.1	Endorsement	5
2.2.2	Promotion of Ministry	5
2.2.3	Pastoral and Supervision Support.....	6
2.2.4	Access to “Kristen Aim Memorial Fund” (Emergency Fund)	6
2.2.5	Capital Expenditure for Special Project.....	6
2.3	Financial Procedures	6
2.3.1	Contributions towards World Outreach	6
3	“Mission Partner” & “Mission Partner – Non Residential”	6
3.1	Policies	6
3.1.1	Accountability.....	6
3.2	Services World Outreach Offers	6
3.3	Financial Procedures	6
3.3.1	Contributions towards World Outreach	6
4	Mission Partner - Seconded	6
4.1	Policies	6
4.1.1	Accountability.....	6
4.2	Services World Outreach Offers	7
4.3	Financial Procedures	7
5	Mission Partner - Professional	7
5.1	Policies	7
5.1.1	Accountability.....	7
5.2	Services World Outreach Offers	7
5.3	Financial Procedures	7
5.3.1	Contributions towards World Outreach	7
6	Mission Partner - Associate	7
6.1	Policies	7
6.1.1	Accountability.....	7
6.2	Services World Outreach Offers	7
6.2.1	Endorsement	7
6.2.2	Services	7
6.2.3	Networking.....	8
6.2.4	Pastoral Oversight	8
6.3	Financial Procedures	8
6.3.1	Contributions towards World Outreach	8
7	Mission Intern	8
7.1	Policies	8
7.1.1	Accountability.....	8
7.2	Services World Outreach Offers	8
7.2.1	Pastoral Oversight	8

7.2.2	Guided Study	8
7.3	Financial Procedures	8
7.3.1	Contributions towards World Outreach	8
8	Short Term Worker	8
8.1	Policies	8
8.1.1	Accountability.....	8
8.1.2	Specific Requirements	9
8.2	Services World Outreach Offers	9
8.2.1	Visa Sponsorship.....	9
8.2.2	Preparation for Mission Field	9
8.2.3	Pastoral Oversight	9
8.3	Financial Procedures	9
8.3.1	Contributions towards World Outreach	9
9	Mission Partner - Sponsored	9
9.1	Policies	9
9.1.1	Accountability.....	9
9.1.2	Application for Sponsorship	9
9.2	Services World Outreach Offers	10
9.2.1	Endorsement	10
9.2.2	Pastoral Support and Promotion.....	10
9.2.3	Visa Sponsorship.....	10
9.3	Financial Procedures	10
9.3.1	Handling of Funds.....	10
9.3.2	Contributions towards World Outreach	10
10	Ministry Team Member	10
10.1	Policies	10
11	Accountability within World Outreach	10
11.1	Accountability and Oversight	10
11.1.1	Regional Directors	10
11.1.2	Field and Team Leaders	11
11.1.3	“Sending” Church.....	11
11.1.4	Lines of Communication	11
11.1.5	Resignation.....	11
11.1.6	Notification of Whereabouts.....	11
11.1.7	Ministry Review.....	11
11.1.8	Discipline and Disputes.....	11
11.1.9	Dismissal	11
11.1.10	Policies regarding Moral Conduct.....	11
12	Projects.....	11
12.1	Funding of Projects	11
13	Property and Legal Incorporation	12
13.1	Purchase of Property	12
13.2	Legal Incorporation	12
13.3	Inventory of Capital Items	12
13.4	New Ventures	12
14	General Matters for Field Workers	12

14.1	Adoption of Children on the Field.....	12
14.2	Retirement	12
14.3	Holidays	12
14.4	Furlough or Home Leave – When Applicable.	12
14.5	Deputation	13
14.6	Last Will and Testament	13
14.7	Kidnapping and Ransom.....	13
14.8	Probation	13
14.9	Field Worker Training/Up skilling	13
14.10	Insurance and Superannuation.....	13
14.11	Marriage.....	13

Introduction

This document details certain Agreed Procedures and Policies which must be adhered to by World Outreach personnel. Applicants and workers within World Outreach are expected to familiarise themselves with these and put the applicable matters into practice. When applicants sign off as having read and understood Common Ground, Part 2 is to be included in such acknowledgement.

