

MISSIONS POLICY

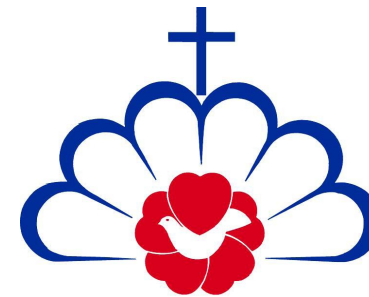


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Fairfield Methodist Church

MISSIONS POLICY

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Editors:
Missions Committee
Fairfield Methodist Church
1 Tanjong Pagar Road
Singapore 088437

FOREWORD

Why mission?

Because lost people matter to God.

And so they must matter to us.

Romans 10:14 tells us ...

- Because lost people will spend an eternity in hell without a saving relationship in Christ Jesus our Lord,
- Because they will not hear unless it is told them,
- Because it will not be told unless someone is sent.

Therefore we have a commitment to missions - to raise up, train and send out people to serve and proclaim Christ in our community and beyond our national borders to the entire world (Acts 1:8).

The purpose of this revised Mission Policy is to

1. layout the scope of our mission's support;
2. ensure consistency and continuity;
3. establish criteria that will help determine who and how missionaries are to be supported;
4. make possible the most effective use of resources devoted to missions; and
5. inform both members and missionaries about the overall plan of missions at Fairfield Methodist Church.

Rev Sng Chong Hui
Pastor-in-charge
Fairfield Methodist Church
July 2008

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SECTION A INTRODUCTION

Fairfield Methodist Church, Singapore (FAIRFIELD) is committed to MISSIONS. The Missions Policy provides the guidelines by which FAIRFIELD maintains direction, continuity and consistency in her goals and endeavours in missions.

A.1 Principles

A.1.1 FAIRFIELD'S commitment to MISSIONS is in obedience to the Great Commission our Lord Jesus Christ gave to His disciples in Matt 28:18-20 and Acts 1:8 to "go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that (He) had commanded" and "to be witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth".

A.1.2 The GOAL of FAIRFIELD'S missions thrust is to participate in the preaching of the Gospel to every creature and the perfecting of the saints (Mk 16:15 and Col 1:28).

A.1.3 The MESSAGE of FAIRFIELD'S missions thrust is the GOSPEL OF CHRIST, and all the teachings found in the Bible, the written Word of God.

A.1.4 The FIELD of FAIRFIELD'S missions thrust covers the immediate community and nation as well as the regions beyond. Priority will be given to areas which have not had the opportunity to hear the Gospel of Jesus Christ preached, i.e. those areas identified as having Unreached Peoples.

A.1.5 Recognising that ALL CHRISTIANS have a personal responsibility to MISSIONS, members of FAIRFIELD are encouraged to participate in FAIRFIELD'S missions thrust by GOING, PRAYING, CARING and GIVING.

A.1.6 While recognising God's call to individuals towards the missionary task, it is equally recognised that FAIRFIELD is corporately called to the task of selection, prioritisation, allocation of personnel and resources to that same goal.

SECTION B DEVELOPMENTAL PHASES FOR THOSE CALLED TO FULL-TIME CHRISTIAN SERVICE

B.1 The Call

Any member of FAIRFIELD who believes that God has called him/her to full-time Christian service shall inform either the Pastor overseeing Missions, the Lay Ministry Staff (LMS) in charge of Missions or the Chairperson of the Missions Committee (MC). He/she will then be placed on the register maintained by the LMS (Missions) and will be known as a Potential Full-Timer (PFT).

B.2 Preparation / Training

B.2.1 The MC will assign a mentor to the PFT. Alternatively, the PFT can identify a mentor for him/herself. The mentor will nurture the PFT who will be challenged to be actively involved in a local church ministry utilising his/her gifts. The PFT will also be encouraged to attend relevant training courses that are relevant to his/her calling upon the recommendation of his/her mentor and the MC. The mentor will provide the MC with regular reports on the progress of the PFT in his/her calling.

B.2.2 When the PFT is ready for full-time training, and upon the successful application for support by FAIRFIELD, he/she shall be presented to the church to be recognised, either as

- § a Trainee Missionary (Section J.1), or
- § a Theological Student (Section J.2).

B.2.3 A Theological Student, who has graduated from a Theological Institution and who has the intention of serving as a missionary or full-time worker, can serve as an Intern for Missions for a period

of up to two years. This is to allow the leadership of FAIRFIELD to affirm the person's missionary call, giftings and qualities (personality). Refer to Section J.3 for details.

B.3 Commissioning / Recognition as Ministry Worker

B.3.1 After the internship and upon confirmation of the field of work by the MC, in consultation with the Missions Advisory Panel (MAP), the PFT shall be recommended to the Local Church Executive Committee (LCEC) to be recognized as a Ministry Worker of FAIRFIELD.

B.3.2 Categories of Ministry Workers:

(a) A Missionary is a member of FAIRFIELD who is based outside of Singapore and who is engaged in making disciples across language and/or cultural boundaries. He/she may be:

- (i) commissioned and sent directly by FAIRFIELD;
- (ii) commissioned and seconded to a Mission Agency or Para-church or Theological Institution;
- (iii) employed by a Mission Agency, Para-church or Theological Institution.

(b) A Local Ministry Worker is employed by a Mission Agency, Para-church or Theological Institution.

(c) A Creative Access Worker may be:

- (i) commissioned and seconded to a Mission Agency or Para-church;
- (ii) employed by a Mission Agency or Para-church;
- (iii) employed by a Commercial Organisation.

B.3.3 Following LCEC's acceptance, he/she will be commissioned and/or presented before the church as Missionary, Local Ministry Worker or Creative Access Worker.

B.3.4 The commission or recognition shall be for one term of service of up to four years, depending on the field of work or organisation he/she is serving in.

B.4 Furlough / Home Assignment / Sabbatical

The entitlement to furlough, home assignment or sabbatical varies with each category of Ministry Worker. Please refer to items F.1.5, F.1.6, F.2.5, F.2.6, G.1.5, G.1.6, H.1.5, H.1.6, I.1.5, I.2.5, I.3.5 for details.

B.5 Re-Assignment

After each term of service, or at the end of furlough or home assignment, the Ministry Worker shall re-apply to FAIRFIELD for approval to continue for another term of ministry. When approval is granted, a new contract will be signed between the Ministry Worker and FAIRFIELD. He/she will then be presented to the church and commended for another term of service.

B.6 Cessation / Termination

B.6.1 A Ministry Worker of FAIRFIELD can seek to discontinue his/her service. Likewise, FAIRFIELD can withdraw the commission of the Ministry Worker and those receiving training support.

B.6.2 Two months' notice of discontinuance or withdrawal shall be given by either party.

B.6.3 Discontinuance or withdrawal does not necessarily reflect negatively on either party.

B.6.4 In the event of such an occurrence, upon the recommendation of the MAP and the approval of the LCEC, a missionary from an overseas assignment may be allowed to receive personal support of one month for one year of service, up to a maximum of twelve months, provided he/she is not in paid employment.

Section C MISSIONS POLICY & ITS ADMINISTRATION

C.1 Application of the Missions Policy

The Missions Policy shall apply to members of FAIRFIELD, whose calling and service is for full-time ministries related to

evangelism, discipleship and missions. This includes those who are undergoing training.

C.2 Administration of the Missions Policy

C.2.1 The Missions Policy shall be administered by the Missions Committee (MC) whose chairperson is elected at the Local Conference.

C.2.2 The Missions Policy shall be reviewed every two years by the MC in consultation with the MAP.

C.2.3 Proposed changes shall be presented to LCEC for endorsement before implementation.

C.2.4 Exceptions to the provisions in the Missions Policy will require prior approval by the LCEC.

