

# HEARING AND RECEIVING CHRIST MINISTRIES

MANUAL

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## SECTION ONE

### HOW TO JOIN HRC MINISTRIES

#### 1. MISSIONARY COMMITMENT

The young missionary had chosen a rural area as his field of endeavor. He had looked forward to his work with anticipation and enthusiasm, but almost from the time of his arrival in the country, he had been plagued by sickness. First, there had been the severe attack of intestinal flu. Things had been made no easier by the fact that the quarters he and his family had to live in during the first few months were cramped and inadequate. Then came the high fever that necessitated his rapid removal to the city for treatment. The doctor said it was malaria and gave him a course of injections. It was probably an unsterile needle used in giving those injections that gave him a really bad case of infectious hepatitis, the last and most debilitating of the illnesses he suffered during that early phase of his work.

As difficult as this missionary's experience was, it is by no means unusual. The fact is it still costs a great deal to be a missionary. If you have not already done so, it might be well for you to consider what the cost of your being a missionary could be. There is little "job security" on the mission field. Fifty years ago a missionary could often look forward to a lifetime of service on the field. Today, with the coming of independence in many countries and the rise of nationalism, missionaries can be (and sometimes are) asked to leave the country at a moment's notice.

You may think that it is odd that nervous tension should figure in this listing of missionary problems, but it may be the greatest difficulty of all. The missionary often labors in an atmosphere of suspicion from both the government and the people among whom he works. He may face an incredible amount of red tape as he attempts to expedite necessary business. Things move at a pace far slower than that to which he is accustomed. Tense political situations can drive him to the verge of a breakdown. Even today, sharing the gospel with the world's needy can be a dangerous vocation.

A good education for the missionary's children may be a problem. While the country he chooses to work in will probably have schools, the standard of education offered may be inadequate. The difficulty intensifies as the children grow older. The missionary may even consider it necessary to send his children to another country or back home to get an education. He is thus faced with some very heart-rending decisions.

You should, if you wish to be a missionary, consider the cost to your parents. It will be hard on them too, to realize that their children—and their grandchildren—depart to a future filled with uncertainty. You should

know before you go that you may not see them again in this life. There are other difficulties too. Your physical make-up may revolt against the unsanitary conditions, poverty, and disease with which you will come in contact in your work. You may find it hard to secure housing. The diet to which you may have to accustom yourself may leave much to be desired. You may be amazed to find the cost of living two or three times as high as it was at home, in spite of rising prices.

The climate may be a problem. Dull routine may wear you down—for routine is, remarkably enough, the stuff of which mission work is made. If, after a prayerful consideration of the cost involved in mission work, you still feel that God wants you to be a missionary, this Pamphlet was written for you.

“There is no man that hath left house, or brethren, or sisters, or mother, or wife, or children, or lands for my sake and the Gospel’s but shall receive an hundred fold in this time and in the world to come eternal life” (Mark 10:29, 30).

## **2. H.R.C.M MISSION STATEMENT**

We are a Christ- centered ministry who trains and then releases people around the world to develop ministries that spread the Gospel of Jesus Christ.

## **3. CATEGORIES OF WORKERS IN H.R.C. Ministries**

H.R.C. MINISTRIES has three categories of workers:

1. Career Missionary

2. Short Term Missionary

3. Missionary Intern

Each category has its particular set of guidelines. Care should be taken in reading the Manual to note the category being referred to.

## **4. STATUS AT EACH STAGE IN THE PROCESS**

During the process of joining H.R.C. MINISTRIES, each person will go through three stages:

Stage One: From the time your application is received by the Board of Directors of H.R.C. MINISTRIES, until the time it is approved or disapproved, your status is that of APPLICANT.

Stage Two: From the time your application is approved until the time you arrive in your chosen field of service, your status is that of RECRUIT.

Stage Three: When you arrive in your chosen field of service, your status will be that of MISSIONARY - either Career Missionary, Short Term Missionary, or Missionary Intern.

## **5. WHO MAY APPLY TO H.R.C. MINISTRIES?**

- A. There is no distinction on the basis of race or sex.
- B. Each applicant may or may not have Specialized Christian training.
- C. Each applicant must be recommended by, supported by and responsible to at least one congregation of Christians, in which he/she has attended as a member for the past three years.
- D. Each applicant must believe, practice, and be applying the following doctrinal statement in his or her life

### **5.1. STATEMENT OF FAITH**

1. We believe in the divine inspiration of the Bible. It contains the Word of God, and therefore, is the all-sufficient rule of faith and life.

We believe in the deity and supreme authority of Christ, obedience to the Gospel, edification of the church, and the restoration of its unity on the New Testament basis.

We believe in God the Father, Creator of heaven and earth, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ.

2. We believe in Jesus Christ, God's only begotten Son, conceived of the Holy Spirit, born of the Virgin Mary, sinless in His life, making reconciliation possible between God and man by His death on the cross. We believe in His bodily resurrection, His ascension into heaven, His high priestly intercession for His people, and His

personal, visible return to the world according to His promise.

3. We believe in the Holy Spirit who came forth from God to convict the world of sin, righteousness and of judgment, and to regenerate, sanctify, and comfort those who believe in Jesus Christ.

4. We believe that all men are sinners, but that “God so loved the world that He gave His only begotten son that whosoever believeth in Him should not perish but have everlasting life.” We believe, therefore, that those who accept Christ as their Lord and Savior and live according to His will, will rejoice forever in God’s presence. However, those who refuse to accept Christ as Savior will be forever separated from God.

5. We believe in the church, a living spiritual body, of which Christ is the head and all regenerated people are members. We believe a visible church is a company of believers in Jesus Christ who have expressed their faith by obedience to Jesus’ command of Matthew 28:16-20 and walk in newness of life and associated worship, work, and fellowship. We believe those visible congregations are committed for observance “till He comes” the ordinances of baptism (immersion), the Lord’s Supper, and that God has laid upon these congregations the task of persuading a lost world to accept Jesus as Savior and to enthrone Him as Lord and Master. We believe that betterment and social improvement are essential by-products of the Gospel.

We believe that every human being is responsible to God alone in all matters of faith.

## **5.2. Nationals Training and Release Program**

Each applicant must fully, freely, and without reservation subscribe and be willing to implement the “Nationals Training and Release Program” within his or her missionary efforts.

### **5.2.1. What is the Nationals Training and Release Program?**

Each missionary is dedicated to taking his field of expertise and training nationals in that expertise to eventually fulfill the ministry of the missionary. The missionary is simply to start ministries, train the national in those ministries, and release him or her into service and ownership of that ministry. The length of time it takes to achieve the release of the national will vary with country and ministry.

The economic condition of that country will determine whether the ministry will be self-sustaining or need continued outside support. Any missionary who comes on board with H.R.C. MINISTRIES must dedicate his ministry toward this end. We are not looking for any missionary, but only those who believe that the success of their ministry is seen when the national takes ownership.

1. This kind of program is not one in which the missionary picks at random Christian Nationals of any walk, but is developed over time and builds strong ties and relationships with those the Lord has put in the missionary's path.
  
2. This program is transparent to the National. Transparency is in all areas of the ministry including finance, support basis, planning, strategy goals, and the Missionaries view and direction of the ministry. Again, this development takes place over time and trust in the national as the missionary sees the Lord working and developing in the National's life.
  
3. What is different about this program is this: It calls for a commitment of years of service to the National and the development of that ministry. Even if the missionary moves on to establish other ministries, he/she remains a constant source of courage and support as long as he or she is in active service on the mission field. Paul was a father to his congregations and maintained that status even though the congregation matured.
  