1 Categories of Field Workers and Key Services and Conditions

1.1 Introduction

Most Field Workers (those who are working in a ministry capacity) fall into one of the following two categories:

- Mission Partners: These include all personnel who are working cross culturally outside of their home country.
- Ministry Partners: These include all non-administrative field workers working in their own country - either cross culturally or reaching out to their own culture. They also include missions' mobilisers.

The other sub – categories of Mission Partner defined below are less common. They include:

- Mission Partner – Professional(Tentmaker)
- Mission Partners - Seconded
- Mission Partners - Non –Resident
- Mission Partner – Associate
- Mission Partner –Sponsored
- Mission Interns
- Short Term Workers
- Ministry Team Members

Each category has slightly different services and conditions. The key definitions and main terms of services offered to the different categories of field workers, as well as the main requirements of World Outreach are listed below. The Operation Manual covers these conditions more fully. In addition reference must also be made to the section in this document called "General Matters for Field Workers" for further specific policy and procedural matters; as well as all other applicable parts of Common Ground. e.g. "Spiritual Authority and Accountability" and "Relationship to Sending Churches."

Applicants will be guided as to the correct category to apply for their particular situation.

2 "Mission Partner" & "Mission Partner – Non Residential"

A Mission Partner serves in cross cultural ministry outside of their home country.

A Non-residential Mission Partner bases him/her self in a particular nation in order to minister in nations where Christian Worker visas are not normally available.

2.1 Policies

2.1.1 Accountability

A Mission Partner is fully accountable to World Outreach for his/her ministry and conduct.

Accountability is maintained through a Regional Director who relates to each Mission Partner and is available to assist in appropriate ways.

2.2 Services World Outreach International Offers

2.2.1 Endorsement

The ministry of a Mission Partner is fully endorsed by World Outreach. The full services of the Mission are available to a Mission Partner.

2.2.2 Promotion of Ministry

A Mission Partner and his/her ministry are promoted by World Outreach.

World Outreach publicises the activities of a Mission Partner in the "Nations" magazine and in promotional videos and brochures where applicable.

World Outreach Field Workers are requested to regularly contribute articles and photographic items for publication in "Nations".

2.2.3 Pastoral and Supervision Support

World Outreach offers full pastoral support (member care) to a Mission Partner.

Supervision Support as finances and schedules permit, each Mission Partner is visited by a Regional Director once a year. Quality time is spent in discussion, sharing, and review of the ministry.

2.2.4 Access to “Kristen Aim Memorial Fund” (Emergency Fund)

In the event of a calamity, a crisis, or any other unforeseen exceptional circumstances, a Mission Partner may approach their Regional Director seeking assistance.

2.2.5 Capital Expenditure for Special Project

In situations where special capital expenditure is necessary a Mission Partner may make application for assistance to his/her Regional Director. Such applications are reviewed by the International office.

Specific arrangements will be put in place to facilitate the repayment of any funds advanced unless a special grant is made.

2.3 Financial Procedures

2.3.1 Contributions towards World Outreach

A deduction levy of 10 per cent is made from all donated funds including personal and ministry support whether they are routed via a WO office or not.

This money is used to provide pastoral care, annual visits by Regional Directors, Field Retreats as well as promotion and administration services for our field workers.

3 Mission Partner” & “Mission Partner – Non Residential”

A Ministry Partner is a person ministering in his/her own country.

3.1 Policies

3.1.1 Accountability

A Ministry Partner is fully accountable to World Outreach for his/her ministry and conduct. Accountability is maintained through a Regional Director who relates to each National Worker and is available to assist in appropriate ways.

3.2 Services World Outreach Offers

The same services are offered Ministry Partner as Mission Partners (See all clauses under Mission Partner).

3.3 Financial Procedures

3.3.1 Contributions towards World Outreach

There will be no levy on all support received from within the domicile country. However, a levy of 10 per cent is made on all donated funds (from other countries) including personal and ministry support that are routed via a World Outreach office or not. Any exception to this requirement will be granted on a case by case basis.