C.3 Missions Committee (MC)

C.3.1 Overall Responsibilities

(a) To administer the Missions Policy as listed in the above items C.2.1 to C.2.4;

(b) To make FAIRFIELD aware of the Biblical basis for their Christian responsibility in the field of Missions;

(c) To inform FAIRFIELD of the state and needs of her Ministry Workers, theological students and trainee missionaries, as well as the mission fields and missionary organisations supported by FAIRFIELD;

(d) To encourage the congregation of FAIRFIELD to participate in intercessory prayer for world missions / evangelisation, and for the Ministry Workers, students and trainee missionaries;

(e) To care for the Ministry Workers, students and trainee missionaries supported by FAIRFIELD, and to encourage the congregation to do the same;

(f) To identify, nurture and evaluate suitable members of FAIRFIELD with the call to tent-making, short-term ministries, full-time pastoral or cross-cultural ministries, and full-time local ministries involving evangelism and discipleship;

(g) To serve as a liaison between FAIRFIELD and the Ministry Workers, students and trainee missionaries, and the missionary organisations supported by FAIRFIELD;

(h) To organise and implement a missions education programme (including overseas missions trips and missions seminars), to expose and challenge the congregation of FAIRFIELD, including those in the youth ministry, in order to bring missions into the very fabric of the life of FAIRFIELD.

C.3.2 Committee Members & Ex-Officios

The Committee shall include the following persons:

- (i) The Chairperson
- (ii) Vice-Chairperson
- (iii) Secretary
- (iv) Missions Care Co-ordinator
- (v) Missions Awareness & Education Co-ordinator (which includes coordination of missions trips)
- (vi) Unreached Peoples' Group (UPG) Co-ordinator

Ex-officios:

- (i) Lay Ministry Staff (Missions)
- (ii) Pastor overseeing Missions.

C.4 Missions Advisory Panel (MAP)

C.4.1 The MAP serves as an accountability body for all Ministry Workers, students and trainee missionaries recognised, sent and/or supported by FAIRFIELD.

C.4.2 The MAP shall comprise the following members:

- (i) Pastor-in-Charge
- (ii) The Pastor overseeing Missions

In the event that the Pastor-in-Charge is also the Pastor overseeing Missions, this Pastor shall be a member of MAP.

- (iii) Lay Leader
- (iv) Associate Lay Leader overseeing Missions

In the event that the Lay Leader is also overseeing Missions, the Associate Lay Leader shall be a member of MAP.

- (v) LCEC Chairman
- (vi) MC Chairman
- (vii) Lay Ministry Staff (LMS) responsible for Missions.

C.4.3 The Pastor-in-Charge shall serve as the Chairman of the MAP and the LMS (Missions) shall serve as Secretary to the MAP.

C.4.4 The MAP shall have the following functions:

- (a) It interviews and recommends candidates for full-time Christian service (except for LMS positions in FAIRFIELD) or for training and support by FAIRFIELD;
- (b) It evaluates organisations to which FAIRFIELD'S Ministry Workers can be seconded;
- (c) It receives and evaluates regular reports from organisations regarding the well-being, work and ministry of FAIRFIELD'S seconded Ministry Workers;
- (d) It reviews and evaluates the work and ministry of Ministry Workers, students and trainee missionaries, the progress of their studies or training; and encourages, exhorts, admonishes and counsels them where appropriate;
- (e) It recommends relevant continuing education for FAIRFIELD'S Ministry Workers and trainee missionaries at appropriate times;
- (f) It investigates complaints received against any of FAIRFIELD'S Ministry Workers, students and trainee missionaries and recommend to the LCEC the course of action to be taken.

C.5 Discipline

C.5.1 When a written complaint against a ministry worker, student and trainee missionary is received, the MC shall conduct an investigation on the complaint.

C.5.2 Following the investigation, if the MC considers the complaint to be of a serious nature, the case shall be referred to the

MAP. The MAP will review the case and make appropriate recommendations to the LCEC on the course of action to be taken.

C.5.3 The LCEC shall make the final decision and shall act upon the case accordingly.

SECTION D APPLICATION PROCESS FOR MINISTRY WORKERS, STUDENTS AND TRAINEE MISSIONARIES

D.1 Qualifications

D.1.1 All candidates for full-time ministries or theological studies, or missionary training or internship, must fulfil ALL of the following requirements, unless exempted by the MAP:

- (a) he/she must be at least 21 years of age;
- (b) he/she has been a responsible member of FAIRFIELD for at least 3 years preceding the application (Responsible is defined as having demonstrated responsible stewardship);
- (c) he/she has demonstrated consistency in personal devotion, evangelism and discipleship;
- (d) he/she has been attending worship services at FAIRFIELD regularly;
- (e) he/she is engaged in a church-based ministry that is consistent with his/her spiritual gifts;
- (f) he/she is convicted of God's calling to full-time service;
- (g) he/she has integrity and displays considerable maturity in his/ her thoughts and actions;
- (h) he/she is emotionally stable and medically fit. To ascertain this, the applicant will be required to undergo medical and psychological examinations;
- (i) he/she has completed the necessary theological training or missionary preparation required for the intended field of work;
- (j) he/she is strongly recommended by two members of FAIRFIELD, one of whom must be in a leadership position in FAIRFIELD. (By leadership position means someone who has a leadership or supervisory role in the church e.g. care-cell leader, committee chairperson or other officer of the church.)

D.2 Procedure For Application

D.2.1 The candidate shall complete and submit the relevant Application Form to the LMS (Missions). This application shall be made nine months before the intended commencement date of the term of service, whether in a local or foreign field.

D.2.2 The MC shall process the application and arrange for the candidate to be interviewed by the MAP.

D.2.3 The MAP shall make its recommendation to the MC, which shall then present it to the LCEC.

D.2.4 The LCEC shall make the final decision, and the MC shall inform the candidate of the outcome.

D.2.5 If accepted, the candidate shall be commended to the Church either as a Full-Time Theological Student, Trainee Missionary or Ministry Worker. [See item B.3.2 (a) to (c) for the different categories of Ministry Workers].

SECTION E SUPPORT FOR MISSIONS

E.1 Expressions of Support

- (a) FAIRFIELD's support for missions is expressed in terms of prayer, care, financial giving and other committed participations.
- (b) FAIRFIELD's support is an indication of approval of that person or organisation. Groups within FAIRFIELD are encouraged to support such persons or organisations endorsed by the MC/LCEC.

E.2 Designated Gifts / Giving

E.2.1 When there are designated gifts, the MC shall administer these gifts according to the instructions of the giver(s). However, the MC shall make final decision regarding the disposition of these gifts.

E.2.2 The Missionary or Creative Access Worker may approach the MC for financial support for any special need.

THERE SHOULD BE NO DIRECT SOLICITING BY COMMISSIONED MISSIONARIES OR CREATIVE ACCESS WORKERS FOR FINANCIAL SUPPORT FROM CHURCH MEMBERS.

E.3 Financial Support

E.3.1 FAIRFIELD is committed to providing financial support to all within her membership who are called and are set apart for full-time Christian service.

E.3.2 The MC will ensure that there is adequate financial support provided for all Ministry Workers recognised by FAIRFIELD, and will administer the financial support of these workers.

E.3.3 However, a Ministry Worker is at liberty to decline all or part of the support approved, without detracting from the principle of accountability that binds FAIRFIELD and the worker.

This also applies to one who is employed in a commercial organisation in a restricted access country and does not require financial support from FAIRFIELD.

E.4 Retirement

The retirement age for Missionaries and Ministry Workers would be 65 years. However, they may apply for and be granted an extension of the term of their service on an annual basis.

SECTION F MISSIONARY COMMISSIONED BY FAIRFIELD

F.1 Missionary Commissioned And Sent Directly By Fairfield

F.1.1 Definition

He/she shall be based outside Singapore, and is actively engaged in any or all of the following ministries that directly involve:

- (a) the sharing of the Gospel, winning souls and making disciples;
- (b) the establishment and building up of local churches.

The Term of Service is usually four years. After each term of service, the Ministry Worker will have to undergo a review before he/

she continue for another term of ministry. Application for continuation must be made at least 6 months prior to completion of the term. When approval is granted, a new contract will be signed between the Ministry Worker and FAIRFIELD. He/she will be presented to the church and commended for another term of service.

F.1.2 Financial Support

He/she shall receive full financial support as defined below.

It should be noted that while receiving full financial support, the missionary shall not personally raise support from other sources.

