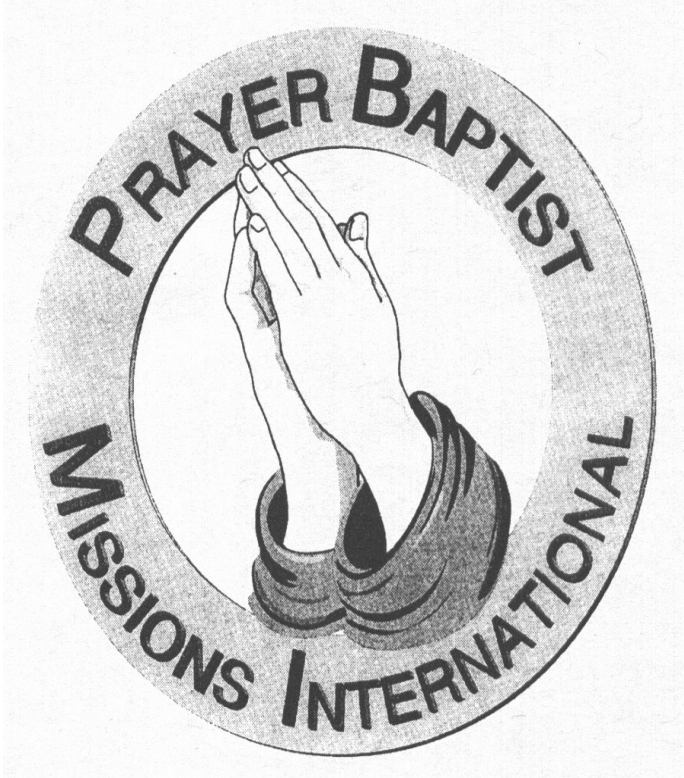


Prayer Baptist Missions International, Inc.

Boiling Springs, South Carolina



**“The effectual fervent prayer of a
righteous man availeth much.”**

James 5:16

PRAYER BAPTIST MISSIONS INTERNATIONAL, INC.

P.O. BOX 160849
BOILING SPRINGS, SOUTH CAROLINA 29316-
0849

PHONE: 864-599-5132

FAX: 864-599-5133

EMAIL: DAVISPBMI@AOL.COM
WEB SITE: PRAYERBAPTISTMISSIONS.COM

GENERAL DIRECTOR

DR. DON DAVIS
PRAYER BAPTIST MISSIONS
(864) 306-3185 OR (864) 905-8545
EMAIL: DAVISPBMI2@AOL.COM

PRESIDENT

DR. RAY STUART
GATEWAY BAPTIST CHURCH
SPARTANBURG, SC
(864) 578-7287 or (864) 578-1677

***"THE EFFECTUAL FERVENT PRAYER OF A
RIGHTEOUS MAN AVAILETH MUCH."
JAMES 5:16***

GENERAL DIRECTOR EMERITUS

DR. ED. MCABEE
NORTHSIDE BAPTIST CHURCH
GAFFNEY, SC
(864) 489-4835 OR 489-8977

BOARD OF REFERENCE

BRO. SAMMY ALLEN
RESACA, GA

BRO. JOE ARTHUR
JONESBORO, GA

EVANGELIST STINNETT BALLEW
RESACA, GA

BRO. FRANK BELL
MANCHESTER, TN

DR. JERRY CLARK
GREENVILLE, SC

BRO. BARRY GOODMAN
SHELBY, NC

BRO. AUBREY BROWN
GOODWATER, AL

BRO. ROGER PINNIX
KERNERSVILLE, NC

BRO. EARL SIMMONS
SOUTH POINT, OH

BRO. ALLEN BARKER
YADKINVILLE, NC

EXECUTIVE BOARD MEMBERS

VICE-PRESIDENT

BRO. CHARLES KENNEMORE
FLAT SHOALS BAPTIST CHURCH
WALHALLA, SC
(864) 944-1989

SECRETARY

BRO. JOHN HILL
HUGHES GROVE BAPTIST CHURCH
THOMASVILLE, NC
(336) 472-2847 OR (366) 472-6522

MEXICAN MISSIONS COORDINATOR

BRO. CARLOS STOWERS
MARIETTA, SC
(864) 836-3661

DR. CHARLES GARRETT
BROOKLYN BAPTIST CHURCH
CHESNEE, SC
(864) 461-7644

BRO. BUD WISHON
NORTHWOOD BAPTIST CHURCH
YADKINVILLE, NC
(336) 677-7800

BRO. JIMMY MILLSAPS
GRACE TABERNACLE BAPTIST CHURCH
ROBBINSVILLE, NC
(828) 479-8857

DR. STEVE DIXON
CHESTOA BAPTIST CHURCH
ERWIN, TN
(423) 735-7521 OR (423) 743-7080

OFFICE MANAGER

BRO. JEFF WILSON
DUNCAN, SC
(864) 949-5095

THE HIGH CALLING

If God has called you to be really like Jesus in all your spirit, He will draw you into a life of crucifixion and humility, and put on you some demands of obedience, that He will not allow you to follow other Christians, and in many ways He will seem to let other good people do things which he will not let you do.

Other Christians and ministers who seem very religious and useful may push themselves, pull wires, and work schemes to carry out their plans, but you cannot do it, and if you attempt it, you will meet with such failure and rebuke from the Lord as to make you sorely penitent.

Others can brag on themselves, on their word, on their success, on their writings, but the Holy Spirit will not allow you to do any such thing, and if you begin it, He will lead you into some deep mortification that will make you despise yourself and all your works.

Others will be allowed to succeed in making great sums of money, or having a legacy left to them or in having luxuries, but God may supply you daily because He wants you to have something better than gold, and that is a helpless dependence on Him, that He may have the privilege of providing your needs day by day of the unseen treasury.

The Lord may let others be honored, and put forward, and keep you hid away in obscurity, because He wants to produce some choice, fragrant fruit for his coming glory, which can only be produced in the shade.

God will let others be great, but keep you small. He will let others do a work for Him, and get the credit for it, but He will make you work and toil on without knowing how much you are doing, and then to make your work still more precious, He will let others get the credit for the work which you have done, and this will make your reward ten times greater when Jesus comes. The Holy Spirit will put a strict watch on you with a jealous love, and will rebuke you for little words and feelings or for wasting your times, over which other Christians never seem distressed.

