



*International, Inc.*

# International Policy Manual



*Harvest International, Inc.*

Physically and Spiritually Touching Lives

Dear Missionary Applicant,

Thank you so much for your interest in Harvest International and wanting to fulfill your calling from the Lord through this organization. We are hopeful that we can be the sending arms of your calling.

It is a real pleasure for me to provide detailed information about Harvest International. Since 1987, we have been used by the Lord to provide the light of Christ to many people. It has been exciting to see the Lord provide missionaries like yourself to co-labor with us. Harvest International is a very significant mission in a very difficult and needy mission field.

I trust that the enclosed materials will help you to understand us more fully. This manual is also designed to help you and those who will pray and give toward the support of your ministry.

If you find that as you utilize this manual you need more information, please feel free to contact us as quickly as possible via e-mail: [danny@harvestinternational.org](mailto:danny@harvestinternational.org), phone (352) 622-1818 or visit our website at [www.harvestinternational.org](http://www.harvestinternational.org).

Sincerely in Christ,

A handwritten signature in black ink that reads "Danny". The signature is fluid and cursive, with a large initial "D" and a long, sweeping tail.

Danny Thomas  
Executive Director

# Ten Steps to the Mission Field

How to get from the local church to the Harvest fields...

Every serious candidate for missions service wants to know the steps that he will need to take to get to his missions field. Some people try to go without good preparation, others don't really know what to do next, others ask how to do all the things that are necessary so that they can be successful. The following "Ten Steps To The Mission Field" should help you understand the process of becoming a missionary. Remember that some of the steps may overlap or happen in your situation in a different order.

**1. Get A Call From God...!** The *most important* step of all is to hear a call from the Lord of the Harvest that you are to go to the fields. Without a call from God you cannot possibly succeed.

If you are married and get a call from God, then your **spouse** will also be called, or you did not hear from God!

How do you know when you have a call from God? **You KNOW, that's all...!** You may not know for sure, that is why you must "make you calling and election sure". **Your pastor and elders will help you with this**, TALK to them, share your heart, and get their help. *PRAY! PRAY! PRAY!* If you think you have a call, you probably do...! You just need to make sure.

**2. Find out what country or people group...!** This may not always be precise, but God will give you a burden for a country or a people group sooner or later. One GREAT way to find out is to start praying for different countries and people groups every day. When a people or a country makes you interested, go get some information about it. **GET BUSY!** Ask God! Do Some Research!

When you know the people or country, then you will have a better idea of what sending agency will be best prepared to train and assist you to fulfill your call. **PRAY!**

**3. Contact a Mission Agency...!** Every mission agency has a process that will help you sort out your call and decide if they are the right mission sending agency for you. HARVEST INTERNATIONAL, INC. has a "Preliminary Questionnaire" that we use to get to know you. Just filling it out will help you to think about your call to missions. Most of the questions on these kinds of forms are simple data about you and your background. The mission agency will usually respond to you with advice and more questions! **PRAY!**

**4. Get needed information and make a decision!** Get all the information you can about the missions agency and their people. What countries do they work in? What is their doctrine? What methods are used? What training and support do they give? What requirements do they have for missionaries? **ASK...!**

Most agencies have a website or brochures that help with this. Phone calls to the director or to office staff will help, e-mails with your questions can be used. **READ! PRAY!** Make visits, learn all you can. Then, after discussing it with your pastors and advisors, if the Lord is in it, **DECIDE** to join that mission. Take action. **PRAY SOME MORE!**

**5. Complete and send in the Application...!** As soon as you, your pastor, and the Holy Spirit agree that you should join, complete and send in the application and get all the necessary referrals completed and sent in. That way the mission can call you in for an interview and approve your appointment as a "Missionary Candidate"...! Answer all the questions on the forms completely and honestly. **PRAY** about your answers.

In most of the world, your friends and others who you ask to give you a reference may not want to say anything negative about you, or may just want to give glowing reports. Ask them to be honest in their references about you. You are not perfect, but weaknesses do not disqualify you from the missions field...!