4. In this program, the National goes to the forefront in time, and the missionary takes the support position. In the end, the missionary and National are a team in which both are equal and decisions and goals are set as a team. In most settings between the National and the mission organization, they are separate and the National never takes ownership. However, in this program, they become one on the field and overseas at home. For many missionaries, this is a good idea but never comes to a reality due to the difficulties one experiences in cross-cultural settings.
  
5. In H.R.C. MINISTRIES, the spreading of the Gospel through the Nationals Training and Release Program is the primary objective.

## **6. APPLYing TO join H.R.C. MINISTRIES**

### **6.1. Application Procedure for Career and Short Term Missionary**

If you wish to join H.R.C. MINISTRIES as a career or short term missionary, you should make your desire known to a missionary or a member of the H.R.C. Board of Directors. They, in turn, will instruct you to do the following:

1. Provide one copy of the following information:

- a. An autobiographical sketch
  - b. A statement giving your reason(s) for wanting to go to your chosen field.
  - c. A recent photograph
  - d. Letters of recommendation from the following people or organizations:
    - i. The Eldership or Board of your sponsoring church or churches stating that they recommend you to serve in the field you have chosen with H.R.C. MINISTRIES.
    - ii. A close acquaintance who you have known for five years.
    - iii. A Bible college or other such institution if applicable.
    - iv. From other persons whose recommendations may be helpful.
    - v. From a medical doctor whose examination, within the past year, show you to be in good health.
2. Send the information listed above to the secretary of H.R.C. MINISTRIES, who will send a copy to each Board member of H.R.C. MINISTRIES. Your application will be reviewed at the next quarterly meeting of H.R.C. Board of Directors. All information must be sent at least two weeks before the following board meeting of H.R.C..
3. Members of the H.R.C. Board of Directors will examine the above information and will indicate to the Board Chairman their responses.
4. You, the applicant, must meet with the Board of H.R.C., at the earliest convenient time, during a quarterly H.R.C. meeting, possibly with the recruiting missionary if he/she is home in the USA.
5. Members of the H.R.C. Board will approve or disapprove and make their decision known to the H.R.C. Chairman, who will then inform the applicant. If approved, the H.R.C. Chairman will set a meeting for the applicant to meet with the H.R.C. Board at the next available quarterly meeting.
6. You will remain in the status of “applicant” until such time that you receive news of the decision made by H.R.C. MINISTRIES Board of Directors.

7. You are advised to remain employed in your present job until two things have occurred:
  - a. You have been approved as a recruit.
  - b. You have received your work permit.
  
8. By virtue of your application to join H.R.C. MINISTRIES, we, the Board of Directors, assume that you have read, understood, and agree to abide by the policies of H.R.C. MINISTRIES.

### **6.2. Application Procedure for Missionary Intern**

H.R.C. MINISTRIES recognizes that a properly guided internship can further world evangelism, be of assistance in specific ways to the missionary, and promote recruitment of missionaries to missions in general.

Interns will be accepted into H.R.C. MINISTRIES provided there are missionaries working with H.R.C. MINISTRIES willing to use them. A family accepting an intern will be responsible for communicating to the intern what is required of him or her, both personally and financially.

To be considered as a missionary intern, the applicant should do the following:

1. Compose a personal letter containing the following information:
  - a. Personal character sketch
  - b. Previous experience
  - c. Age and school background
  - d. Talents and interests
  - e. Reason(s) for choosing to be a missionary intern.
  - f. Explanation of how your support will be raised.
  
2. Obtain two letters of recommendation:

- a. One from a professor, employer, or similar person.
  - b. One from the elders or Board of your home church.
3. Send the information listed above to the secretary of H.R.C. MINISTRIES, who will send a copy to each Board member of H.R.C. MINISTRIES. Your application will be reviewed at the next quarterly meeting of H.R.C. Board of Directors. All information must be sent at least two weeks before the following board meeting of H.R.C..
4. Members of the H.R.C. Board of Directors will examine the above information and will indicate to the Board Chairman their responses.
5. You, the applicant, must meet with the Board of H.R.C., at the earliest convenient time, during a quarterly H.R.C. meeting, possibly with the recruiting missionary if he/she is home in the USA.
6. Members of the H.R.C. Board will approve or disapprove and make their decision known to the H.R.C. Chairman, who will then inform the applicant. If approved, the H.R.C. Chairman will set a meeting for the applicant to meet with the H.R.C. Board at the next available quarterly meeting.
7. You will remain in the status of “applicant” until such time that you receive news of the decision made by H.R.C. MINISTRIES Board of Directors.
8. By virtue of your application to join H.R.C. MINISTRIES, we, the Board of Directors, assume that you have read, understood, and agree to abide by the policies of H.R.C. MINISTRIES.

## **7. WHILE YOU ARE WAITING FOR APPROVAL WITH H.R.C. MINISTRIES**

### **7.1. Career and Short Term Missionaries**

While you are awaiting your approval to join H.R.C. Ministries, you can do the following:

#### **7.1.1. Publicize Your Plans**

1. You may let people know your intentions, but point out to them that your application is still pending.
2. You may begin to work on publicity materials, but you should NOT print and distribute such until your application is approved.

#### **7.1.2. Documentation**

1. Obtain passports for each person in your family. This is recommended for the sake of saving time.
2. Obtain state certified copies of marriage and birth certificates. These are needed for the following reasons:
  - a. You will need one of each to apply for a work permit in most countries.
  - b. Husband and wife should each carry a birth and marriage certificate en-route to your chosen field of service.
  - c. You should make contact with the Embassy of your chosen field to establish visa or work permit documents. The missionaries or nationals of your chosen field of service can and should be major contributors to your entrance into the country and all legal documentation required.
  - d. Copies of visa's and work permits must be submitted to the Board of H.R.C. MINISTRIES after your acceptance by H.R.C. MINISTRIES has been granted.

#### **7.1.3. Support**

You should NOT raise support or accept contributions in the name of H.R.C. MINISTRIES until your application to join H.R.C. MINISTRIES has been approved.

#### **7.1.4. Forwarding Agent**

You may want to consider who might serve as your Forwarding Agents and talk to them about the nature of their potential work.

#### **7.1.5. Inform yourself about your chosen field of service.**

#### **7.1.6. Study the H.R.C. MINISTRIES Manual.**

#### **7.1.7. Remain Employed**

You are advised to remain employed in your present job until two things have occurred:

1. You have been approved as a recruit.
2. You have received your work permit

## **7.2. Missionary Intern**

While you are awaiting your approval to join H.R.C. MINISTRIES, you can do the following:

### **7.2.1. Publicize Your Plans**

1. You may let people know your intentions, but point out to them that your application is still pending.

### **7.2.2. Documentation**

1. Obtain your passport. This is recommended for the sake of saving time.
2. You will want to contact the missionary on the field. These people will best be able to organize for you all the legal forms necessary for your entrance into the country.
3. Obtain state certified copies of your birth certificate. These are needed for the following reasons:
  - a. You will need one of each to apply for a work permit in most countries.
  - b. The missionaries or nationals of your chosen field of service can and should be major contributors to your entrance into the country and all legal documentation required.
4. The process of work permits and visas are solely your responsibility and not that of H.R.C. MINISTRIES. However, H.R.C. MINISTRIES will do all it can to help the missionary intern in every aspect of his or her missionary endeavor.

