

# Policies and Procedures Manual



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# Polices & Procedures Manual for Rock Haven Ministries

*Notes*

## Article I — Name North Arkansas Gospel Mission (dba Rock Haven Ministries)

dba ~ (doing business as) Rock Haven Ministries

As of August 2007

Reason for change: The word "mission" has changed to mean various other things instead of ministry.

## Article II — Purpose, Vision, Values

### A. Purpose Statement

The Purpose of the Mission shall be to preach the Gospel (I Cor. 15:3,4) to the lost, to instruct the believers in the Word of God as the only rule for Christian living, to minister to the physical and material needs of the people, and where possible, to aid in the establishing of New Testament indigenous churches.

### B. Vision

1. Shall provide periodic means of fellowship among staff members and others.
2. Shall endeavor to challenge young people concerning spiritual needs in the United States.
3. Serve in a locating capacity to prospective home missionaries who are unfamiliar with home missions.
4. Shall create a placement service, helping home missionaries locate areas of specific need.
5. Shall provide information to pastors and schools about areas in need of personnel and help.
6. Shall provide and dispense information to the Christian public concerning home mission needs and activities by all possible avenues.

### C. Values

All services provided with these set specific values in mind:

1. Evangelism
2. Edification of believers
3. Discipling of believers
4. Church planting and strengthening

## Article III — Statement of Faith

**(1) The Holy Scriptures** - We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed ([2 Timothy 3:16-17](#); [2 Peter 1:20-21](#); [Matthew 5:18](#); [John 16:12-13](#)).

**(2) The Godhead** - We believe in one Triune God, eternally existing in three persons - Father, Son, and Holy Spirit - co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections ([Deuteronomy 6:4](#); [2Corinthians 13:14](#)).

### **(3) The Person and Work of Christ**

**a.** We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that he might reveal God and redeem sinful men ([John 1:1-2,14](#); [Luke 1:35](#)).

**b.** We believe that the Lord Jesus Christ died on the cross for all mankind as a representative, vicarious, substitutionary sacrifice, and that the sufficiency of this atoning sacrifice to accomplish the redemption and justification of all who trust in him is assured by his literal, physical resurrection from the dead ([Romans 3:24-25](#); [Romans 4:25](#); [Ephesians 1:7](#); [1 Timothy 4:10](#); [Hebrews 2:9](#); [1 Peter 1:3-5](#); [1 Peter 2:24](#) and [2 Peter 2:1](#)).

**c.** We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our high priest, he fulfills the ministry of representative, intercessor, and advocate ([Acts 1:9-10](#); [Hebrews 9:24](#); [Hebrews 7:25](#); [Romans 8:34](#); [1 John 2:1-2](#)).

### **(4) The Person and Work of the Holy Spirit**

**a.** We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that he is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption ([John 16:8-11](#); [2 Corinthians 3:6](#); [1 Corinthians 12:12-14](#); [Romans 8:9](#); [Ephesians 1:13-14](#)).

**b.** We believe that he is the divine teacher who guides believers into all truth; and, that it is the privilege and duty of all the saved to be filled with the Spirit ([John 16:13](#); [1 John 2:20, 27](#); [Ephesians 5:18](#)).

**(5) The Total Depravity of Man** - We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition ([Genesis 1:26-27](#); [Romans 3:22-23](#); [Romans 5:12](#); [Ephesians 2:1-3,12](#)).

**(6.) Salvation** - We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins ([Ephesians 2:8-10](#); [John 1:12](#); [Ephesians 1:7](#); [1 Peter 1:18-19](#)).

### **(7) The Eternal Security and Assurance of Believers**

**a.** We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever ([John 6:37-40](#); [John 10:27-30](#); [Romans 8:1,38-39](#); [1 Corinthians 1:4-8](#); [1 Peter 1:5](#)).

**b.** We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh ([Romans 13:13-14](#); [Galatians 5:13](#); [Titus 2:11-15](#)).

