

# Sending Church Handbook



Prefield Ministry Guide

The Sending Pastor's Crucial Role

Glossary of Missions Terminology

Ron Berrus     Director, ABWE Missionary Care

# The Sending Church, the Missionary, and the Mission Agency

## A caring partnership



ABWE does not send missionaries!  
You, the Sending Church, send missionaries!

ABWE is your partner, to assist you in equipping  
and directing your missionaries in effective team  
ministry for Christ.

We are humbled and delighted to enter this  
committed partnership with you for world  
evangelism.

# The Division of Missionary Care

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**We are here to serve your missionary and your church family.**

The following material was developed by Ron Berrus, as a result of working with many prefield missionary families in 29 years of pastoral ministry.

**It is not the only way to approach the sending church role.**

**It is but one way that one church has done it.**

**We hope it will be a useful tool to assist you in fulfilling your sending church responsibilities.**

# The Sending Church

## Great Commission

**Matthew 28:19-20**

Mark 16:15

Luke 24:47-48

John 20:21

Acts 1:8

## The Ball's in Your Court



## Great Question

**Romans 10:15a**

The Prayer 10:1 (Matt. 9:36-10:1)

The Path 10:2-10

The Promise 10:11-13

The Problem 10:14-15

## Great Commitment...*The Sending Church*

**Acts 13:1-5**

A Great Commission Matt 28

A Great Question Romans 10:15

**A Great Commitment Acts 13:1-5**

Romans 10:15 "How shall they preach unless they are sent?"

**FINANCIAL RESOURCES – to get to and remain in the *PLACE OF MINISTRY***

**PRAYER – to obtain the *POWER OF GOD FOR MINISTRY***

**Place & Power and Money & Prayer:** Prefield is about building a team of prayer and financial partners to enable the missionary to get to *the place of ministry* and to experience *the power of the Holy Spirit* as they preach the gospel, plant churches, and launch missions movements around the world.

***The Sending Church* is the key** to fulfilling the Great Commission.

***The Sending Church* is the launching pad** for world-wide missions movements

***The Sending Church* has a divine obligation and an incredible opportunity** to take the **lead role** in sending their missionary to the field. *This is not limited to finances.*

We have the questions posed in Romans 10:14-15 but here's a consequential question for a sending church: **“How do we send?”**

## **FOUR AREAS OF SENDING CHURCH PARTICIPATION**

**1 Monthly Support Realities**

**2 Start-up Costs**

**3 Preparing to Present**

**4 Strategies to discover open doors**

# SESSION 1: MONTHLY SUPPORT REALITIES

## Two Key Ingredients for Prefield Success

**Sending Church Investment** (25/10 vision)  
Significant percentage of total support

**Sending Church @ 25%**

**Supporting Church @ 10%**

**Incrementalism:** it may take two years to reach the goal, but begin implementation with a vision and a plan.

**Yearly Grid:** as you evaluate field missionaries each October, use the same percentages to determine additional support increases.

**Sending Church Involvement** (Total participation)  
Intercession, contacts, introductions and encouragement

***Sending is a process, not just a result.*** The greater the number of persons involved in the process, the greater the level of interest, responsibility and commitment results.

**TEAM WORK**

# IT TAKES A TEAM

The reality for most prefielders isõ  
**100+ churches in the next 30-42 months!**

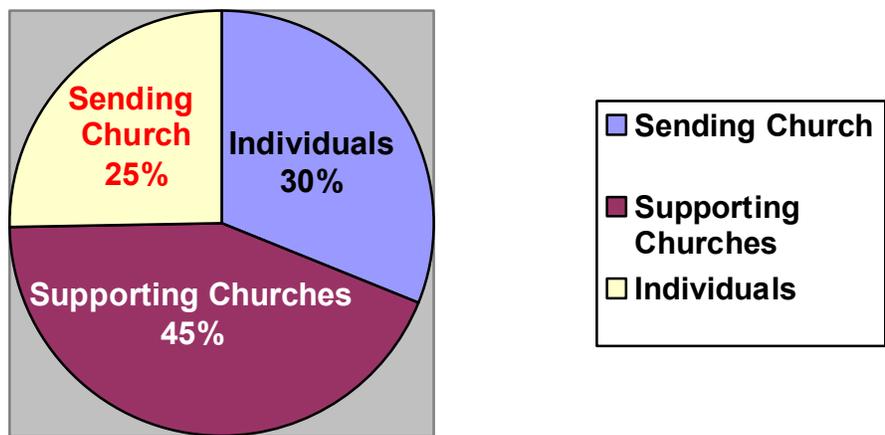
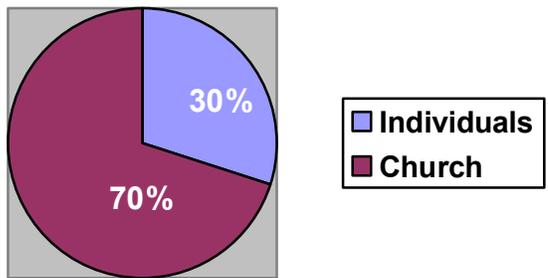
## PRESENT “SOURCE-OF-SUPPORT” AVERAGES

