

**MK**

**MISSIONS MANUAL**

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# Missionary Categories

## Commissioned Missionaries

### 1. Qualifications for Appointed Missionaries (General and Special)

#### Children

A typical missionary family includes one to two children accompanying their parents overseas. Couples with three children will be required to demonstrate excellent qualifications (equivalent to the specific assignment) sufficient to justify the added risk and expenditure of time and funds for the family. In **exceptional circumstances**, families with more than three children accompanying their parents overseas may be accepted.

Parents with children approaching junior high school age or beyond are not advised to enter foreign missionary service.

Missionary applicants should be aware that many mission fields do not offer ideal provisions for children's education. A missionary should give priority to the ministry location; education and other considerations should follow in proper order.

Some fields have excellent schools for missionaries' children. In other cases, parents use a home study program. If suitable boarding schools are available, parents may decide to enroll their children. However, it is more beneficial for the MK if boarding school attendance happens after elementary school is completed.

### 2. Qualifications for the Missionary-in-Training Program

#### Family Considerations

Married couples with up to one child are preferred for missionary internship. However, single men and women may be approved as well.

## MK Task Force

MKs desirous to minister overseas, broaden their understanding of the mission field, bring perspective to their future role in the Great Commission and serve as models for younger MKs may minister on one subsidized (50%) MK Task Force overseas trip after high school but before their 22nd birthday.

- A. 50% of the airfare may come from the parents' (00) if the MK (1) has already taken the return trip to visit parents, (2) if the proposed Task Force destination is not the same as the parents' residence and (3) if the MK has not previously taken any other ministry trip using missions credit funds.

*Note: 100% of the airfare may come from the DFM MK Travel account if (1) the MK has not taken the return trip to visit his parents, (2) the proposed Task Force destination is the same as the parents' residence and (3) if missions credit funds have not been previously used by the MK for a ministry trip. (This trip would serve as the "MK Return Trip to the Field." See page 7-35)*

B. An MK may participate in subsequent MK Task Force trips at personal expense.

## **Missions Abroad Placement Service (MAPS) and Missionary Associates**

### **Family Considerations**

Singles, married couples, and retired persons are accepted. Only a few couples with children can be placed because of budget limitation policies and/or lack of facilities.

#### **1. Missionaries' Children Requesting Summer Assignment (Up to 5 months)**

Missionaries' children interested in going to the field as a volunteer with the summer program must qualify as any other candidate.

Parents may transfer up to \$1,000 one-time-only from their account for their child's summer assignment if the MK has not already taken a ministry trip using missions funds.

#### **2. Missionaries' Children Requesting Missionary Associate Assignment (6 to 24 months)**

Missionaries' children interested in going to the field as missionary associates must qualify as any other candidate.

Parents may transfer \$1,000 one-time-only and up to \$100 a month from their account during their child's 3 - 24 months long-term missionary associate assignment if the MK has not already taken a ministry trip using missions funds.

# Budget and Allowances

## THE MISSIONARY BUDGET

### Additional Overseas Cost

#### Children's Schooling

The amount for children's schooling is the estimated cost of providing adequate schooling for each child. Room, board, and periodic transportation costs are included if it is necessary for the children to attend a boarding school.

## HEALTH INSURANCE PROGRAM

### Membership

Eligibility is defined as follows:

Children under age 23 who are single and de-pendent upon parents for support. (MKs are deleted from the medical roster on their 23rd birthday.)

In order to qualify as a dependent, the MK must meet the following guidelines:

- a. Not employed on a full-time basis
- b. Single and dependent on parents for support
- c. Carried as a dependent on the parent's income tax return

If a child qualifies as a dependent but is not claimed (on parent's income tax return) in order to secure financial aid for education, the missionary may receive a monthly reimbursement from (00)of up to \$30 for males and \$50 for females to obtain medical insurance from another source or the child.

- d. A qualified member's newborn is covered for 31 days following the date of birth. For coverage to continue, however, a **written notice** of birth and request for inclusion must be sent to Christian Fidelity within the 31 days. This notice must include the child's name, sex, date of birth, height and weight.

All coverage terminates when a missionary is no longer on personal allowance with DFM.