**(8) The Two Natures of the Believer** - We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and, that all claims to the eradication of the old nature in this life are unscriptural ([Romans 6:13](#); [Romans 8:12-13](#); [Galatians 5:16-25](#); [Ephesians 4:22-24](#); [Colossians 3:10](#); [1 Peter 1:14-16](#); [1John 3:5-9](#)).

**(9) Separation** - We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God ([2Timothy 3:1-5](#); [Romans 12:1-2](#); [Romans 14:13](#); [John 2:15-17](#); [2 John 1:9-11](#); [2Corinthians 6:14-7:1](#)).

**(10) Missions** - We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the gospel to all mankind ([Mark 16:15](#); [Acts 1:8](#); [2Corinthians 5:19-20](#)).

### **(11) The Ministry and Spiritual Gifts**

**a.** We believe that God is sovereign in the bestowment of all his gifts; and, that the gifts of evangelists, pastors, and teachers are sufficient for the perfecting of the saints today; and, that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established ([1 Corinthians 12:4-11](#); [2 Corinthians 12:12](#); [Ephesians 4:7-12](#)).

**b.** We believe that God does hear and answer the prayer of faith, in accord with his own will, for the sick and afflicted ([John 15:7](#); [1John 5:14-15](#)).

### **(12) The Church**

**a.** We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual organism made up of all born-again persons of this present age ([Ephesians 1:22-23](#); [Ephesians 5:25-27](#); [1 Corinthians 12:12-14](#); [2 Corinthians 11:2](#)).

**b.** We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures ([Acts 14:27](#); [Acts 20:17, 28-32](#); [1 Timothy 3:1-13](#); [Titus 1:5-11](#)).

c. We believe in the autonomy of the local church free of any external authority or control ([Acts 13:1-4](#); [Acts 15:19-31](#); [Acts 20:28](#); [Romans 16:1,4](#); [1 Corinthians 3:9,16](#); [1 Corinthians 5:4-7,13](#); [1 Peter 5:1-4](#)).

d. We believe in the ordinances of believer's water baptism and the Lord's supper as scriptural means of testimony for the church age ([Matthew 28:19-20](#); [Acts 2:41-42](#); [Acts 18:8](#); [1 Corinthians 11:23-26](#)).

**(13) Dispensationalism** - We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs man according to his purpose. Three of these - the age of law, the age of the Church, and the age of the millennial kingdom - are the subjects of detailed revelation in Scripture ([John 1:17](#); [1 Corinthians 9:17](#); [2 Corinthians 3:9-18](#); [Galatians 3:13-25](#); [Ephesians 1:10](#); [Ephesians 3:2-10](#); [Colossians 1:24-25](#); [Hebrews 7:19](#); [Revelation 20:2-6](#)).

**(14) The Personality of Satan** - We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire ([Job 1:6-7](#); [Isaiah 14:12-17](#); [Matthew 4:2-11](#); [Matthew 25:41](#); [Revelation 20:10](#)).

**(15) The Second Advent of Christ** - We believe in that "Blessed Hope," the personal, imminent, pre-tribulation and pre-millennial coming of the Lord Jesus Christ for his redeemed ones; and in his subsequent return to earth, with his saints, to establish his millennial kingdom ([1 Thessalonians 4:13-18](#); [Zechariah 14:4-11](#); [Revelation 19:11-16](#); [1 Thessalonians 1:10](#); [1 Thessalonians 5:9](#); [Revelation 3:10](#)).

### **(16) The Eternal State**

a. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment ([Matthew 25:46](#); [John 5:28-29](#); [John 11:25-26](#); [Revelation 20:5-6,12-13](#)).

b. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord ([Luke 23:43](#); [Revelation 20:4-6](#); [2 Corinthians 5:8](#); [Philippians 1:23](#); [Philippians 3:21](#); [1Thessalonians 4:16-17](#)).

c. We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment ([Luke 16:19-26](#); [Matthew 25:41-46](#); [2 Thessalonians 1:7-9](#); [Jude 1:6-7](#); [Mark 9:43-48](#); [Revelation 20:11-15](#)).