This money is used to provide pastoral care, annual visits by Regional Directors, Field Retreats as well as promotion and administration services for our field workers.

4 Mission Partner - Seconded

A Seconded Mission Partner works in cross cultural ministry.

He/she has been released by World Outreach to work under the supervision of another Mission Agency, organisation, or church.

4.1 Policies

4.1.1 Accountability

World Outreach will establish a secondment agreement between the seconded mission partner, World Outreach, and the church or Organisation which they are working with or under.

Seconded Mission Partners are accountable on a day to day basis to the oversight of the organisation or church they are working with. They are expected to fulfil the terms and conditions of that organisation or church.

4.2 Services World Outreach Offers

The services offered are the same as that of Mission Partners.

4.3 Financial Procedures

The same contributions apply as with a Mission Partner.

5 Mission Partner - Professional

A Mission Professional is a person who is working for a service or business organisation in a cross cultural situation.

He/she is also active in Christian ministry.

5.1 Policies

5.1.1 Accountability

Mission Professionals are accountable on a day by day basis to the organisation they are working for.

Mission Professionals are accountable to World Outreach for their ministry activity and conduct.

5.2 Services World Outreach Offers

The same services are offered as with Mission Partners. However the Pastoral Support will depend on each individual case and will be discussed prior to commencement of service.

5.3 Financial Procedures

5.3.1 Contributions towards World Outreach

A deduction levy of 10 per cent is made from all donated funds including personal and ministry support whether they are routed via a WO office or not.

In addition to any levy on donated funds Mission Professionals make an annual contribution of US\$250 to the General fund of World Outreach. The above monies are used to promote his/her ministry and to provide pastoral support.

6 Mission Partner - Associate

An Associate is a person serving in a mission field location who wishes to participate in the relationship network of World Outreach.

He/she is normally seconded by another mission agency to serve in the field with World Outreach.

Alternatively he/she has had a long term relationship with World Outreach or because of special circumstances e.g. semi-retirement or age is endorsed to function outside of the normal administrative requirements of World Outreach.

Such persons are warmly regarded as members of the larger World Outreach "fellowship."

6.1 Policies

6.1.1 Accountability

An Associate is accountable for their ministry and conduct to the organisation he/she relates to in the geographical location where he/she is ministering. For Associates seconded into World Outreach this will be to an assigned World Outreach leader.

World Outreach expects an Associate to maintain high standards of Christian integrity.

6.2 Services World Outreach Offers

6.2.1 Endorsement

An Associate functions in ministry under his/her own name. She/he may not promote his/her ministry using the name of World Outreach without permission.

An Associate is fully responsible for the promotion of his/her own ministry.

6.2.2 Services

Some of the services of the Mission are available to an Associate. These will be specified at the time of application.

6.2.3 Networking

World Outreach welcomes Associates into the fellowship of the World Outreach "family."

World Outreach encourages Associates to participate in the networking that takes place between World Outreach Field Workers.

6.2.4 Pastoral Oversight

Each Associate is offered pastoral and supervision support by a Regional Director as finance and circumstances allow

6.3 Financial Procedures

6.3.1 Contributions towards World Outreach

A Mission Associate makes an annual contribution of US\$250 to the General Fund of World Outreach Handling of Funds

An Associate will normally make his/her own arrangements for the handling of funds and support.

If World Outreach is asked to handle support on behalf of an Associate a levy deduction of 10 per cent will be made from the funds.

7 Mission Intern

An Intern is a prospective Mission Partner who has linked to World Outreach for a specific period of time, in order to receive training and practical experience under the supervision of an experienced Field Worker.

7.1 Policies

7.1.1 Accountability

An Intern is accountable to the Field Worker that he/she is working with.

7.2 Services World Outreach Offers

7.2.1 Pastoral Oversight

The services of the Mission are available to an Intern and full pastoral support is provided.

The Regional Director will spend time with an Intern when he visits Field Workers in that area.

7.2.2 Guided Study

World Outreach takes responsibility for the ongoing development of an Intern.

Each Intern will be invited to participate in a program of guided study and ministry whilst fulfilling the term of the internship.

