

Sample Deputized Worker Policy

Creating a sound deputized worker policy helps communicate the expectations both of the ministry and the deputized worker. The sample policy shared below includes important information, such as:

1. How support balances are controlled and maintained
2. How to communicate with givers
3. What wording should prayer letters contain
4. What happens if a deputized worker separates from service

ABC missionaries are allowed to raise support using various methods and styles. Our support is a provision from God, not from specific givers. Thus, the financial need should be submitted to God through prayer.

Support accounts. When you are approved to raise funds for ABC Mission, an account number will be designated by the Finance Department. Gifts to ABC Mission preferenced to provide the funding necessary for compensation, fringe benefits and other expenses in relation to your work with ABC Mission will be credited to this account, and expenses relative to your employment will be charged to this account.

The balance in the account does not represent your funds. Any donations credited to this account must be donations to support the ministry of ABC Mission, not to you.

If the total amount of the donations recorded in an account is less than the amount budgeted for monthly compensation, only the amount available will be paid.

If the total donations recorded are more than the amount budgeted for monthly compensation, the surplus may be used to make up prior shortages and expended for your compensation, fringe benefits, and other expenses in relation to your service with ABC Mission, or other ministry expenses consistent with giver intent.

Communication to givers. It is essential that you maintain appropriate communication with givers who partner with ABC Mission to provide gifts preferenced for your compensation, fringe benefits, and related expenses.

For contributions to be tax-deductible by givers, the gifts must be to ABC Mission and not to or for specific individuals. It is important for givers to understand that ABC Mission has full discretion and control over all contributions. The following guidelines should be followed with respect to terminology used in your prayer letters, email, verbal and other communications with prospective givers to ABC Mission.

A. **Use** the following:

- Pray that God will provide the support I need to raise for ABC Mission.
- Thank you for your prayers and financial gifts to ABC Mission.
- I need to form a team of ministry partners who will support ABC Mission with monthly financial commitments and prayers.
- God has provided 80% of the support I need to raise for ABC Mission.

B. **Avoid** the following:

- Please provide funds for my support.
- I need \$1,000 more in gifts to my account.
- My financial support is short this month.
- Please support me.
- My account is short this month.
- Your support of us is appreciated.
- Thanks for your support of my ministry.

Prayer letters. Each staff member is allowed one full working day per month to work on raising and maintaining support. This includes sending emails, personal notes to supporters, composing prayer letters, etc. Please keep track of the hours spent on this and report this data annually to the home office. This data will be the basis for allocating a portion of your time to fundraising expenses on our financial statements.

Prayer letters should periodically be proofread by your department coordinator before the letters are distributed. Prayer letters must be sent every month.

Funds remaining on the date of separation from service. If you terminate with a balance left in the account designated to track contributions and expenses related to the work, ABC Mission reserves the right to use the balance as it deems best. Similarly, if a potential worker is unable to raise the support needed to begin service with ABC Mission and terminates prior to beginning work, ABC Mission may use the funds in the related account as it deems best. The worker is not entitled to receive these funds, nor are the givers entitled to refunds.

I have read and understand the above policy and I agree with this policy.

Date

Signature