**6. Go to the missions interview...!** As soon as your paperwork is processed, you will get an appointment to be interviewed by one or more of the missions leaders or their representatives. Don't be afraid, they are looking for reasons to send you to the missions field, NOT reasons to hold you back. Be honest! Relax.

If they have some advice about some things you should do before you are appointed, don't be discouraged. They know what you need to be successful in missions. Be glad that they want you to be fully prepared and just GO and DO what is needed! You will soon get your appointment as a "Missionary Candidate"...! Of course you will want to KEEP PRAYING!

**7. Complete all Pre-Field Requirements...!** You will probably be given a check-list of pre-field requirements. These will be courses to take, books to read, and maybe a short-term mission trip. You may need to meet others you will work with later, or take a trip to the country where you will be working. Your list should be special for you, just what you need to get ready for the field. So, Just GET BUSY and DO everything.

Yes, you will have to **RAISE SUPPORT**... you will have to go around and find all those people that God has called to be your support partners: the ones who will pray for you and send money so you can eat. A good place to start is at your home church. Don't worry about this, the Lord has promised to provide for your ministry. You can count on HIM. If you can't, then you need to learn to, so this is the time to find out if He is faithful or not...! PRAY!

**8. Be commissioned by your sending church...!** Once you have completed your pre-field requirements and raised support, you will be appointed as a "Missionary Trainee". By now the call of God is evident, you are prepared to go, and it is time for your church to "send you out".

Ask your pastor and elders to schedule a special commissioning service for you. Some churches call this ordination or licensing. Whatever it is called, it is man's recognition of the call of God on our life and your hard work to fulfill that call. At that service they will lay hands on you and pray for you and your ministry. It will be one of most special days of your life.

**9. Complete Your Field Training...!** Finally! Go to the field or to the training base and do your field training. This will usually be two or more years of on-the-job training where you will get hands on experience. You may have to learn how to work on a team, adjust to another culture, learn another language, or ride a bike...! Sometimes you will train right on the field you are called to, sometimes you will train in another situation or country. Whatever the case, you will not only be learning how to work, you will be proving your own call by submitting to another person for a time of discipleship unlike any other you have ever had. Be patient, be strong. This is a very important time which will help you all the rest of the days of your missions ministry.

During your time in field training you will help plant a church and learn a lot more about indigenous principles, teamwork, and leadership. You may make one or more trips to the people group or country you are called to if you aren't already there. PRAY! Do all you are asked to do with a willing and happy heart. Prove yourself to be a servant, you will soon enough be the one who carries the full mantle of authority.

**10. Now you are ready...! All Set...! OK - GO...!** That is it! You made it, you are now a "Senior Missionary" fully equipped to do the work of missions ministry... so... **GO** to your field and complete the call of God on your life. Those lost souls to whom the Lord has called you are waiting, be faithful... **Go**.

Harvest International, Inc. is a "Through-the-Church" ministry as well as a "Para-Church" ministry; therefore, a "Missionary Candidate" is sent from and commissioned by his/hers home church to do the work of the ministry while Harvest International, Inc. is the overseeing and administrative arm.

## I. The "Missionary Candidate"

Harvest International is seeking qualified, mature Christians who have received a clear call from our Lord to serve as missionaries. This call shall be evident by the willingness of the applicant to accept the challenge of becoming more vitally involved in world missions and his/her willingness to submit himself/herself to a mission group and the mission field's multitude.

### A. Academic Preparation

A college degree from a Christian, Bible, or secular college and university is most desirable but not required. Experience in the particular area of service for which he/she is applying and spiritual maturity will be the determining factors.

### B. Spiritual Preparation

Spiritual maturity as evidenced by the following:

Conversion- a definite experience and testimony of salvation through Christ;

Consecration- recognition of the lordship of Christ in all areas of life;

Family- a family in order as described in 1 Timothy 3:

Call- a conviction of personal responsibility for making Christ known, together with the conviction of sharing Christ on the foreign field;

Doctrine- a wholehearted acceptance of basic doctrines of the Christian faith as expressed in the Doctrinal Statement of Harvest International, Inc;

Character- as attested to by home church leaders, friends and colleagues;

Adaptability- evidence of a flexibility of attitude;

Active commitment- to the church, friends and colleagues;

Service- a willingness to identify sensitivity with the culture and the needs of different peoples.