### **7.2.3. Support**

You should NOT raise support or accept contributions in the name of H.R.C. MINISTRIES until your application to join H.R.C. MINISTRIES has been approved.

### **7.2.4. Study the H.R.C. MINISTRIES Manual.**

### **7.2.5. Remain Employed**

You are advised to remain employed in your present job until you have been approved as a missionary intern.

### **7.2.6. Other Partnerships**

If you choose to be in partnership with another mission sending organization or association, you are obligated to

inform the H.R.C. Board of Directors.

## **8. AFTER YOU HAVE BEEN APPROVED**

### **8.1. Career and Short Term Missionary**

Once you have received your approval from H.R.C. MINISTRIES as a career or short term missionary, please ensure the following items are taken care of before entering the mission field.

#### **8.1.1. Passports**

Each family member should have his/her own passport.

#### **8.1.2. Work permit**

There is no guarantee that your work permit will be granted. Therefore, we strongly advise you to continue your present employment until after the permit has been approved.

#### **8.1.3. Schooling for children**

Apply early to the school where your children will be attending.

#### **8.1.4. Fund raising**

After you have been approved by H.R.C. Ministries to become a career or short-term missionary, you may do the following:

- a. Seek contributions.
- b. Begin to print and distribute promotional materials.

Worldwide inflation and changing money markets affect the amount of Support needed. Hence, the Mission's advice in this matter will be up-dated from time to time. One suggestion you will understand better after you arrive on the field is that you give yourself enough time to raise all the funds you will need.

The cost of living outside of the USA can be appreciably higher and you will certainly "feel the pinch" if you come inadequately supported. It is not the responsibility of the national or other missionaries on the field to support you due to poor preparations on your part.

#### **8.1.5. Contact with the missionary on the field**

You will want to stay in contact with the missionary on the field. These are the best people to organize your

documentation into your chosen field of service. To acquire work permits and visas is your responsibility and not that of H.R.C. MINISTRIES. For any Career Missionary, H.R.C. strongly recommends an internship of three months so that all information can be first hand.

#### **8.1.6. Forwarding Agent**

You may now appoint a Forwarding Agent, realizing that this is one of the most important decisions you will make before coming to the field. Once you have arrived on the field, the work done by your forwarding agent will determine, to a remarkable degree, what success you will have in maintaining your support at its original level.

Should you discover after you have arrived that the person you have chosen is not working out well, there will be little you can do about it until you return to the States.

The significance of the forwarding agent's work within our direct-support system of missions can hardly be over emphasized. Not only will your forwarding agent be handling the funds designated to you and your work, and sending them on to you; but he (or she) may also be sending out receipts for the contributions. The forwarding agent will also be corresponding with churches and individuals on your behalf keeping your newsletter mailing list up to date, gathering materials for displays, providing program materials for church groups, attending rallies and conventions to represent you, sending out reports to churches and contributors, keeping you informed about events at home, and upholding you in prayer.

Your forwarding agent will face many problems, too. Limited funds are often a difficulty. The work he/she will do for you will make huge impositions on time and perhaps even on health. Very often, the missionary himself is a problem, not realizing the limitations of the forwarding agent.

There are some important questions you should ask yourself before selecting your forwarding agent.

- a. Does the individual you are thinking of live in the general area of the United States from which you receive your support? This will be important if you want him/her to represent you while you are on the field.
- b. Will he/she be likely to stay in that area?
- c. Does he/she have a vital interest in church and mission affairs?
- d. Do you already know him/her?
- e. Does he/she have a personal interest in the work you will be doing, and will he/she be willing to study the field of labor?

- f. Can you trust him/her with your personal affairs?
- g. Is he/she willing to accept your decisions even though at times he/she may not understand them? Do you communicate well with him/her?
- h. Will he/she always speak highly of you?
- i. Will he/she be a good correspondent and bookkeeper?
- j. Will he/she work at the job?
- k. Does he/she understand that the job is being done for the Lord?

It is very important that he/she commit to coming to visit your field of service after you have been on the field for one and a half years. This is a must for any forwarding agent if he/she is ever able to grasp the importance and significance of his/her ministry as forwarding agents.

You should give the person you choose plenty of time to make up his/her mind too. He/she will want to collect as much information as possible about the responsibility before reaching a prayerful decision. The best source of information is probably another forwarding agent. He/she should not accept the responsibility before you have pointed out all that you expect of him/her.

#### **8.1.7. Financial Matters**

1. You may open an H.R.C MINISTRIES Stateside service-link bank account.
2. You may begin submitting financial reports to the Stateside H.R.C. MINISTRIES Secretary. You will be responsible for quarterly financial reports starting the day H.R.C. MINISTRIES approved you.
3. You may begin taking a monthly salary and benefits from the service-link account. For a salary guide, use the “Salary and Benefits” page in the Worker’s Policy. Refer to Page 33.
4. You should keep good financial records from the time you begin to raise support. As a member of H.R.C. Ministries, you are called upon to submit an audited, annual financial report to the Stateside H.R.C. MINISTRIES Secretary to have on file in the event of an IRS inquiry. Also, some of your supporting churches may ask you to submit financial reports to them. Quite apart from these reasons, accurate bookkeeping is a great benefit in that it testifies to your own integrity and gives you a clear picture of where your funds are going.

#### **8.1.8. Visas**

To enter your chosen field, you will need a visa. The system for acquiring one changes from time to time. You should contact your missionary on the field or embassy of your chosen country to enter.

### **8.1.9. Health Matters**

1. Vaccinations should be brought up to date by departure time in accordance with current international health practices (smallpox, yellow fever, cholera, polio, DPT).
2. Physical examination (each family member should have a thorough exam).
3. Check with the embassy of your chosen field of service for entry and health documentation.
4. Health Insurance – It is strongly recommended that you obtain medical insurance for you and your family. To assist you in this, H.R.C. MINISTRIES permits you to deduct the amount of the premium from your service link (mission funds). In some countries, you may not be able to use a State side insurance plan and may have to take out their Insurance plan to be accepted into their hospitals and clinics.

It is strongly advised that you always have a USA based Insurance plan as well as an insurance plan of the country you are going into. (Contact Specialty Risk International at 1-800-690-6295 or visit [www.specialtyrisk.com/ppo](http://www.specialtyrisk.com/ppo))

### **8.1.10. Income Tax**

Early in your preparations, familiarize yourself with the IRS tax rules covering U. S. citizens abroad. You will be liable for income tax until such time as your “Exemption from Income Earned Abroad” status takes effect. We strongly suggest you contact Worth Tax & Financial Service, 3201E. Center Street, Warsaw, IN 46582 or visit [bjworth@worthfinancial.com](mailto:bjworth@worthfinancial.com).

### **8.1.11. Auto Insurance**

If you have an accident-free driving record, it may help you with reduced premiums in other countries.

Obtain a letter from your insurance company stating:

- a. How long they have covered you?
- b. How long it has been since your last accident?
- c. It indicates you were covered under “accident-free status.”

### **8.1.12. Bank Letter**

It will be helpful for you to have your bank write a letter of introduction to the banks in your chosen country, stating your status as their customer.

### **8.1.13. Driving License**

Your state driving license may or may not be valid in your chosen country of service. An International Driving License is valid in most countries. You may obtain one from your local AAA office.