**Article III — Financial policy****A. General provisions**

1. This mission is largely supported by voluntary gifts and offerings. Full information as to the needs of the work and a modest appeal for funds may be given.

The Board and each member connected with the mission shall rely upon God to burden His people for the supplying of every need, and definite prayer shall be made and encouraged for this provision.

The Lord then is completely able to move through His obedient servants in supplying the N.A.G.M. with that which please Him.

2. All financial dealings of N.A.G.M. are audited annually by qualified accountants and a copy of this audit is made available to supporters of the mission at their request.

**B. The Ministry Fund**

All undesignated funds are automatically placed in the Ministry Fund to be used in any area of need. Headquarters office expenses such as utilities, purchase of office equipment, repair of equipment and building, Director's travel expenses, promotional, etc. are met from the Ministry Fund.

**C. Special Fund**

Special funds are sometimes developed to handle special receipts which are designated for certain needs or which the mission sets aside out of Ministry Fund gifts for special purposes.

**D. Workers Support**

1. The policy of the N.A.G.M. with respect to workers' support is in harmony with the directives of the Internal Revenue Dept. in Washington D.C. The following guidelines, if followed, will assure our donors that their gifts are being used as they desire, while at the same time their records will be acceptable to any who may question them.
2. All gifts given to the N.A.G.M. are immediately recorded, promptly acknowledged and disbursed. An annual audit of the financial dealings of N.A.G.M. is available upon request.
3. All checks or money orders should be made payable to N.A.G.M. (not to the worker) and should be sent to North Arkansas Gospel Mission, P.O. Box 40, Hasty, AR 72640. No receipts can be issued unless this requirement is complied with
4. All gifts whether given to the General Fund or designated to some other aspect of the work, should be listed on the donor's income tax report as gifts given to the N.A.G. M., not be any work or worker connected with N.A.G.M.

5. Donors may designate gifts for support of a ministry in a particular area. Support for missionaries is expedited by a simple project system. Each worker is assigned a "Worker Project Number", which corresponds to the "Project Number" of the field on which he/she serves. When the donor wishes his/her gift to be used for the support of any missionary serving a particular field, he/she should designate his/her gift by using the appropriate project number, rather than the name of the worker or field location. The designation should appear on a separate piece of paper, not on the check itself. The disbursement of funds so contributed is under control of mission personnel for use in the designated project. He can be sure his gift will be used exactly as he wishes, for the worker on the field will keep him informed of the process of the work which his gift makes possible.
6. Gifts of a purely personal nature, such as Christmas, birthday, anniversary, etc., are not deductible from the donor's tax report and should be sent directly to the worker.
7. If the donor is requested to furnish proof of his contributions to the N.A.G.M., he should write the home office for a transcript of his giving for the previous year.
8. As the donor gives to the support of a particular field or project of the Mission he is joining with many other Christians in the promotion of the work of God through N.A.G.M. At the same time, he is protecting himself under the laws of the United States of America concerning tax deductible donations.

### **E.. Basic Support**

Missionaries, before going to the field should have their support underwritten by churches and/or individuals. N.A.G.M. has adopted the following Basic Support schedule:

1. Salary — This amount includes all personal family living expenses. In the case of a family, additional support is needed for the children.
2. Housing — An established amount of allowance is fixed for each field based on the average cost of renting a reasonable dwelling. This figure is considered comparable to a parsonage allowance.
3. Travel — A calculated figure, derived from previous figures received from our missionaries on the field represents the average cost of running a small car.
4. Field Expenses — Field expenses include materials, supplies, literature requirements, youth camp expenses, books, D.V.B.S., and various field related

expenses that may be adopted by the missionaries working in a team relationship.