7.3 Financial Procedures

7.3.1 Contributions towards World Outreach

A deduction levy of 10 per cent is made from all funds designated to an Intern whether via World Outreach or sent direct.

This money is used to provide pastoral care, Field Retreats, administration services for our field workers, and supervision services.

8 Short Term Worker

A Short-term worker is a person who has been accepted to serve with a World Outreach Field Worker for a period of 3 -12 months. On completion, the Short Term Worker may apply for an extension. However, the extension will be only for another 12 months. In total a Short Term worker's total deployment shall not exceed a term of 24.

All application is subjected to the approval of Team/Ministry Leader and Regional Director with input from the Field Ministries Director. All Application Forms must be sent to WOI office.

8.1 Policies

8.1.1 Accountability

A Short-term Worker is accountable to the supervising Field Worker for his/her activity and conduct.

8.1.2 Specific Requirements

The supervising Field Worker is responsible to prepare a document that defines the nature of the task to be accomplished, arrangements for accommodation, time to be spent at the mission location, financial considerations, and means of support.

A copy of this agreement shall be submitted to the Regional Director before a Short-Term Worker is accepted for service.

If a Short-term worker satisfactorily completes a period of at least 2 months ministry with World Outreach, World Outreach will provide a reference for the future use of the Short-term Worker.

For all Short Term Workers, the following are required: Travel Insurance/ Medical Insurance/ Medical report/ Indemnity form/Signed undertaking to not enter a relationship with opposite sex.

8.2 Services World Outreach Offers

8.2.1 Visa Sponsorship

A Short-Term Worker Missionary may be able to obtain a visa and/or work permit under the legal incorporation held by World Outreach in a particular country.

8.2.2 Preparation for Mission Field

The appropriate Regional Director and the National Director in the "home" country are happy to offer advice and assistance to a Short-Term Worker.

8.2.3 Pastoral Oversight

The services of the Mission are available to a Short-Term Worker and pastoral support is provided where feasible.

The Regional Director will spend time with a Short-Term Worker when he visits Field Workers in that area.

8.3 Financial Procedures

8.3.1 Contributions towards World Outreach

Funds channelled through World Outreach will be remitted on a monthly basis to a Short-Term Worker by the most efficient method available.

Short term workers are required to pay to World Outreach the equivalent of US\$100 in advance of going to the field.

9 Mission Partner - Sponsored

A Sponsored Mission Partner works independently in a country where World Outreach is legally incorporated. World Outreach obtains a visa for him/her.

Although a Sponsored Mission Partner has his/her visa sponsored by World Outreach he/she *is not considered to be a Field Worker with World Outreach.*

9.1 Policies

9.1.1 Accountability

A Sponsored Mission Partner is accountable for their ministry activities to the organization or church which they are serving under.

A Sponsored Mission Partner is legally accountable for his/her activities to the designated World Outreach person in the country of his/her ministry.

The World Outreach designated person in a country of ministry may terminate the sponsorship of the visa of a Sponsored Mission Partner if his/her conduct is considered unacceptable

9.1.2 Application for Sponsorship

The applicant should apply in writing to the World Outreach Leader in the country of proposed service.

Once the World Outreach Leader has approved the application he/she will inform the Sponsored missionary.

A copy of the approved application form must be referred to the International office.

9.2 Services World Outreach Offers

9.2.1 Endorsement

Sponsored Missionaries are not viewed as World Outreach Field Workers.

Sponsored Missionaries cannot promote their ministry internationally or within the country they are ministering using the name of World Outreach.

9.2.2 Pastoral Support and Promotion

World Outreach takes no responsibility for the pastoral care, finance, or promotion of a Sponsored Mission partner.

9.2.3 Visa Sponsorship

A Sponsored Mission Partner may obtain a visa and/or work permit under the legal incorporation held by World Outreach in a particular country – with the assistance of World Outreach.

9.3 Financial Procedures

9.3.1 Handling of Funds

A Sponsored Missionary will normally make his/her own arrangements for the handling of funds and support.

If World Outreach is asked to remit special items of finance on behalf of a Sponsored Mission Partner all expenses incurred will be deducted from the amount handled.

