

Global Outreach International



Policies and Procedures Manual for Field Staff

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This manual is intended as a guideline for field personnel. It is not and should not be construed to be a contract between Global Outreach and its field personnel.

I. CORE VALUES

Global Outreach International has at its core seven basic values. The core values define and shape our approach to ministry and the way we relate to each other. The seven core values are as follows:

- A. **Mission Partnerships** – It is our desire to establish strategic mission partnerships with local churches in the sending of missionaries, both short-term and long-term, throughout the world.
- B. **Evangelism Focused** – The Great Commission compels us to make evangelism our first and primary focus. Everything we do must filter through the desire for and the purpose of evangelizing a lost and dying world.
- C. **Discipleship Driven** – Matthew 28:19 clearly demonstrates that evangelism is incomplete without making disciples. Discipleship involves growth towards maturity and teaching converts to become “disciplers.”
- D. **Compassion Motivated** – Compassionate love moves us to reach out to the whole man: body, soul, and spirit. We want to help others help themselves.
- E. **Relationship Orientated** – We long to be a “great missions family” connected through the love of Christ. We are more than individuals in an organization; we are Global Outreach.
- F. **“No Boundaries” Approach** - Education, age, marital status, family size, or physical handicaps should not build barriers to fulfilling God’s call to missions. If God calls you to it and you can dream it, we desire to help facilitate it.
- G. **Integrity Guided** – Global Outreach espouses accountability in action. We value hard work, fiscal responsibility, and ethical practices that are above reproach.

II. MISSION STATEMENT

To recruit, train, and undergird the ministry of a growing interdenominational family of career and short-term missionaries that reach out internationally with the love of Jesus Christ by sharing the gospel through holistic ministry that compassionately meets the needs of hurting people, evangelizes the lost, disciples the saved, and establishes new converts into the body and ministry of local indigenous Christian churches.

III. STATEMENT OF BELIEFS

- A. We believe the Bible to be the inspired, infallible, and authoritative Word of God without error in the original writings (II Timothy 3:16).
- B. We believe in one God, Creator of all things, infinitely perfect, and eternally existing in three Persons: Father, Son, and Holy Spirit (Isaiah 45:22, Romans 11:36).
- C. We believe that all men have sinned and come short of the glory of God; and that for the salvation of lost and sinful man, regeneration by the Holy Spirit through faith in our Lord Jesus Christ is absolutely essential (Romans 2:23, John 1:12, Titus 3:5).
- D. We believe in the deity and virgin birth of our Lord Jesus Christ; that he died upon the cross as a substitutionary sacrifice for the sin of the world that he arose from the dead and ascended into heaven from whence he will return with power and glory (John 10:3, I Timothy 2:5-6, II Corinthians 15:3-4, Titus 2:13).
- E. We believe in the doctrine of justification by faith, realizing that it is impossible for man through works to save himself (Romans 5:1, Ephesians 2:8-9).
- F. We believe in life after death; that “There shall be resurrection of the dead, both of the just and the unjust” (Acts 24:15).
- G. We believe in the resurrection of the saved unto everlasting life in heaven and the resurrection of the unsaved unto eternal punishment in hell (I Thessalonians 4:16-17, II Thessalonians 1:7-9).
- H. We believe that it is the responsibility of all believers in Christ to share the good news of Jesus as Savior and Lord to all people of the world. We believe we should do this in deeds of love and proclamation. We are therefore concerned about the physical, social, and spiritual needs of all people (Acts 1:8, Matthew 25:35-40).

IV. ORGANIZATIONAL STRUCTURE

| Title | Classification | Term of Service |
|---------------------------------------|----------------------------|---------------------------|
| Career Missionary | Long-term | Over two years |
| Short Assignment Mission Staff (SAMS) | Long-term | Three months to two years |
| Short-term Volunteer | Short-term | One week to three months |
| Mission Project Coordinator | Long-term uncompensated | Indefinite |

A. Our team of missionaries and volunteers adhere to the following realities:

1. Missionaries and volunteer staff are approved by Global Outreach as faith missionaries and serve as representatives of GO within the appointed country of service.
2. All missionaries must return from the field after their first full year of service on the field in order to go before the Global Outreach International Board of Directors for final approval. (Missionaries cannot serve more than two years on the field before coming before the Board.)
3. Missionaries serve as official GO representatives under commissioning by a local church and by approval of the GO Board of Directors. These missionaries are known as GO missionaries accountable to the local church and Global Outreach.
4. Missionaries, volunteers, and short-assignment mission staff agree to abide by the policies and procedures set forth in this manual. Global missionaries minister and live within the parameters of the GO Statement of Beliefs.