(a) Monthly Support

(i) This shall be based on the Missionary Support Scale of FAIRFIELD, which includes:

§ Personal Living items (food, clothing, toiletries, personal transport and allowance);

§ Housing (rent, utilities & telecommunication charges);

§ Other costs (visa fees & administrative charges by Mission Agency or Para-church);

§ Children's Education.

(ii) Country adjustments, or a cost-of-living allowance if the missionary is serving in a country where the cost-of-living is higher than that of Singapore. This amount will be determined in consultation with the mission agency, or para-church to which he/she is seconded to.

(iii) Retirement benefits, based on prevailing CPF rates, will be given to the missionary directly, in accordance with the Missionary Support Scale. As part of their retirement plan, he/she will be advised to use these sums to:

§ make a voluntary contribution to his/her CPF account; OR

§ pay premiums toward an insurance savings plan.

(b) Other Support

Provision for other support will be based on the recommendation of the MC, supported by the MAP and approved by the LCEC. It includes:

(i) Medical and dental outpatient consultations

§ This shall be on a reimbursement basis from the MCP Fund.

§ This is to be differentiated from Hospitalisation and Evacuation Insurance (see item F.1.3).

(ii) set-up cost on first location, and subsequent renewal of term (replacement for wear & tear of items) or change of locations overseas,

§ up to S\$2,000 for a single Missionary

§ up to S\$3,000 for a Missionary with family

(iii) emergency needs,

(iv) contingency needs

(c) Ministry support

This covers the costs needed by the Missionary to carry out his/her assigned ministry e.g. resources, travel, materials, etc. This will be supported by the Missions Care-Partners Fund (MCPF) (see item K.4).

F.1.3 Insurance

FAIRFIELD shall arrange for hospitalisation & evacuation insurance, with extended overseas coverage for the Missionary as part of the church staff group insurance.

F.1.4 Responsibilities

These include matters relating to decision-making, reporting and accountability:

(a) Major decisions in relation to the missionary's ministry must be made in consultation with FAIRFIELD either as the sending agency or sending church.

(b) FAIRFIELD shall make the final decision.

(c) The missionary must submit a quarterly report to FAIRFIELD.

F.1.5 Furlough

(a) A missionary who is commissioned and sent directly by FAIRFIELD shall be entitled to furlough of one month for one year of service. In exceptional cases, this can be extended to up to six months, provided the missionary has completed a term of service, equivalent to four years. The plan for furlough must be worked out six months prior to the intended date of return to Singapore and be submitted to the MC. The MC will recommend to the LCEC, in consultation with the MAP, on the length of furlough for the missionary.

b) While on furlough, the missionary will be required to:

(i) be involved in a Re-entry programme;

(ii) have separate dialogue sessions with the MC and the MAP, to assist in re-affirming his/her calling and field of work;

(iii) share his/her ministry at carecell meetings and during worship services.

(c) The missionary may, upon the recommendation of MAP and the approval by the LCEC, use his/her furlough to attend courses that are relevant to his/her future ministry.

F.1.6 Home Assignment

(a) The missionary shall go on home assignment for up to six months, when he/she is unable to ascertain the next assignment or field of ministry. This shall begin after his/her entitled furlough.

(b) The MC and the Pastor-in-Charge shall, in consultation with the missionary, work out the programme for home assignment while he/she is still on furlough. The programme shall be presented to the LCEC for information.

F.2 MISSIONARY COMMISSIONED & SECONDED BY FAIRFIELD TO A MISSION AGENCY, PARA-CHURCH OR THEOLOGICAL INSTITUTION

F.2.1 Definition

He/she shall be based outside Singapore, and is actively engaged in any or all of the following ministries directly involving:

(a) the sharing of the Gospel, winning souls and making disciples;

(b) the establishment and building up of local churches.

The Term of Service is usually four years.

The secondment of the missionary to a Mission Agency, Para-church or Theological Institution must be approved by LCEC, upon recommendation by the MC and supported by the MAP.

Note that secondment is different from recognition of persons employed by a Mission Agency, Para-church or Theological Institution.

F.2.2 Financial Support

He/she shall receive full financial support from FAIRFIELD, which includes the items as defined below.

It should be noted that while receiving full financial support, the missionary shall not personally raise support from other sources.

(a) Monthly Support

(i) This shall be based on the Missionary Support Scale of FAIRFIELD, which includes:

§ Personal Living items (food, clothing, toiletries, personal transport and allowance);

§ Housing (rent, utilities, internet & telecommunication charges);

§ Other costs (visa fees & administrative charges by Mission Agency or Para-church);

§ Children's Education.

(ii) Country adjustments, or a cost-of-living allowance if the missionary is serving in a country where the cost-of-living is higher than that of Singapore. This amount will be determined in consultation with the mission agency, or para-church to which he/she is seconded.

(iii) Retirement benefits, based on prevailing CPF rates, will be given to the missionary directly, in accordance to the Missionary Support Scale. As part of the retirement plan, he/she will be advised to use these sums to either:

§ make a voluntary contribution to his/her CPF account, OR

§ pay premiums toward an insurance savings plan.

(b) Other Support

Provision for other support will be upon the recommendation of the MC, supported by the MAP and approved by the LCEC. It includes:

(i) Medical and dental outpatient consultations

This shall be on a reimbursement basis from the MCP Fund.

This is to be differentiated from Hospitalisation and Evacuation Insurance (see item F.1.3).

(ii) set-up cost on first location, and subsequent renewal of term (replacement for wear & tear of items), or change of locations overseas,

§ up to S\$2,000 for a single Missionary

§ up to S\$3,000 for a Missionary with family.

(iii) emergency needs.

(iv) contingency needs.

(c) Ministry support

This covers the requirements needed by the Missionary to carry out his assigned ministry e.g. resources, travel, materials, etc. This will be supported by the Missions Care-Partners Fund (MCPF) c.f. item K.4.1(a) and (b).

F.2.3 Insurance

(a) Hospitalisation & Evacuation Insurance, as part of the group insurance of the Mission Agency, Para-church or Theological Institution, is encouraged.

(b) FAIRFIELD shall pay for the premium for the Missionary's insurance.

(c) However, if the Mission Agency or Para-church is unable to provide insurance coverage for the Missionary, FAIRFIELD will arrange for coverage for him/her under the church staff group insurance.

F.2.4 Responsibilities

These include matters relating to decision-making, reporting and accountability procedures:

- (a) While under secondment, the missionary is under the general direction of the organisation.
- (b) However, major decisions in relation to the ministry of the Missionary and location of his/her ministry must be made in consultation with FAIRFIELD to enable the church to provide meaningful support.
- (c) FAIRFIELD shall make the final decision.
- (d) The missionary must submit a half -yearly report to FAIRFIELD.

F.2.5 Furlough

(a) A missionary who is commissioned and seconded to a Mission Agency or Para-church or Theological Institution shall be entitled to a period of furlough in accordance with the Field Policy of the Agency, Para-church or Theological Institution.

The furlough plan must be made known to FAIRFIELD by the missionary six months prior to his/her intended date of return to Singapore.

(b) While on furlough, the missionary shall, in consultation with the MC and the Agency, ensure that he/she:

- (i) is involved in a Re-entry programme;
- (ii) has separate dialogue sessions with the MC and the MAP, who assist in re-affirming his/her calling and field of work;
- (iii) shares about his/her ministry at carecell meetings and during worship services.

(c) Missionaries may, upon the recommendation of MAP and the approval of the LCEC, use their period of furlough to attend courses that are relevant to their future ministry.

F.2.6 Home Assignment

(a) The missionary shall go on home assignment if he/she requires further training to equip himself/herself.

(b) The home assignment shall begin after his/her entitled furlough

- (i) for up to six months, when he/she is unable to ascertain the next assignment or field of ministry.

- (ii) for up to one year when he/she is unable to decide if he/she would continue to be involved in full-time ministry.
- (c) The MC and the Pastor-in-Charge shall, in consultation with the Missionary, work out the programme for home assignment, while he/she is still on furlough. The programme shall be presented to the LCEC for information.

SECTION G MISSIONARY EMPLOYED BY A MISSION AGENCY OR PARA-CHURCH, OR THEOLOGICAL INSTITUTION

G.1 Missionary Employed By A Mission Agency, Para-Church or Theological Institution

G.1.1 Definition

He/she is identified separately from missionaries who are commissioned and seconded by FAIRFIELD in that he/she is a staff of a Mission Agency, Para-church or Theological Institution.

