

Missionary Working Agreement

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Between the Anycity Church of Christ and the Michael Smith Family

The purpose of this document is to describe the working relationship between the Anycity Church of Christ in Pittsburgh, Pennsylvania, and its missionaries to Cali, Colombia, Mr. and Mrs. Michael Smith. (The Anycity Church of Christ and the Michael and Michelle Smith family are purely fictitious, but represent the kind of partnership needed to effectively carry out the mission of God).

The Anycity Church of Christ takes seriously the Lord's mandate to evangelize the world (Matthew 28:18-20, Mark 16:15-16). Anycity realizes that, by herself, she is insufficient for the task. However, depending on the Lord's presence in missions (Matthew 28:20), and being empowered by the Holy Spirit (Acts 1:8; 16:6-10), she gladly takes her place beside such sending churches as Jerusalem (Acts 8:14-15; 9:26, 30; 15:22-23a) and Antioch (Acts 13:1-3).

The Anycity Church of Christ enters this covenant with Michael and Michelle Smith with humility. Its leadership looks upon the Smiths as colleagues, rather than simply as employees. They expect the same attitude from the missionary family. Partnering together before God and under the terms described below, the Anycity leadership expects God-anointed results.

Responsibilities of the Anycity Church of Christ

The Anycity Church of Christ, and especially her elders and Missions Committee, commits herself to partner for a *minimum* of five years with Michael and Michelle Smith, as well as with sister congregations and their respective missionaries on the Mission Team, to firmly establish a large, self-sustaining congregation in the heart of Cali, Colombia.

Prayer and Encouragement

The Anycity church covenants before the Lord to lift up her missionaries in prayer. She also will encourage and support the Michael Smith family through letters, telephone calls, tapes, Faxes, E-mail, and other appropriate means. She also agrees to send at least two representatives to visit Cali every two years.

Financial Support

1. **Salary.** Anycity pledges itself to serve as the sponsor and supporter of Michael and Michelle Smith and their work in Cali. Anycity will provide a mutually agreed upon base salary, to be reviewed annually. Due to the uncertain inflation rates in Colombia, Anycity will also provide a cost of living supplement to the base salary. The amount of this supplement will be adjusted according to the cost of living index for Colombia provided by Missions Resource Network. At the time of this contract, the index is \$800 per month.
2. **Retirement.** Anycity will provide a portable retirement program using a 403(b) plan into which she will pay an amount equal to five percent of the missionary's base salary and cost of living allowance. She will also match contributions the Smiths make to that fund, up to

- an additional three percent (3%) of their annual salary and cost of living adjustment. The fund will be vested three years after the signing of this agreement. If the missionary family returns before three years, they will receive only what they invested in the retirement plan.
3. **Health insurance.** Anycity will provide international health and evacuation insurance, including prescription drugs and a dental plan, through a reputable insurance carrier that provides expatriate coverage both in the host country and the country of origin.
 4. **Other insurance.** Anycity will provide basic term life insurance in the amount of \$50,000 each for the missionary and spouse, and an additional \$7000 for each dependent child, all of which include an accidental death/dismemberment rider. Personal property insurance in the amount of \$15,000 on field and \$5,000 while on stateside assignment (furlough) will also be provided. Additional life insurance for at least \$200,000 will be strongly encouraged by Anycity but shall be the responsibility of the Smiths.
 5. **Taxes.** Michael Smith will be considered an employee of the Anycity Church of Christ and they will pay for one-half of his U.S. Social Security and 100 percent coverage of any foreign income tax assessed for income earned as a missionary..
 6. **Additional benefits.** Realizing that if the missionary family was located in the U.S. both husband and wife could be employed, Anycity will provide a university allowance for each MK who is enrolled as a full time student in a university. The recommended level is \$2400 per year for up to four years of undergraduate work. Coupled with MK scholarships that are offered at several Christian universities, this will help keep veteran missionaries on the field when their children return to the States for a college education.
 7. **Work funds.** Anycity will provide annual operational or work funds, the amount to be mutually agreed upon during the budget process each year. These funds will be used for office rent and utilities, secretary and office operation, advertising, literature, transportation, and other activities necessary for church establishment and growth. The working fund is not to be an extension of the missionary's personal salary.
 8. **Budget proposals.** Any need for increases in salary, working funds or special funds should be presented in a budget proposal by September 1 prior to the year in which those funds will be needed.
 9. **Pan American Lectures.** Travel, food, lodging, and incidental expenses will be provided through the work funds for the Michael Michelle Smith to attend the Pan Am Lectures annually.
 10. **Termination.** If the working relationship with the Michael Smiths is terminated, then Anycity shall furnish the following:
 - a. The equivalent of six months' salary. If Michael has not found adequate employment during the first six-month period, he may petition to have his salary continued for up to six additional months, but in no case to exceed twelve months from termination date.
 - b. The equivalent of two weeks' salary for each year of missionary service in Latin America beyond three years from the signing of this agreement.
 - c. Note: Should termination occur due to missionary involvement in sinful and immoral activities, then the termination package under "a" above may be null and void.
 11. **Return Travel and Shipping.** The Anycity church will provide airfare for the Smith family from Latin America to Pittsburgh, PA, or its equivalent. Upon completion of three years in Cali, Anycity will provide for shipping expenses for all personal goods up