So make up your mind that God is an infinite Sovereign, and has a right to do as He pleases with His own, and He will not explain to you a thousand things which may puzzle your reason in His dealing with you. God will take you at your word, and if you absolutely sell yourself to be His slave, He will wrap you up in a jealous love, and let other people say and do many things which you cannot do or say. Settle it forever, that you are to deal directly with the Holy Spirit, and that He is to have the privilege of tying your tongue, or chaining your hand, or closing your eyes, in ways with which others are not dealt. Now when you are so possessed with the living God that you are, in your secret heart, pleased and delighted over this peculiar, personal, private, jealous guardianship and management of the Holy Spirit over your life, you will have found the vestibule of Heaven.

- OTHERS MAY - YOU CANNOT -

ANNUAL INSTITUTE OF MISSIONS

ALL APPLICANTS are required to attend the entire Annual Institute of Missions, before they can be accepted. They are required to attend each year while on deputation.

ALL MISSIONARIES are required to attend the entire Annual Institute of Missions the year they are home (the dates required will be set by the Mission) on furlough.

ALL MISSIONARIES whose work is carried on in the states are required to attend the entire Annual Institute of Missions once every four years and privileged to attend as often as their work allows (the dates required will be set by the Mission).

The Annual Institute of Missions includes studies in our Mission's Purposes, Precepts, Policies and Practices. It also covers the history and objectives of the work, adjustment to missionary life, survey of the various fields, New Testament Churches, New Testament Missions, Deputation, related subjects and Inspirational Messages.

Any missionary who enters service with Prayer Baptist Missions, while on the field, will be required to attend the entire Annual Institute of Missions during their first furlough period, in order to meet the policies set forth for acceptance.

Furloughed missionaries will, from time to time, be asked to serve as instructors, speakers, etc. Accommodations are provided for missionaries, applicants, mission volunteers and for pastors and other Christian workers upon request.

OUR POSITION

1. We believe in the verbal plenary inspiration and the infallibility of the scripture, II Timothy 3:15-17. We believe that the Word of God has been divinely preserved in the 1611 King James Version for English speaking people.

2. We believe in one God eternally existing in three persons: Father, Son and Holy Spirit.

3. We believe that Jesus Christ was begotten by the Holy Spirit, and born of Mary, a Virgin, and is true God and true man.

4. We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.

5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary Sacrifice, and that all who believe in Him with sorrow and repentance, are justified on the ground of His shed blood.

6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there as High Priest and advocate.

7. We believe in that blessed hope, the personal premillennial, pretribulational, and imminent return of our Lord and Saviour Jesus Christ, when the Church, the dead in Christ shall be raised and those who are alive shall be changed and will be gathered together unto him.

8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

9. We believe in the bodily resurrection of the just unto everlasting bliss in Heaven and the resurrection of the lost unto everlasting punishment in Hell fire.

10. We believe the Church is the body of Christ and that all born again believers make up this body. We believe the local church is made up of born again, baptized believers and that is the only institution Christ established upon this earth outside of the home.

11. We believe that Scriptural baptism is by a single immersion of born again people only. It is the outward sign of an inward belief. It identifies the convert with the Lord Jesus Christ in his death, burial and resurrection. The ordinance of Baptism and the Lord's Supper are given to

the church and must be carried out by the local Church and under its authority.

OUR POSITION AGAINST

1. Neo-orthodoxy: We believe this method of Scriptural interpretation is false and deceiving. Instead of presenting the truth, this method presents a half-truth. It is inconsistent with true Biblical interpretation. It tries to reconcile higher scientific Biblical criticism with the Word of God.

2. Neo-evangelicalism: We believe the neo-evangelical belief is one of attitude rather than doctrine. It compromises with the modernists and liberals in cooperative efforts, in evangelism and other so called Christian endeavors.

3. Ecumenical Movement: This is a movement to unite all faiths into a worldwide Church. This movement does not raise the standards of morality, but it is a contributing factor to the destruction of the moral fiber of many men today. The modern Charismatic Movement is very much a part of the Ecumenical Monster and is used by Satan to bring together the one world church through an experience of speaking in tongues or one of healing. Basic Bible doctrine of separation of the believer from the ungodly is ignored. This united movement is laying the groundwork for the Church of the tribulation, which will climax in Revelation chapter 17.

4. Hyper Calvinism: This is a false doctrine represented by the letters TULIP. This teaches that man has no choice, but must accept the fact that God has predestined some to be saved while the rest must go to hell. This is totally inconsistent with God's Word that teaches whosoever will may come. Christ's death on the cross was not just for a few, but for all. II Peter 3:9, John 3:16 and I Timothy 2:3-6

5. Easy Believeism Movement: This is a movement that has no signs of repentance or conviction of sin.

6. Humanism: This is referred to by humanists as a "faith" and a "religion". It was declared by the U.S. Supreme Court to be a religion. It denies the deity of God, the inspiration of the Bible, and the divinity of Jesus Christ. It teaches there are no absolutes, no right, no wrong, that moral values are self-determined and situational. Do your own thing.

OUR PARTNERSHIP

For we are laborers together with God and we need a great host of like-minded churches to join with us in this great work. Matthew 28:19-20, James 2:15-18, I John 3:16-19 and Philippians 4:3

We believe the church is the center of God's activity in evangelizing the world and that anything, which is to bring glory to our Lord, is to have it's relationship with the church.

We will not sacrifice the purity of the church to compromise the Word of God to improve external relations or widen fellowship. Accordingly, we oppose any spirit of error that would disrupt the scriptural unity of the Church and weaken its testimony.

OUR CONCEPTION

Under the guidance of our Lord and Saviour Jesus Christ and after much prayer, Prayer Baptist Missions International, Inc., was organized February 14, 1989. It is recognized as a non-profit organization and its sole purpose is to help missionaries with their burden to carry the gospel around the world.

The purpose of Prayer Baptist Missions International is to bring Bible believing Independent Baptist Churches and missionaries of like faith and standing, together for the sole purpose of evangelizing this lost world and the establishment of local churches with the same convictions. Our feeling being that this is the primary reason for a mission board's existence. In Acts 13, the Church is seen sending forth the missionaries. A mission board therefore, should be an agency to aid and help the churches in this ministry.

THE MISSIONARIES WE DESIRE TO HELP

Men and women who know they are born again, have been called and prepared by God to carry out His Great

Commission. These missionaries must meet the New Testament requirements in their convictions, faith, prayer and total surrender to the Lord and His cause. We want to assist, advise and provide the right kind of example, yet, not to overload the missionary. We also expect the same kind of spirit and attitude from the missionary toward the mission and it's directors.