However, as with those commissioned by FAIRFIELD, he/she shall be based outside Singapore, and is actively engaged in any or all of the following ministries directly involving:

- (a) the sharing of the Gospel, winning souls and making disciples;
- (b) the establishment and building up of local churches.

The Term of Service is usually four years.

However, should the Missionary be recalled by the Mission Agency, Para-church or Theological Institution to Singapore to be involved in a local ministry for a period of one year or more, the financial support will be adjusted to that of a Local Ministry Worker, cf. Item H.1.2 (a).

G.1.2 Financial Support

As staff of a Mission Agency, Para-church or Theological Institution, he/she shall not receive full support from FAIRFIELD.

However, he/she may seek approval through the MC, to raise funds, which includes the total amount of funds to be raised.

(a) Monthly Support

He/she shall receive 75% of Monthly Personal Support up to a maximum of S\$1,500, for as long as he/she is serving overseas.

This support shall be given to him/her through the Mission Agency, Para-church, or Theological Institution in which he/she is serving as staff.

(b) Other Support

He/she shall raise his/her own funds for other support which includes:

(i) set-up cost on first location and subsequent renewal of term (replacement for wear & tear of items) or change of locations overseas.

(ii) country adjustments, or a cost-of-living allowance if the missionary is serving in a country where the cost-of-living is higher than medical fees, the Missionary may utilise his/her MCP Fund in accordance with the policies set out in Section K.4.1(c).

that of Singapore. This amount will be determined in consultation with the mission agency, or para-church to which he/she is employed by.

(iii) administration charges required by the mission agency or para-church.

(iv) emergency needs.

(v) contingency needs.

The Mission Agency, Para-church or Theological Institution shall take care of the medical and retirement benefits of the Missionary.

However, if the organisation does not provide reimbursements for medical fees, the Missionary may utilise his/her MCP Fund in accordance with the policies set out in Section K.4.1(c).

(c) Ministry support

This covers the costs needed by the Missionary to carry out his assigned ministry e.g. resources, travel, materials, etc. This will be supported by the Missions Care-Partners Fund (MCPF), cf. Item K.4.

G.1.3 Insurance

The Mission Agency, Para-church or Theological Institution shall be responsible for the Hospital & Evacuation insurance cover of the missionary who is a member of their staff.

G.1.4 Responsibilities

These include matters relating to decision-making, reporting and accountability:

(a) Major decisions in relation to the ministry of the Missionary and location of his/her ministry can be made by the Mission Agency, Para-church or Theological Institution.

(b) However, the missionary shall consult the MC in the process, to enable FAIRFIELD to provide him/her with meaningful support.

(c) The missionary must submit a half-yearly report to FAIRFIELD.

(d) The Mission Agency, Para-church or Theological Institution is expected to submit a half-yearly report on the progress of the missionary's ministry to FAIRFIELD.

G.1.5 Furlough

(a) A missionary employed by a Mission Agency, Para-church or Theological Institution shall be entitled to a period of furlough in accordance with the Field Policy of the organisation in which he/she is serving as staff.

(b) While on furlough, the missionary will be required to:

(i) be involved in a Re-entry programme;

(ii) have separate dialogue sessions with the MC and the MAP, to assist in re-affirming his/her calling and field of work;

(iii) share his/her ministry at carecell meetings and during worship services.

SECTION H LOCAL MINISTRY WORKERS

H.1 Local Ministry Worker Serving as Staff of A Mission Agency Or Para-Church Or Theological Institution

H.1.1 Definition

A FAIRFIELD member who is based in Singapore and is serving as staff

- (a) staff in a Mission Agency or Para-church; OR
- (b) staff / lecturer in a Theological Institution.

He/she shall be involved in evangelism and discipleship.

H.1.2 Financial Support

As staff of a Mission Agency, Para-church or Theological Institution, he/she shall not receive full support.

However, he/she may seek approval through the MC to raise funds, which includes the total amount of funds needed for support.

(a) Monthly Support

(i) If employed as a full-time staff, he/she shall receive financial support of up to S\$1,500 per month.

(ii) If employed as a part-time staff, he/she shall receive financial support up to S\$1125.

The support shall be given to him/her through the organisation in which he/she serves as staff.

b) Other Support

No other support shall be given by FAIRFIELD. Instead, these shall be taken care of by the Mission Agency, Para-church or Theological Institution. Alternatively, the support may be in the form of funds raised by the Local Full time Worker employed by the organisation. Refer to Item F.1.2(b) for what constitutes "Other Support" for a Missionary.

The Mission Agency, Para-church or Theological Institution shall take care of the medical and retirement benefits of the Ministry Worker.

However, if the organisation who employs the local Ministry Worker does not provide such benefits, he/she may utilise his/her MCP Fund in accordance with the policies set out in Section K.4.1(c).

(c) Ministry support

This covers the costs needed for the Local Ministry Worker to carry out his/her assigned ministry e.g. resources, travel, materials, etc. This will be supported by the Missions Care-Partners Fund (MCPF), cf. Item K.4.

H.1.3 Insurance

The Missions Agency, Para-church or Theological Institution shall be responsible for providing the Hospital & Evacuation insurance cover of the Ministry Worker who is a member of its staff.

H.1.4 Responsibilities

These include matters relating to decision-making, reporting and accountability.

(a) Major decisions in relation to the ministry of the Local Ministry Worker and location of his/her ministry can be made by the Mission Agency, Para-church or Theological Institution.

(b) However, the Local Ministry Worker shall keep the MC informed to enable FAIRFIELD to continue providing him/her with meaningful support.

(c) The Local Ministry Worker must submit a half-yearly report.

(d) The Mission Agency, Para-church or Theological Institution is expected to submit a half-yearly report to FAIRFIELD on the progress of his/her ministry.

H.1.5 Furlough/Home Assignment

A Local Ministry Worker is not entitled to either furlough or home assignment.

H.1.6 Sabbatical Leave

(a) A Local Ministry Worker may be eligible for Sabbatical Leave of up to one year after ten years of service, if the policy of the Missions Agency, Para-church or Theological Institution allows for it. The sabbatical leave shall be used for personal or ministry development.

(b) The Local Ministry Worker and the Missions Agency, Para-church or Theological Institution, in consultation with the MC, shall work out the duration and programme for the Sabbatical Leave. This will then be presented to the LCEC for information.

(c) This Sabbatical Leave is to be differentiated from Annual Leave provided by the Mission Agency, Para-church or Theological Institution.

SECTION I CREATIVE ACCESS WORKER

A Creative Access Worker is one who works in a country with restricted access with the intention of making Christ known cross-culturally. Such a country is one where a traditional missionary would not be permitted

I.1 Creative Access Worker Commissioned and Seconded by Fairfield to a Facilitating Mission Agency or Para-Church

I.1.1 Definition

He/she serves in creative ways through a Facilitating Mission Agency or Para-church in a restricted access country.

He/she shall be based outside Singapore, and is actively engaged in any or all of the following ministries indirectly involving:

(a) the sharing of the Gospel, winning souls and making disciples;

(b) the establishment of building up local churches.

The Term of Service is usually four years.

The secondment of the Creative Access Worker to a Facilitating Mission Agency or Para-church must be approved by LCEC, upon recommendation by the MC and supported by the MAP.

Note that secondment is different from recognition of persons employed by a Mission Agency or Para-church.

I.1.2 Financial Support

He/she shall receive full financial support from FAIRFIELD, which includes the items as defined below.

It should be noted that while receiving full financial support, the Creative Access Worker shall not personally raise support from other sources.

(a) Monthly Support

(i) This shall be based on the Missionary Support Scale of FAIRFIELD which includes:

§ Personal Living items (food, clothing, toiletries, personal transport and allowance);

§ Housing (rent, utilities, internet & telecommunication charges);

§ Other costs (visa fees & administrative charges by Mission Agency or Para-church).

§ Children's Education

(ii) Retirement benefits based on prevailing CPF rates, in accordance with the Missionary Support Scale. These sums shall be given to the missionary directly. As part of their retirement plan, he/she will be advised to use these sums to:

§ make a voluntary contribution to his/her CPF account, OR

§ pay premiums toward an insurance savings plan.