5. Contingency Fund — The contingency fund is expressly designated for use in emergencies, occurring either on the field or at home. Distribution is at the discretion of the Board of Directors, who will make specific stipulations in each case.
6. Administration and Promotion — Though N.A.G.M. takes no percentage for administration the Board may encourage the workers to help by contributing to the cost of maintaining this ministry.

#### F. Appointee's finances

1. Deputation finances, while preparing to go to the field, shall be paid from deputation income. Excess income shall be placed in the appointee's Special Projects Fund and used for outgoing expenses, equipment, and initial field costs.
2. A missionary under appointment shall issue gift acknowledgements for all contributions received and shall report monthly to the office his deputation income and expenses.
3. Basic support break down and distribution shall apply only on the appointee's income which is actually received as a part of his support income.
4. Equipment not primarily for deputation use should be purchased with project funds only after appointee has 75% of his support and is assured of going to the field.
5. If an appointee resigns from the Mission before having reached the field, any funds remaining in his account shall be administered by the Board of Directors.

#### G. Annual Report

A summary of the financial report will be published annually in the Mission publication "Echoes". A complete copy of the annual audit will be made available upon request.

### Article V — Board of Directors

#### A. Purpose

The purpose of the Board of Directors is to oversee the management and disposition of the business and affairs of this corporation. Thus, the Board of Directors is the final and absolute ruling body of the mission.

## B. Objectives

The means by which the Board of Directors shall exercise this management and disposition of the business affairs of the mission is set forth in the following objective.

### 1. Govern the Service of all Missionaries

The service of all missionaries is under the jurisdiction of the Board of Directors. This Jurisdiction is carried out through the General Director and other appropriate managers. This jurisdiction includes the right of dismissal of Missionary personnel.

2. Approve and Appoint Candidates for missionary service. The Board Of Directors, in consultation with the General Director, approves all candidates for missionary service. In consultation with the respective candidate and the Mission Director, the Board shall appoint the candidate's place of service.

### 3. Control all Finances

The Board of Directors has the control and supervision of all monies, estates, bequests, and annuities given for use and maintenance of the mission.

### 4. Supervise all Field Ministries

All field ministries are under the supervision of the Board of Directors. Such supervision is carried out through the General Director.

## C. Qualifications

Because of the great responsibility incumbent upon the Board of Directors, Christian men of spiritual maturity from various career and professional areas of life are sought for Board service. Individuals with expertise in the following areas are helpful in the function of the Board: administration, personnel management, finance, legal, education, medical, pastorate, and missionary service.

## D. Function

### 1. How constituted

The Board of Directors is a self-perpetuating body consisting of at least seven members. Members are elected for a term of three years and are eligible for re-election.

Vacancies which may occur on the Board between annual meetings may be filled by the Board of Directors for the unexpired term. In such cases, the regular procedure for nomination and election shall be followed. Election for Board members shall occur at the annual meeting of the Board of Directors.

Board members may be removed from membership at any time for moral, doctrinal, or functional reasons by a two-thirds vote of the full membership of the Board of Directors. Such action shall take place only after full investigation has been made under the direction of the Chairman of the Board and adequate discussion conducted before the Board regarding the individual. The Board member in question shall have the right of hearing and answering charges or questions before the Board of Directors. In case the Chairman is said individual, the Vice-Chairman shall oversee the investigation and Board discussion.

The General Director is considered a board member with full voting privileges. He is also an ex-officio member of all committees.

## 2. Nomination and Election

A nomination committee consisting of the General Director as Chairman and two members of the Board appointed by the Board Chairman shall submit to the Board, at least one month prior to the annual meeting, names and biographical sketches of individuals for consideration as Board members. These candidates are then interviewed by the Board. Unanimous vote is required for election to the Board.

## 3. Board Officers

The Bylaws of the mission provide for the following Board officers: Chairman; Vice-Chairman; and Treasurer. Board officers are normally elected at the annual meeting of the Board of Directors for a term of one year.