V. FIELD REPRESENTATIVES

A. Regional Director

1. General Description

- a. The Regional Director will be involved in coordinating and giving oversight and administration for all missionary personnel in that region.
- b. The primary focus of the Regional Director is to work closely with each Country Coordinator; helping each region, mission site, and missionary to carry out their ministry and accomplish the mission and vision God has given them.

2. Specific Responsibilities

- a. Help each missionary comply with NGO stipulations relevant to their country or location.
- b. Be accountable for the “out-of-bed” policy for each missionary.
- c. Provide assistance in the area of problem solving. Any and all disciplinary action will be coordinated with the Home Office.
- d. Provide ministry accountability for missionaries and projects.
- e. Give input into planned missionary expansion.
- f. Serve as a liaison with the Country Coordinator and Home Office in case of a crisis situation anywhere in the region.

B. Country Coordinator

1. General Description

- a. The Country Coordinator is responsible for giving guidance and advice to all in-country missionaries and especially to missionaries just coming to the field.
- b. The Country Coordinator position is not a supervisory role, but works closely with the Regional Director and the Home Office.

- c. The primary focus of the Country Coordinator is to help each missionary as they enter the country to obtain visas, get settled into their new environment, and in general help them get started with the ministry to which God has called them.
- d. The Country Coordinator is not to be used as an errand person by other missionaries. The Country Coordinator is there to help and give advice. It is the responsibility of each missionary to accomplish what is necessary for their family to make a successful transition from the U.S. to their field of service.

2. Specific Responsibilities

- a. Be accountable for the “out-of-bed” policy for each missionary in country and forward this information to the Regional Director.
- b. Provide missionaries direction and assistance in obtaining visas.
- c. Help each missionary comply with NGO specifications relevant to their country.
- d. Give input into planned missionary and ministry expansion.
- e. Promote opportunities for the Global Outreach family of missionaries to meet together and fellowship.
- f. Serve as a liaison with the Regional Director and the Home Office in case of a crisis situation within their country.