(b) Other Support

Provision of other support will be upon the recommendation of the MC, supported by the MAP and approved by the LCEC, and includes:

(i) Medical and dental outpatient consultations

§ This shall be on a reimbursement basis from the MCP Fund.

§ This is to be differentiated from Hospitalisation and Evacuation Insurance (see item I.1.3).

(ii) set-up cost on first location, and subsequent subsequent renewal of term (replacement for wear and tear items) or change of locations overseas,

§ up to S\$2,000 for a single Missionary;

§ up to S\$3,000 for a Missionary with family.

(iii) country adjustments, or a cost-of-living allowance if the Creative Access Worker is serving in a country where the cost-of-living is higher than that of Singapore. This amount will be determined in consultation with the facilitating Mission Agency or Para-church to which he is seconded.

- (iv) emergency needs.
- (v) contingency needs.
- (c) Ministry support

This covers the requirements needed by the Creative Access Worker to carry out his/her assigned ministry e.g. resources, travel, materials, etc. This will be supported by the Missions Care-Partners Fund (MCPF), cf. Item K.4.

I.1.3 Insurance

(a) The Mission Agency or Para-church shall provide the Creative Access Worker with Hospitalisation & Evacuation Insurance under their group policy with overseas coverage.

(b) For security reasons, the name of FAIRFIELD shall not appear as the Insurance policy holder.

I.1.4 Responsibilities

These include matters relating to decision-making, reporting and accountability.

As the Creative Access Worker is reporting from an area / region of restricted access, the best way of communication between the Creative Access Worker and FAIRFIELD, together with the Facilitating Mission Agency or Para-church, shall be established.

While under secondment, the Creative Access Worker

(a) shall be under the general direction of the facilitating Mission Agency or Para-church. However, major decisions in relation to the ministry of the Creative Access Worker and the location of his/her ministry must be made in consultation with FAIRFIELD. This is to enable FAIRFIELD to provide him/her with meaningful support.

(b) FAIRFIELD shall make the final decision.

(c) The Creative Access Worker must submit a quarterly report to FAIRFIELD.

I.1.5 Furlough

(a) A Creative Access Worker who is commissioned and seconded to a facilitating Mission Agency or Para-church shall be entitled to a period of furlough in accordance with the Field Policy of the Mission Agency or Para-church.

(b) While on furlough, the Creative Access Worker will be required to:

- (i) be involved in a Re-entry programme.
- (ii) have separate dialogue sessions with the MC and the MAP, to assist in re-affirming his/her calling and field of work.
- (iii) share about his/her ministry at carecell meetings and during worship services.

(c) A Creative Access Worker, like a Missionary commissioned and seconded to a Mission Agency or Para-church, may upon the recommendation of MAP and the approval of the LCEC, use his/her period of furlough to attend courses that are relevant to his/her future ministry.

I.1.6 Home Assignment

(a) The Creative Access Worker shall go on home assignment of up to 6 months when he/she is unable to ascertain the next assignment or field of ministry. His/her home assignment shall begin after his/her entitled furlough.

(b) The MC and the Pastor-in-Charge, in consultation with The Creative Access Worker, shall work out the programme for home assignment, while he/she is on furlough. The programme shall be presented to the LCEC for information.

I.2 Creative Access Worker Directly Employed by a Facilitating Mission Agency or Para-Church

I.2.1 Definition

As with a Creative Access Worker commissioned by FAIRFIELD, he/she shall be based outside Singapore, and is actively

engaged in any or all of the following ministries indirectly involving:

(a) the sharing of the Gospel, winning souls and making disciples

(b) the establishment and building up of local churches.

The Term of Service is usually four years.

I.2.2 Financial Support

Unlike a Creative Access Worker commissioned and seconded to a Facilitating Mission Agency or Para-church, he/she shall not receive full financial support.

Instead, the following shall apply:

A Creative Access Worker who is employed by a Mission Agency or Para-church may seek approval through the MC to raise funds.

(a) Monthly Support

He/she shall receive 75% of Monthly Support up to a maximum of S\$1,500, for as long as he/she is serving overseas.

This support shall be given to him/her through the Facilitating Mission Agency or Para-church in which he/she serves as staff.

(b) Other Support

He/she shall raise funds for other support which includes:

(i) set-up cost on first location, and subsequent renewal of term (replacement for wear & tear of items) or change of locations overseas,

(ii) country adjustments, or a cost-of-living allowance if the missionary is serving in a country where the cost-of-living is higher than that of Singapore. This amount will be determined in consultation with the mission agency, or para-church which employs him/her.

(iii) administrative charges required by the mission agency or para-church

(c) Ministry support

This covers the requirements needed by the Creative Access Worker to carry out his/her assigned ministry e.g. resources, travel, materials, etc.

This will be supported by the Missions Care-Partners Fund (MCPF), cf. Item K.4.

I.2.3 Insurance

The Mission Agency or Para-church shall be responsible for providing the insurance coverage of the Creative Access Worker who is a member of their staff.

I.2.4 Responsibilities

These include matters relating to decision-making, reporting and accountability procedures.

As the Creative Access Worker is reporting from an area of the restricted access, the best way of communication between the Creative Access Worker and FAIRFIELD, together with the Mission Agency or Para-church, shall be established.

(a) Major decisions in relation to the ministry of the Creative Access Worker and location of his/her ministry can be made by the Mission Agency or Para-church.

(b) However, the Creative Access Worker shall, in the process, consult the MC to enable FAIRFIELD to give meaningful support to him/her.

(c) The Creative Access Worker must submit a half-yearly report to FAIRFIELD.

(d) The facilitating Mission Agency or Para-church is expected provide a half-yearly report on the progress of his/her service.

I.2.5 Furlough

(a) A Creative Access Worker employed by a Mission Agency or Para-church shall be entitled to a period of furlough in accordance with the Field Policy of the organisation in which he/she serves as staff.

(b) While on furlough, the Creative Access Worker will be required to:

(i) be involved in a Re-entry programme;

(ii) have separate dialogue sessions with the MC and the MAP, to assist in re-affirming his/her calling and field of work;

(iii) share about his/her ministry at carecell meetings and during worship services.

I.3 Creative Access Worker Recognized by Fairfield and Employed by Commercial Organizations

I.3.1 Definition

He/she is similar to one who is directly employed by a Facilitating Mission Agency or Para-church, since he/she seeks entry into a country with restricted access through serving in a commercial organisation.

He/she shall be based outside Singapore, and shall creatively and indirectly share the Gospel, win souls, and make disciples through:

- (a) the direct use of his/her vocational training or special skills, or
- (b) providing administrative support in the commercial organisation.

I.3.2 Financial Support

He/she does not usually require personal support as he/she is engaged in a tent-making capacity, and receives personal support in the form of salaries from his/her employer.

However, in the event that this is not so, the level of personal support shall be determined by the MC, and can be adjusted to a maximum that is equivalent to that provided for a Creative Access Worker directly employed by a Facilitating Mission agency or Para-church.

I.3.3 Insurance

FAIRFIELD shall not provide Hospitalisation & Evacuation insurance coverage to the Creative Access Worker. Instead the commercial organisation who employs him/her is responsible for doing so.

I.3.4 Responsibilities

As the Creative Access Worker is reporting from an area of restricted access, the best way of communication between the Worker and FAIRFIELD shall be established.

The Creative Access Worker is required to submit a half-yearly report on the progress of his/her ministry to FAIRFIELD, to enable the church to provide meaningful support to him/her.

I.3.5 Furlough

A Creative Access Worker recognised by Fairfield and employed by a Commercial Organisation is not entitled to furlough.

I.3.6 Home Leave

The Creative Access Worker is entitled to a period of Home Leave in accordance with the policy of the Commercial Organisation in which he/she serves as staff.

Home Leave is to be differentiated from Annual Leave provided by the Commercial Organisation.

SECTION J TRAINING SUPPORT

J.1 Trainee Missionary

J.1.1 Definition

A Trainee Missionary is a member of FAIRFIELD who is prepared to spend up to a maximum of two years in the mission field to have his/her calling confirmed.