# Field Assignment

## Transportation and Travel Approvals Needed for Travel

1. **The *area director* may approve the following travel up to \$5,000:**
  - a) For parents to attend their MK's graduation from senior high boarding school on the field [travel and related expenses to be covered from the parents' (00)]. This is accumulated to taxable income
  - b) For one parent to accompany MK to the States for first year of college with airfare for the most economical route plus \$200 miscellaneous travel expenses allowed from (00). This is accumulated to the parents' taxable income.

2. **The *Foreign Missions Committee* may approve the following travel:**

MK Youth Camp Retreats

Fees, room, and board for MKs attending youth camp retreats on the field may be reimbursed from the parents' (00) account. However, only one-half of the travel expenses are reimbursed if the meeting is held separately from the area missions retreat. This is accumulated to taxable income for the missionary parents.

## Missionary Children

1. **Adoption of Children**
  - a. Adoption requests should be sent by letter from the missionary or candidate to the appropriate area director. The field director will be contacted and the secretary of foreign missions personnel/family life will be consulted. **However, approval for adoption must be granted by the FMC before the adoption proceedings begin.**
  - b. If approval for adoption is given, the normal expenses associated with the process are personal. This includes agency fees and other customary expenses, such as legal, travel, and medical (prenatal and postpartum care of the mother and baby and delivery of the child).
  - c. The adopted child will be placed on the DFM medical insurance program once approval is finalized and after being placed in the adoptive parents' home.
  - d. If adoption has occurred without previous FMC approval, DFM is relieved of any responsibility for medical insurance coverage and schooling costs.
  - e. If a single missionary adopts a child without previous FMC approval, the missionary's status and future with DFM will be reviewed by the FMC.

## 2. Baby-sitting and Day Care

Baby-sitting and day care expenses for overseas missionary children may be reimbursed underwritten (accumulated to taxable income) if one of the following conditions is met:

- a. The mother is involved in language study.
- b. The parents are involved in approved professional counseling sessions. In this situation, expenses for child care may be reimbursed from the missionary's (00).

## 3. Citizenship Documents for Missionary Children

Missionaries who have children born while in a foreign country should secure proper documentation of the child's citizenship. In addition to the child's passport, the following documents **must be** obtained:

**a. Consular Report of Birth.** When a child is born to U.S. citizens overseas, the birth should be recorded at the nearest U.S. Consulate. The Consulate generally provides a carbon copy of the report. This copy, however, is not certified and has little legal value. Therefore, a certified copy of the Consular Report of Birth must be obtained.

**b. Birth Certificate.** A birth certificate is vital to every major event in a person's life in the States. Therefore, it is absolutely necessary to get a birth certificate at the time of the child's birth. **(NOTE: The hospital record of birth is not a valid legal document to prove the date and place of a child's birth.)**

A letter requesting the birth certificate must be signed by a parent and must contain the following information:

- (1) Parents' names
- (2) Child's full name
- (3) Child's date of birth
- (4) Child's place of birth
- (5) U.S. Consulate to which the child's birth was reported
- (6) Passport on which the child is or has been identified with (which should include the name of the passport bearer and the date of issuance)
- (7) Reference to the number **FS240** (which will get the letter to the appropriate office for completion of the birth certificate request)

**Report of Birth** may be obtained from the Department of State, Passport Services, Washington, D.C. 20524. There is a fee which must accompany each request (check with the appropriate missionary services specialist for the current amount). Checks should be made payable to the Department of State.

A passport may be obtained at the U.S. Consulate with only the Consular Report of Birth; however, this does not mean the child has been issued an official U.S. birth certificate. If the missionary does not obtain a birth certificate for a child born overseas, problems may arise when the child is enrolled in U.S. public schools, when the child applies for college entrance and college loans, and when other important events require an official record of birth and citizenship.

Since a social security number is required for a dependent to be claimed on a U.S. tax return, every effort should be made to obtain a social security number for the missionary child as soon after birth as possible.