C. Ministry Site Supervisor

1. General Description

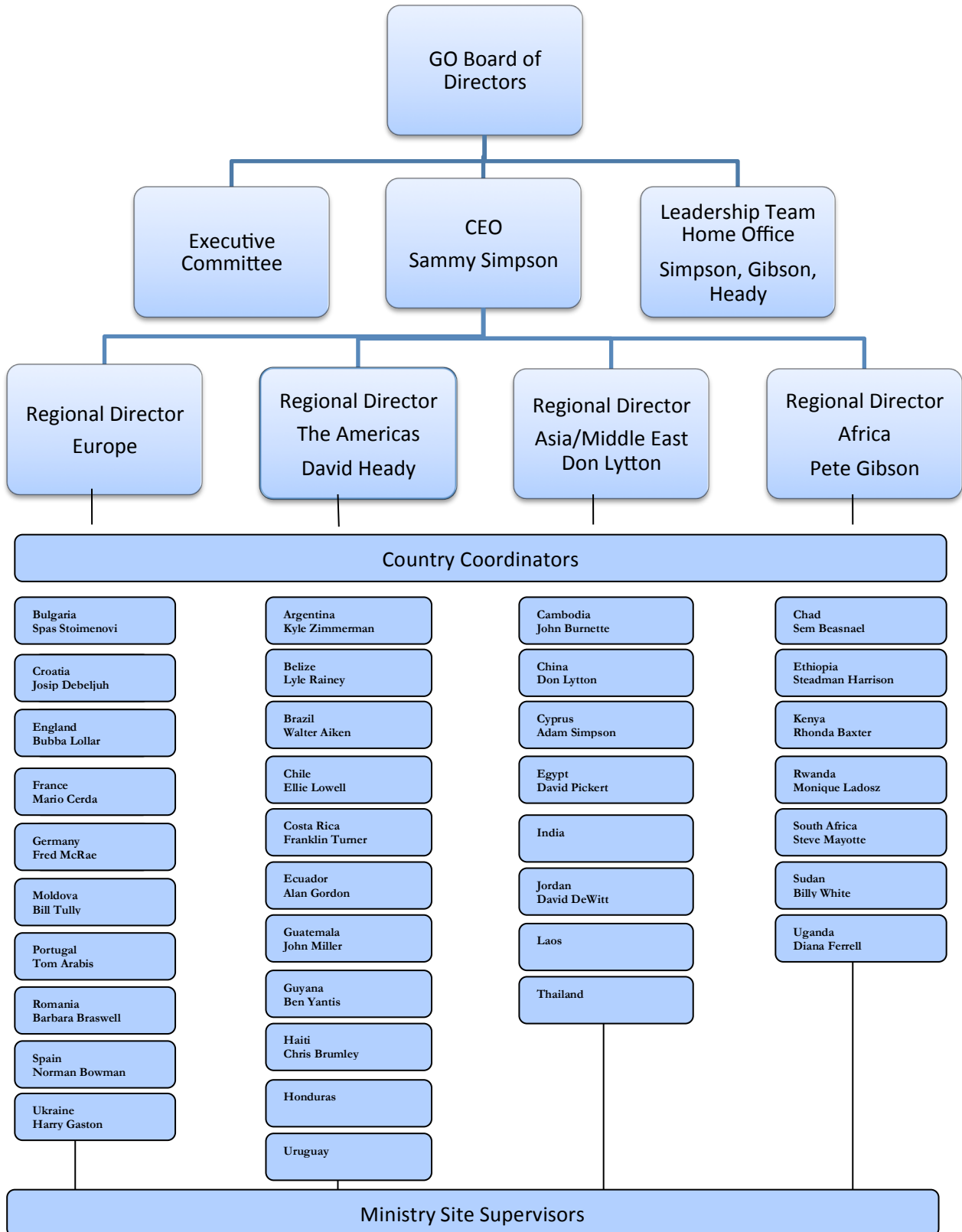
- a. The Ministry Site Supervisor is responsible for coordinating ministry activities for missionary personnel at his/her ministry site.
- b. The primary focus of the Ministry Site Supervisor is to work closely with each missionary at the ministry site to coordinate work responsibilities each missionary must accomplish to fulfill the vision God has given that particular ministry.

2. Specific Responsibilities

- a. Work directly with the Country Coordinator to help each missionary comply with NGO stipulations relevant to their country or location.

- b. Be accountable for the “out-of-bed” policy for each missionary at their ministry site.
- c. Give input into planned missionary and ministry expansion.
- d. Serve as a liaison with the Country Coordinator, Regional Director, and the Home Office in case of a crisis at the ministry site.

ORGANIZATIONAL CHART



VI. FIELD MISSIONARY ACCOUNTABILITY

A. General Guidelines

1. Global Outreach does not direct the day-to-day work of our missionaries overseas. The Home Office provides support and counsel, but reserves the right to veto any mission initiative. Ultimately, if a missionary chooses to reject GO Home Office counsel or veto, GO reserves the right to terminate the relationship.
2. Missionaries serving on mission staffs with more than one missionary unit will be accountable to the Ministry Site Supervisor who is accountable to the Regional Director who, in turn, is accountable to the Home Office. SAMS will always be under the direction of a GO missionary. Ministry initiatives, coordination of work, and other matters that may affect the ministry of other GO staff members must have the approval of the Regional Director and/or Ministry Supervisor.
3. The Home Office will need to review and approve property titles, lease agreements, etc., before major investments or fund-raising campaigns can be undertaken.
4. Any funds raised to make capital improvements on a Global ministry site will be considered a donation to the said ministry. No claims for repayment shall be considered should a missionary cease to work in that particular ministry.
5. Global missionaries are allowed to work and minister with missionaries and organizations outside the Global family. If formal seconded agreements are necessary they should be handled through the Home Office and the Vice President of Missionary Personnel.
6. In the event of the termination of a ministry or mission, all GO assets and properties purchased with “expense” funds will remain with GO for the re-allocation to another GO ministry in the area or for distribution to a like ministry. Dispersal of real assets must be done under the approval and supervision of the Global Outreach Home Office. Items purchased with “salary” funds are the property of the missionary.

B. Newsletters

1. Missionaries and ministries are required to write regular newsletters (in addition to e-mails) to friends and supporters.
2. All newsletters must be sent to the Home Office on at least a quarterly basis for review and editing before mailing.
3. Costs for postage and printing will be charged to the missionary’s account.
4. A copy of all e-mail updates should be sent to the Regional Director and the Home Office.

