

Grace Evangelistic Ministries

Field Guide for Missionaries & International Representatives

Focus on Evangelism

Go therefore and make disciples of all the nations . . . teaching them to observe everything I have commanded you. (Matthew 28:19-20)

Grace Evangelistic Ministries' main focus is evangelism. All other activities center around this goal. Missionaries and International Representatives work hand in hand to assist in taking the gospel around the world. As partners, what affects one often affects the other. Here are the Objectives from G.E.M.'s Modus Operandi that focus on Missionaries and International Representatives to assist them as they fulfill their respective assignments. For a full overview please visit the G.E.M. website at www.GEMworldwide.org.

Objective 1 -- Evangelism

A. Crusade Administrative Board

1. A Crusade Administrative Board (C.A.B.) shall be established to superintend all crusade activities, including (but not limited to) handling crusade scheduling, transportation, and management of financial transactions.
 - a. The C.A.B. shall be coordinated by the Crusade Director who shall report to the General Manager. To minimize cost, the ministry may consider designating regional crusade directors who will represent us in crusade logistics when the need arises within their region.
 - b. Each crusade budget shall include funding for child evangelism.

- c. Integral with any crusade shall be instruction of pastors/believers in the basic fundamental doctrine of salvation, so that they may be effective ushers on the crusade ground.
 - d. Provide gospel literature at crusade venues.
 - e. Arrange follow-up meetings immediately after each crusade.
2. A member of the C.A.B. should accompany the evangelist on every mission trip as a crusade coordinator, if funds are available, in order to allow the evangelist to focus and “devote [himself] to prayer and to the ministry of the word” (Acts 6:4), and not be entangled in “the daily serving of food” (Acts 6:3).
- a. The coordinator will handle all financial matters.
 - b. The coordinator will maintain proper documentation.
 - c. The coordinator will submit all trip related documents, including (but not limited to) tickets and receipts, to the office administrator within 15 days after returning from a mission trip.

B. International Representatives

- 1. The District, Regional, and International Directors are indigenous representatives of G.E.M. (generally but not necessarily pastors).
- 2. International representatives work on a voluntary basis but G.E.M. may give them bonuses, honorariums, program or follow-up funding, as funds are available.
- 3. District, Regional, and International Directors should be conscious of their position as G.E.M. representatives. They must not represent other organizations with conflicting doctrinal statements. (We minister to those from all backgrounds but we do not represent them.)
- 4. If a District, Regional or International Director is invited by any organization to be their main speaker at any conference or gathering, the G.E.M. representative shall notify G.E.M.’s U.S. Administrative Office, in a timely manner prior to the conference.
- 5. International Directors may head a satellite office, if one has been established in their country.

6. Chain of Command
 - a. International Directors (continents) report to the Crusade Director.
 - a. Regional Directors (countries) answer to their International Director.
 - c. District Directors (cities) answer to their Regional Directors.
 - d. Requests from individuals should go to their District Director.
7. Requests/questions made by individuals shall be directed to their District Director who can inform the individual of G.E.M.'s policies. If needed, the District Director shall forward the request to the Regional or International Director for their country. The International Director may resolve the question or may contact and present the requests to the Crusade Director.
8. Correspondence between G.E.M.'s U.S. Administrative Office and a Regional or District Director must copy their International Director so he can adequately monitor his area of responsibility.
9. Correspondence from International Representatives should be addressed to G.E.M.'s U.S. Administrative office or the Crusade Director.
 - a. The Crusade Director will distribute appropriate information to G.E.M.'s prayer partners.
 - b. G.E.M.'s policy requires confidentiality of all G.E.M. held contact information. In compliance with Article XXIII, Section B; Articles 1 d and 2 f, it is against G.E.M.'s policy for International Representatives to directly contact G.E.M. prayer partners.
10. International Representatives shall abide by the following rules governing funds:
 - a. District, Regional and International Directors shall not solicit funding from missionaries (or other individuals) for individual needs or special projects.
 - b. District, Regional, and International Directors shall not solicit funding from any organization. They shall not apply for grants from any organization while representing G.E.M. without the approval of the Founder.

- c. G.E.M. and its representatives do not take donations from unbelievers in accordance with Scripture. No collections are ever taken on any crusade ground.
- d. G.E.M. has a policy of not taking collections at pastors conferences or any G.E.M. sponsored gatherings. (Though not mandated by Scripture.)
- e. G.E.M. representatives hosting a G.E.M. event should abide by the G.E.M. policy of never taking collections.
- f. G.E.M. Representatives hosting non G.E.M. functions (for believers) are free to take collections.*
- g. Funds for pre-approved projects must be requisitioned by Regional or International Directors by written request submitted to G.E.M.'s U.S. Administrative Office.

*A collection in a local church is Scriptural. It is part of worship and therefore is appropriate.

C. Missionaries

1. Missionaries are representatives of Grace Evangelistic Ministries and more importantly Our Lord and Savior Jesus Christ.
2. Potential Missionaries shall make application for travel through the G.E.M.'s U.S. Administrative Office.
3. Missionaries shall comply with the doctrinal statement of G.E.M.
4. Missionaries shall comply with rules, training or any requirements in force at time of application.
5. Missionaries shall make every attempt to adapt to and blend with the culture of the host country rather than superimpose the culture of the missionaries' homeland(s).
6. Missionaries shall refrain from giving out personal contact information. They should use G.E.M.'s U.S. Administrative Office as their contact address and mail will be forwarded to them.
7. Missionaries shall abide by the following rules governing funds:

- a. Missionaries desiring to give gifts or money shall contact the Crusade Director.
 - b. Assistance coming from missionaries shall remain anonymous and should be handled as follows:
 - i. During a trip, missionaries shall make any donations through the Crusade Director so the donation is coming from G.E.M. instead of the individual.
 - ii. After a trip, missionaries shall send any contributions through the G.E.M. U.S. Administrative Office Office, as restricted funds designated for their end purpose.
8. G.E.M. cannot receive or disburse restricted funds for a project or need that is not approved by the President.