EDUCATION REQUIREMENTS

Missionaries with Prayer Baptist Missions must have at least three years Bible College training. This is not to suggest that missionaries should limit their education to three years. Credit will be given for pastoral experience as well. The board members must be satisfied with the training of each missionary family.

PRAYER BAPTIST MISSIONS FINANCIAL POLICY

Both Missionary and Mission Board must live by faith. Since we are not supported by a denomination or convention, we depend on the Lord to supply all our needs through his people. Each missionary must raise his own support and equipment for his ministry. We do not require the missionary to support the mission, however, we pray that we might have the kind of ministry that the missionary would want to have a part in, as we serve his needs on the field.

ESCROW REQUIREMENTS

Prayer Baptist Missions International Missionaries are expected to maintain an escrow account at all times. The escrow shall be deducted from their account each month. The amount will be determined by the field on which they may serve. The escrow can be used for emergency needs only and for travel to and from the field. While the money in this account belongs to the missionary the mission reserves the right to approve it's use. Many countries have to have a guarantee on some things for the missionary. Many countries change their policies all the time.

The Mission Board must have the respect and support of like-minded Churches. Very few churches could send out one missionary if they had to provide his full support. However, with the help of a Mission Board all the churches can share in partial support of many Missionaries. All offerings coming to the Mission Board will be sent as designated. Any undesignated funds will be used for the expense of the office or for missionary's emergencies, such as medical or surgical needs or unexpected travel or emergency evacuation from his field. Each missionary is expected to pay all expenses incurred on his field from the support received for his ministry. The missionary should not owe large debts or borrow large amounts of money without the approval of the Mission Board. Neither should he loan sizable amounts of money to his people. This will surely bring trouble that he cannot afford.

All offerings will be receipted with proper records kept, and used as designated. Checks and money orders should be made payable to Prayer Baptist Missions International or PBMI, P. O. Box 160849, Boiling Springs, SC, 29316-0849, with the designated missionary written on the memo line. All gifts are tax deductible. A financial report will be given to the Executive Board Members quarterly and the mission books will be checked periodically.

REQUIREMENTS FOR MISSIONARY APPLICANTS

1. Both man and wife must have a born again experience and show fruits thereof.
2. He must have a definite call from God and be able to convince the Mission Board of this fact.
3. Both man and wife must be members of a Bible believing New Testament Church and be authorized and commissioned by this church to be a missionary.
4. Neither man or wife is to have more than one living companion.
5. Each missionary family must attend the annual Mission School while on deputation or when home on furlough.
6. PBMI must receive a signed statement that man and wife have read and approved the Mission Handbook.

7. Until officially accepted, you must present yourself as an applicant of our Mission Board and use the word applicant on any materials.

8. The man must be the head of his family with his children under control.

9. Before leaving the United States, you must have plans for the education of your children that will meet with the approval of the Mission Board and which will not be in conflict with the educational requirements of the country where you will be working.

**ACTIONS WHICH WILL BRING IMMEDIATE
DISMISSAL AND NOTIFICATION TO YOUR HOME
CHURCH AND SUPPORTERS**

1. Participating in Ecumenical endeavors, embracing liberal theology, neo-evangelicalism, the tongues movement, 5 point Calvinism (tulip), Arminianism or the philosophy of Humanism.

2. The use of or involvement with alcoholic beverages.

3. The use of or involvement with drugs (except as directed by a physician) or tobacco.

4. Adultery, incest, fornication, homosexuality or lesbianism.

**MISSIONARIES WHO DO NOT MEET THE
FOLLOWING REQUIREMENTS ARE
SUBJECT TO DISMISSAL**

1. All debts must be paid or arrangements made for the payments before leaving for the field.

2. Every missionary on deputation and furlough must attend the annual Missions School. Furlough missionaries might be asked to serve as instructors.

3. Missionaries with ministries in the United States must attend the annual candidate school at least once every four years.

4. Should a missionaries departure for the field be unreasonably delayed, his appointment will be reconsidered. There are legitimate reasons for this and the churches need to be informed.

5. Where a foreign language is spoken, all missionaries must acquire an adequate knowledge of that language and minister to the people in their native language.

6. Deputation must be completed before attending language school.

7. A copy of every prayer letter must be sent to the Mission Board.

8. The name and address of the Mission Board must be on all prayer cards, prayer letters and stationary. Should any of these materials be updated, a copy of each should be in the Mission files.

9. Every missionary family must have health insurance at all times. A letter of guarantee must be given to some foreign governments for the missionaries expenses. Therefore the missionary must maintain adequate health and life coverage for his family.

10. Any vehicle listed in the Mission Board's name when used by a missionary, must have liability insurance secured and maintained by the missionary with a copy sent to the Mission Board.

11. The Mission Board must be advised before any change in marital status.

12. As a safeguard, the missionary must obtain official approval in writing before affiliating with service agencies, fellowships or religious counsels. You may not be aware of the groups affiliations and practices in the USA or other countries.

13. All reports must be accurate to the Mission and your supporters.

14. The Mission and supporting churches must be kept informed about your work and field.

15. The missionary must be loyal to the Mission Board in word and actions.

Our mission desires to be led of the Holy Spirit. Should we adopt a new policy with which you cannot agree, you will be permitted to resign in good standing. The missionary's supporting churches will be notified as to the reason when a Missionary resigns or is dismissed. We shall endeavor by the Grace of God to make every policy with the missionary at heart.

CARRYING OUT THE LORD'S GREAT COMMISSION

The missionary must be given to evangelizing the lost. Therefore, great attention must be given to his or her appearance. His life and that of his family becomes an example of the Grace of our Wonderful Saviour. Since the missionaries are men and women of God, they must at all times exemplify this fact. The manner of life for Spirit filled servants of the Lord is set forth in I Timothy 2:7-15 and 3:1-13. We are examples in our appearance, our actions and our attitudes.