5. All newsletters must display the GO logo and the ECFA logo.

C. Quarterly Reports

1. Ministry or mission reports to the Regional Director, Country Coordinator, and the Vice President of Missionary Personnel are expected at least quarterly by e-mail. See appendix for a sample form to be completed each quarter.

VII. MISSIONARY FAMILY

A. Missionary Status

1. Career missionaries should live on their fields of service and be engaged in full-time ministry.
2. If missionaries are married, Global considers both the husband and wife missionaries.
3. If the wife homeschools, that will be considered her primary ministry.
4. Missionaries that engage in business as missions or take compensated employment outside Global must have the permission of the Home Office.

B. Family Status

1. Any change in family status from the time of missionary appointment should be reported to the Home Office.
2. SAMS missionaries are not allowed to date on the field or change their family status while serving as a missionary with Global.
3. Single career missionaries that become engaged and plan to continue to serve as a missionary after marriage should have their future spouse complete a missionary application with Global. After marriage the couple must attend the next available MOT together before returning to the field.
4. Missionary couples planning to adopt a child while serving on the field are required to receive counseling approved by the Home Office before beginning the adoption process. Global does not discourage adoption, but wants our missionaries to fully understand the realities of cross-cultural adoption.
5. Missionary couples who have children returning to the United States to live should report this to the Home Office. Global wants to reach out to our MKs through our MK Coordinator to help them with transition back to the U.S.

VIII. VACATION AND FURLOUGH

A. Accountability

1. In the dangerous world in which we live, it is imperative to be able to access our staff and have communication with them.
2. An “out-of-bed” policy is in effect. If a missionary is ministering away from their home base, out of their bed, they must communicate with their Ministry Supervisor (if applicable), Country Coordinator, Regional Director, or the Home Office. The missionary should share enough details and contact information so that Global can reach them in case of an emergency.
3. Adequate communication prior to the “out-of-bed” time is important.

A. Vacation

1. Vacation is time spent away from the responsibilities of your ministry; it is designed for rest and restoration for the missionary family.
2. 2 weeks annually for first 5 years of service with GO.
3. 3 weeks annually, accrued after 5 years of service with GO.
4. 4 weeks annually, accrued after 15 years of service with GO.
5. Unused vacation time will be lost at the end of each year. There is no rollover of unused vacation time.
6. For missionaries serving on multiple staff sites, vacation time must be coordinated with the Ministry Supervisor. All other missionaries should communicate with the Regional Director about vacation time.
7. For missionaries not serving on multiple sites, vacation time must be coordinated with the Regional Director.
8. Missionaries who have already served as career missionaries and are now joining Global’s staff will be allowed to count their years of service toward their vacation accruals.

B. Deputation/Furlough

Furlough is time spent in the United States for the purpose of raising support, communicating with churches, and strengthening relationships.

1. Missionaries have a maximum of 24 months after completing MOT to build their support team and move to their fields of service.
2. We would encourage all missionaries to reside on their field of service for at least one year prior to their first deputation.
3. Deputation and vacation times must be coordinated with the Ministry Supervisor or the Regional Director and the Home Office.
4. Missionaries should not spend more than the equivalent of 3 months a year away from their fields of service. (Example: If a missionary stays on the field 2 years without coming home, the missionary would be eligible for up to 6 months furlough.)
5. Thirty days prior to furlough, missionaries must submit their dates of departure and return, the names of family members returning to the United States as well as those remaining on the field, and a contact number in the USA to their Regional Directors, and the Vice President of Missionary Personnel.

C. Emergency Leave

1. Time spent away from the ministry due to illness, catastrophe, or family crisis.
2. Emergency leave must be coordinated with the Ministry Supervisor, Regional Director, or Home Office Leadership team for those working independently.
3. Emergency leave will be evaluated on a case-by-case basis.

IX. Missionary Duplexes

A. General Information

1. Global Outreach maintains four furnished duplex apartments at the Home Office for missionary use.
2. Missionaries can book the apartments on a first-come, first-serve basis through Lynn Sheffield in the Communications Department at the Home Office.
3. The apartments are fully equipped including cable TV and internet access.
4. Apartments are not available during the first full weeks of February, June, and October because they are used for MOT.