### **8.2. Missionary Intern**

Once you have received your approval from H.R.C. MINISTRIES to be a missionary intern, you are allowed to proceed with doing the following:

1. May begin to raise and accept support.
2. May print and distribute promotional materials.
3. May accept and fill speaking dates in churches.
4. May buy air tickets.
5. You should realize that although H.R.C. MINISTRIES has accepted your application, the application for a visa could be denied by the embassy of your chosen country of service.
6. We all have many questions when we venture into the unknown. Getting the right answers is what we want.
  - a. To get good answers, one should present his or her questions to the President or Vice President of H.R.C. MINISTRIES and your host Missionary. Because you are working through H.R.C. MINISTRIES, you should refer your questions to them due to the fact that others may have insight but not understand the policies of H.R.C. MINISTRIES and the missionary on the field. If there are others more qualified to answer the questions than the President or Vice President of H.R.C. MINISTRIES and the missionary on the field, we will refer you to them.

## **9. JUST BEFORE YOU LEAVE THE USA**

### **9.1. Checklist – Career and Short Term Missionary**

Please make sure you and your family has the following items before leaving the USA:

1. Health certificates (vaccination records)
2. All health documentation required by the country you are entering.

3. Passports
4. Visas
5. Work permit
6. Money
7. Marriage certificate (one each for husband and wife)
8. Birth certificates (one each for husband, wife and child)
9. International Driving License for each driver.

### **9.2. Checklist – Missionary Intern**

Please make sure you and your family has the following items before leaving the USA:

1. Health certificates (vaccination records)
2. All health documentation required by the country you are entering.
3. Passports
4. Visas
5. Work permit, if needed.
6. Money
7. Birth certificates (one each for husband, wife and child)

### **9.3. Money**

Before you leave the USA, please follow these steps for taking care of your money:

1. Bring the bulk of your outgoing funds in the form of traveler's checks.
2. Find out what is most readily accepted in the country you are entering.
3. Make sure you keep all of your traveler's checks transaction receipts.

4. Make sure you keep with you all documentation of the purchase of your traveler's checks.

#### **9.4. Certificate of Registration for Personal Effects**

When you depart from the airport, you may desire to go to the nearest USA customs officer and obtain the "Certificate of Registration for Personal Effects Taken Abroad" (cameras, tape recorders).

### **10. WHEN YOU ARRIVE AT THE PORT OF ENTRY**

#### **10.1. Have these documents in hand:**

Please make sure you have the following documents in hand when you arrive at the country you are entering:

1. Passport
2. Work permit
3. Health certificate
4. Any other documentation required by the country you are entering

If you do not have the right documentation, you could be turned back and not allowed entry.

#### **10.2. Money**

Be prepared to declare all currency (cash, traveler's checks, personal checks, etc.) in your possession (USA or otherwise). Generally, it is not necessary to declare small change.

## SECTION TWO

### WORKER'S POLICY

#### 1. RELATIONSHIP OF BOARD TO MISSIONARY

The Board of H.R.C. MINISTRIES is an overseeing board to its missionaries. The Board will oversee and provide assistance in the following areas:

1. Nonprofit status for those who join H.R.C. MINISTRIES.
2. Financial accountability to churches and supporters by providing an audited set of accounts yearly. These books will be presented to the Board of H.R.C. MINISTRIES by the career/short term missionary's forwarding agents before the 15th of April of the following year.
3. Hold Missionaries accountable to the Nationals Training and Release Program on the field.
4. The Board of H.R.C. MINISTRIES will hold interviews with perspective members who wish to be missionaries through HRC MINISTRIES.
5. The Board of H.R.C. MINISTRIES will be an accountability board to its missionaries.
6. Each Board Member will visit the mission field of one missionary at least once while serving on the board.
7. Board Members would be willing to represent the mission and its missionaries to interested Christian groups and churches when the need arises.
8. The Board of H.R.C. MINISTRIES will provide a representative to visit the field of each missionary once every year and a half. Funding for these trips will be the responsibility of each representative who travels to the field. The goal of these trips will be:
  - a. To encourage the missionary in all aspects of his or her ministry.
  - b. To work with the missionary and come to understand and appreciate the missionary and the ministry.
  - c. To look at the record keeping of the missionary's expenditures.
  - d. To encourage the missionary in the Nationals Training and Release Program.

- e. To give advice as one who is looking in on the ministry.
- f. To report to Stateside Board of H.R.C. MINISTRIES by written report and phone conference.

## 2. PRIMARY PURPOSE OF H.R.C MINISTRIES

### 2.1. As it relates to the US churches:

H.R.C. MINISTRIES is a corporation formed primarily for the purpose of facilitating the entry of missionaries into the country they have chosen to serve. It also offers a board of directors who provide nonprofit status financial accountability to his or her supporters.

### 2.2. As it relates to the country of missionary service:

H.R.C. MINISTRIES starts ministries with the specific goal of the Great Commission and implements and follows through with a “Nationals Training and Release Program.”

### 2.3. As it relates to us:

H.R.C. MINISTRIES serves to give our individual works cohesive goals in serving Christ at home and abroad.

### 2.4. AUXILIARY PURPOSES

1. To assist in the building of ministries with the express purpose of fulfilling the Great Commission of Matthew 28 through a “Nationals Training and Release Program.”
2. To include the publication and distribution of Christian literature.
3. To collect and disburse funds.
4. To disseminate information.
5. To acquire property, real and personal, necessary or convenient, to be used in connection with the establishment of ministries in the United States and abroad.
6. To obtain discounts in the purchase of articles to be used for mission work.
7. To secure loans for the purchase of housing and other necessary property.
8. To acquire tax-exempt status in the USA

## 3. CATEGORIES OF WORKERS

H.R.C. MINISTRIES has three categories of workers: Career Missionary, Short Term Missionary, and Missionary Intern.

### **3.1. CAREER MISSIONARY**

Commitment to this kind of service is more open ended, probably involving a minimum of three years. The termination date cannot be known in advance.

The aim of this category is to give a career commitment to the growth of the Lord's church and development of the National Christians through a "Nationals Training and Release Program." A Career Missionary may pursue personal growth in faith, academic preparation, etc., until the Lord may lead elsewhere. Service continues as long as the individual feels the Lord wants him/her in the chosen field of service, and he/she can maintain proper relationships between himself/herself, fellow missionaries, H.R.C. MINISTRIES Policy, Nationals, and supporting stateside churches.

### **3.2. SHORT TERM MISSIONARY**

This category of service would probably last more than 90 days but less than three years. The aim of this category is to complete special assignments that will contribute to the well being of the ministry, without involving a long-term commitment on the part of the missionary. Even though the termination date is known in advance, the possibility for continued service exists through re-application.

### **3.3. MISSIONARY INTERN**

Service would last 90 days or less. The aim of this category involves learning on the part of the intern as well as serving. The Missionary Intern would contribute time and talent under the direction of a Career Missionary. H.R.C. MINISTRIES is hopeful the experience will lead him/her to become a Career Missionary in the future. The possibility for continued service exists through re-application.

## **4. RELATIONSHIP OF THE MISSIONARY TO H.R.C. MINISTRIES**

### **4.1. Basic Principle**

The connection of the individual missionaries within H.R.C. MINISTRIES "shall be that of association by mutual agreement" and employee.

### **4.2. Worker's Policy**

Listed below are the Worker's policies for the Career and Short Term Missionaries and the Missionary Intern:

1. Basic Principle - "The policy of the mission shall be determined by the H.R.C. MINISTRIES Board of Directors."
2. Policy may be added to or deleted from by a quorum consisting of 51% of the members of the Board of Directors. Refer to Article 3, Section 11, of "Articles of Incorporation", Quorum For Meetings, page 4.
3. All possible care and consideration should be given to the wishes of the H.R.C. MINISTRIES Board of Directors and Missionaries on the field.
4. Commitment to policy.