## 4. Meetings

The Board of Directors meets four times a year, or on call by the Chairman. The January meeting is called the annual meeting, inasmuch as the fiscal year of the mission coincides with the calendar year. A quorum consists of those present at a regularly called meeting.

## E. Relationships and Communication

### 1. Within the Board of Directors

Relationships among the Board of Directors are to be of the highest caliber, both spiritually and professionally. Members of the Board must always keep in mind the good of the Mission as a whole and never seek to promote pet projects, fields, or missionaries. The example of relationships among the Board of Directors sets the tone for relationships throughout the entire Mission family.

(2.) With the General Director

It is extremely important the Board members clearly and honestly communicate with the General Director regarding any and all matters relating to the Mission. It is equally important that the General Director keep the Board adequately informed on matters relating to the overall operation of the Mission and to the specific direction and developments of ministry on the various fields. Confidence between the Board of Directors and the General Director must be manifested on each one's part. Spiritual maturity and professionalism should be manifested in all communications. The Board of Directors has complete freedom to question the General Director concerning any and all decisions made by him in the performance of his duties.

3. With the Christian Constituency

Communication of the Board of Directors with the supporting Christian constituency of the Mission shall be as they deem necessary and appropriate. Such normal communication shall be submitted through the General Director.

F. Job Guidelines

1. Accountability

a. Government officials

North Arkansas Gospel Mission (dba Rock Haven Ministries) is incorporated under the laws of the state of Arkansas as a not-for-profit organization and is under the Internal Revenue Code of the United States government. The Board of Directors is responsible for the proper conducting of the organization under such state and federal laws as may be applicable.

b. Mission employees and personnel

The Board of Directors is accountable to all employees and personnel of the mission family to see that the Bylaws and policies and practices are upheld as prescribed in the Mission manual.

c. Supporting Constituency

The Board of Directors serves as the stewards of the Lord's servants and money. As such, the Board is responsible to the many churches and individuals who "give, pray and go" to see that all personnel are dealt with according to Christian principles and that wise and careful use is made of the funds received.

d. The Lord

The Board of Directors of a Christian organization is always and foremost accountable to the Lord. Service on such a board is a matter not to be entered into lightly.

2. Authority

The full and final authority of the Board of Directors over all personnel and the operation of North Arkansas Gospel Mission is established in the Articles of Incorporation and Bylaws. The Board shall ever attempt to exercise its authority in such a manner as to promote the good of both the organization as a whole and each of its members individually.

3. Responsibilities

- a. Formulate major policy
- b. Control the financial management of the Mission
- c. Approve missionary personnel
- d. Serve as a sounding board for the mission management.
- e. Authorize mission wide goals

4. Duties

- a. Attend Board meetings
- b. Serve as requested on Board committees
- c. Keep up-to-date regarding the field ministry and personnel by reading prayer letters of all missionaries.
- d. Travel to fields as requested by the General Director
- e. Interview Missionaries
- f. Represent the mission at various meetings as requested by the General Director.

## Article VI – Membership

The membership section is designed to explain the status and ministry of the North Arkansas Gospel Mission worker.

### A. General Classification and Requirements

#### 1. Missionary

##### a. Requirements

- (1.) Devote all their energies to the work of North Arkansas Gospel Mission related ministries
- (2) Missionaries are not allowed to seek regular secular employment to supplement their income.
- (3) Attend entire annual conference and all staff meetings unless providentially hindered.
- (4) Serve at Rock Haven Bible Camp unless excused by the General Director
- (5) Complete and return monthly reports

- b. Privileges  
Full in all areas of ministry, support, and voting.

## 2. Associate Missionary

- a. Requirements
  - (1) Devote as much time as possible to North Arkansas Gospel Mission related ministries
  - (2) Attend annual conference unless excused by the General Director, due to extenuating circumstances.
  - (3) Serve at Rock Haven Bible Camp unless excused by the General Director.
  - (4) Complete and Return monthly reports
  - (5) Attend all staff meetings
- b. Privileges  
Full in all areas of ministry and support. Support is to be limited to compare to amount of time spent in North Arkansas Gospel Mission ministries.