B. Cost

1. The apartments can be rented daily for \$15.
2. The apartments can be rented weekly for \$75.
3. The apartments can be rented monthly for \$200.
4. Global uses the apartment fees to offset the cost of utilities and upkeep.

X. GLOBAL MISSION CONFERENCE

Global Outreach encourages all missionaries to visit or communicate with the Home Office during each deputation. The fall Mission Connection gives opportunities for our missionaries to meet staff and board members and to fellowship with other GO missionaries from around the world. Just dropping by to visit with us during regular office days is a blessing to the Home Office staff. All GO missionaries are strongly encouraged to, at least once every four years, attend and participate in one of Global's annual fall mission conferences.

XI. MISSIONARY FINANCES

A. Fund Raising

1. Each missionary must submit a list of Family Support Team members who will pray for them and support them with financial gifts. You must have a minimum of 200 entities on your mailing list. The list must be submitted to the Home Office within 30 days of completing MOT. Additional names may continue to be added.
2. The names and information from this list will be placed in the GO database for mailing and management.
3. GO does not sell, give out, or use the mailing list database except for missionary mailing and Global Outreach promotional mailings such as the GO SERVE. GO reserves the right to use the database for promotional efforts of the organization.
4. Missionaries and Mission Projects receive 100 percent of all gifts designated for their ministries.
5. Global Outreach strongly encourages all missionaries to participate in the annual “Celebrate Freedom” offering in July which raises operating funds for the Home Office. Missionaries are encouraged to write a letter to their supporters educating them about the ministry of the Home Office. The letter will be mailed at the missionary’s expense. This yearly campaign encourages a one-time gift to the Home Office to help Global maintain our 100% giving policy.

B. Policies and Principles

1. All funds will be collected in and distributed from a common pool.
2. Contributions should be made payable to Global Outreach and not to the name of an individual.
3. The donor should not designate contributions for a particular missionary but should write a check to Global Outreach International with the appropriate account number on the memo line. The missionary name should not appear on the check. The donor may designate on the Global envelope or on a separate note the specific missionary, ministry project, or short-term mission trip.
4. The organization will correspond directly with the donors.
5. Individual missionary names should not be put on checks or receipts.
6. It should be made clear that Global Outreach has full control over all contributions and can use them for any purpose, although restricted funds will be honored.

7. A missionary candidate has two (2) years after completing MOT to be on their mission station. If at the end of the two (2) years they have not raised the necessary support they must meet again with the leadership team and decide how the funds they have accumulated will be disbursed.
8. Whenever there is a new program or project, the GO board will approve it by resolution, and donations will be accepted by the organization only in accounts completely controlled by the organization.
9. Communication with donors should emphasize they are giving to the organization and not to the individual.
10. Global's financial guidelines and policies are not illusory but real and binding. All receipts and other documentation will have language as follows:
All donations to Global Outreach are completed gifts which will be used directly or indirectly to advance the charitable and religious purposes of Global Outreach and will only be received and expended for ministry projects previously budgeted and approved by the GO board, with the donor designated preference among the various ministry projects being honored wherever possible.

C. Love Offerings and Gifts

1. All love offerings (both cash and checks) received during deputation must be routed through your ministry account at Global Outreach for tax purposes and for your personal accountability.
2. Since 100% of all gifts given go directly to the person or ministry designated, it is both beneficial and required that all missionary funds be channeled through your ministry account at Global Outreach.
3. The donor should not designate contributions for a particular missionary but should write a check to Global Outreach International with the appropriate account number on the memo line. The missionary name should not appear on the check. The donor may designate on the Global envelope or on a separate note the specific missionary, ministry project, or short-term mission trip.

D. Budget

1. All missionaries are required to submit a projected annual budget.
2. Salary and ministry budgets should be submitted in writing to the Vice President of Missionary Personnel no later than October 1 for the following calendar year.

3. Missionaries are considered employees of Global Outreach, but self-employed in regards to IRS rules and concerning Social Security and Medicare. Missionaries will have to pay all Social Security and Medicare taxes on the salary you receive. Global Outreach will deduct Social Security, Medicare, and Federal taxes (according to your instructions) from the salaries but each missionary is responsible for State taxes. A W-2 will be issued at the end of the year to each missionary.
4. Salary budgets may be adjusted once during the calendar year. Ministry budgets may be adjusted once a quarter. All proposed budget adjustments must be submitted in writing to the Vice President of Missionary Personnel and be approved by the Executive Committee.