to the equivalent of three months' salary. Anycity will also cover airfare and shipping expenses if the Smiths are forced to return to the U.S. prematurely due to serious illness, government regulations, political instability, or persecution. Should it seem more appropriate to sell household items rather than ship them to Pittsburgh, Anycity will provide funds for the difference in the cost of the items in Pittsburgh, less what was received for the used items in Cali. The Smith family may be responsible for shipping expenses to the U.S. if their premature return (less than three years) is for a reason other than those listed above.

12. **Resettlement.** In addition to the terms listed above under "7. Termination," the following will be part of the Smiths' resettlement package if they stay on the field for at least five years:
- a. The Smiths will schedule at least one trip back to Cali within the first 12 months following their return to the U.S., and the trip will be funded from their working fund.
 - b. If the Smiths own a home in Cali, they will be the beneficiaries from any gain from the sale of their home in Cali, less any outstanding loan balance.
 - c. Should the house have to be sold at a loss (less than the outstanding loan balance) the Anycity church will absorb that loss, and negotiate the sale of the house and manage the disposal process.
 - d. The Smiths will sell their used automobile in Cali and Anycity will pay the difference in the cost, if any, of replacing it with a comparable automobile in the U.S.
 - e. It will be the goal of Anycity to have the Smiths settled into a home in the U.S. with furniture and automobile paid for and without any more debt than they had in Cali.
 - f. To accomplish the above goals, the Anycity congregation will host a "Missionary Honor Sunday" soon after the family's return to Pittsburgh. Such a Sunday might include an inspirational missionary speaker on Sunday morning and a reception honoring the Smiths. The reception will be a place where Anycity members will be able to affirm the Smith family and provide a love offering to take care of their resettlement needs. Anycity will cover the balance, if any, not covered by the love offering.

Furloughs and Vacations

Anycity will provide a six-week paid furlough for the Smiths every two years, beginning two years after they arrive in Cali. One week of the furlough must be spent with the Anycity congregation. During the furlough, the salary, cost of living supplement, and work funds for the Smith family will continue. Anycity will pay round trip airfare from Cali to Pittsburgh, PA. On alternate years, the Smiths will be granted three weeks of paid vacation, some of which should be spent in Latin America. In addition to vacations and furloughs, Michael and Michelle are encouraged to take time off each week.

Emergency Returns

The Anycity congregation recognizes that the cost of emergency travel to the States would place a financial burden on the Smiths. Therefore Anycity will cover airfare expenses for an emergency return. The definition for an emergency include the death or life-threatening illness or condition of an immediate family member or grandchild, a medical problem requiring treatment in the United States, or political upheaval in the host country that requires the Smiths to leave for safety reasons. Michael and Michelle are encouraged to exercise good stewardship in this regard.

Personal Tragedy

Should personal tragedy befall any member of the Michael Smith family while serving in Colombia, the remains will be buried in Colombia (at the family's request) or in the United States. Anycity will assume (1) the cost of shipping the remains to the United States for burial and (2) the airfare of the survivor(s). If personal tragedy befalls Michael Smith, Anycity is committed to the care of Michelle and the children until such time that this care is mutually considered unnecessary.

Contact Person

Anycity will appoint a member of the Missions Committee as a contact person to facilitate communication between the Smiths and the Anycity congregation. The contact person is responsible for communicating, on behalf of the Smiths, to the congregation, Missions Committee and eldership. He/she will also supply the Smiths with needed information.

Evaluation

Anycity's primary goal is to establish a large, self-sustaining church in the heart of Cali, consisting primarily of whole family units, with her own elders, deacons, teachers, and evangelist. Anycity will evaluate annually the progress made toward these objectives. Additional works should not significantly detract from the main goal.