### CHURCH SUPPORT (72%)

1. The New Testament pattern is for church support Acts 13:1-4; 15:3; 20:38.
2. Individual giving should be in addition to church tithing, not in place of it.
3. Thinking in percentages, not just dollars (10%, 25%)
4. Sending churches now average 21% of missionary monthly support.
5. **25/10 vision** for sending and supporting missionaries is a workable goal
6. **Incrementalism**; Take steps to reach your ultimate support goals
7. **Total participation is the key to full support**

### INDIVIDUAL SUPPORT (28%)

1. I Corinthians 9:13,14; II Corinthians 8:7, 9; Galatians 6:10;  
I Timothy 6:17, 18; Hebrews 13:2; I John 3:17, 18 show individual participation
2. Do not solicit church members without pastoral and committee approval



## ABWE Support Example – Family of Four – Iquitos,

Salary / Housing Support	FAMILY OF FOUR	COUPLE	SINGLE
Adult Support	\$1,240.00	\$1,240.00	\$620.00
School Age Child Support	\$200.00	-	-
Pre-School Child Support	\$100.00	-	-
Housing	\$650.00	\$650.00	\$500.00
Children's Education	\$250.00	-	-
Social Security tax	\$427.00	\$330.75	\$172.69
<b>Benefits Support</b>			
Retirement	\$152.00	\$152.00	\$115.00
Health Insurance	\$499.00	\$400.00	\$143.00
Accident Insurance	\$14.00	\$13.50	\$6.75
Term Life Insurance(*)	\$48.00	\$48.00	\$16.00
Medical Expense Allowance(*)	\$100.00	\$80.00	\$40.00
<b>Ministry Support</b>			
Missionary Admin. Services	\$380.00	\$380.00	\$190.00
Furlough Ministry Travel	\$80.00	\$40.00	\$20.00
Individual Ministry	\$600.00	\$600.00	\$300.00
Field Ministry - pooled	\$30.00	\$30.00	\$15.00
Regional Conferences	\$100.00	\$50.00	\$25.00
<b>Estimated Monthly Support Total</b>	<b>\$4,870</b>	<b>\$4014.27</b>	<b>\$2,162.75</b>

### Outfit and Passage Funds

This is a one-time account of approximately \$18,400 that enables us to travel to Peru and set up our home and ministry. It includes plane tickets, car, home set up, shipping and customs.

**ABWE provides additional services that the churches expect for greater effectiveness.**

- A. **Spiritual Support.** Communication, literature, visits by administrators and support personnel, prayer, de-briefing interviews, ME Conference,
- B. **Education/Training** . modules, seminars, classes from Candidate Seminar through career ministry
- C. **Management Support.** Discovering, examining, preparing and appointing prospective missionaries; assisting pre-fielders; technical support (aviation, computer, medical, construction, education); government relations; crisis management; legal support.

**Financial Support.** Accounting and distributing all funds; assist with special projects; file U.S. tax forms for expatriates; pay stateside bills for expats, research cost-of-living, provide accident, health and life insurance and retirement program

## Session 2 Start-up Costs

Reminder: Two Key Ingredients for prefield success

1. **Sending Church Investment** (25/10 vision)  
Significant percentage of total support
2. **Sending Church Involvement** (Total participation)  
Intercession, contacts and encouragement

### Investing People, Time, and Money

#### *Start-up Costs*

Laptop	\$1700
Projector	\$1200
Literature	\$ 500
Display	\$ 350
Postage	<u>\$ 250</u>
<b>Total</b>	<b>\$4000</b>

The greater the number of individuals and groups in the church participate, the greater the interest and the greater the level of “sending awareness” develops.

**Project Sponsor Options:** Offerings for a month, Sunday School Classes, Youth Groups, VBS Offerings, Missionary Conference Project, Small Groups, Awana, etc.