E. Salary/Ministry Expenses

1. Payroll Checks

- a. Salary checks will be issued once each month by the 28th of that month. It is the responsibility of the missionary staff to inform the Home Office of deposit instructions to be sure bank account numbers are accurate.
- b. Missionaries are considered employees in relation to Global Outreach but self-employed in regards to IRS rules concerning Social Security and Medicare. This requires payment of all Social Security and Medicare taxes on the salaries received. Global Outreach will deduct these taxes and Federal taxes from the salaries. A W-2 will be issued at the end of the year to each missionary.

2. Expense Checks

- a. When receipts are submitted for ministry expenses, and are approved, missionaries will be issued a check from their ministry accounts to cover these expenses.
- b. **Expense checks MUST be covered by receipts.**

F. Reporting Expenses

1. When an expense check is requested, please tell us:
 - a. From which account to make the withdrawal.
 - b. To whom the check is made.
 - c. Where the check is to be sent.
 - d. When will receipts be sent to cover expenses.
 - e. All expense checks must have receipts to cover the total amount of the advance.

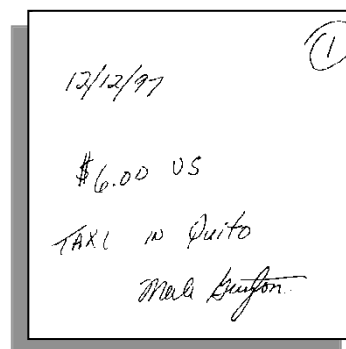
G. Expense Report Examples (Please fill out expense reports as indicated)

1. Receipts

- a. Convert all expenses to U.S. dollars and write the amount on the receipt.
- b. Receipts should be numbered on the top right corner in chronological order beginning with the number 1.
- c. The receipts should be attached to the Expense Report sheet.
- d. If an original receipt is not available, a receipt may be hand-written. This should be the exception and not the rule.

Example: The receipt should include:

- 1. Date
- 2. Total U.S. dollar amount
- 3. Type/purpose of expense
- 4. Missionary's signature
- 5. Number in the upper right corner



2. Expense Report Instructions

- a. Date (top of the page) - Date the Expense Report with the date it is filled out.
- b. Missionary Name -Name of the missionary filing the Expense Report.
- c. Receipts Covering Check(s) # - Write the check number if a check has already been issued for these expenses. Use additional entries if your receipts are covering more than one check.
- d. Receipt # Column - Write the number of each receipt in chronological order. Receipt number 1 should be the first receipt since receipts have already been numbered. If there are more than 31 receipts, continue with another Expense Report sheet.
- e. Date Column - Use this column to record the date of the receipt.
- f. Expense Type - Please list only expenses related to work. The IRS will only accept deductions that are work-related. No personal items should be included.

- 1.) Acceptable items are anything used for work (examples: books, supplies, work travel, eating out related to work.)
- 2.) Unacceptable items are anything personal not related to work (Examples: clothes, groceries, rent for family, personal phone calls, medicine not related to travel, personal travel/vacations).
- g. U.S. Dollar Amount - It is impossible for us to keep up with the exchange rates for all the countries we serve. We will return receipts that have not been converted to U.S. dollars.
 - h. Subtotal for Account # - Use this section of the Expense Report to record the totals for each account that will be charged. There are three places for entry of account numbers and their totals.
 - i. Grand Total for All Accounts - Use this section to record the grand total of all the receipts submitted for all the accounts.
 - j. Place receipts with summary sheet and make sure it gets to the Home Office.
 - k. If a cash advance was issued, receipts must be submitted to cover the total or the remaining amount must be returned. We cannot count the remaining amount as salary due to IRS rules concerning due date of tax payments for salaries.
 - l. Reimbursements will be made for the total of each account on the summary sheet. Account amounts of summary sheet may not be changed once the amounts are given and a check has been written.

XII. INSURANCE AND RETIREMENT

A. Health Insurance

1. Missionaries are required to enlist in the Global Outreach group health plan.
2. The only exception to this requirement is for missionaries who are covered by Medicare or have VA coverage.
3. Missionaries should complete the health insurance application and enroll in the plan one month before leaving for their field assignment.
4. Individuals traveling with missionaries to and from their countries of service must be covered by travel insurance.

B. Life Insurance

1. Global Outreach strongly recommends all missionaries purchase life insurance.
2. Global Outreach does not have a plan in place.