If World Outreach is asked to regularly handle support on behalf of a Sponsored Mission Partner a deduction of 10 per cent will be made from donated fund.

9.3.2 Contributions towards World Outreach

A Sponsored Mission Partner makes an annual contribution of US\$100 to the local World Outreach office in return for services rendered in securing his/her visa or work permit.

10 Ministry Team Member

A Team member is recognised as being a proven key member of a World Outreach team or ministry base. They work within their home nation.

10.1 Policies

A Team Member is directly accountable to the team leader who is responsible for all aspects of their ministry and pastoral care.

A Team Member is considered to be in association with World Outreach because of his/her membership and accountability to a recognised World Outreach ministry.

Designated World Outreach ministry leaders have the prerogative to appoint Team Members in consultation with their Regional Director, i.e. such appointments would not require Team Members to apply to World Outreach International.

World Outreach International must be notified of any National Team Member appointments.

The financial support of a Team Member will be arranged by the ministry team he/she is associated with.

11 Accountability within World Outreach

11.1 Accountability and Oversight

11.1.1 Regional Directors

Regional Directors are appointed by the Board of World Outreach and/or Mission Council to relate to all World Outreach Field Workers.

Regional Directors are the channel of communication between people serving with World Outreach and World Outreach International on all matters relating to ministry and life on the mission field.

Pastoral Support as finances and schedules permit, each Mission Partner is visited by such persons as designated by the Mission Council. Quality time is spent in discussion and sharing primarily on personal issues.

11.1.2 Field and Team Leaders

Where Field Workers serve as part of a team, team members will relate primarily to the Team Leader.

Where a Field Leader has been appointed, the Team Leader and/or team members will relate to the Field Leader.

11.1.3 “Sending” Church

World Outreach welcomes the input of the “sending” church and/or the Denominational Mission Board in the task of giving pastoral care to Field Workers. (Refer section on World Outreach and Sending Church relationship.)

11.1.4 Lines of Communication

Personnel communicate directly with their Regional Director on matters relating to their day to day ministry and life on the mission field. However the Field Ministries Director can be kept informed by copying relevant correspondence to him. Personnel have an open line of communication to the two levels of management above themselves.

In matters relating to promotion or urgent prayer news Field Workers should communicate with the National Director in their “sending” country. Any correspondence to the National Director should be copied to the Regional Director.

World Outreach requires a Field Worker to consult with his/her Regional Director before planning to expand ministry into a region or country other than that to which the Field Worker was originally sent.

World Outreach requires a Field Worker to consult with his/her Regional Director before making firm furlough plans or undertaking a deputation trip.

11.1.5 Resignation

Personnel are requested to give their Regional Director three months notice of their intention to resign.

11.1.6 Notification of Whereabouts

If a Field Worker is going to be absent from his/her normal location for more than three weeks he/she must notify and his/her Regional Director of an address where he/she may be contacted.

11.1.7 Ministry Review

The purpose of a review is to evaluate goals and objectives, to uncover areas of stress, to identify points of strength or weakness, and to respond in appropriate ways so that Field Workers are strengthened and affirmed in their ministry.

It is expected that Field Workers complete a review of their activities and performance annually and at completion of a term of ministry.

The Regional Director shall also complete a review of such persons at these times. If possible this shall be discussed personally before a report is made to World Outreach International.

After each review or pastoral visit the Regional Director will submit a report to the leaders of the “sending” church.

11.1.8 Discipline and Disputes

Matters of dispute and discipline will be handled by the Mission Council of World Outreach.

The “sending” church leadership will be kept informed of any matters of dispute.

All matters of discipline will be discussed with the “sending” church leadership before action is taken.

11.1.9 Dismissal

Should an occasion of sufficient gravity arise, Field Workers may be dismissed from World Outreach by the Mission Council.

This step will only be taken after consultation with the “sending” church leadership, and the National Director of the country of origin.

11.1.10 Policies regarding Moral Conduct

World Outreach requires all personnel to have agreed in writing to all policies regarding moral conduct.

12 Projects

12.1 Funding of Projects

All fund raising projects over US\$25,000.00 proposed by Field Workers or National Offices must be reviewed and approved by the Mission Council before they are initiated or fund raising commenced.