A Trainee Missionary shall serve through a Mission Agency or Para-church, and may be based outside Singapore or locally.

However, a Trainee Missionary who is serving locally shall be identified separately from an individual who is on attachment to a Mission Agency or Para-Church for a period of less than one year.

His/her involvement in ministries is linked with that of the Mission Agency or Para-church, and may include any or all of the following ministries directly involved in:

- (a) the sharing of the Gospel, winning souls and making disciples,
 - (b) the establishment of building up local churches,
 - (c) the direct use of his/her vocational training or special skills in providing administrative, logistical or technical support in the field.
- The Trainee Missionary does not need to have completed the necessary theological training or missionary preparation, unlike the missionary Intern.

J.1.2 Financial Support

A Trainee Missionary shall not receive full support. However, he/she may seek approval through the MC to raise funds, which includes the total amount needed.

(a) Monthly Support

He/she shall receive a fixed monthly personal support for the period of training, up to 2 years. This shall be

§ up to S\$1,000 for local assignments,

§ up to S\$1,500 for overseas assignments.

(b) Other support

FAIRFIELD shall not provide any other support. Instead the Mission Agency through which the Trainee Missionary serves shall provide any additional funds required. Alternatively, it shall be from the support raised by the Trainee Missionary.

Refer to Item F.1.2(b) for what constitutes “Other Support”.

(c) Ministry Support

The Trainee Missionary may use his/her available MCP Fund for courses, seminars, conference, which are helpful for his/her development.

The conditions as stated in Item K.4, Missions Care-Partners Fund (MCPF) applies.

J.1.3 Insurance

FAIRFIELD shall provide Hospitalisation and Evacuation Insurance for the Trainee Missionary under the church group staff insurance, if the Mission Agency or Para-church through which he/she serves, is unable to include him/her in its group policy.

If the Mission Agency or Para-church includes the Missionary Trainee in its group policy, FAIRFIELD shall pay for the share of his/her premium for the insurance cover.

This applies regardless of whether the Trainee Missionary is involved in local or overseas ministries.

J.1.4 Responsibilities

(a) FAIRFIELD and the Mission Agency or Para-church together shall make any major decision regarding and be accountable for the ministry of the Missionary Trainee and location of his/her ministry.

(b) FAIRFIELD shall make the final decision.

(c) The Trainee Missionary must submit a quarterly report to FAIRFIELD.

However, if the Trainee Missionary is reporting from an area with restricted access, the best way of communication between the Trainee Missionary and FAIRFIELD, together with the Facilitating Mission Agency or Para-church, shall be established.

J.1.5 Furlough

A Trainee Missionary of FAIRFIELD is not entitled to furlough.

J.1.6 Completion of Training

(a) If a Trainee Missionary has intention to be recognised as a Ministry Worker of FAIRFIELD, while in training, he/she shall observe the procedures set out in Section D.2 in this Policy.

(b) He/she shall begin the process nine months prior to completion of his/her training.

J.2 Theological Student

J.2.1 Definition

A PFT who decides to pursue full-time theological studies will be commended to the congregation of FAIRFIELD as a Theological Student. He/she will continue to maintain regular contact with his/her mentor, who will in turn update the MC on his/her progress. If the Theological Student does not have a mentor, he/she shall report directly to the MC through the LMS for Missions.

J.2.2 Local Training

The Theological Student is strongly encouraged to choose a local institution for his/her first degree in theological training. This enables him/her to build a support base and rapport with the local church, through interacting with church leaders and members. This also allows for him/her to be more effectively mentored.

J.2.3 Financial Support

He/she shall be fully supported for the duration of the course. The support shall cover:

- (i) all course or tuition fees;
- (ii) cost of board and lodging, if required to stay in;
- (iii) food and transport allowances (worked out on a case-by-case basis) for full-time students who do not stay in;
- (iv) book allowance of up to S\$1000 per annum on a reimbursement basis;
- (v) medical reimbursement of up to S\$20 per outpatient consultation, if this is not covered by the Theological Institution. This sum will be obtained from his/her MCP Fund (see item J.3.2 (b) ii).

(a) Monthly Support

He/she shall receive a monthly personal allowance as follows:

§ S\$500 if he/she is single, or married and whose spouse is working.

§ up to S\$1,000 per month if he/she is married, and whose spouse is not working.

(b) Other support

No other support will be given.

(c) Ministry Support

The Theological Student may use his/her available MCP Fund for courses, seminars, conferences, outside the Theological Institution, which are helpful for his/her development.

The conditions as stated in Item K.4, Missions Care-Partners Fund (MCPF) applies.

J.2.4 Insurance

The Theological Student is usually covered under the group Hospital insurance of the Theological Institution.

If this is not so, Hospitalisation insurance cover shall be arranged for the Theological Student during the period of his/her studies.

J.2.5 Responsibilities

These include matters relating to decision-making, reporting and accountability. The following apply:

- (a) Major decisions in relation to the future ministry of the Theological Student and location of his/her ministry must be made in consultation with FAIRFIELD as the supporting Church.
- (b) FAIRFIELD shall make the final decision, including his/her Internship attachment. Refer to Item J.3 for details.
- (c) The Theological Student must a report at the end of each semester of studies to FAIRFIELD.

J.2.6 Completion of Theological Training

If he/she has intention to serve as a Missionary or Ministry Worker, he/she shall inform the MC through the LMS (Missions) six months prior to his/her graduation from the Theological Institution. This will enable the MC to arrange his/her internship, as specified in item J.3 below.

J.3 Intern for Missions

J.3.1 Definition

An Intern for Missions; subsequently termed as Intern in this Policy; is a member of FAIRFIELD who has completed theological training and has intention of serving as a Missionary or Ministry Worker.

The purpose of Internship is to

- (a) confirm God's call to a specific field of ministry;
- (b) allow the leaders of FAIRFIELD to affirm his/her missionary call, gifting and qualities;
- (c) identify a Care Pal and to establish a group of Missions Care-Partners.

The period of Internship is up to two years, and the Intern may serve:

- (a) in FAIRFIELD; OR
- (b) in a Mission Agency or Para-church.

J.3.2 Financial Support

(a) Monthly Support

He/she shall received a fixed monthly allowance of S\$1500, including a sum equivalent to the prevailing rate of CPF for employers, for the period of internship.

(b) Other support

The Intern may make a reimbursement of S\$20 per visit his/her MCP fund for outpatient consultation in any clinic, cf Section K.4.1(c).

(c) Ministry Support

The Intern may use his/her available MCP Fund for courses, seminars, conferences, which are helpful for his/her development .

The conditions as stated in Item K.4, Missions Care-Partners Fund (MCPF) applies.

J.3.3 Insurance

FAIRFIELD shall provide medical insurance coverage for the Intern under the church staff group policy during the period of Internship.

J.3.4 Responsibilities

These include matters relating to decision-making, reporting and accountability. The following shall apply:

(a) Major decisions in relation to his/her ministry while under Internship, or his/her future ministry and location of ministry, must be made in consultation with FAIRFIELD as the sponsoring Church.

(b) During the internship, the Intern shall report directly to:

§ the Pastor-in-charge if he/she is serving in FAIRFIELD;

§ a Supervisor in the Mission Agency or Para-church in which he/she is serving.

(c) A weekly report of the day-to-day duties of the Intern shall be submitted to.

§ to the Pastor-in-charge, and copied to the Missions Committee via the LMS (Missions)

§ to his/her Supervisor in the Missions Agency or Para-church and copied to the Missions Committee via the LMS (Missions).

J.3.5 Completion of Internship

If the Intern is able to confirm his/her calling to be a Missionary or Ministry Worker, he/she shall inform the MC through the LMS (Missions) six months prior to the completion of his/her Internship.

SECTION K MISSIONS CARE-PARTNERSHIP (SUPPORT FROM THE CONGREGATION)

K.1 Introduction

The mandate for Missions is given to ALL in the local church. However, not all in the local church will be able to serve in the Missions ministry full-time. The Missions Care-Partnership scheme seeks to allow ALL members and friends of FAIRFIELD to participate in the ministry and personal development of Ministry Workers commissioned, recognised, and supported by FAIRFIELD.