You want your missionary to be well equipped to communicate effectively in the churches of North America. Quality communicates commitment.

# SESSION 3 Preparing to Present

## Sending church involvement: People & Time

### CREATING THREE KEY TEAMS

- **PRAYER TEAM:** Daily intercessors who will continually pray for the missionary's spiritual growth, strength, holiness, perseverance, joy, relationships, wisdom, effectiveness in ministry, supporters and spiritual encouragement. **Provide a clear call to commit to prefield intercessory ministry with a sign up sheet.**
- **PRESENTATION TEAM:** Gifted people who can assist with creation of graphics, images, and public speaking preparation.  
**Audio Visual Media** . Powerpoint, Video, Scala, other  
(ABWE can provide training, images and production when scheduled.)  
**Display** – three or five panel that is both informational & inspirational  
**Literature**
  - Pastor's recommendation letter
  - Missionary introductory letter & letterhead
  - Trifold informational brochure
  - Prayer card
  - Response card**Ministry preparations (Pastor's direct coaching is very important)**
  - Testimonies . Three, five and eight minute for salvation and call
  - Sunday School lessons for adults and kids;  
multiple lessons with resources
  - Sunday/Mid Week Services . full hour
  - Missionary Conferences and seminars . multiple venues including  
focus, field of ministry and personal fit

There is a significant amount of time and effort that goes into being fully prepared for prefield ministry. Some missionaries are very gifted and motivated in these areas, however others are overwhelmed by it all. Having a team of partners adds motivation and increased levels of creativity and excellence.

- **CONTACT TEAM...next session**

# SESSION 4 Discovering Opportunities

Where does someone find those open-doors of ministry that result in discovering the partners who will invest prayer and financial resources in your ministry?

**CONTACT TEAM:** Individuals who will help to generate potential church meeting locations by gathering contact lists and making introductory phone calls

## BEST CONTACTS

**Close friends of missionary and sending pastor** who are already aware of and interested in their ministry. These should be contacted by the sending pastor or missionaries directly.

## GOOD CONTACTS

**Pastor's fellowship and area contacts**

**Church associations (state, regional, national)**

**ABWE church listings** (ABWE Intranet lists churches already acquainted with ABWE).

**Church member contacts (contact card idea follows on page \_\_\_)**

## COLD CONTACTS

**No connection (Web Search)**

[www.yahoo.com](http://www.yahoo.com) **yellow-page search** search block: %Baptist church+ %Bible church+, or %Community church+ enter . bottom right click %beyond+your city search location. This will search an ever widening radius. Copy and paste entire search lists to a Word Document to save space and manage the data.



## You may already be thinking... Why the introductory phone call?

### Here are five reasons why this is worth the investment of time and money.

1. Courtesy and screening saves time and money in the long run
2. Obtaining crucial information for the missionary's call back
3. Show of support . Demonstrates the home church's commitment and credibility
4. Name dropping . Increases likelihood of contact reading the mailing with interest
5. Opportunity to emphasize the strengths of the missionary . allows the contact team member to speak of things the missionary would not mention, such as ministry experience, level of commitment to Christ, spiritual integrity, etc.

**Those who provide warm contacts** could do the initial phone contact if they are able or willing. This breaks the ice for sending the mailing and for the missionary to follow-up with a phone call. However, it is fine for a communication team member to make the call as long as the information is clear, current and accurate.

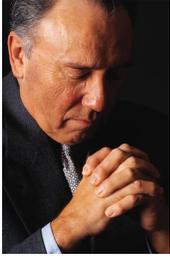
**Communication team members** make phone contacts and request permission to send literature for cold contacts (See scripts. If answering machine, leave message and still send literature)

### Phone callers should speak clearly and with confidence.

- Retired school teachers, salesmen and detail people are great team members
- Tues, Wed, Thurs 10:00am . 1:00pm Prime-time to find people in the office
- Intro scripts for pastor, secretary and answering machine follow on pages \_\_\_\_\_
- Four Things to Remember
  1. Confirm spelling of names, phone #'s, email, address, etc.
  2. Maintain complete and accurate record of calls, pastors' names, and email & phone numbers.
  3. Get mailing out within 24 hours . major on excellence, economy, and clarity.
  4. Missionary follow-up - calls one week later to ask if literature was received and if an opportunity is available to present their ministry.