### C. Cultural preparation:

If the candidate is called to service in a culture other than his/hers, it may be necessary to:

- a. Attend language training and designated cross-cultural seminars prior to starting term of service.
- b. Visit the country of service before taking up permanent position.

### D. Economic Preparation:

The candidate normally should be free of debt before beginning his/her service. Mortgages or indebtedness which is covered by adequate assets and/or anticipated income need to be considered in this category. (Financial counseling and fund-raising training available as needed).

E. Other:

The candidate(s) and family need to possess good physical health, as there may be limited medical care on the mission field.

II. Processing of “Missionary Candidate”

- A. The candidate shall fill out and submit a Missionary Application and return it to the director, along with:
1. Resume.
  2. Recent photo (include family).
  3. Letter of recommendation from pastor and/or missions department. The letter should state willingness by the church to commission and send the candidate.
  4. Three references, one of which should be from the applicant’s home church (not the pastor).
- B. The application is then submitted for approval of Harvest International’s Board of Directors.
- C. The Board contacts the pastor, elders, Missions Committee and references, requesting letters of recommendation.
- D. The candidate will meet with the Harvest International Board of directors for a personal interview.
- E. The candidate may be required to attend a mini-orientation. This provides both the candidate and Harvest International with a final opportunity to evaluate each other.
- F. The candidate will be appointed and a formal invitation letter is sent and then the candidate becomes a “Missionary Appointee”.

III. “Missionary Appointee”

- A. The ministry outreach is determined and a job description is issued.
- B. The level of income and a formal budget (attached) is established in consultation with appointee, president and director.
- C. The estimated date of departure is established.
- D. The training requirements are established.
- E. The deputation work begins.
1. Appointee looks for open door opportunities to secure support from churches, friends and individuals. Prayerful consideration of all opportunities and trusting in our Lord’s provision will produce maximum results.
  2. A minimum of 200 people for missionary's mailing list is required.

#### IV. Missionaries "Support Account"

- A. Each missionary arranges with churches and individuals to contribute regularly to his/her support through Harvest International.
- B. All funds received from donors will be treated as designated, tax deductible support and will be placed in the missionary's personal support account.
- C. All contributions, whether cash or check, should be sent to Harvest International directly. Should a missionary be given or sent a donation personally, it should be forwarded directly to Harvest International for proper accountability.
- D. Once on the field, the missionary will receive income monthly in arrears, not later than the fifth of the following month. This allows time for verification that sufficient funds were received.
- E. Expenses charged against a missionary account must be documented. There must be an exact break down whenever possible with receipts. When expenses cannot be documented, a note giving details will suffice.
- F. Should the budget never be reached or the missionary never leave for the field, the donors will be notified and the donations placed in Harvest International's general fund account.

#### V. Qualified Budgetary Needs & Expenses:

The basic criterion for determining a missionary expense is if the item in question is a result of the missionary being on the field, or a result of i.e., a team (team expense), an expense relating to school (school expense), etc. A list of all acceptable categories will be made available to the missionary. If there is a question on a particular item, please obtain advance approval. Missionaries are responsible for raising funds to meet all qualified budgetary needs and expenses. Budgetary needs will include:

- A. Two months support (Escrowed)- The first month is used as severance pay and cannot be used for any other purpose, the "second month" and any additional support will be used as a buffer should donations temporarily fall short (see article VI).
- B. Ministry Equipment- Includes typewriters, computers, tape recorders, cameras and other equipment to be used in the ministry, crating and shipping of same to the field, duty, etc. For any items over \$100.00, prior approval is required.
- C. Travel Cost- This is the cost of travel from home to field assignment and return at the end of the missionary's assignment. This includes food, lodging and transportation costs incurred.
- D. Taxes- Taxes and other government fees, i.e., employee, employer taxes, required for maintaining proper status in the U.S. are considered personal and must be paid for out of salary.
- E. Miscellaneous-
  - 1. Prayer cards and newsletters.
  - 2. Hospitality (food, lodging and transportation) medical arrangements and travel costs when returning for qualified medical needs.