Workings

- (a) All members of FAIRFIELD will be challenged to adopt a Ministry Worker, student or trainee who is recognised and/or sent by the Church.
- (b) The adoption will be automatically renewed annually for the term of ministry of the adopted missionary or Ministry Worker.
- (c) The Missions Care Partner will covenant to:
 - (i) Intercede fervently for the adopted Ministry Worker, student or trainee.
 - (ii) Invest to support his/her ministries and needs.
 - (iii) Involve himself/herself through correspondence, cards, calls and visits.
 - (iv) Inform and interest others in the ministries of the adopted Ministry Worker, student or trainee.

The Care-Pal shall lead the group of Care-Partners for each Ministry Worker, student or trainee.

K.2 Care-Pal

K.2.1 Every Ministry Worker or trainee will nominate a person to act as his proxy or representative during his assignment in the field.

K.2.2 The Care-Pal must be

- (a) a member of FAIRFIELD;
- (b) personally known to the Ministry Worker, student or trainee and be committed to encourage him/her and support his/her ministry through prayer;
- (c) willing to serve as his/her co-worker at the home base for a period of one term of service.

K.2.3 The Care-Pal shall be recommended by the Ministry Worker, student or trainee and shall be approved and recognised by the MC.

K.2.4 Main roles

- (a) The Care-Pal serves as the direct link between the ministry worker, student or trainee missionary and his/her Care-Partners. The primary roles of the Care-Pal are to ensure that the essential needs of the ministry worker, student or trainee missionary are provided for and to make known these needs to the MC and Care-Partners.
- (b) The Care-Pal prays regularly for the ministry worker, student or trainee missionary and his/her ministry. This shall be at the personal level and at the corporate level (i.e. at Care-Cell meetings and at the Missions Prayer meetings).
- (c) The Care-Pal encourages the Care-Partners to actively participate in the ministry of the ministry worker, student or trainee missionary through PRAYING, GIVING, VISITING and COMMUNICATING.
- (d) The Care-Pal disseminates the prayer needs of the ministry worker, student or trainee missionary by circulating his/her prayer letters or those derived from communication with them.
- (e) The Care-Pal shall liaise closely with the Missions Care Co-ordinator, and with the LMS for Missions, who together are tasked with looking after the welfare of FAIRFIELD'S missionaries.

K.3 The Missionary and His/Her Care-Partners

(a) The ministry worker, student or trainee missionary will inform his/her Care-Partners of the progress of his/her ministry through regular letters and prayer updates. His/her Care-Pal or the MC through the LMS for Missions will distribute these letters. The ministry worker, student or trainee missionary will submit his/her official reports to the MC who shall share the relevant contents with the Care-Partners.

(b) The MC will be the local agency to administer all receipts and givings to ALL ministry workers, students or trainee missionaries, who should make their ministry needs known to the MC and Care-Pal. Gifts received will be in the name of FAIRFIELD METHODIST CHURCH and disbursed by the MC.

(c) Ministry workers, students or trainee missionaries are obliged to inform the MC and their Care-Pal of all gifts received once they receive up to a month of the church's support for them, whether from members of the local church or from outside sources.

K.4 Missions Care-Partners Fund (MCPF)

As a local church, FAIRFIELD encourages all members to participate in the financial support of all her Ministry Workers and those in training, through this Fund.

The MCPF serves as a supplementary fund and must be distinguished from the standard financial support for Ministry Workers and those in training in FAIRFIELD.

K.4.1 Purpose

The Missions Care-Partners Fund (MCPF) is set up for the following purposes:

- (a) To provide financial support for ministry related projects undertaken by the missionaries of FAIRFIELD.
- (b) To provide financial support for the personal development of Ministry Workers and those of FAIRFIELD who are in training. 'Personal Development' may be defined as
 - (i) those activities which will enhance the missionary's understanding of his/her role, function and purpose in the field.
 - (ii) courses, training seminars, short term field attachments and secondments, which will further equip the missionary in his or her ministry.
- (c) To provide for welfare needs of missionaries (such as ad-hoc medical expenses that are not covered by the Missionary Agency, the Church Budget or by insurance).

K.4.2 The Set-Up and the Use of the Fund

- (a) The MCPF is made up of the donations and pledges of the care-partners of a missionary.
- (b) The Care-Pal of the missionary will manage the Fund in consultation with the Care-Partners.
- (c) The missionary shall make his/her requests for the use of the Fund for projects to the Care-Partners through his/her Care-Pal.
- (d) The missionary shall submit written requests for use of funds whose value is above \$200. Where applicable, the request shall be accompanied by an official letter from the Church,

Missionary Agency or Para-Church or Theological Institution concerned. A copy must be submitted to the MC by the Care-Pal.

(e) Approval for the release of funds will be as follows:

(i) The Care Pal has the sole discretion for releasing a sum that below S\$200.

(ii) The Care-Pal, with the approval of up to 50% of the current year Care-Partners, may release sums of S\$200 to S\$500.

N.B. For (i) & (ii): If the total funds expended in a given year exceeds S\$3000, the Care-Pal should consult the Missions Committee.

(iii) For funds above S\$500, the following applies:

§ The Missions Care Co-ordinator (in consultation with the Missions Chairman and LMS (missions) may release sums of S\$500 to S\$1000.

§ The MC shall make the decision for the release of sums of S\$1000 to S\$5000. The request shall be made three months in advance in writing to the MC.

§ The Mission Advisory Panel (MAP) shall make the decision for the release of sums of above \$ 5,000. The request shall be made in writing six months in advance to the MC.

(f) The Care-Pal shall submit the “RELEASE OF MCP FUND” form together with any request of use of the MCP fund.

(g) The Care-Pal must submit a half-yearly report of the status of the MCPF to the MC.

(h) If the MCPF is insufficient to fund a project, the Missions Care-Partners (MCPs) can appeal to the MC for additional funding. Funds will be released based on two conditions:

(i) the MC approves of the project concerned AND

(ii) the current year missions budget allows for it.

(i) Upon the retirement of the missionary or upon termination of his/her service, the balance in his/her MCPF and other assets purchased using the MCPF will be returned back to General MCP Fund (General MCPF) and FAIRFIELD respectively.

(j) The General MCPF is used at the discretion of the MC for the purpose of assisting any other full-time worker, student or trainee missionary whose individual MCPF is insufficient for his/her ministry/study needs.

There would be an annual cap of S\$8,000 for singles and S\$15,000 for a couple for any unused individual MCP funds. Any sum in excess of these amounts would be channeled to the General MCPF.

ANNEXES

ANNEX A SUPPORT FOR CHRISTIAN ORGANISATIONS

- 1 FAIRFIELD may support financially the work of Christian organisations involved in missions or other fields.
- 2 These organisations shall uphold the Gospel in accordance with sound Biblical doctrines.
- 3 Category and Level of Financial Support
 - (a) Up to S\$2,500 per year for specific mission projects undertaken by an organisation
 - (b) Up to S\$1,500 (one-time gift) to a member of an organization.

ANNEX B SHORT-TERM MISSIONS TRAINING

1. Aim
FAIRFIELD supports the participation of her members in short-term missions courses in preparation for missionary endeavours.
This is to be differentiated from subsidy for seminars and conferences related to missions.
2. Types of Missions Training
Members of FAIRFIELD may apply for subsidy to participate in the following:
 - § Part-time courses in a recognised theological college, seminary or missionary training organisation;
 - § Full-time courses of not more than 6 months in duration in a recognised theological college, seminary or missionary training organisation.
3. Sponsorship
 - 3.1 Part-time courses
The sponsorship for part-time courses will be up to 75% of the course fees or S\$500 whichever is lower. There will be no allowance given for books or other materials required for the course. There will also be no reimbursement for travel costs incurred.

3.2 Full-time courses

The sponsorship for full-time courses not exceeding six months will be up to 75% of the course fees or S\$1000, whichever is lower. A 50% reimbursement for books and other materials required for the course will be provided, up to a maximum of S\$500 for the whole course. However, there will be no reimbursement for travel costs incurred.

4. Frequency of Application

Each member of FAIRFIELD will be allowed to apply for sponsorship for short-term, part-time or full-time missions training courses once every three years unless under exceptional circumstances, whereby the decision lies with MC.