## CURRENT PREFIELD MINISTRY REALITIES

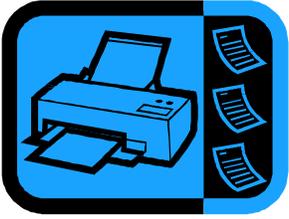
- É 30-40 churches a year is considered full time prefield
- É 100+ church meetings to complete prefield
- É 800-1000 churches will be contacted by phone and mail
- É 1 in 20 cold contacts result in a meeting
- É 1 out of 5 actual meetings result in church support
- É ***Every prefield meeting holds potential for eventual support .***
- É ***Continued communication is essential between the prefield missionary and every church that was visited.***



# Prayer Team

Daily Intercessors





# PRESENTATION TEAM



Media Presentations, Lessons,  
Display, Prayer Card, Tri-fold and Letterhead



Contact Team

Example of **contact resource cards** for church bulletins to gather potential contacts for your missionary

Contact Resource for (your missionary) \_\_\_\_\_

Your Name, Phone # & Email address:

Your Contact:

Relationship:

- I prefer to make the contact call.
- I prefer to have someone else make the contact call and mention my name.

SAMPLE FILLED IN CARD

Contact Resource for Elizabeth Bowman

Your Name, Phone # & Email address:

*Ron Berrus 717-774-7000 rsb@hotmail.com*

Your Contact: *First Baptist Church of Bellefonte, PA Pastor Bill Wessel*

Relationship: *We were members there before we moved. My son is an active member and Sunday School teacher there now.*

- I prefer to make the contact call. Let me know when you want me to do it.
- I prefer to have someone else make the contact call and mention my name.

## PHONE SCRIPTS

## EDIT FOR YOUR CHURCH AND MISSIONARY

(Rewrite this to fit yourself, your ministry, and your situation. You need to be comfortable and confident with your final product)

### SCRIPT WHEN REACHING A PASTOR

"Hi, this is \_\_\_\_\_, and I'm a member of *the missions committee* here at *First Baptist of Williamsburg*. Our Senior Pastor is *Bill Mitchell*. How are you today?

"Am I talking with the pastor? As I said, this is \_\_\_\_\_, and may I ask your name?

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"Pastor \_\_\_\_\_, I'm calling to ask you a favor. We have a missionary *couple* from our church, *Jim and Vonda Taylor*, who are going to *Cape Town, South Africa* with ABWE, the Association of Baptists for World Evangelism.

"Pastor, you get a lot of correspondence from missionaries looking for meetings, and I know there is just no way you can take them all. But I was wondering if it would be OK for us to just send you some information about *the Taylors*.

"I really appreciate that, Pastor \_\_\_\_\_. *Jim and Vonda* are a wonderful *couple*, very committed to Christ, active in *evangelism and discipleship*, humble and eager to be used of God. They've served the Lord here at *First Baptist* for several years and are ready to get to the field as soon as the Lord provides.

"Pastor, can I ask the correct spelling of your name, and also the mailing address for the church.

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"Thanks so much.

"Do you have an email address, by any chance?

"Pastor, it's been great talking with you. You should be getting the mailing in a few days.

"If you have any questions, please feel free to call us, our Pastor, *Bill Mitchell*, or the Millers directly. All those phone numbers and email addresses will be in the mailing. We'd be happy to answer any questions you may have.

"May the Lord bless you and your ministry. Have a great day. Good bye.

### SCRIPT WHEN REACHING AN ANSWERING MACHINE

"This is \_\_\_\_\_, and I'm a member here at *First Baptist of Bellefonte*. Our Senior Pastor is *Bill Mitchell*.

"We have a missionary couple from our church, *Jim and Vonda Taylor*, who are going to *Cape Town, South Africa* with ABWE. You'd be receiving a mailing from us concerning the Millers and we wanted you to know about it ahead of time.

"Jim and Vonda are a wonderful couple, very committed to Christ, dedicated, active in evangelism and discipleship, humble and eager to be used of God. They're ready to get to the field as soon as the Lord provides.

"If you have questions, please feel free to contact us. Our phone number is 814-355-5678. All the information will be in the mailing. Have a great day. Goodbye.

## **SCRIPT WHEN REACHING A CHURCH SECRETARY**

"Hi, this is \_\_\_\_\_, and I'm a member of *the missions committee* here at *First Baptist of Williamsburg*. Our Senior Pastor is Bill Mitchell. Is your Pastor available? (If yes, move to original script. If not, leave the following message.)