Every missionary, by virtue of joining H.R.C. MINISTRIES, agrees that he/she has read, understood, and will abide by the policies of H.R.C. MINISTRIES.

#### **4.3. Compliance with policy**

Because the missionary's connection with H.R.C. MINISTRIES is described as "association by mutual agreement," compliance with policy is agreed to without reservation. Compliance depends upon the integrity and honor of each missionary. If it appears, however, that a deviation from policy is going to adversely affect the Ministry, in whole or in part, the H.R.C. MINISTRIES Board of Directors reserves the right to take an appropriate action to be determined by the circumstances at that time.

### **5. Freedom and Limitation**

#### **5.1. CAREER MISSIONARY**

A practical difference between many mission associations and H.R.C. MINISTRIES is Career Missionaries establish their own course of action, rather than a controlling board at home. They are free to direct their own work within the framework of H.R.C. MINISTRIES Worker's Policy and mission statement.

This provides considerable freedom and the ability to treat urgent matters promptly. Although a new Career Missionary is generally wise to heed the advice of a more experienced missionary, choosing the area in which his/her endeavors will take place is his/her responsibility alone.

An application for Career Missionary would not be rejected due to the lack of a supervising missionary on the field.

## **5.2. SHORT TERM MISSIONARY**

The Short Term Missionary is to be supervised by a Career Missionary. However, he/she may exercise freedom within the projects he/she is given to do. He/she is responsible for his/her own actions within the chosen country of service.

His/her application can be approved ONLY IF A PLACE OF SERVICE EXISTS. His/her work would fall into one of three categories:

1. Substitute for a furloughing, Career Missionary.
2. Carry out a special project for H.R.C. MINISTRIES.
3. Work together with a Career Missionary.

## **5.3. MISSIONARY INTERN**

The Missionary Intern is to be closely directed by a Career Missionary. He/she must agree to submit to the guidance of the Career Missionary in respect to what he/she does in the service with the chosen missionary.

The application can be approved ONLY IF A PLACE OF SERVICE EXISTS. Responsibility of funds rests with the Missionary Intern and is not the responsibility of H.R.C. MINISTRIES.

## **6. Responsibility and Privilege**

### **6.1. CAREER MISSIONARY**

Listed below are the responsibilities/privileges for the Career Missionary:

1. Must attend and participate in H.R.C. MINISTRIES, Stateside Board meeting(s).
2. From time to time, carry out assignments on behalf of H.R.C. MINISTRIES.
3. Is entitled to full salary and benefits as listed in the Worker's Policy.

The Career Missionary cannot vote in meetings.

## **6.2. SHORT TERM MISSIONARY**

Listed below are the responsibilities/privileges for the Short Term Missionary:

1. Must attend and participate in H.R.C. MINISTRIES, Stateside Board meeting(s).
2. From time to time, carry out assignments on behalf of H.R.C. MINISTRIES.
3. Is entitled to full salary and benefits as listed in the Worker's Policy.

The Short Term Missionary cannot vote in meetings.

## **6.3. MISSIONARY INTERN**

Listed below are the responsibilities/privileges for the Mission Intern:

1. Must attend and participate in H.R.C. MINISTRIES, Stateside Board meeting(s).

The Missionary Intern cannot vote in meetings.

## **7. Ethics**

The large degree of independence enjoyed by the Career / Short Term Missionary within H.R.C. MINISTRIES demands that he/she act with complete integrity at all times. Decisions, made in other countries, do not always reflect what one would have chosen in the USA

## **8. Responsibility for Fund Raising**

Each missionary shall assume the responsibility of raising his/her own living-link (Refer to Page 29 for the definition of "living link") funds, travel expenses to and from the mission field, and expenses while traveling in the United States.

## **9. Personal and Ministry Property (See Item IX)**

Any missionary who acquires personal property shall do so out of his own personal funds. All property acquired

by the Ministry shall be considered Ministry property, and its use and disposal shall be at the discretion of the H.R.C. MINISTRIES Board of Directors. The Board of Directors has chosen to discharge this responsibility in the following manner:

1. Each missionary shall be given the freedom to dispose of, as he sees fit, the Ministry assets which are under his stewardship (houses, vehicles, etc.). If a Nationals board exists, then it will be turned over to the nationals to decide if the property will stay in the hands of the Nationals ministry.
2. The missionary shall dispose of funds within the framework of Article 8, Section 2, of the “Articles of Incorporation,” page 14, which states: “No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.”
3. The missionary give consideration to the needs of the ministry situation in his chosen field of service.

#### **10. Oversight of Funds**

While being associated with the Ministry, each missionary is responsible to fulfill his/her obligations to H.R.C. MINISTRIES as far as the rules of H.R.C. dictate and has been agreed to by each missionary who joins H.R.C. MINISTRIES.

#### **11. Administration of Funds**

All funds received by any missionary, family, or forwarding agent for the missionary family are to be administered in the following manner:

1. The missionary’s living-link salary is paid each month by his/her forwarding agent as agreed upon by the missionary and forwarding agent.
  - a. Each missionary is to receive a monthly salary from his/her mission funds. This is known as, “Living-Link” or those funds from which you derive your personal living expenses.
2. Stateside H.R.C. MINISTRIES Board of Directors checking account with a maximum of \$500. This account is to be used for H.R.C. board expense.
3. Stateside H.R.C. MINISTRIES General missions account under the name of each serving missionary ministry. This account will have the name of each forwarding agent and a member of H.R.C. MINISTRIES Board of Directors.
4. Stateside Service Link Account under the name of the missionary and the forwarding agent. This account will fund all mission work overseas for each particular missionary.
  - a. All funds in the Service-Link account are to be forwarded to the missionary on the field as set by the

Forwarding Agent and Missionary.

**12. What Missionaries May Do on Behalf of the Mission**

Missionaries shall be empowered to do the following:

1. To represent the Ministry.
2. To conduct business.
3. To carry out such decisions as they think best to do the work of the Mission.
4. To collect and disburse money for such purposes.

**13. Involving the Mission in Indebtedness**

1. Missionaries shall not involve the Ministry in any indebtedness.
2. H.R.C. Ministries and its Board of Directors will not be held responsible for any debts incurred by the missionary for personal reasons or purposes, unless he is so authorized by the H.R.C. MINISTRIES Board of Directors prior to the purchase or commitment of such debt.

**14. Reports**

Each missionary submits a financial report to the H.R.C. MINISTRIES stateside secretary quarterly as well as an annual audited set of books through Worth Tax Services.

**15. Joint Efforts among H.R.C. Ministries Missionaries**

Those members of H.R.C. MINISTRIES who choose to participate in the development and implementation of organized programs sanctioned by the Mission have the freedom to do so in the name of H.R.C. MINISTRIES.

**16. H.R.C. Ministries Representation at Conventions**

Each missionary, while at home on furlough is responsible for making all arrangements (such as reservations and payments) for booths at conventions out of their service link funds..

**17. Furlough Schedules**

Individual families shall be responsible to work out their own furlough schedules within a time period of no more than a three-year separation from the USA.