For major projects over \$50,000, the Executive Manager is to sign off on both the concept design and detailed project procedure and organizational plan.

Any expenses incurred in raising funds for projects will be deducted from income generated.

13 Property and Legal Incorporation

13.1 Purchase of Property

In the event that World Outreach Field Workers wish to purchase property in a mission location, all plans must be discussed with the Regional Director and reviewed by the Executive Manager before they are finalised.

Property purchased in a mission location by World Outreach Field Workers must be held in the legal ownership of a properly constituted trust (not personal ownership) to ensure that the asset is protected for the future.

A copy of the Trust Deed shall be held by the appropriate Regional Director and the International office

13.2 Legal Incorporation

In the event that a World Outreach Field Worker serving in a mission location wishes to establish a legal identity for World Outreach in that particular country, the plans must be discussed with the Regional Director and reviewed by the Executive Manager before they are finalised.

A copy of the local constitution shall be held by the appropriate Regional Director and the International office.

13.3 Inventory of Capital Items

An inventory of capital items used for ministry purposes shall be established in each location where World Outreach is active.

A copy of this inventory shall be held by the appropriate Regional Director and the International office.

The appropriate Regional Director shall be consulted before capital items purchased for ministry purposes are disposed of.

13.4 New Ventures

All Field Workers are required to consult and gain approval from their Regional Director before they proceed with new ventures, especially if these involve moving into a new country or field.

14 General Matters for Field Workers

14.1 Adoption of Children on the Field

Any category of Missions Partners who are considering adoption of children should proceed only after consultation with their Regional Director and their "sending" church leadership.

14.2 Retirement

There is no age for automatic retirement of Field Workers in World Outreach. As long as a person is fit enough to engage in useful ministry he/she is encouraged to continue. However at age 65 a clear transition plan to other leadership should be in place.

All World Outreach International appointed key leaders retire from leadership once they reach the age of sixty five. However a re-appointment to leadership for a specific period of time may take place.

14.3 Holidays

All Field Workers are encouraged to take three or four weeks annual leave for holidays.

14.4 Furlough or Home Leave – When Applicable.

There is no fixed term of service on the field but in normal circumstances it is anticipated that Mission Partners will take home leave after three years of service.

Dates for furlough are flexible keeping in mind requirements for schooling etc. The duration of home leave will be decided in consultation with the appropriate Regional Director.; the guideline for furlough is that after three years, furlough should be one month for each year on the field, plus one extra month. A 3 week Holiday period must be included in furlough time free of ministry obligations.

Furlough travel costs should be budgeted and provided for from monthly support.

Where single personnel work under unusual stress an annual home vacation is suggested. This should only be taken with the approval of the "sending" church and after consultation with the appropriate Regional Director. The particular Field Worker is responsible for expenses incurred.

Responsibility for the care of Mission Partners while home on furlough lies with their National Office where applicable. Field workers are required to inform the applicable National Office of any furlough and/or deputation plans.

14.5 Deputation

It is anticipated that Mission Partners on furlough will undertake a period of deputation.

The costs incurred by the National Office in arranging any deputation ministry shall be reimbursed out of funds raised.

Personnel on deputation shall cooperate with the National Office in promoting the work of World Outreach by seeking names for the World Outreach mailing list.

14.6 Last Will and Testament

All Field Workers must maintain a legally valid will and inform their Regional Director and "sending" church leaders where it is deposited.

14.7 Kidnapping and Ransom

In the event of a kidnapping it is the policy of World Outreach to refuse to pay a ransom.

14.8 Probation

The standard probationary period for new applicants is to be two years.

The period of probation may be extended at the discretion of World Outreach leadership.

14.9 Field Worker Training/Up skilling

All Field Workers should, if at all possible annually attend at least one up skilling course and budget for such.

14.10 Insurance and Superannuation

Life and Health Insurance - All overseas based Field Workers are responsible to make arrangements for adequate health insurance before leaving for the field.

World Outreach requires that Mission Partners with young children adequately insure their lives.

14.11 Marriage

Notice must be given to the Regional Director if a single Field Worker intends to become engaged.