C. Retirement

1. Missionaries are strongly encouraged to participate in the Global Outreach Retirement Plan.
2. The Global Outreach Retirement Plan 401(k) is sponsored by Merrill Lynch and Ascensus.
3. In order to participate, missionaries must contribute between 2-5% of their salaries to retirement.
4. Salary contributions to retirement will be matched from the missionary's account. (Example: If a missionary has a salary of \$2,000 per month and elects to deduct 5% for retirement, \$100 will be deducted from the monthly salary and an additional \$100 will be deducted from the missionary's account for a total of \$200 per month going into the missionary's Global Outreach Retirement Plan.)
5. Missionaries should enroll in the retirement plan and begin making retirement contributions when they begin receiving salary.
6. Missionaries who choose not to enroll in the retirement plan must sign and date the enrollment form declining participation.

XIII. SHORT-TERM VOLUNTEERS

A. Short-term volunteers

1. Short-term volunteers are individuals interested in utilizing their skills and resources to share the Gospel through one of Global Outreach's ministries.
2. Short-term volunteers work within the GO missionary's scope of ministry.
3. Short-term volunteers work under the supervision of a GO missionary for a time of less than three months.
4. The Global Outreach Board of Directors requires that all visitors to a Global Outreach mission site must notify the Home Office. This is due to liability concerns and practical issues concerning the organization.

B. Family Members

1. Family members are encouraged to visit.
2. Immediate family members are not required to complete the entire application and are not required to pay the application fee.
3. Immediate family members must complete a liability form and take out Global's short-term travel insurance.

C. Friends

1. Friends are encouraged to visit and be a part of the ministry.
2. Friends are required to complete the entire application and pay all fees even if they are only "visiting" the ministry site. The missionary may choose to pay the fees for their friends.

D. Short-term volunteer Application

1. All teams (no matter the size) must submit the appropriate application forms 30 days prior to departure.
2. Missionaries should inform teams of their responsibility to complete these forms.
3. Missionaries should contact the Team Coordinator as soon as they are aware of a team's intention to visit.

4. Missionaries must provide the Team Coordinator with a contact number or e-mail for the team leader.
5. Application forms are available on the website for team leaders to download.
6. All application forms must be completed and signed by the individuals going on the trip.

E. Missionary Responsibilities for Short-Term Volunteers

1. Contact the Home Office with names and dates of volunteers/visitors.
2. Coordinate travel to and from the country of service with the Home Office and team leader.
3. Coordinate travel within the country of service.
4. Provide information regarding documentation requirements; i.e., passports, visas, etc.
5. Set up team activities and ministry opportunities.
6. Coordinate details of the team with the team leader and the Home Office.
7. Provide the Home Office and team with an orientation manual for ministry and culture.
8. Provide information regarding cost for the trip to the team leader and the Home Office.
9. Work with the team leader to insure reconfirmation of flights.
10. Inform the team leader about type of housing.
11. Inform the team leader of any exit/entrance fees for the country. (Example: Argentina charges a large entrance fee at the airport.)
12. Missionaries must keep receipts for all team expenses to give to the team leader and/or the Home Office.

F. Home Office Responsibilities

1. Coordinate the team's activity prior to leaving and upon return.
2. Help secure visas.

3. Process applications and other required forms.
4. Coordinate details with missionary.
5. Insure completed applications are on file.
6. Purchase short-term travel insurance.
7. Purchase plane tickets if requested.

G. Team Leader Responsibilities

1. Coordinate details with the Home Office and the missionary.
2. Coordinate travel with the Home Office and the missionary.
3. Collect and verify applications from team members making sure all forms are complete.
4. Mail applications to the Home Office 30 days prior to departure.
5. Verify that all team members have necessary documents; i.e., passports, visas, etc.
6. Provide spiritual preparation for team members.
7. Work with the missionary to insure reconfirmation of flights.

H. Processing of Team Expenses

1. In-country costs are determined by the missionary. These fees are paid to Global Outreach and then wired to the missionary (unless other pre-approved arrangements have been made).
2. The \$50 Processing Fee per team member remains in the Home Office for general administrative expenses.
3. Travel expenses incurred for the team by the missionary while the team is staying in the country of destination.
4. Room and Board.
5. Project donation.
6. Exit/Entrance fees paid at airport.
7. Domestic flights if processed through our office.