LADIES APPEARANCE

1. I Timothy 2:9: Modesty no matter what the occasion, is the rule. The ladies dresses, skirts and blouses should not be revealing or suggestive at the neckline or the hem line. Neither should they be tight or made to associate them with the worldly styles of this day. Deuteronomy 22:5 also reveals that the unisex trend: women wearing pants, pantsuits, jeans, shorts, etc. and men wearing clothing, jewelry, pertaining to women are an abomination unto the Lord. How can we expect God to bless our ministry when the way we dress makes him want to vomit? A Christian lady should never be seen in see-through clothing or split-skirts. Should the need arise for the ladies to wear culottes, they should be full at the waist and not to be tight fitting. If there is a question about our clothing then we should wear something about which there is no question.

2. I Corinthians 11:14,15 distinguishes between men and women as to hairstyles. The man's hair is not to be worn long like a woman's nor should the woman's hair be cut short like a man. Both men and women should keep their hair clean and well groomed.

Ladies should avoid exaggerated or overwhelming hair styles. If make up is used, be sure it's applied in such a way that attention is not drawn to the fact you are painted.

Be sure that you are not noticed for your flashy clothing,

obvious hair do, gaudy jewelry or heavy make up. The Bible is very clear that attention should not be drawn in this manner.

MEN'S APPEARANCE

God's men should not be conformed to this world in the way they dress or in their appearance. They should not wear tight fitting pants, shorts or go without a shirt. Neither should their hair be over their ears or collar. If side burns or mustache are worn, they must not be extreme and must be kept neatly trimmed. Missionaries should be spiritually mature enough to discern appearance which is considered worldly and refrain from it and to teach their children and the people among whom they labor to do the same.

CARRYING OUT THE GREAT COMMISSION IS A MATTER OF THE HEART PREPARATION

The missionary must be given to the Word of God and prayer. Great emphasis has been placed upon preaching the fundamentals of the faith and this is right, but too little emphasis has been put upon prayer. Prayer is the essential preparation for studying the Scriptures and preaching. We must first speak to God before we are ready to speak to man about God, no matter how gifted we might be. The missionary with little or no prayer life will not make it in this day and hour. His heart will become cold toward God and man and he will have to resort to all kinds of

fleshly means to reach people, and then when they are reached he will not have anything to give them.

The believer whose life and heart are filled with prayer and praise to God will in return, find his way filled with the Lord's presence and with the most unexpected blessings. In many cases, these blessings will come from sources he would never have dreamed of. The missionary will find precious souls being placed in his way who need to be saved, his needs being supplied miraculously, and finding his heart burdened for people and places he had never heard of.

THE INDIGENOUS PRINCIPLE

Since every country is different, we believe that the indigenous principle should be applied, but with each church considered individually as to its people and its needs. We feel there is no blanket principle which will work in every place with every Church to the same degree. Just because a church can pay its way financially does not necessarily mean that it is spiritually ready to be left with a national pastor with no help or guidance from the missionary. On the other hand, a church can be spiritually mature to carry on its own ministry yet have little or no money. These are problems which can be corrected with time, compassion, example and proper teaching and preaching. We pray that Prayer Baptist Missions missionaries might be spiritually mature enough to realize

that a welfare system of missions is not scriptural, any more than offering no help, for the national approach is, but will assist their people with what needs they might have until they are able to walk on their own feet. The missionary needs to help them become spiritually mature enough to trust God to supply all their needs according to his riches in glory by Christ Jesus (Philippians 4:19). If God's people are taught properly and have reached the necessary level of scriptural maturity, they will not look for hand outs, nor will they expect someone else to build their building, do their work and pay their pastor while making no effort on their part to take care of these things.

THE MISSION BOARD'S RELATIONSHIP TO THE CHURCHES

1. Our chief desire as far as possible is to set the tone, provide a scriptural challenge and example in the area of reaching lost souls in and beyond the churches borders, so that we all might fulfill our Lord's command in Acts 1:8, both in Jerusalem, Judea and Samaria and the uttermost parts of the earth.
2. Another desire is to keep the churches informed about the missionary, his field and his needs.

THE CHURCHES RELATIONSHIP TO THE MISSION BOARD

All of God's great work today is dependent upon his

churches. The churches have the GREAT COMMISSION and are responsible to see that it is carried out. The missionary who comes to us will come from a Bible believing church. The money for the most part will come from churches, which believe in MISSIONS. Therefore, it is incumbent upon the churches to help the Mission Board function on their behalf.

Prayer Baptist Missions International will keep its operation to a minimum so as not to take away from the funds which should be going to the field. However, the minimal operational cost will be there and should be viewed as an investment in the total Mission outreach. We do ask that each pastor and church remember that office staff has to be paid, telephone bills, stamps, paper, etc., all cost money. If any mission board is to help the missionary then this money must come from somewhere. We ask that each church consider the Mission Board in its missions support so that the missionary will not suffer in the fact that there is no office staff to help him.

WHAT MAKES A MISSIONARY?

Prayer Baptist Missions International, Inc., exists as a Mission to assist local New Testament churches in getting missionaries to the field to share the Good News of the Gospel.

Because the caliber of the messengers determines the effectiveness with which the Message is presented, missionaries need to have the finest kind of training and experience. Even more important, they must have a sterling character and a Spirit-filled life that radiates the power and love of Christ.

Such high standards are found in the life of the great missionary, Paul. He was well-educated and brilliant. He was also a humble and devoted servant of his Lord and Saviour. He was called: "*As they ministered to the Lord, and fasted, the Holy Ghost said, Separate me Barnabas and Saul for the work whereunto I have called them*" (Acts 13:2). This combination of preparation and spiritual qualities was needed in his day. It is also needed in our day, for nothing less can overcome the tremendous obstacles that face the missionary.

SPIRITUAL QUALIFICATIONS

The following qualifications will serve as a guide to prospective applicants in their preparation:

Missionary work is essentially a spiritual work. The battle for souls is won or lost on spiritual battlegrounds. Therefore, these qualifications are of utmost importance.

1. A personal experience of salvation through Jesus Christ.

2. A consistent Christian life and character.
3. A conviction of God's call to missionary service (men and women).
4. A clear-cut, Scriptural motive, aim and purpose regarding missionary work.
5. A genuine love and concern for the lost souls of men.
6. A belief in the authority and trustworthiness of the Scriptures and a willingness to subscribe to the Mission's Purposes, Precepts, Policies and Practices.
7. A complete dependence upon God in faith and prayer as a means of guidance in missionary endeavor.
8. Membership in a New Testament Independent Baptist church.
9. Knowledge of and agreement with historic Baptist principles and practices.
10. Experience in Christian work and the manifest blessing of God upon soul-winning efforts.
11. A life that is free from worldly pleasures and habits that dishonor Christ.
12. A daily crucifixion of self by the Holy Spirit and a life

lived unto Christ.