"We have a missionary *couple* from our church, *Jim and Vonda Taylor*, who are going to *Cape Town, South Africa* with ABWE, the Association of Baptists for World Evangelism.

"I know you get a lot of correspondence from missionaries looking for meetings, and there is just no way you can take them all. But I was wondering if it would be OK for us to just send you some information about *the Taylors*.

"I really appreciate that. *Jim and Vonda* are a wonderful *couple*, very committed to Christ, active in *evangelism and discipleship*, humble and eager to be used of God. They've served the Lord here at *First Baptist* for several years and are ready to get to the field as soon as the Lord provides.

"Can I ask the correct spelling of your pastor's name, and also the mailing address for the church?

---

"Thanks so much.

"Does the church have an email address, by any chance?

"You should be getting the mailing in a few days. Shall I put it to the attention of the pastor or someone else?

"You've been so helpful. It's been great talking with you.

"May the Lord bless you and your ministry. Have a great day. Good bye.

## The Prefielder's Calendar Year

Mid Jan - Apr	<b>Missionary Conference Months</b>
Mid Sept . Mid Nov	<b>Missionary Conference Months</b>
Oct/Nov/Dec/Jan	<b>Budget Decision Time</b> for New Calendar Year Key time for reminder letters from sending pastor
Nov/Dec/Jan	Schedule meetings for Spring/Summer/Fall
January	Schedule meetings while the slate is open for many churches
Apr/May/June	Schedule meetings for Fall & Winter Many Pastors plan rest of year & missionary mtgs by June
June/July/August	Camps & VBS Great time to provide Pulpit Supply for area pastors . make offer
Dec	Great time to provide Pulpit Supply for area pastors . make offer in October and November

## Prefielder's Journey      100 churches in 30-42 months

0-40%	Slowest unless there is major sending church support	12-24 months
40-70%	Slow, the process is getting old and perseverance is needed	12-18 months
70-100%	Finish strong, continue meetings and key mailings are important to encourage small additional increases to reach 100%	6-10 months

## Communication

Keep the monthly prayer letters coming monthly;

Keep the missionary's name and ministry before their contacts;

Keep goals out front . 25%; 50%; 85% & FPS; 100%    Language School; O&P needs

Plan your appeals carefully and clearly and let the sending pastor lead the charge

- 85%+ appeal to complete support & O&P
- End of year appeal: October or early November with sending church follow-up notes

**October, January, and April are common months for church support decisions.** Prayer letters should be designed to remind churches of your ministry and keep you before them. Keep in mind that the Prefield Department follows up the Evaluation forms.

# The Sending Pastor's Crucial Role with Missionaries Appointees, Short Termers and Veterans

## Missionary Appointees and the Home Church Pastor

**PASTORAL INVOLVEMENT IS CRUCIAL.** Pastors of sending churches for missionary appointees have a significant responsibility to provide direct guidance, advice, spiritual encouragement and counsel. His role as equipper, disciple-maker, coach and friend is immensely important and continual. He also has a significant opportunity to assist the appointees in making contacts and opening doors of opportunity for ministry presentations. Either personally, or by recruiting help from within the missions committee or church, the following are simple but important ways to help your prefield missionary succeed in getting meetings and gathering a sending support team to get them to the field. Assuming you now have a missionary appointee that is equipped and ready, what can you do to in the process of sending?

### 1) Give advice, creative suggestions, and assistance in the preparation of materials

The pastor could likely provide the names of individuals who can assist the appointees in preparing their display and presentations. He is the most familiar with who knows how to do what, and can enlist that assistance for the appointees. **This includes computer people familiar with Power Point, audio-techs for digital sound editing using Sound Wave or similar software, creative/craft types to help with design work for prayer card and display, English majors and teachers to review scripts, testimonies, etc.** *(Often, the mission board will provide much of this technical support. But sometimes that do not. If you have the capability to do a quality job, get people involved and do it. It will get the whole church family involved. Someone needs to be in charge and see to it that deadlines are met and things are done. The missionary appointee should not be hindered, but rather helped, to reach a speedy conclusion to the preparation process.)*

**The Display** . pictures, titles, graphics, boards, lighting, table cloth, curios, etc.

**The Multimedia** PowerPoint, Scala, or Video Presentation

**Testimonies** . written out, to the point, and includes the gospel

**Messages and lessons** . three to five of each for several age levels

**Literature** - Prayer Cards, Commitment cards, Introductory letters, mailing materials, etc.

Since the pastor has seen scores of presentations, displays, testimonies, etc. he is a great resource for advice and critique.