3. Vehicles must be agreed upon by the missionary and the director of Harvest International with appeal to the board of directors should disagreements arise.
4. Vehicles purchased by donated funds are the property of Harvest International. (See Article 13F on page 8 for explanation). Personal vehicles may be taken to the field with approval from Harvest International.

VI. Breakdown of the Escrowed Funds:

- A. The escrowed two months salary and support that is required will be used as follows: One month will be used as severance pay and cannot be utilized until the missionary fulfills his/her term on the field. The “second month” will be used, as a buffer should a missionary’s account becomes deficient. Should it become necessary to utilize any of the “second months” funds, the following action will be taken:
  1. The shortfall will be made up by excess funds available in the missionaries account (“second months” reserve) to the extent funds are available.
  2. A special mailing to donors will be sent out to share the missionary's current needs
  3. If the above steps do not result in resolving the matter in a maximum of three months, or when the “second months” funds are depleted, the missionary may be brought home for further deputation. Before this action is taken, there will be consultation with the Board of Directors to determine the advisability of this step, or if the missionary should remain on the field with the reduced support. Should the missionary return for deputation, the missionary will need to meet the same financial criterion as a first time missionary before returning to the field.

VII. A “Missionary Appointee” reaches missionary status and can proceed to the field as soon as:

- A. All the conditions have been met as required under “Missionary Appointee” as stated in section III above.
- B. The one time monthly and reserve moneys and pledges as agreed in the attached missionary budget is received.
- C. The missionary’s vehicle is purchased and shipped and a container of personal belongings are shipped.
- D. All other issues of concern to Harvest International and the missionary are resolved.

Total One Time Needs: _____	Needs Met: _____	Date: _____
Total Monthly Needs: _____	Needs Met: _____	Date: _____
Other Issues: _____	Needs Met: _____	Date: _____

VIII. Outside Employment

- A. A missionary is not permitted to accept outside income employment without the permission of the director. If permission is granted, the following guidelines will be used:
  1. Employment must be consistent with overall goals and objectives and activities of HI.
  2. Employment must not hinder the conscientious fulfillment of the missionary’s primary function.

#### IX. Terms of Service, Vacations, Leaves and Furloughs:

- A. A missionary shall be expected to serve at least three years on the field. It may be reduced due to special circumstances, i.e. illness, significant drop in support level, intent of the individual's ministry, etc.
- B. Vacation time for personnel outside of the U.S. is computed on the basis of four weeks per year (two weeks after each six months), of which two weeks must be taken per year.
- C. Vacation leaves are those duly authorized absences from the place of ministry which enable the missionary to fulfill his/her responsibility to his/her family and to attend to personal business as well as rest and relaxation. Adequate time will also be allowed to contact supporters and help to communicate the ministry of Harvest International to North American churches.
- D. At the end of a missionary's three-year term, a designated period of furlough time (to be determined by the missionary and director) will be granted before having to return to the field. This time will be used for visiting supporters and churches to share the vision of Harvest International with North Americans. Included in this time will be two weeks vacation.

#### X. Financial Arrangements During Vacation Leaves:

- A. Support will continue during vacation leave, provided that the missionary has accumulated leave time.
- B. All travel during vacation leave is considered personal.

#### XI. Monthly Reports:

While on the mission field, each missionary will submit a monthly report of activities and ministry to the director, along with prayer requests and personal needs. Report forms will be provided by Harvest International.

#### XII. Termination of Service:

- A. Service may be terminated by resignation or by dismissal for a valid reason. Action to accept a resignation or to dismiss may be taken by the president or director, but always subject to the ratification of the Harvest International Board of Directors.
- B. All moneys remaining in a missionary's account, after a missionary terminates his service may be given to another tax exempt group who hires the missionary. If the missionary is going back to secular employment, the funds will stay with Harvest International and will be placed in the general funds account.