13. A daily filling of the Holy Spirit for power to witness.

14. An anointing of the Holy Spirit for wisdom in ministering the Word.

RELATIONSHIP TO THE HOME OFFICE

P. O. BOX 160849, 1600 Old Furnace Road
BOILING SPRINGS, SC 296316-0849
(864) 599-5132
FAX: (864) 599-5133

The Office is closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving day, Christmas Eve and Christmas Day.

As you become a part of the world-wide work of Prayer Baptist Missions, the Home Office becomes your office. The purpose of this office is to centralize the business administration for all missionaries and applicants. Be assured that you are welcome. The Board Members and Staff will be among the most faithful prayer partners you have. Do not miss the opportunity to get acquainted with those who consider it their privilege, as well as their duty, to serve your interests.

SERVICE

Missionaries and applicants should feel free to contact the Home Office for help concerning services in their behalf such as making purchases, caring for payment of accounts and other matters.

CORRESPONDENCE

Official correspondence dealing with the work of the Mission in general, and all correspondence dealing with applications, are handled at the Home Office. Letters addressed to individuals in the Office must be marked Personal or they will be opened by another officer of the Mission in their absence. Many times the matter can be taken care of by another officer before it could be forwarded or held for later action.

OFFICE HOURS

The office is open Monday, Tuesday, Thursday & Friday from 9:00 A.M. until 2:00 P.M. and Wednesdays from (:00 A.M. until 12:00 P.M. Business with the office should be transacted during the regular work hours. There need be no hesitancy in calling at any hour on urgent or emergency matters. However, if you call a staff member at home, do not expect facts or figures regarding your support.

TRANSFERS

If you desire to have funds transferred from your support, you must notify us in writing, authorizing us to make such a transaction. Any transaction concerning money matters should be made in writing, even though a phone call was made to initiate the transaction.

CREDITS - SUPPORT AND OTHER CASH RECEIPTS

We record each contribution, the name of the contributor, their city and state. Frequently personal letters are enclosed with the offerings. These are forwarded to you. Sometimes they contain requests for information. It is very important that you read them carefully, otherwise you may miss some of the questions that are directed to your attention. You will understand that everything that comes to us for your account will be listed on your monthly statement. It is important that you check the figures carefully. If there are any discrepancies the office should be notified immediately. Of course, if there has been a mistake, we will correct it. We should receive any corrections within 30 days.

VITAL INFORMATION FOR HOME OFFICE RECORDS

The importance of keeping the office informed on the following items of record cannot be over-emphasized:

1. Permanent Information

Your permanent address is indicated on your application. If there are subsequent changes do not fail to notify the office. Be sure that we know how to reach you by phone in case of death or other emergencies.

Be sure that the office is advised of changes of address of parents or of one listed as next of kin.

Advise the office promptly of the death of any member of your immediate family.

Births: Advise the office of complete name, date and place of birth.

Change of citizenship: Any change of citizenship should be reported with full details.

2. Change of Address

At Home

If you have a mailing address to which all communications should be sent, be sure that it is on record with the Mission. Give the Mission your telephone number. If you do not have a phone, give us a number where you can be reached.

3. Mail Received at the Office for Missionaries:

On the Field

Mail addressed to the Mission office for missionaries on the field will be handled as follows:

First-class letters will be opened, to see whether or not contributions are enclosed. If so, these monies will be

receipted and the proper account credited. It is frequently found that supporters make checks payable to the Mission, but enclose them in an envelope addressed to the missionary in care of the Mission. Such checks can only be negotiated by the Mission. Please encourage your supporters to send their offerings to our office and write personal letters directly to you. This will save you and the Mission time and money. The letters will then be forwarded to you each month and we will have to charge you for the postage.

UNDERSTANDING YOUR MONTHLY CONTRIBUTION SHEET AND OUR GENERAL PROCEDURE

Just as soon as we begin to receive funds designated for your support, equipment or other needs, an account is opened for you on our books. We, then, become your accountant. We prefer to open an account at the bank we use here in Boiling Springs, SC so a deposit can be made directly into your account. If you want your check mailed to you, we can do that also. We receive your support and mail your designated money, and also disburse amounts for purchases, insurance premiums and other items of expense when requested. All of these transactions are recorded, as they take place, and at the end of each month you receive an expense sheet which gives a full account of all your funds that pass through our office.

Our books are closed on the 27th of each month (26th if the 27th is on a weekend or holiday). In December, we will close the books on the 31st.

Sometimes, missionaries write to their churches or individual supporters complaining because their offering for a particular month was not sent. This is not a wise thing to do. If the gift arrives a day or so after our books are closed for the month, it will be listed on the next month's statement. If there is any question regarding offerings, write our office first, and let us check on the matter for you.

All Funds handled through the Home Office:

All funds coming to you as a missionary, whether by way of regular support or special gifts, should be handled through our office. Ask your supporters, from the very beginning, to send their offerings to our office, designated to you. Assure them that we make no deductions whatever and that all funds received for you will be deposited to your account. A receipt is sent to each supporter that sends in money for a contribution. Only official receipts, from our office, are accepted by the government, in support of tax deduction claims. A personal receipt from you to your contributor is valueless, as far as tax deduction is concerned. The Mission cannot give a receipt when money is given directly to the missionary. If equipment or gifts of much value are given to you, we will issue a letter of contribution for tax purposes.

We require that you write your supporters regularly, in acknowledgment of contributions received from them, specifying the amount received. They have a right to hear from you, as they share in the responsibility of your ministry. When they see that you received every cent that was contributed, they may be encouraged to contribute again. We issue a formal receipt for every contribution, but it is, also, your responsibility to thank the contributor personally.

DEPUTATION MEETINGS

BE—ATTITUDES

For a God-honoring Deputation Ministry:

1. BE NEAT

Your appearance is important.

2. BE PROMPT

Be on time for every meeting. If it is a speaking appointment, arrive in time to check with the pastor, he may have a meal planned. You should be in the auditorium at least 15 minutes before the service begins. Study your map, Be sure of the direction you are to go and allow time for travel and emergencies.

3. BE INTERESTED

Show an interest in the people to whom you are to speak. Ask the pastor questions which will indicate your concern for his work. Encourage him---he probably needs it.