**18. Relationship of the Missionary to H.R.C. MINISTRIES with Respect to Tax Laws in the USA**

**18.1. Career Missionary**

The Career Missionary is viewed as a permanent employee. All other aspects in the Missionary-H.R.C. MINISTRIES relationship apply:

1. He/she has a Stateside and Field bank account (Refer to Page 29).
2. Contributions come to his/her work via a Forwarding Agent.
3. Gifts to his/her work are tax deductible when given to the service-link account.
4. Must file financial reports with the H.R.C. Ministries stateside secretary (Refer to Page 29).
5. Agrees to work within the H.R.C. MINISTRIES salary scale.
6. Must submit a financial summary or statement on a quarterly bases to the H.R.C. Board (Refer to Page 29).
  - a. The missionary on the field will give a starting balance or balance brought forward, itemized expenditures, ending balance, and exchange rates used.
  - b. The Forwarding agent will have the same categories and enter the Missionary quarterly statements with the Forwarding Agent's Financial statements.

### **18.2. Short Term Missionary**

The Short Term Missionary is viewed as a short-term employee. The same requirements apply as that of Career Missionary.

### **18.3. Missionary Intern**

The Missionary Intern is viewed as a volunteer, not an employee. A set of conditions different from the Career and Short Term Missionary apply as follows:

1. He/she comes to the mission field with financial arrangements made outside of H.R.C. MINISTRIES MINISTRIES tax-exempt status.
2. Gifts should come to him/her via the local church.
3. Does not file financial reports with the H.R.C. MINISTRIES stateside secretary.
4. Is not bound by the H.R.C. MINISTRIES salary scale.
5. Cannot solicit funds in the name of H.R.C. MINISTRIES.

6. Should maintain accountability to his/her supporters.

## **19. RELATIONSHIP OF H.R.C. MINISTRIES TO STATESIDE CHURCHES**

### **19.1. Direct-support**

H.R.C. Ministries upholds the direct-support relationship established between Career and Short Term Missionaries and the local churches. H.R.C. MINISTRIES policies are diligently kept to a minimum.

### **19.2. Missionary Endorsement**

The missionary's endorsement must come primarily from the churches.

### **19.3. Sending and Recalling**

It is the local churches that both send the missionary and, should the occasion arise, recall him/her for moral, ethical, or failure to uphold the vision of H.R.C. MINISTRIES. H.R.C. MINISTRIES holds the right to withdraw its relationship with any H.R.C. Missionary for the same causes as just stated.

### **19.4. Reporting to Supporters**

Our direct-support approach to missions further determines the general position of the H.R.C. MINISTRIES on reporting to the local churches. Here again, the matter is left as something to be worked out between the Career / Short Term Missionary, his/her supporting churches and Forwarding Agents.

## **20. FINANCES**

### **20.1. Fund Raising**

#### **20.1.1. Basic Principle**

Each missionary shall assume the responsibility of raising his own living-link funds, travel expenses to and from the field, and while traveling within the United States.

#### **20.1.2. Amount of Support**

It is as irresponsible to raise too much support, as it is unwise to have too little. An accurate determination can be gained from a missionary already in the area where you will be going. His recommendation will also give greater weight to your request for support. If you will be working alone in a new country, it will be your responsibility as the missionary to justify his/her expenditures by study and a short-term trip into that country.

## **20.2. Salary Scale & Benefits**

Refer to pages 33 & 34

## **20.3. Stewardship of Funds**

### **20.3.1.Oversight of Funds**

While being associated with the H.R.C. MINISTRIES, each missionary maintains complete financial independence in the stewardship of funds sent for his work. H.R.C. MINISTRIES has no general treasury. We are not called upon to submit funds for someone else's work, unless it is our own decision to do so.

### **20.3.2.Sanctified Good Judgment**

A highly developed sense of responsibility is needed in your choice for which you are going to use your funds - "sanctified good judgment."

In a large sense, the missionary, working within the direct-support framework, is answerable to H.R.C. MINISTRIES and the churches that support him. It is sometimes tempting to be extravagant beyond the necessities of the circumstances in which the missionary finds himself.

## **20.4. Indebtedness**

1. Missionaries shall not involve H.R.C. MINISTRIES in any indebtedness.
2. H.R.C. MINISTRIES Board of Directors will not be held responsible for any debts incurred by the missionary for his/her personal reasons.

## **21. PROPERTY-BOTH PERSONAL AND MISSION**

### **21.1. Differentiating Personal and Mission Property**

In general, the principle is: living-link funds are your salary and are for personal use; service-link funds are for Mission work only. Should you wish, therefore, to purchase personal property, it should be done out of your own personal funds. Any property acquired through the expenditure of service-link funds will, while under your jurisdiction and stewardship, be considered the property of the H.R.C. MINISTRIES.

### **21.2. Liquidation of Assets**

A missionary, leaving his field of service permanently, is to present the matter of the liquidation of his/her assets to his National Board to determine whether they are to be sold or left in the hands of the Nationals Ministry.

## **22. SALARY SCALE**

### **22.1. Base Salary maximum of \$2500 Monthly**

Each missionary and their forwarding agent must workout a salary scale suitable to his or her particular needs using the following guidelines sanctioned by H.R.C. MINISTRIES of Board of Directors.

#### **22.1.1.Increment**

3 % each year of base salary.

## **23. BENEFITS**

### **23.1. Auto**

Employer Provided: The Service Link pays for purchase and operation of a vehicle the work both on the field of service and the USA. The Missionary can chose to supply his own auto and car insurance and take the allowed rate per mile for mission reimbursement when traveling in representing the mission and reporting to churches.

### **23.2. House**

Employer Provided:

1. On the Field: The Service Link pays for rent, purchase, or building of suitable housing, plus property tax, utilities, maintenance and repairs.

2. In the USA: The Service Link pays for utilities and rent on suitable housing.

### **23.3. Health Insurance**

Employer Provided: The Service Link pays the entire premium for an appropriate health insurance policy,

based upon each individual family's eligibility and need.

**23.3.1.Eye Care**

Up to \$500.00 for each family member annually provided from Service Link fund.

**23.3.2.Dental Care**

Up to \$500,00 for each family member annually provided from Service Link fund.

**23.4. Retirement**

The Service Link provides a certain amount for retirement in the form of a cash payment to the missionary, which he/she is free to invest as they please (life insurance, Social Security, mutual funds, annuities, property purchase, and the like).

The percentage the IRS uses in calculating the Social Security Self-Employment Tax on Schedule SE (Form 1040), for any given year, shall be the maximum percentage you may use to calculate your retirement benefit for that year.

Calculation: (Your total salary) x (Maximum percentage) = the retirement benefit.

**23.5. Vacation / R&R**

The only thing specified in this schedule is allowable time away. Holiday allowance is included in the salary.

**23.5.1.Definition of Vacation**

- a. "Vacation" means three consecutive nights or more.
- b. Maximum twenty-one days off per year.
- c. No accumulation from year to year.
- d. Conferences and retreats are not considered vacation.

**23.5.2.R&R**

Two nights away at a time as needed up to four times a year.

## **23.6. Professional Enrichment**

### **23.6.1. Book/Journal Allowance**

Up to \$50 per month may be taken from Service Link to purchase Christian books and/or journals. It is permissible to allow this amount to accumulate up to furlough time, but not to be carried over into the next term of service on the mission field.

### **23.6.2. Continuing Education**

With the agreement of the missionary's supporting churches, out-of-pocket tuition and book costs for college or graduate-level courses, if they are deemed directly beneficial to the work of your chosen field, may be reimbursed to the missionary (husband or wife) from Service Link upon completion of the courses, provided the grade earned is a "B" or higher.