- 2) **Assist in creating and/or obtaining literature** the appointees will be sending to the churches. This includes **a pastoral letter of introduction and recommendation** written and personally signed by the pastor. A brief note by the pastor also helps make it personal.
- 3) **Promote the Missionary Appointee before the congregation** continually enlisting prayer and financial support. Keep the congregation abreast of where they are holding meetings, new supporters, support levels, goals, etc.

- 4) **Assist the missionary in getting meetings** by securing and maintaining a database of contacts. The pastor can call several other pastors he knows personally and request permission to send literature, giving a brief word of introduction and recommendation on their behalf. This provides the appointees with clear expectations and a workable plan. They follow-up with their own phone call the following week and seek to book a meeting. **The pastor can really jump start the missionary into meetings by his own personal involvement early on in the process.**

Contacts can be categorized as **HOT, WARM and COLD**. **HOT contacts** are personally known by the pastor or missionary. **WARM contacts** are friends of friends. There is **SOME CONNECTION**, although not as close a connection as the first level. **COLD contacts** are churches of like faith, but unknown to the home church, pastor or missionary. But the fact that they are of like-faith puts them in the ball park. **COLD contacts** should be sought out in an ever widening radius.

**BEST contacts** are those you (as pastor) and your missionary are already well connected with. They include fellow pastors, family, and friends. Make a complete list. Hot contacts should be contacted directly by the missionary or the sending pastor, depending on whose contact they are. These are the most personally interested and involved.

**GOOD contacts** can be generated from the entire church family. Ask the congregation to provide the names of other Bible believing churches and pastors who could be contacted. Be sure to get the connections . (the church member's name and the church connection that exists; i.e. *"Martha Jones – my sister Phyllis is a member of Blackstone Baptist in Kensington. Phyllis is a Sunday School teacher there. The Pastor's name is John Phillips"*.) This may seem too distant, but if Martha can call Phyllis and ask her to inform her pastor about your missionary, a bridge can be built. Warm contact churches should receive a phone call to request permission to send literature. The contact bridge can also be mentioned during that call.

It is best if one or two other individuals could then be recruited from the missions committee, or the church at large to call warm and cold church contacts to request permission to send literature. This introduction by phone alerts the pastor or church leader of the coming mailing and makes it more likely to be read upon arrival. If the home church is a part of a regional, state or national fellowship of churches, this mailing list should be easily available. ABWE has a list of churches too. The other option is to use a web-search site such as Yahoo or Google, and do a Yellow Page area search for churches with the name %Baptist+ or %Bible+ or %Community+, etc. and locate the search within a certain radius of major cities in different regions of the state. This can provide hundreds of church options for additional contacts. It is essential to keep a current database of all churches contacted so that you do not repeat contacts that are found through additional Web searches.

- 5) **On-going Encouragement.** Your continued involvement with your prefield missionary is so important. Contacts by phone, having them in your home, praying with them every couple of weeks. All of these are so important. Critique and guide the missionary's preparations for presentations. You know what will be well received. Communication is your life! Help them become as effective as possible. Be honest, be clear, and be direct.

Once your missionary gets ramped up to full time prefield, they will begin to sense a disconnection from the home church, since they will rarely be in the Sunday services. It will be important for them to stay connected by your involvement with them during the week. Setting up a twice monthly time to meet and pray can be a life-saver. Regular emails every few days also provide tremendous support. Your significance now and in the future cannot be overemphasized. You are still their shepherd. They still need your ministry. Seeing them develop during prefield and then adjusting to the field will be significant times of need. Your active involvement in their lives is crucial.

## **Short-Term Missionaries and the Home Church Pastor**

**Short-term missionaries are defined in this paper as those who are going to a field for a particular assignment with start and end dates defined.** They will be doing such things as building projects, teaching in an MK school for a year, assisting a field as a business manager for six months, etc. The time to raise these funds is often short. (It is assumed that the short-termer has gone through the steps of counseling with the pastor, presentation to the missions committee of the local church, gained approval to pursue the ministry by the committee and the church leadership, received approval by the agency and the field counsel, and has been appointed by the home church.)