4. BE PRAYERFUL

The preparation of your message should be bathed in prayer. Make it a point to have a time of prayer with the pastor before the service.

5. BE CONSCIENTIOUS

Do not allow lesser things to rob you of proper heart preparation. The Lord's ministry through you is closely related to His ministry to you.

6. BE WINSOME

People draw conclusions about you, before you speak. Let your enthusiasm show through. A smile is contagious.

7. BE KNOWLEDGEABLE

Have plenty of facts at your fingertips. Your message should show that you have a deep and studious interest in the country and people to whom you are going. There is no excuse for ignorance of your field.

8. BE CREATIVE

There are numerous ways to add interest to your message. Slides, a map, a blackboard, flashcards, or some curios may help. Practice telling the stories, illustrations, or experiences about which you are going to speak.

9. BE BIBLICAL

There are many Scriptures applicable to missions.

10. BE POSITIVE

Do not be problem conscious -- be power conscious.

Do not look only at the shadows, remember the sunshine. There are open doors for all.

11. BE HUMBLE

There is not place for arrogance in the life of a representative of the Lord. Meekness and graciousness adorn the servant as well as the doctrine of God. You are not God's ultimate gift to missions. You are a sinner saved by God's Grace.

12. BE ETHICAL

Whether you are allotted five minutes or fifty minutes, stick to the time given you. If you are given a time schedule of the speakers, take no time past your scheduled time. Where financial matters are involved, be open, accurate, frank and honest. Do not steal time and do not make money your master. If you present a project or financial need, be specific, but do not beg.

CORRESPONDENCE WITH SUPPORTERS

Letters of Acknowledgment:

Your supporters have every right to expect a personal letter from you thanking them for their support and stating that you received 100% of their designated gift,

acknowledging the amount. This is a vital part of your ministry, an important line of communication. Any missionary who is not faithful in this matter dishonors the Lord!

Prayer Letters:

Your prayer letter is the main link between you and those who pray and financially support you and your work. This letter can be one of the most significant means of encouraging increased prayer and support. If you fail to faithfully, regularly and frequently keep your praying friends at home informed, you will be the loser in not only financial assistance, but also in important prayer support. Your Christian friends are only human, and without regular reminders from you and pertinent information on which to focus their prayers, their intercession for you will probably lag. The prayer support of friends at home is vital, and it largely depends upon your consistent contact with them.

The secret of an effective prayer letter is the personal element. When deciding upon the method of printing, you should consider the most important factor, that of making it look as personal as possible. This will greatly enhance its value. This not only applies to your method of printing, but also in the addressing, personal signature and friendly language with which you clothe your letter.

We present the following simple outline of basic direct-mailing principles as applied to missionary prayer letters:

1. To Whom Shall We Mail?

- a. Individual Contributors
- b. Interested and supporting churches
- c. Pastors and missionaries
- d. Friends who express their desire to receive your letters
- e. Any others for whom there is a special reason

2. When To Mail

Mail prayer letters regularly, promptly, and directly, four mailings a year is a minimum for the missionary who is depending upon friends at home for active prayer support. Always have a definite purpose, when writing your letters.

3. How to Mail

You may copy or print your letter. But remember a letter with pictures and a good printing job are worth more than they cost in just impressions alone!

Check the post office for methods of sending bulk mail. Choose the mailing, which will serve you best.

Identify yourself as a missionary with Prayer Baptist Missions International, Inc., P. O. Box 160849, Boiling Springs, SC 29316-0849, Phone- 864-599-5132. Use your first name for the signature if you wish, but be sure your full name is plainly written somewhere on your letter. Also,

your field address, (home or field) should be on the letter along with your phone number.

NEW POLICIES ADOPTED

FEBRUARY 5, 2001

1. No missionary will be allowed to consistently write checks while in the overdraft or to put themselves in the overdraft regularly. The Board understands there may be an occasional slip up but because of the testimony it gives you and the Mission we can no longer allow this to be a regular practice. If the overdrafts do continue they could result in dismissal from the Board.

FEBRUARY 7, 2001

1. All new missionary families coming with Prayer Baptist Missions International will be received under Applicant Status for a period of six months or until they attend Candidate School. If you are accepted during Candidate School you will remain under Applicant Status for the next six months. Here is a timetable to help clarify this new policy:

If a family comes in: They will be on Applicant Status until:

February	August
June	November
August	February
November	June

2. All new missionary families coming with Prayer Baptist

Missions International must present to the Board all proposals and paper work that involves the changing of residency or the establishing of a new residency, either in the United States or overseas, BEFORE this is done. You must also present to the Board all proposals for the raising of and the distribution of funds collected from churches for special projects, buildings and property, orphanages, etc. These monies must be sent through the Mission office to be receipted and copies of receipts for the monies spent must be sent to the Mission office.

JUNE 8, 2004

1. The Board voted unanimously to continue to forward support for a missionary who has left Prayer Baptist Missions International for a period of 90 days after his resignation has been received. After such time the monies will be returned to the church or individual that sent the support.

2. The Board also voted to have missionaries on Deputation to fill out a form on each of the churches that they present their ministry. They will be very simple with the churches name, address, pastor's name and phone numbers. The forms will be supplied to you by the Office. You will need to return them to us each time you send a copy of your prayer letter to the Office. Brother John Hill will randomly call these churches thanking them for having you and seeing how we can better serve the churches that

are supporting our missionary families. It will also help us to find any problem areas our missionaries may be having will on Deputation.

FEBRUARY 14, 2005

Missionaries on Furlough will meet with the Board of Directors at the next scheduled board Meeting after they arrive back from the field. Missionaries serving in the states will meet with the Board of Directors at least once every four years. The purpose of this meeting is to discuss the ministry of the missionary on the field, their upcoming furlough plans and the plans for their future work.

AUGUST 8, 2005

On Monday August 8, 2005 the Board of Directors adopted the following policy for missionaries with Prayer Baptist Missions International:

If you change your church membership anytime, i.e. while on deputation, furlough or on the field, it will be your responsibility to notify your supporting churches of this change. It is important that you supply the office a copy of this letter you are sending before it goes out to the churches. We want to be a help to you, and we may see something that could be changed that would be a blessing to you and the work of the Lord.

Please send all necessary contact information for both pastors and churches involved. This request is in no way trying to interfere with the leadership of the Lord in your life. But, churches call us and ask questions about such matters and if we are fully informed then we are much more able to help you and the churches.