### **23.6.3. Sabbatical:**

After nine years of service with H.R.C. MINISTRIES, a missionary may, upon agreement from supporting churches, leave the field for a period of one year to further his/her education. During this sabbatical, the missionary will remain on salary and a part of H.R.C. MINISTRIES.

This is retroactive to a maximum of nine years. It is strongly recommended a missionary do all that is within his power to continue his work on the field for at least one more term after his sabbatical year.

## **23.7. Child Education**

### **23.7.1. On the Field**

The Service Link provides for primary and secondary education. Fees and expenses include tuition, books, uniforms, and deposits for classroom positions, travel and the like.

### **23.7.2. On furlough**

The service link may have provision for private primary and secondary education, if agreed to by the forwarding agents and major supporting church.

### **23.7.3.College**

There is a blanket supplement payable from the Service Link to the missionary for such expenses as tuition, room, board, travel and the like. Student may attend the college of his choice. The supplement is half tuition per child per year up to the end of the school year following his/her 23rd birthday.

## **24. NOTES**

1. The above schedules are effective from November 2003.
2. For purposes of calculating salary and benefits, your date of acceptance by H.R.C. MINISTRIES is your beginning date with the mission—not the date of issue of your employment permit.

## **25. LANGUAGE LEARNING**

You would be wise to learn the vernacular of the people of the area in which you will be working.

Being able to preach, converse, and write in the language of the people gives one the ability to communicate far more effectively than working through an interpreter. The people will judge your willingness to learn the language as a sign of your concern and love for them.

## **26. MISSION MEETINGS**

1. The H.R.C. MINISTRIES Board of Directors meet quarterly, on the second Saturday of February, May, August, and November. Dates are subject to change. It would be wise to check with H.R.C. MINISTRIES Secretary as to the exact date.
2. Attendance at Mission Business Meetings is non-discriminatory on the basis of sex.
3. At the annual retreat, all families shall be responsible for their own expenses. Missionaries, at home, and H.R.C. Board Members are invited. Date and venue is always negotiable.

## **27. REPORTS AND RECORDS**

An inventory of assets and liabilities shall be sent to H.R.C. MINISTRIES Board of Directors annual meeting along with an annual financial report.

The H.R.C. MINISTRIES secretary may contact your forwarding agents for monthly reports should IRS require an audit.

**28. FISCAL YEAR: July 1 - June 30**

An annual report is due at the August meeting.

**29. PUBLICATION OF LITERATURE**

No policy at this time.

**30. RELATIONSHIP TO OTHER MISSIONS AND ORGANIZATIONS**

**30.1. Basic Principle**

It shall be the purpose of this ministry to cooperate with other such ministries and individuals around the world that are dedicated to the same task stated in the H.R.C. MINISTRIES Mission statement.

**30.2. RELATIONSHIP WITH GOVERNMENT**

**30.2.1. Basic Principle Pertaining to the Sensitive Matter of Politics**

The principle that applies is the individual missionary should steer absolutely clear of any activity that could put the Mission (and therefore its work) into jeopardy.

**30.2.2. Interviews and Discussions of a Political Nature Forbidden**

The missionaries of the H.R.C. MINISTRIES have made it imperative not to engage in any interview or discussion of a political nature.

### **31. Missionaries on Furlough**

The above policies concerning politics apply even to the missionary at home for there is more than a small chance that one's remarks in an interview or discussion will be reported in the news media and thus make their way back to their chosen field of service.

#### **31.1. Examine Your Activities**

One should examine very closely, then, the implications of his activities and relationships, especially those that might possibly expose himself and his family and ministry to hazard.

#### **31.2. Work Activities**

A missionary must abide by the work restrictions as indicated on his/her work permit.

### **32. RECRUITMENT**

#### **32.1. Basic Principle**

It is to be understood that the individual missionaries are to be recruited, sent out, supported, and/or recalled by their local church.

## SECTION THREE

### DOCUMENTS

- A. ARTICLES OF INCORPORATION
- B. CONSTITUTION & BY-LAWS

#### 1. Article 2 – Nonprofit purposes

##### 1.1. IRC Section 501(c) 3 Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)3 of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)3 of the Internal Revenue Code.

##### 1.2. Specific Objectives and Purposes

The organization is being established as an Internal Revenue Code 501(c)3 public charity. The purpose of the organization is to assist missionaries and aid people who are in dire need of religious and humanitarian help through empowerment and direct support.

#### 2. Article 3 – directors

##### 2.1. Number

The corporation shall have eight (8) directors (does this number need to change) and collectively they shall be known as the Board of Directors.

## **2.2. Qualifications and Expectations**

Directors shall 1) attend meetings, 2) exhibit moral, ethical, and Christian character, 3) maintain confidentiality, and 4) provide financial support.

## **2.3. Powers**

Subject to provisions of the laws of this State and any limitations in the Articles of Incorporation and these Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

## **2.4. Duties**

It shall be the duty of the directors to:

(a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws;

(b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;

(c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;

(d) Meet at such times and places as required by these Bylaws;

(e) Register their addresses with the Secretary of the corporation, and notices of meetings mailed, e-mailed, or faxed to them at such addresses shall be valid notices thereof.

## **2.5. Term of Office**

Each director shall hold office for a period of three (3) years and until his or her successor is elected and qualifies. The initial directors shall hold staggered one-, two-, or three-year terms.

**2.6. Compensation**

Directors shall serve without compensation except that a reasonable fee may be paid to the directors for attending regular and special meetings of the board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

**2.7. Place of Meetings**

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such place as may be designated from time to time by resolution of the Board of Directors.

**2.8. Regular Meetings**

Regular meetings of Directors shall be held quarterly on the second Saturday of February, May, August, and November, unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on the next business day.

If this corporation makes no provision for members, then, at the regular meeting of directors held in August, directors shall be elected by the Board of Directors. Voting for the election of directors shall be by a written ballot. Each director shall cast one vote per candidate, and may vote for as many candidates as the number of candidates to be elected on the board. The candidates receiving the highest number of votes, up to the number of directors to be elected, shall be elected to serve on the board.

**2.9. Special Meetings**

Special meetings of the Board of Directors may be called by the Chairperson of the Board, the President, the Vice-President, the Secretary, by any two directors, or if different, by the persons specifically authorized under the laws of this State to call special meetings of the board. Such meetings shall be held at the principal office of the corporation or, if different, at the place designated by the person or persons called the special meeting.

**2.10. Notice of Meetings**

Unless otherwise provided by the Articles of Incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

**2.10.1.Regular Meetings**

No notice need be given of any regular meeting of the Board of Directors.

### **2.10.2.Special Meetings**

At least one week's prior notice shall be given by the Secretary of the corporation to each director of each special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone, or by facsimile machine, and shall state the place, date, and time of the meeting, and the matters proposed to be acted upon at the meeting. In the case of facsimile notification, the director to be contacted shall acknowledge receipt of the facsimile notice by a return message or telephone call within twenty-four hours of the first facsimile transmission.

### **2.10.3.Waiver of Notice**

Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the Articles of Incorporation, these Bylaws, or the law of this State, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

### **2.11. Quorum for Meetings**

A quorum shall consist of fifty-one percent (51%) of the members of the Board of Directors.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

### **2.12. Majority Action as Board Action**

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules of approval of a matter by the board.

### **2.13. Conflict of Interest Policy**

Any director, officer, or key employee who has an interest in a contract or other transaction presented to the Board or a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of his/her interest disclosure shall include any relevant and material factors known to such person about the contract or transaction which might reasonably be construed to be adverse to the corporation's interest.