#### **4. Extension of Stay on the Field**

A missionary family may request an MK to extend his stay on the field one additional year beyond age 18 or the completion of high school. This is possible if the stay is to assist in the parents' work, to make personal adjustments, to facilitate family adjustments and travel schedules, etc. The extra year's stay will include medical coverage and routine field travel.

#### **5. Return to the Field After High School**

MKs who were raised on the field may return to visit their parents overseas using missions funds one time **after** high school and **before** the end of their 22nd year provided: (1) their parents are still on the field, and (2) they have not previously visited their parents using missions funds. The missionary parents should contact the appropriate area director to begin processing this request.

Approved trips are covered by the MK Travel Fund, which is supported through a standard monthly deduction of \$10 from every missionary's account. The parent's (00) will be reimbursed from the MK Travel Fund for air travel. All MK travel is accumulated to taxable income for the parent; however, expenses are not covered for non-MK spouses.

MKs whose parents have gone back to the field under Reappointment will be considered on a case-by-case basis by the Foreign Missions Committee.

Missionary Services is available to assist in travel arrangements (including visas, passports, itineraries, etc.) as requested for each approved trip.

The cost of MK travel back to the field after high school graduation is taxable income. It must be accumulated to the parents' Form 1099.

#### **6. Reentry**

##### **a. Reentry Program**

College-age MKs are eligible (onetime only) to participate in the Narramore Foundation Reentry Program prior to their first year of college in the U.S. The cost of travel to and from the seminar, as well as the \$100 seminar fee, will be reimbursed from the parent's (00) account as taxable income. Specific information regarding this program can be obtained from the MK Office.

##### **b. Reentry Allowance**

A missionary family receives \$2000 over their five-year assignment. This money is dispersed monthly in the amount of \$35 as their reentry allowance that accumulates to \$2000 over a five-year period. This is to be used for any reentry within that five year time period

## **7. Children's Schooling**

### **a. United States**

All schooling expenses for the children of candidate, deputation, and U.S.-based missionaries are considered personal.

### **b. Overseas**

#### (1) School Selection

A list of approved schools for MKs (which includes approved financial ceilings per region, country, or school) is maintained by the MK Office.

(a) From the master list of schools, the area director approves the choice and cost of an MK school on the following forms:

- 1) "DFM Pre-Budget Information Form"
- 2) "Request for MK Education Funds"

Since any additional costs will come from personal funds, any requests exceeding the financial ceiling must be approved by the Foreign Missions Committee.

(b) Parents may select the school of their choice with expenses above the cost of the nearest available approved school being paid from their personal funds.

#### (2) Expenses

##### (a) Allowances

##### 1) Schooling Allowance

To maintain the "Balance Sheet Approach" for a missionary's support, an allowance for children's schooling will be given to help provide adequate elementary and secondary education. These funds will assist with the extraordinary expenses incurred from living in a foreign country. This allowance is only the amount needed to defray the cost of obtaining educational services ordinarily provided without charge by the public schools in the U.S.

Schooling allowance expenses include: (a) tuition, (b) registration, (c) required course fees, (d) books required by the school, (e) daily commuting transportation, and (f) field trips required by the school for educational and non-recreational purposes.

Tutors, remedial assistance, and summer school expenses for missionary children may be reimbursed from missionary funds. However, the request for funds must be accompanied by a written explanation (from a school official or another professional) which justifies tutoring and/or a summer session for the child to catch up or progress at a normal rate.

Tax laws require that children's schooling be considered taxable income. Therefore, an amount equal to children's schooling (if it were in Springfield, Missouri) will be accumulated to the missionary's Form 1099 to help offset additional social security liability. Fifteen percent of the amount accumulated to taxable income for schooling will be added to class (05) as social security assistance. The assistance is also taxable.

## 2) Personal Allowance

All other schooling expenses for elementary and secondary education will be paid by the parents from their personal allowance. These expenses would be comparable to the out-of-pocket expenses of parents whose children attend public schools in the United States.

These expenses include spending allowance, activities tickets, yearbooks, class dues, insurance fees, miscellaneous supplies, laundry, lunches for day students, gymnasium uniforms, clothing and uniforms, private music lessons, musical instruments, etc.