Thank you for your cooperation in this matter. May the Lord bless and use you and yours for His glory! Please pray for all of us here at home working with P.B.M.I.

REGARDING THE FIELD TO WHICH YOU ARE CALLED

To serve as an effective missionary of the Lord on the foreign field, you will need to make many adjustments to adapt yourself to the country, her people, her food, her language and her way of life. You may also need to adjust to your fellow missionaries who may have become somewhat "foreign" as a result of their success in adjusting to their field.

As a part of your adjustment, you will need to become acquainted with the geography and history of the country to which you are called and to the life and customs of the people. Books regarding the various countries are available at your local library. You must also know as much as possible regarding their prominent religion.

Seek to become acquainted with a missionary on furlough from your field, or get the address of one and seek their cooperation through correspondence. If they have other religious groups working on the field where you plan to serve, learn their doctrines. You will need to be prepared to discuss the difference with the nationals. By all means know what the Bible has to say regarding areas where you differ. When you have a Scripture for an answer, you need no other answer.

You will also learn there is a "best" time of the year to enter

some countries. The missionaries already on your field may be a great help in this type of information.

The type of equipment, clothing, transportation, etc., needed on these fields is available through various sources. Try to have enough, but please do not go over equipped. Find out what you need and do not carry excess baggage for which you will have to pay extra and find upon arrival that it was not necessary.

DECLARATION OF AGREEMENT

NAME: _____
Please Print

DATE: _____

I have read the entire Handbook of Prayer Baptist Missions International and I agree with the Policies, Precepts, Purposes and Practices contained therein.

Signed _____

(Please fill out this form and keep for your records.)

DECLARATION OF AGREEMENT

NAME: _____
Please Print

DATE: _____

I have read the entire Handbook of Prayer Baptist Missions International and I agree with the Policies, Precepts, Purposes and Practices contained therein.

Signed _____

(Please fill out this form and return to Prayer Baptist Missions International. This will be filed in your Permanent Record.)

THE FOLLOWING SECTION ON THE JOB DESCRIPTIONS OF THE BOARD OF DIRECTORS AND OFFICE STAFF WAS APPROVED AND VOTED ON BY THE BOARD OF DIRECTORS IN APRIL OF 2002. THIS SECTION COMES FROM THE CONSTITUTION AND BY-LAWS OF PRAYER BAPTIST MISSIONS INTERNATIONAL. IT IS INCLUDED IN THE HANDBOOK FOR CLARITY AND THE UNDERSTANDING OF THESE POSITIONS.

Officers and Staff

(Election — Job Description — Qualification)

Section A - Executive Board Member

POSITION - The position of EXECUTIVE BOARD MEMBER for Prayer Baptist Missions International (PBMI) is recommended by at least two existing Board members and upon their reading and signing the Handbook of PBMI, showing full agreement with the policies and procedures, they are then approved or disapproved by a majority vote of the Executive Board.

SUMMARY - The Executive Board member is to have a deep passion for missions and missionaries. They are to be a supporter of missions and missionaries through their own local church.

RESPONSIBILITIES – All board members have responsibility in the following areas

ALL matters of business concerning PBMI's office, Missionaries, office Staff, Board Meetings and Financial records are to be kept strictly **CONFIDENTIAL**.

Attend ALL PBMI Board Meetings.

Assist the Executive Board in the seeking and electing of a General Director and Assistant General Director when it becomes necessary to fill these positions.

Assist the General Director / President / Vice President and Board Secretary in developing, coordinating and directing any new program, policies or procedures for PBMI.

Assist the General Director in planning and executing of the annual Candidate School in whatever area he may be asked or assigned, as in agreement with the Host Pastor.

Section B - General Director

POSITION - The position of GENERAL DIRECTOR for PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) is recommended and approved by a majority vote of the Executive Board Members.

SUMMARY - The General Director is responsible for the daily leadership and management of the office of PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) which includes the oversight of all missionaries and applicants of PBMI, also this includes having knowledge of the financial standing of

all missionaries, along with the incoming funds and expenditures of the Mission office.

RESPONSIBILITIES - The General Director shall have responsibilities in the following areas:

ONE – PROGRAMS:

Oversees all programs, services and activities. Ensuring the objectives are being met.

Responsible for planning and recruiting all speakers for the annual PBMI Candidate School, as in agreement with Host Pastor.

Arrange all PBMI Board Meetings and notify all Board Members of DATE/LOCATION/TIME and/or any special notes to be considered at Board Meeting.

Serve as spokesman on all matters concerning PBMI.

TWO-PROGRAMS:

Hire or release any office staff member with the approval of the Executive Board.

Inform all Board Members of any changes in the standing of any Missionary with PBMI.

Maintain a moral, upright and Spiritual

standing at ALL times.

Work closely with the President / Vice President and Executive Board Secretary in ALL matters concerning PBMI.

Ensure that all PBMI missionaries receive any current or appropriate materials needed. (I.e.) - Handbook, amendments to the Handbook, mailing list, addresses of other missionaries or Board Members.

Propose, create or help with any new programs that may be needed by PBMI office or missionaries.

THREE – PERSONAL

Qualifications -

College Degree required, Masters or Doctor's Degree preferred.

Minimum of 5 - 10 years of mission field experiences.

Possess leadership abilities

Be a clear effective communicator.

Possess a working knowledge of Internal Revenue Service (IRS) laws and codes concerning the Mission Board, Board

procedures and Missionary reporting.
Maintain an up to date knowledge of current laws.

Knowledgeable of computer programs used for financial procedures in the office of PBMI.

Possess a knowledge of accounting procedures.

Qualities -

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board Meetings and Financial records are to be kept CONFIDENTIAL.

Maintain a spiritual walk with God.

Have a confidant or Mentor with whom he may seek specific business, personal or spiritual advice when necessary.

Accountable to the Executive Board Members of PBMI.

Maintain a vision for the direction of PBMI and share that vision with the necessary personnel, helping in any way to achieve the vision.

Maintain a regular, visible presence or contact with ALL missionaries and applicants of PBMI.

FOUR – PROCEDURES:

Responsible for overseeing the checking accounts, including the signing of checks and/or any other transactions necessary for the missionaries or applicants, along with any receipts, expenditures and cash flow of PBMI.

Provide a financial report to the Executive Board Members at the Quarterly Board Meeting.

Negotiate and sign any contracts on behalf of PBMI, approved by the Executive Board Members.