Responsibilities of Michael and Michelle Smith

Exit Strategy

The Smiths will submit to the Missions Committee and Elders a written strategy for exiting their immediate work in Cali. The exit strategy should be linked primarily to the developmental stages of the church plant, rather than to external time criteria. Nevertheless, every effort should be made, under the lordship of Christ, to help the church plant to develop in a timely manner. Leaving the work too soon or too late may be equally hazardous to church establishment. Upon completion of the first church-planting project, the Smiths may elect to initiate a new work in Cali or in some other part of Latin America.

Primary Duties

To produce, with God's help, a strong, responsible church of 300-500 members, housed in an adequate downtown building, with her own elders, deacons, teachers, and evangelist. This will take the mission team approximately 10-15 years of hard, God-blessed work. To accomplish these objectives, the Smiths will do the following:

1. **Exemplify** a Christian lifestyle and practice the spiritual disciplines of devotional Bible study, meditation, prayer, and fasting.
2. **Hold** to the biblical faith and doctrine in a way that is consistent with the leadership of the Anycity Church of Christ.
3. **Maintain** doctrinal harmony with others on the Mission Team.
4. **Study** the language until fluency on a university level is reached.
5. **Research** the city of Cali and the worldview of its residents.
6. **Design** a church-planting strategy.
7. **Prepare** an evangelistic approach that focuses on heads of households.
8. **Conduct** evangelistic Bible studies, both one-on-one and in small groups.
9. **Preach** strong public sermons to the congregation and to the lost.
10. **Use** several approaches to reach the lost, including mass media, tracts, brochures, public preaching, and public and private teaching.
11. **Write** evangelistic and training materials.
12. **Train** capable national leaders.

The Smiths pledge themselves to work diligently and prayerfully toward the stated goal. Though begun in the United States prior to departure for the field, they will spend most of the first year in Cali on the first six items listed above. Even after the first year, the Smiths will continue refining these six steps. Beginning the second year, the Smiths will add steps 7-9.

Other Duties

1. **Edify** other such churches in the major cities of the target nation.
2. **Maintain** the strength of the Mission Team.
3. **Host** visitors from the Anycity congregation.
4. **Lead** evangelistic and other campaigns staffed by Anycity members.
5. **Respect** the leadership of the Anycity Church of Christ.

Reporting

The Smith family will provide to the Mission Committee of the Anycity Church of Christ three kinds of regular reports:

1. **Monthly newsletters.** These one- or two-page reports will feature human-interest stories and include a statistical update on church attendance and other relevant items. These may be E-mail reports or other electronically sent reports. These will be posted on Anycity's website.
2. **Quarterly work reports.** These two- to four-page progress reports will be more in-depth and will provide graphs, charts, and other measurement devices to help Anycity accurately understand the work in Cali. The missionary should provide pdf copies of this more formal report, which will also be posted on the church's website.
3. **Quarterly financial reports.** This will show monthly income and expenses for all operational funds handled by the Smiths. These reports will follow generally accepted accounting guidelines and may be sent electronically to the Missions Committee.

The Missions Committee will distribute to the congregation the monthly newsletters and the quarterly work reports, or electronic links to them, in a timely and effective manner. It also will provide copies of the Quarterly Financial Report to the elders.

Work Funds

The Smiths will maintain accurate records of all work funds. The use of the work funds generally will be left to the discretion of the Smiths, with the mutual understanding that the funds are to be used for work-related expenses such as those listed above. Benevolence is to be excluded from the work funds and should be handled by the Smiths individually or through the local church in Colombia. Also Anycity asks Michael Smith not to loan money to or co-sign a note with other individuals while employed by Anycity without first receiving written permission from the chair of the Missions Committee.

Raising Additional Support

Anycity will not be responsible for supplying additional funds for special projects, but she may elect to help Michael secure them. Michael is not to raise any additional personal salary.

Other Employment on the Field

Michael should not accept other positions for remuneration. The elders must approve any variation from these exceptions ahead of time.

This working agreement will be revised every two years, at the time of the Smiths' furlough, by mutual consent of Michael and Michelle Smith, the Mission Committee, and the elders of the Anycity Church of Christ.

Chairman, Mission Committee

Date

Elder, Anycity Church of Christ

Date

Elder, Anycity Church of Christ

Date

Missionary, Michael M. Smith

Date

Missionary, Michelle M. Smith

Date