Pastors of short-term appointees can assist in the same ways listed for career appointees previously. However, it is usually not necessary to create the size or scope of presentation normally associated with career appointees. The following are normal avenues of pastoral assistance or sending team help for short-term missionaries. Create a sending team to assist the missionary in the following ways:

- 1) Assist them in creating (in cooperation with the finance office of the mission board, if such exists) a workable budget for the ministry. This will include travel expenses, living expenses on the field, insurance, expenses back home in their absence, work funds on the field and project funds for such things as a computer, tools, etc.
- 2) Assist them in creating a plan for the maintenance of their home in the states and the management of their funds in paying local bills, etc. There is usually the need for someone to take oversight and responsibility of caring for these things in their absence.
- 3) Assist them in creating a mailing list for all family and friends outside the local church.
- 4) Assist them in creating a mailing list for all family and friends within the local church.
- 5) Assist them in creating a mailing list for those churches that would directly benefit from the short-termer's ministry.
- 6) Assist them in creating a prayer card, tri-fold brochure, and support commitment card
- 7) Assist them in creating a letter of explanation and request for support. This may constitute two or three different letters depending on the recipients.
- 8) Assist them by creating a Pastoral Letter of Recommendation personally signed

- 9) Assist them by recruiting help in preparing and mailing the materials.
- 10) Assist them by making as many phone contacts with area pastors and churches who may want to assist with a one-time gift. Be clear about the total financial goal, what the local church is seeking to provide, and what you are seeking to raise and when it is needed.
- 11) If churches express an interest, and would want a presentation, assist the short-termer by preparing them for their presentation and sending along a family from the church with them to provide an introduction and spiritual encouragement. A member of the missions committee is a natural choice.
- 12) You may want to send additional mailings every month to update all the churches and individuals as to the present status of the ministry goal and departure dates, times, location, etc.

## **Veteran Missionaries and the Home Church Pastor**

Almost every veteran missionary will, from time to time, be faced with a financial burden on the field. It may be the result of inflation, medical necessities, additional children, or the loss of supporters or supporting churches. When this happens, it is the responsibility of the home church pastor to go to bat for the missionary and seek that additional support. The special target will be the existing support team. The following are suggested things the home church pastor can do.

- 1) Make the need exactly and specifically known to the home church. A special one-time offering could be a stop-gap help for a month or two while the rest of the project gets off the ground.
- 2) Create a letter to the entire mailing list (this would include supporters and non-supporters) detailing the situation and the need. You may want to break the need down to workable numbers. For example

John and Jane Doe are in need of an additional \$800 a month support, due to the present inflationary crisis in their country. We, as their home church, are going to do all we can to meet this need, but we cannot do it alone. You are one of the Does eighteen supporting churches. If every church could increase their support by \$50 a month, the need would be fully met. Another way of looking at it is, if every church increased their support by just 15%, the need would be met. We understand that some of you just cannot do that at this time. Some may be able to do significantly more than that. Would you join us in prayer, and if possible, in financial assistance, to keep John and Jane on the field? You are well aware of the effective ministry they have and the importance of keeping them on the field. We are trusting God to meet this need in the next 60 days. We have taken an offering to meet the need for the next couple of months. But we wanted you to know, you who love and appreciate them just as much as we do, that the need is real and urgent. Thanks for all your support in the past and your continued support in the future. Sincerely, Pastor ..+

- 3) Create and include a self-addressed postcard or envelope that enables them to indicate what they are planning on doing to help meet the need.

- 4) Follow the mailing with a phone call to all the churches two weeks after, to be sure they received the mailing, and to see if they have any questions or concerns. (I do not contact personal supporters after the letter, only supporting churches.)

## **The Significance of the Home Church Pastor**

We, as pastors, have a great opportunity to encourage and support our missionary families. When you become aware of a financial need among our missionary family, and you are not the home church, try to get direct and detailed financial information from the missionary and the home office of the mission board. Then make contact with the home church pastor to be sure he is aware of the exact need, and if you could share with him some ideas to perhaps help meet the need. Never, never, never do anything in this regard without the complete approval and permission of the home church pastor. This is their responsibility, not yours. However, sometimes the home church pastor is not aware of the need, or what to do about it, and so a word of encouragement and counsel is usually appreciated.

Mailing lists of the missionary can usually be obtained from the missionary or the mission board with the missionary's permission to release that information. Be sure the missionary and the mission board are aware of your plans before you begin a mailing. This eliminates confusion and duplication of effort in the event they or the missionary are already in the process of sending out a letter of appeal.

God has given us great tools to communicate with one another. It requires an investment of time and energy on the part of the pastor and church staff. But it is an investment that is both essential and productive.