## 3. Missionary Candidates

All missionary candidates for the mission should apply first to the General Director in writing. Questionnaires will then be sent to the applicant if deemed suitable.

- a. Missionary candidates must be members in full communion of an evangelical assembly of believers.
- b. Missionary candidates should have at least a High school and Bible Institute education or their equivalent. Associate members have a lesser requirement. Each applicant shall be considered on its own merit, and exceptions made when warranted.
- c. Missionary candidates shall receive a medical examination according to schedules provided by the Board of Directors, whose decision is final concerning the physical fitness of any missionary candidate desiring service on the field.
- d. Missionary candidates shall complete a period of missionary orientation.
- e. After acceptance, missionary candidate must regard themselves as being under the direction of North Arkansas Gospel Mission.
- f. Under certain circumstances of immediate or long range benefit to North Arkansas

Gospel Mission, the merits of which to be decided upon by the Board of Directors, a candidate may be appointed earlier in the process of application (For example: while in college) and considered an appointee in training and a final review of acceptability for service with North Arkansas Gospel Mission will be conducted by the Board.

All standard financial polices appropriate to such appointees will apply, and, until otherwise directed, such persons must report to the General Director. The candidate has no vote.

#### 4. Retired Workers

##### a. Requirements

- (1) Those disabled or unable to fulfill their duties as a Missionary.
- (2) Those who have reached the age of retirement or over, who voluntarily desire to retire.

##### b. Privileges

- (1) Continue to receive funds through North Arkansas Gospel Mission.
- (2) Continue to receive all publications
- (3) May assist in North Arkansas Gospel Mission ministries as much as possible.
- (4) Will have full voting privileges
- (5) May live or settle on provided property, should the Board desire or approve.

#### B. Discipline and Dismissal of Workers

Missionaries, staff and personnel of North Arkansas Gospel Mission may be disciplined or dismissed by the Board of Directors, after a fair hearing, for the following reasons:

1. Moral conduct which is unscriptural or brings reproach on the name of the Lord and the Mission.
2. Doctrinal deviation from the published doctrinal statement of the Mission.
3. Financial dealings which are not honest and mismanagement of personal funds to the extent that financial obligations are not paid. A reputation for truthfulness and honesty are imperative if a missionary is to be used in God's service.

4. An uncooperative spirit or a spirit of rebellion which causes constant disharmony among the staff, the director, or the Board of Directors. A spirit of harmony and mutual respect are essential as we labor together until Jesus comes.

All disciplinary action shall be taken only after a full disclosure of the facts, indicates that such action is necessary. The Worker in question shall have the right of hearing and answering charges or questions before the Board of Directors. Every attempt shall be made to restore the offending individual to fellowship with the Lord and the Mission.

## Article VII — Meetings

### A. Annual Meeting

1. A workers conference of North Arkansas Gospel Mission shall be held annually.
2. This conference shall be sponsored for the purpose of providing assistance to missionaries, pastors, and others for its promotional value, and for the inspirational benefit of all who share in our ministry.

### B. Staff Meetings

1. To be help for our staff on a monthly basis or as otherwise announced.
2. This meeting shall be sponsored for the purpose of fellowship, encouragement, counseling, edifying, as well as to share with missionaries the business of the Mission so that our workers might be informed, and united in our service to God.

## Article VIII —Policy Changes

- A. Necessary changes in this Policy Manual may be made as follows:
  1. The proposal for a revision or addition shall be presented to the Board of Directors by any member, in written form. Proposals may originate from the Mission Staff or the Board of Directors.
  2. All proposals meeting these qualifications shall be considered, and either accepted or rejected.
  3. Those proposals approved by the Board of Directors shall be presented to the workers at the next staff meeting.