D. Additional Outreach

- 1. Part of evangelism is not only reaching out to the lost but also updating churches and individuals who support G.E.M.
 - a. Annual reports on evangelistic outreach will be given to G.E.M.'s Board of Directors and to churches and individuals who support us.
 - b. Missionary reports will be published in our G.E.M. newsletter (Grace News Today).
 - c. G.E.M.'s Founder, or an appointed representative, will visit churches or groups who support us with gifts and/or prayer when requested and as schedule permits.
 - d. A verbal or written invitation must be received from a pastor or chairman of a mission board prior to a visit.
- 2. Evangelism of children will be included in every scheduled crusade trip if the opportunity is available.
- 3. Prison Ministry
 - a. G.E.M.'s prison ministry will be coordinated by the Prison Ministry Director.

- b. G.E.M.'s prison ministry is solely evangelical in nature and content.
- c. G.E.M. will provide Christian materials including newsletters, Christian publications and Holy Bibles, as funds permit, to prison chaplains and inmates.
- d. The Founder, or an appointed representative, will respond to requests to visit as the schedule allows.
- e. G.E.M. will endeavor to answer questions of a Scriptural nature, however it is not the policy of G.E.M. to counsel.
- f. Any person wishing to work with prisoners using our materials will do so independently, not as a representative of G.E.M.

E. Crusade Planning Policy

1. It shall be the practice of G.E.M. to have budgeted funds available for a crusade at least six months before any commitment is made.
 - a. G.E.M. shall have a minimum of 50% of crusade budget set aside as restricted funds six (6) months prior to the planned travel date.
 - b. If funds are not available as stated above, the program will be postponed or canceled.
 - c. District Directors/organizers will execute a simple contract with G.E.M. stating budget amount, dates, programs to be held. They shall provide receipts and documentation to the G.E.M.'s U.S. Administrative Office in a timely manner.
2. Traveling parties must apply for an entry visa at least 45 days prior to travel date (add 15 days for each additional country).
3. Holders of foreign passports should verify visa regulations with the country they intend to visit.
4. Traveling parties shall contact the Crusade Director for the latest travel guide information.

Objective 2 -- Follow-up with new converts

- A. A. For those who choose to believe in Christ, the Crusade Administrative Board will use the opportunity to assist in the following manner:
1. Immediately following a crusade, G.E.M. shall help new converts form Bible study groups, teach them Bible basics, and encourage them in their new life in Christ.
 2. Establish guidelines for forming a local church. If logistics for forming a public assembly are not available, options will be investigated.
 3. Provide them with contacts for sound Biblical resources so that those who are positive to doctrine may have access to truth.
 4. Upon return from a mission trip, G.E.M. shall endeavor to provide such groups with doctrinal materials, including recorded Bible lessons and literature for their library, thereby enabling them to fulfill the spiritual growth command: "As newborn babies desire the sincere milk of the word [sound Bible teaching] that you may grow thereby" (1 Peter 2:2).
 5. G.E.M. may advise groups in establishing their own local churches. We may extend a grace gesture in providing them with initial seed money as our budget permits.
 6. G.E.M. may fund indigenous pastors to hold a follow-up ministry in their area if funds are available.
 7. As grace-oriented stewards of the Lord's assets, we will put every occasion of support in writing and stress that the support would be based on the Lord's provision.
 8. Based on funds, G.E.M. may send and support doctrinally qualified persons who wish to help with new converts and/ or with training of indigenous pastors as the needs arise. Their mission could be long or short depending on need and budget.
 9. Interested persons may apply to the Crusade Director via G.E.M.'s U.S. Administrative Office.
 10. The C.A.B. can work with any Bible based church interested in sending and supporting its members who wish to go on a mission trip.

- a. Application should be made to the Crusade Director through the G.E.M. U.S. Administrative Office.
 - b. The church's pastor must submit a letter of recommendation for any applicant, along with the doctrinal statement of their church.
11. As per Number 10 above, the church may support their visiting members directly or channel their support through G.E.M.

B. Policy

- 1. New believers are encouraged to order doctrinal materials on their own either from G.E.M.'s satellite offices, or from G.E.M.'s U.S. Administrative Office, or from other available sources.
- 2. Other contact with G.E.M. should be channeled through designated District Directors.

Objective 3 -- training of indigenous pastors

“Study to show yourself approved to God as a workman who does not need to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15).

- A. The C.A.B. shall be responsible for the coordination of training indigenous pastors.
- 1. Schedule pastors' conferences in conjunction with crusades whenever possible.
 - 2. Assist them with Bible based, quality study tools as budget permits.
 - 3. Occasionally recommend them to pastor-teachers who are interested in taking short mission trips to help train indigenous pastors.
 - 4. 4. Seek to identify those who wish to pursue seminary training to Bible based seminaries.
 - 5. 5. Provide third world pastors with free seminary training via DVD with the long term goal of establishing a doctrinal seminary wherever the Lord opens a door.
- B. Policy: G.E.M. shall have an ongoing review of training methods to ensure that maximum benefit is realized.