If I can be of further assistance to you in these matters, please feel free to contact me.  
Adios, Ron Berrus

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# Glossary of Missionary Terms

The Great Commission - The last command of Jesus Christ to His church to go into all the world and make disciples, teaching the gospel and training believers to live for Him and to reach others also. (Matt. 28:18-20)

Missionary . A person sent out by the local church to evangelize or assist in evangelizing a people group somewhere in the world for Jesus Christ. Career servant of Christ.

Sending church (Home Church) - The local church that actually sends the missionary; usually assisted by other churches and individuals.

Support Team - All churches and individuals who support the missionary financially and prayerfully, which enable them to go to the field

Mission Board - An agency created by local churches to assist in training, screening, and directing missionary candidates. The Mission Board assists in financial, governmental, transportation, insurance, emergency and relational aspects of missionary life. Boards do not replace or compete with the local church. They carry out an assigned role enabling missionaries to serve more effectively.

Missionary Candidate - One making application to a mission agency for missionary service.

Appointee - candidate who has been appointed by the mission board to a particular field of career missionary service but has not yet arrived on the field. (i.e. Appointed to Ghana )

Candidate Classes - A multi-week introductory seminar in which the candidate gets in-depth information, and is evaluated by the board for potential career service. All matters of faith, practice, doctrine and mission policy are clearly explained. At the closure of candidate classes, the candidate may then be appointed to a particular field upon approval of the church and the board's approval. They will then move out to seek support to begin their missionary career.

Pre-field or Deputation - The time that the missionary appointee is seeking to raise financial and prayer support sufficient to begin their career ministry. It usually requires a period of two to three years and visits to 100 or more different churches to raise sufficient support. The average church planting missionary has 26 supporting churches and 12 individual supporters.

Commissioning - The home church will commission the missionary as their own representative for the purpose of fulfilling the great commission.

Field Administrator - Individual who oversees a group of missionaries and acts as their mentor, advisor and counselor. He carries their concerns to the administration of the board.

Field Council - A group of missionaries working together in a given area. They jointly make decisions about mission strategy, goals, and plans. Functions somewhat like a church staff, although they are usually serving in different churches and ministries. (i.e. The N.E. Brazil Field Council.)

Church Planter - A missionary who is actively involved in evangelism and leadership training leading to the starting of local churches of like faith and order to his own sending church.

Church Planting Assistant - A missionary who assists the church planter by providing education for MKs (school teacher), leadership training specialist (bible teachers in institutes, colleges and seminaries), youth specialist, medical specialist (opens doors with national unbelievers), literacy specialists (translators and literacy training), administrators and business managers (large Field Council or difficult political environments).

Outfit and Passage Funds - Those additional funds necessary to cover transportation of the missionary family, their belongings (usually a 40-foot container), and all the costs associated with setting up a home in a foreign country. It also includes funds for immediate evacuation in case of emergency.

Regular Support - That amount of money it takes *every month* to support the family on the field. It includes housing, education of children, rent for church building, hymnals, all materials for starting a Sunday School, medical insurance, transportation, retirement, Social Security, food, clothing, salary, etc.

Term - A given period of active missionary service on the field; usually four years. Therefore a ~~second~~ term missionary is going back to the field after four years of ministry and a furlough.

Furlough - A break between terms during which the missionary reports to the supporting churches. He reports what has been accomplished, and requests specific prayer support for the ongoing needs and goals for the next term. It is also a time to visit new churches to raise additional support when needed, get medical check-ups, receive additional education, etc.

Prayer Letters - That monthly correspondence the missionary send to his supporting churches to keep them informed of prayer needs.

Language School . One to two year course of study to learn the language of the people group he is going to minister to. It usually takes all of his first year (or more) devoted full time to learning the language. It also may entail learning one or two more additional local dialects depending on the field of service. (It takes 20 years to become really fluent)

Culture Shock - The effect of being immersed in a foreign culture; is exposed to different people, foods, ways of doing things, fellow missionaries and loneliness. This often leads to a period of depression and severe feelings of inadequacy, powerlessness and futility. This is a crucial time during which many missionaries turn back due to discouragement.

Nationals - The people to whom the missionary ministers. (Used to be called ~~na~~ natives+- but that term is now condescending and offensive.)

Indigenous Policy - Make the ministry adapt to the culture (not sinful) and eventually turn the work over to national leadership. Reproducing the ministry in the culture as completely as possible with nationals sending out their own missionaries to other fields. (For example: Brazil now sends missionaries to Portugal, and the Philippines are sending missionaries to Vietnam.)