5. Application Procedures

5.1 Applications for sponsorship for short-term missions courses shall be made on the appropriate form and submitted to the MC at least two months prior to the start of the course.

5.2 The MC will interview the applicant and make a decision on whether to sponsor the applicant and the amount of sponsorship to be given. Other sources of funding available to or raised by the applicant will be taken in consideration when deciding the value of sponsorship.

5.3 The MC will inform the applicant of the outcome of his/her application.

5.4 The decision of the MC is final.

6. Reports

6.1 The person who receives sponsorship for short-term missions courses shall submit a written report on the course to the MC within three months after the completion of the course.

6.2 The person who receives sponsorship may be required to share what he/she has learnt during seminars or workshops organised by the MC or other Committees.

7. Accountability

7.1 Every person going on a short-term part-time or full-time missions course is expected to complete the course successfully.

7.2 If the person is unable to complete the course, he/she will reimburse FAIRFIELD all expenses incurred for the course.

ANNEX C MISSION TRIPS

1. Aim

FAIRFIELD supports participation by her members, including regular worshippers, on a case-by-case basis, in mission trips. This is to encourage greater awareness of the needs in the mission fields as well as to promote a greater understanding of world evangelisation.

2. Types of Mission Trips

Members of FAIRFIELD can participate in mission trips organised by

- (a) FAIRFIELD, and
- (b) Other Christian organisations.

3. Sponsorship

The level of sponsorship will be the same irrespective of whether the trip is organised by FAIRFIELD or any other Christian organisation.

- (a) For full-time church staff, missionaries or full-time theological students who are required to participate in a trip, the cost of the trip will be fully sponsored.

(b) For ordinary church members, the sponsorship will be up to 75% of the cost of the trip, subject to a maximum of S\$1,000 per person, if he/she is not working.

(c) For those below 16 years of age who are not yet members of FAIRFIELD but who are regular worshippers, and who are not working, the sponsorship will be up to 50% of the cost of the trip

(i) subject to a maximum of S\$500 per person

(ii) or up to S\$1,000 per group of 10 persons.

(d) For non-church members but who are regular worshippers, the sponsorship will be up to 25% of the cost of the trip subject to a maximum of S\$500 per person, if he/she is not working.

Each member of FAIRFIELD will be allowed to apply for sponsorship for mission trips once every two years unless under exceptional circumstances, whereby the decision lies with the MC.

4. Application Procedure

4.1 Application for sponsorship for participation in mission trips shall be made on the appropriate form and submitted to the MC at least 2 months prior to the start of the trip.

4.2 The MC will interview the applicant and make a decision on whether to sponsor the applicant and the amount of subsidy to be given.

4.3 The MC will inform the applicant of the outcome of his application.

4.4 The decision of the MC is final.

5. Reports

5.1 The person who receives sponsorship for mission trips shall submit a written report on the trip to the MC within two months after the trip.

5.2 The person who receives sponsorship may be required to share his experiences at a Missions Prayer Meeting or any other meetings as assigned by the MC.

6. Accountability

6.1 Every person going on a mission trips under the name of FAIRFIELD, whether sponsored or not, is required to attend all scheduled training sessions in preparation for the trip.

6.2 A written report will be submitted to the MC within two months of the mission trip. This may be undertaken as a group effort or an individual effort.

7. Budget

As a guideline, the annual budget for Missions trips shall be allocated between mission trips organised by FAIRFIELD, the Methodist Missions Society or other Methodist churches or agencies and those organised by other Christian or mission organisations in the proportion of 75:25.

ANNEX D SHORT-TERM ATTACHMENTS

1. Aim

FAIRFIELD supports participation by her members who, while answering God's call to missions, wish to be involved in short term attachments in a particular field of missions. The purpose is to ascertain if they are suitable for a long term involvement in that field of missions.

2. Duration

(a) It could be a local attachment with a para-church or local field worker. An example is to serve as a Project Servant with short-term assignments with Singapore Youth for Christ. This is applicable for a youth or a non-working adult.

(b) It could also be an overseas attachment. He/she may serve overseas with a mission agency or FAIRFIELD's missionary for a period of up to six (6) months. This is applicable only to an adult member of FAIRFIELD.

3. Sponsorship

The sponsorship would be up 50% of the cost of the attachment, subject to a maximum of S\$1,000 per month per person.

Each individual will be allowed to apply for sponsorship for a local or an overseas attachment once every two years unless under exceptional circumstances, whereby the decision lies with the MC.

4. Application Procedure

4.1 Application for sponsorship to participate in an attachment shall be made on the appropriate form and submitted to the MC at least 2 months prior to the start of the trip.

4.2 The MC will interview the applicant and make its decision on whether to sponsor the applicant and the amount of subsidy to be given.

4.3 The MC will inform the applicant of the outcome of his/her application.

4.4 The decision of the MC is final.

ANNEX E UNREACHED PEOPLE'S GROUP

An unreached people group (UPG) is defined as a people group within which there is no indigenous community of believing Christians with adequate numbers and resources to evangelize this people group without requiring outside (cross cultural) assistance. (Joshua Project, 2000, SCEM).

Fairfield Methodist Church has undertaken the challenge to adopt a people group. In the year 2002, a covenant was signed to adopt the Yi people of Yunnan, China.

Since then, a UPG subcommittee has been set up specifically to look into the matters of the UPG adoption. The adoption will generally take place in the following four stages

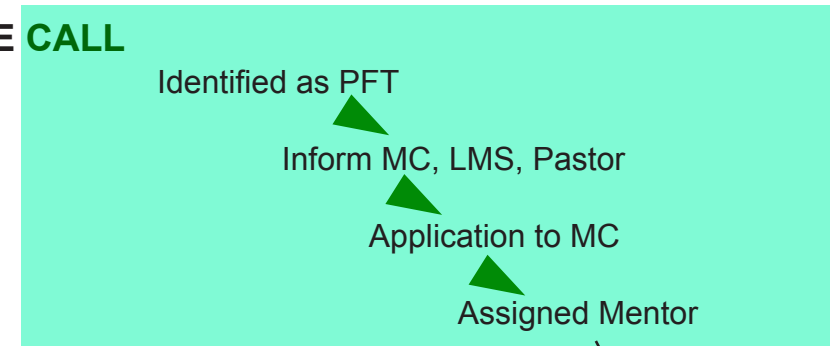
- (a) Awareness Building (3-5 years)
- (b) Initiation (5 years)
- (c) Implementation (5-8 years)
- (d) Continuation of Ministry (X years till a church is planted)

The UPG committee strives to disseminate any information regarding the project. Visits to carecells, written articles to Compass/bulletin are some other ways of keeping members of FAIR-FIELD aware and informed.

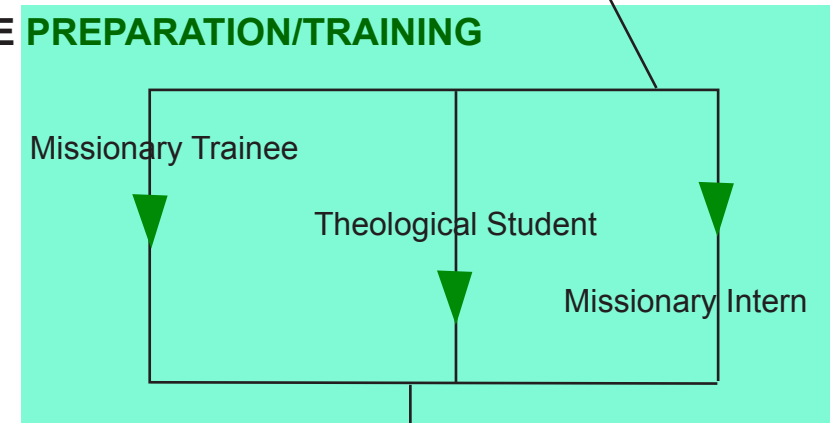
The adoption of a people group is an immense task that will be completed only according to God's timing. Members of FAIR-FIELD are called only to be faithful and to take one step at a time, prayerfully considering God's will in all the effort to reach out to the YI people in China.

ANNEX F PROCESS FLOWCHART

THE CALL



THE PREPARATION/TRAINING



THE FIELD