## (b) Boarding Schools

When adequate schools are not available where the missionary resides, the following costs are reimbursable:

- 1) Room and board for board-in students will be paid in full above the personal allowance for the family.
- 2) Transportation is reimbursable for the MK for required annual round trips to/from the approved boarding school due to holidays and school closing. If it is necessary for the child to be accompanied by a parent, the travel expenses of one missionary will also be reimbursable.
- 3) Parents' attendance at their MK's graduation from senior high boarding school on the field. Travel and related expenses will be covered from their (00) and is accumulated to taxable income. This must be approved by the area director who will report it on AD minutes.

## (c) Correspondence Study for MKs

- 1) The cost of the courses and postage are reimbursable.
- 2) Supplemental educational materials for correspondence study without classroom enrollment may be reimbursed from missions funds if requested. This request is non-retroactive and may not exceed \$200 per family per school year.
- 3) Correspondence course expenses for classroom schooling may be reimbursed if one of the following conditions is met. In either case, a statement of explanation must be provided by the parent.
  - a) The courses fulfill U.S. educational requirements not provided in the classroom.

b) The courses will make up missed subjects not available at the classroom school.

(d) Schooling in U.S. While Parents Are Abroad

1) Reimbursable Expenses

Parents who are overseas may be reimbursed for the actual expenses of a child attending elementary or secondary schools in the U.S. These expenses include room and board, tuition, and daily transportation to and from school.

This reimbursement may not exceed the total expenses of the approved overseas school the MK would have attended during the school year.

2) Personal Expenses

a) Transportation to accompany a child to a U.S. school (unless unusual circumstances exist)

b) Book rentals, activity fees, school supplies, etc., (which is the same as field and deputational missionaries)

(e) Accompanying Children to School

Parents accompanying a child to school will be reimbursed from (00) as follows:

1) The exact dollar amount for one overseas parent to accompany minor children (under 18) to and from boarding school. For U.S. schools, refer to "Personal Expenses" above.

2) Transportation for one parent to accompany MK to the States for the first year of college, including miscellaneous travel expenses up to \$200. This is accumulated to taxable income. Airfare must be the most economical route from the field to the college. If an overdraft is created, it will not be cleared from the General Emergency Fund.

(f) Kindergarten and Preschool

Kindergarten and preschools for overseas missionary children may be reimbursed underwritten if one of the following conditions is met:

1) The program is not more than one year prior to entering the first grade.

2) The mother is involved in language study.

(3) Reimbursement

Missionaries will be reimbursed for excess costs above the United States level for the nearest available adequate approved school.

(4) Term Extensions

Extensions of the normal field term due to children's schooling schedule, visa requirements, continuity of field assignments, etc., must be approved in advance by the appropriate area director on a case-by-case basis.

## **8. Youth Camp Retreats on the Field**

Fees, room, and board for MKs attending youth camp retreats on the field may be reimbursed from the parents' (00) account and are accumulated to taxable income. However, only half of the travel expenses are reimbursed if the meeting is held separately from the area missions retreat.

## **9. MK Conduct**

The Assemblies of God adheres to biblical standards against all forms of worldliness. We urge all MKs to "Love not the world, neither the things that are in the world . . . . For all that is in the world, the lust of the flesh, and the lust of the eyes, and the pride of life, is not of the Father, but is of the world" (1 John 2:15, 16).

In administrative areas falling directly under DFM, such as hostels for missionaries' children, it is not permitted to attend public theaters for Hollywood-type productions, nightclubs, discotheques, and places of similar character. Dancing lessons are not to be given in the hostel, and hostel residents may not participate in dancing activities offered in other hostels or as an extracurricular activity in their schools.

## **10. MK Alumni Association**

The primary purpose of the MK Alumni Association is to provide a support base for the MK program by:

- a. Ministering to MKs' various needs, i.e. reentry adjustment.
- b. Building a prayer support network.
- c. Building a financial support network.
- d. Serving as a resource center for written materials, retreat speakers, and other research information.

## **Obligations While on Deputational Service**

### **General Council Attendance**

Baby-sitting expenses and activity fees for children will not be reimbursed.

General Council expenses for children beyond high school age will not be reimbursed from missionary accounts.

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