The body to which such disclosure is made shall there upon determine by a vote of seventy-five percent (75%) of the votes entitled to vote, whether the disclosure shows that a conflict of interests exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such contract or transaction. Such person may be counted in determining whether a quorum is present by may not be counted when the Board of Directors/Trustees or committee of the

Board takes action on the transaction. The minutes of the meeting shall reflect the disclosure made, the vote thereon, the abstention from voting and participation, and whether a quorum was present.

#### **2.14. Conduct of Meetings**

Meetings of the Board of Directors shall be presided by the Chairperson of the Board, or, if no such person has been so designated or, in his or her absence, the President of the corporation or, in his or her absence, by the Vice President of the corporation or, in the absence of each of these person, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary of the corporation shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by the Robert's Rules or Order, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with the provisions of law.

#### **2.15. Vacancies**

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

Any person may resign effective upon giving written notice to the chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this State.

Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this State. A seventy-five percent (75%) super majority vote of all directors is required for removal.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the board may be filled by approval of 75% of the Board of Directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

#### **2.16. Non-Liability of Directors**

The directors shall be personally liable for the debts, liabilities, or other obligations of the corporation.

**2.17. Indemnification by Corporation of Directors and Officers**

The corporation to the fullest extent permissible shall indemnify the directors and officers of the corporation under the laws of this State.

**2.18. Insurance for Corporate Agents**

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

**3. officers**

**3.1. Designation of Officers**

The officers of the corporation shall be a President, Vice President, Secretary, and a Treasurer. The corporation may also have a Chairperson of the Board, one or more Vice Presidents, Assistant Secretaries, Assist Treasurers, and other such officers with such titles as may be determined from time to time by the Board of Directors.

**3.2. Qualifications**

Any person may serve as officer of this corporation.

**3.3. Election and Term of Office**

Officers shall be elected by the Board of Directors, at any time, and each officer shall hold office until he or she resigns, is removed, is disqualified to serve, or until his or her successor shall be elected and qualified, whichever comes first.

**3.4. Removal and Resignation**

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract, which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

### **3.5. Vacancies**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of the President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the Board shall determine.

### **3.6. Duties of President**

The president shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, the Articles of Incorporation, these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairperson of the Board of Directors, the President shall preside at all meetings of the Board of Directors and, if this corporation has members, at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

### **3.7. Duties of Vice President**

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed by the Board of Directors.

### **3.8. Duties of Secretary**

The secretary shall:

Certify and keep, at the principal office of the corporation, the original, or a copy of these Bylaws as amended or otherwise altered to date.

Keep, at the principal office of the corporation or such other place as the board may determine, a book of minutes of all meetings of the directors and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation.

Keep at the principal office of the corporation a membership book containing the name and address of each and any members and, in the case where any membership has been terminated, he or she shall record such fact in the membership book, together with the date on which such membership ceased.

Exhibit at all reasonable times, to any director of the corporation, or to his or his agent or attorney, upon request thereof, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

### **3.9. Duties of Treasurer**

The Treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains or losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request thereof.

Render to the President and directors, whenever requested, an account of any or all his or her transactions as Treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

### **3.10. Compensation**

The salaries of the officers, if any, shall be fixed from time to time by resolution of the Board of Directors. In all cases, any salaries received by the officers of this corporation shall be reasonable and given in return for services actually rendered to or for the corporation.

## **4. committees**

### **4.1. Executive Committee**

The Board of Directors may, by a majority vote of its members, designate an Executive Committee consisting the three officers (President, Vice President, Secretary/Treasurer) and one director and may delegate to such committee the powers and authority of the board in management of the business and affairs of the corporation, to the extent permitted, and except permitted or as may otherwise be provided, by provisions by law.

By a majority vote of its members, the board may, at any time, revoke or modify any or all of the Executive Committee's authority so delegated, increase or decrease, but not below two (2) members of the Executive Committee, and fill vacancies on the Executive Committee from the members of the board. The Executive Committee shall keep regular minutes of its proceedings, cause them to be filled with corporate records, and report the same to the board from time to time as the board may require.

#### **4.2. Other Committees**

The corporation shall have the other such committees as may, from time to time, be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

#### **4.3. Meetings and Action of Committees**

Meetings and action of committees shall be governed by, noticed, held, and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

### **5. execution of instruments, deposits, and funds**

#### **5.1. Execution of Instruments**

The Board of Directors, except as otherwise provided in these Bylaws, may, by resolution, authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement, to pledge its credit, or render it liable monetarily for any purpose or in any amount.

#### **5.2. Checks and Notes**

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation, shall be signed by the Treasurer and the countersigned by the President of the corporation.

#### **5.3. Deposits**

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors select.

#### **5.4. Gifts**

The Board of Directors may accept, on behalf of the corporation, any contribution, gift, bequest, or devise for the nonprofit purposes of the corporation.

## **6. corporate records, reports, and seals**

### **6.1. Maintenance of Corporate Records**

The corporation shall keep at its principal office:

- (a) Minutes of all meetings of directors, committees of the board and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
- (c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership.
- (d) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

### **6.2. Corporate Seal**

The Board of Directors may adopt, use and, at will, alter a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

### **6.3. Directors' Inspection Rights**

Every director shall have the absolute right, at any reasonable time, to inspect and copy all books, records, and documents of every kind, to inspect the physical properties of the corporation, and shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

### **6.4. Members' Inspection Rights**

If this corporation has any members, then each and every member shall have the following inspection rights, for

a purpose reasonably related to such person's interest as a member:

(a) To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon written demand on the Secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.

(b) To obtain, from the Secretary of the corporation, upon written demand on and payment of a reasonable charge to, Secretary of the corporation, a list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made within a reasonable time after the demand is received by the Secretary of the corporation or after the date specified therein as of which the list is to be compiled.

(c) To inspect, at any reasonable time, the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary of the corporation by the member, for a purpose reasonably related to such person's interests as a member.

Members shall have such other rights to inspect books, records, and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

#### **6.5. Right to Copy and Make Extracts**

Any inspection under the provisions of this Article may be made in person, by agent, or attorney, and the right to inspection shall include the right to copy and make extracts.

#### **6.6. Periodic Report**

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this State of to the members, if any, of this corporation, to be so prepared and delivered within the time limits set by law.

### **7. Irc 501(c)3 tax exemption provisions**

#### **7.1. Limitations on Activities**

No substantial part of the activities of this corporation shall be carrying on of propaganda, or otherwise at-

tempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code, and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.

#### **7.2. Prohibition Against Private Inurement**

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

#### **7.3. Distribution of Assets**

Upon the dissolution of this corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes with the meaning of Section 501(c)3 of the Internal Revenue Code or shall be distributed to the federal government or to a state or local government for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this State.

#### **7.4. Private Foundation Requirements and Restrictions**

In any taxable year in which this corporation is a private foundation as described in Section 509(a) of the Internal Revenue Code, the corporation (1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; (2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; (3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; (4) shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; (5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

### **8. amendment of bylaws**

Subject to the power of the members, if any, of this corporation to adopt, amend, or repeal the Bylaws of this corporation, and except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

### **9. construction and terms**

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this corporation, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of this corporation filed with an office of this State and used to establish the legal existence of this corporation.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986, as amended from time to time, or to corresponding provisions of any future federal tax code.