#### XIII. Miscellaneous:

- A. Harvest International provides no health plan, or retirement benefits. Those are the sole responsibility of each missionary and savings should be set aside to meet those needs.
- B. Harvest International charges NO administrative fee (which for most ministries normally runs 10-18%). Harvest International will strive to maintain this policy.
- C. Harvest International will reimburse the missionary for the use of his/her vehicle when conducting Harvest International business. The reimbursement will be the actual cost of travel, including meals.

- D. Personal missionary vehicles may be used for mission teams when needed as determined by the director. The missionary will be reimbursed \$1.00 per mile for the vehicle use and the funds placed in the missionary's support account. If a rental car is necessary for the missionary's family, the cost will be subtracted from the funds paid for use of the missionary's vehicle. There can be no less than five "team members" per vehicle used by the team for reimbursement to be issued.
- E. The missionary responsible for a team trip to the mission field, or in charge of a team will receive \$50.00 per paying person for that trip. This is intended to reimburse the missionary for his time and unrecoverable expenses of the team. These funds will be paid to the missionary and will be considered income and appropriate taxes will be withheld. Only one missionary can receive this remuneration.
- F. At the end of one year, the missionary will be one-third owner of the vehicle mentioned on the attached addendum titled "Mission Vehicle", after two years, the missionary is two-thirds owner, and, after three years, of missionary service the vehicle will belong to the missionary 100%. There will be no credit for partial years. The clock starts when the missionary has purchased the vehicle and is in the mission field with it. The intent of this is to give the missionary some funds for setting back up in the USA after returning home from the mission field.
1. The missionary is responsible to sell the vehicle. The missionary will turn the vehicle over to Harvest International to sell, at a price which Harvest International deems reasonable, should the missionary need to leave the field before the vehicle is sold.
  2. Taxes, license, insurance, fuel, maintenance, etc. for the vehicle is the responsibility of the missionary.
  3. Major repairs not covered by insurance and over \$100 may be charged against the missionary account if funds are available. These expenses should be approved before repairs are made.
- G. It is agreed that any and all disagreements between Harvest International and the missionary will be settled by arbitration by three arbiters. One chosen by the missionary, one chosen by Harvest International and one agreed upon by both.

# Three Year Budget for Harvest International Missionary

## Monthly Needs:

- 1) Salary:
  - A) Food \_\_\_\_\_
  - B) Housing (rent) \_\_\_\_\_
  - C) Electricity & phone bills \_\_\_\_\_
  - D) Clothing and Misc. Expense \_\_\_\_\_
  - E) Health, Life & Home Insurance \_\_\_\_\_
  - F) Schooling \_\_\_\_\_
  - G) Social Security \_\_\_\_\_
- 2) Support
  - A) Vehicle Maintenance & Insurance \_\_\_\_\_
  - B) Fuel \_\_\_\_\_
  - C) Miscellaneous \_\_\_\_\_

## One Time Needs: \_\_\_\_\_

- 1) Non-Escrowed Items:
  - A) Vehicle Purchase and Shipping \_\_\_\_\_
  - B) First Months Salary (payments are paid in arrears on the 10 day of the following month) \_\_\_\_\_
  - C) Set up costs (shipping belongings, deposits, last months rent, etc.) \_\_\_\_\_
  - D) Prayer cards & letters & mailing costs \_\_\_\_\_
  - E) Miscellaneous \_\_\_\_\_
- 2) Escrowed Items:
  - A) Severance (one months salary) \_\_\_\_\_
  - B) Reserve (one months salary & support) \_\_\_\_\_
  - C) Round trip air fare (including family) \_\_\_\_\_

## Total One Time Needs: \_\_\_\_\_

I agree with the proposed three-year budget for my family as missionaries to Haiti with Harvest International.

\_\_\_\_\_  
Harvest Missionary

\_\_\_\_\_  
Date

# Missionary Vehicle

The missionary and Harvest International agree that the missionary vehicle should fit into the following criterion, including manufacturer, year and price range:

---

---

---

After the vehicle has been purchased, the following information, along with the title in Harvest International's name should be forwarded to the Ocala office.

1. Manufacturer and Year: \_\_\_\_\_
2. Model: \_\_\_\_\_
3. Serial Number: \_\_\_\_\_
4. Color: \_\_\_\_\_
5. Date purchased: \_\_\_\_\_
6. Purchase Price \_\_\_\_\_
7. Date three year time frame  
for owner purposes begins: \_\_\_\_\_

It is agreed that the above mentioned vehicle is the agreed upon vehicle for the missionary signing below:

\_\_\_\_\_  
For Harvest International

\_\_\_\_\_  
Harvest International Missionary

Signed in duplicate, one copy for the missionary, and one copy for Harvest International.

I understand and accept Harvest International's policies and procedures as stated in this manual. I further accept Harvest International, its board and administration as my cover and authority while engaged in missionary endeavors for Harvest International. I commit to a three-year term with Harvest International, starting once I raise my support and leave for the mission field. I understand my responsibilities to be in the following order: God, family, Harvest International, citizens of my mission field, fellow missionaries and myself. I accept my servanthood cheerfully and will strive for peace and family with all whom I come in contact with in my works of service.

---

Harvest International Missionary

On behalf of Harvest International, I accept with great anticipation what God has for the ministry of the above-signed missionary. I welcome you and your family into Harvest's family and look forward to assisting your ministry in any way possible. May God lead the way as we minister together and may we never leave His path.

---

For Harvest International

# Harvest International Budget Form

Monthly Income and Expenses

Income Per Month \_\_\_\_\_  
 Salary \_\_\_\_\_  
 Interests \_\_\_\_\_  
 Loans/Notes \_\_\_\_\_  
 Dividends \_\_\_\_\_  
 Other (donations) \_\_\_\_\_  
**TOTAL GROSS INCOME** \_\_\_\_\_

LESS:

1. Tithe (first fruits) \_\_\_\_\_

2. Tax \_\_\_\_\_  
 (self-employed min. 15%)

3. Housing \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Electricity \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Water \_\_\_\_\_  
 House Items \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Maintenance \_\_\_\_\_  
 Other \_\_\_\_\_

4. Food \_\_\_\_\_

5. Automobile \_\_\_\_\_  
 Payments \_\_\_\_\_  
 Gas/Oil \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 License \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Maint./Repair \_\_\_\_\_  
 Replacement \_\_\_\_\_

6. Multiplication \_\_\_\_\_  
 Sowing unto  
 other ministries \_\_\_\_\_  
 Supplements \_\_\_\_\_  
 (tracts, books for others)  
 Meals \_\_\_\_\_  
 Conferences \_\_\_\_\_  
 Other \_\_\_\_\_

7. Debts \_\_\_\_\_  
 Credit Cards \_\_\_\_\_  
 Other \_\_\_\_\_

8. Recreation \_\_\_\_\_  
 Eating Out \_\_\_\_\_  
 Trips \_\_\_\_\_  
 Kids \_\_\_\_\_  
 Activities \_\_\_\_\_  
 Vacation \_\_\_\_\_  
 Other \_\_\_\_\_

9. Clothing \_\_\_\_\_

10. Savings \_\_\_\_\_

11. Medical Expense \_\_\_\_\_  
 Health Ins. \_\_\_\_\_  
 Doctor \_\_\_\_\_  
 Dentist \_\_\_\_\_  
 Drugs \_\_\_\_\_  
 Other \_\_\_\_\_

12. Miscellaneous \_\_\_\_\_  
 Toiletries/ \_\_\_\_\_  
 Cosmetics \_\_\_\_\_  
 Beauty/ \_\_\_\_\_  
 Barber \_\_\_\_\_  
 Laundry \_\_\_\_\_  
 Allowances \_\_\_\_\_  
 Subscriptions \_\_\_\_\_  
 Gifts \_\_\_\_\_  
 Special Ed. \_\_\_\_\_  
 Cash \_\_\_\_\_  
 Office Supplies \_\_\_\_\_  
 Support Raising \_\_\_\_\_  
 Other \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**INCOME VS. EXPENSE**

Net Spendable Income \_\_\_\_\_  
 Less Expenses \_\_\_\_\_

This is a personal worksheet for you. ***It does not need to be returned.***