Make available any and all reports requested by the Executive Board Members.

Oversight of the accounts of PBMI missionaries and notify the Executive Board Members of any excessive overdrafts or discrepancies in their accounts that may merit the Board's attention and/or intervention.

Section C - Assistant General Director

POSITION - The position of ASSISTANT GENERAL DIRECTOR for PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) is recommended and approved upon their reading and signing the Handbook, showing their full agreement with the policies and procedures of the Mission; they are then approved by a majority vote of the Executive Board Members.

SUMMARY - The Assistant General Director will be under the leadership and direction of the General Director and assist the General Director of PBMI in any form or fashion that may be requested.

RESPONSIBILITIES- The Assistant general Director shall have responsibilities in the following areas:

ONE - PROGRAMS:

Attend all Executive Board Meetings of PBMI.

Assist in oversight of all programs, services and activities. Ensuring the objectives are being met.

Assist in the planning of the annual PBMI Candidate School, under the leadership of the General Director and as in agreement

with Host Pastor.

Serve as spokesman concerning PBMI.

TWO – PERSONNEL:

Maintain a moral, upright and Spiritual standing at ALL times.

Work closely with the President / Vice President and Executive Board Secretary in ALL matters concerning PBMI.

Assist in ensuring that all PBMI missionaries receive any current or appropriate materials needed. (i.e.) - Handbook, amendments to the Handbook, mailing list, addresses of other missionaries and/or Board Members.

Assist in the proposing, creating or helping with any new programs that may be needed by PBMI office or missionaries.

THREE-PERSONAL:

Qualifications -

College Degree required, Masters or Doctor's Degree preferred.

Minimum of 5 - 10 years of mission field experiences.

Possess leadership abilities

Be a clear effective communicator.

Possess a working knowledge of Internal Revenue Service (IRS) laws and codes concerning the Mission Board, Board procedures and Missionary reporting. Maintain an up to date knowledge of current laws.

Knowledgeable of computer programs used for financial procedures in the office of PBMI.

Possess knowledge of accounting procedures.

Qualities -

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board Meetings and Financial records are to be kept **CONFIDENTIAL.**

Maintain a spiritual walk with God.

Accountable to the General Director and Executive Board Members of PBMI.

Assist in the maintaining of a vision for the direction of PBMI and share that vision with

the necessary personnel, helping in any way to achieve the vision.

Maintain a regular, visible presence or contact with ALL missionaries and applicants of PBMI.

FOUR - PROCEDURES:

Assist in the oversight of the checking accounts, including the signing of checks and/or any other transactions necessary for the missionaries or applicants, along with any receipts, expenditures and cash flow of PBMI.

Assist the General Director in developing, coordinating and directing any new program, policy or procedures for PBMI.

Sensitive to the possibility of new recruits or applicants for the Mission Board.

Able to provide current information of PBMI to any person who may inquire.

Able to interpret and/or explain the contents of the Handbook given to and signed by every PBMI missionary, staff member, and Executive Board Member.

Able to deal tactfully, skillfully and Spiritually with the public.

Notified by the General Director of any change in a PBMI missionary, staff member, or Board Member's standing.

Assist the General Director in the planning and executing of the annual Candidate School in whatever area he may be assigned, as in agreement with the Host Pastor.

Section D - President

POSITION - The position of PRESIDENT for PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) is recommended and approved by a majority vote of the Executive Board Members and shall preside over all Board Meetings.

SUMMARY - The President is to assist the General Director in the leadership and management of PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) in any manner that may be requested.

RESPONSIBILITIES – The President shall have responsibilities in the following areas:

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board

Meetings and Financial records are to be kept strictly **CONFIDENTIAL**.

Maintain knowledge of ALL activities of PBMI. Attend ALL Executive Board Meetings of PBMI.

Help maintain a positive morale with PBMI missionaries, staff, and Board Members.

Is to be notified of ANY and ALL problems with any PBMI missionary, staff member, or Board Member. That assistance can be made to resolve any said problem.

To be familiar with all PBMI missionary families: Names / fields and families.

Section E - Vice President

POSITION- The position of VICE PRESIDENT for PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) is recommended by and approved by a majority vote of the Executive Board Members and shall preside in the Executive Board Meetings in the absences of the President and General Director.

SUMMARY- The Vice President is to assist the General Director and President of PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) in any manner that may be requested.

RESPONSIBILITIES - The Vice President shall have responsibilities in the following areas:

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board Meetings and Financial records are to be kept strictly CONFIDENTIAL.

Attend ALL PBMI Board Meetings.

Assist the General Director and President in the development, coordinating and directing any new program, policy or procedures for PBMI.

Sensitive to the possibility of new recruits or applicants for the Mission Board.

Able to interpret and/or explain the contents of the Handbook given to and signed by every PBMI missionary, staff member, and Executive Board Member.

Ability to deal tactfully, skillfully and Spiritually with the public.

Help maintain a positive Board / Missionary relationship and promote a high level of morale among the PBMI family.

Assist the General Director in the planning and execution of the annual Candidate School in whatever area requested, as in agreement with the Host Pastor.

Lead in the absence of the General Director and President.

Section F - Executive Board Secretary

POSITION - The position of EXECUTIVE BOARD SECRETARY for PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) is recommended by and approved by a majority vote of the Executive Board Members.

SUMMARY - The Executive Board Secretary is to assist the General Director / Assistant General Director / President / Vice President of Prayer Baptist Mission International (PBMI) in any manner that may be requested.

RESPONSIBILITIES – The Executive Board Secretary shall have responsibilities in the following areas:

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board Meetings and Financial records are to be kept strictly CONFIDENTIAL.

Attend ALL PBMI Board Meetings.

Perform all secretarial functions required by PBMI.

Maintain an accurate record of all business discussions of the Quarterly Board meeting.

Able to provide to the General Director / President / Vice President or Executive Board Member with any information taken down in PBMI Board Meetings.

Able to provide current information of PBMI to any missionary on this field.

Able to interpret and/or explain the contents of the Handbook given to and signed by every PBMI missionary, staff member, and Executive Board Member.

Able to deal tactfully, skillfully and Spiritually with the public.

Notified by the General Director of any change of status of a PBMI missionary on this field.

QUALIFICATIONS —

College Degree required.

Minimum of 5 - 10 years of Mission field experience.

Possess leadership abilities.

Be a clear effective communicator.

Maintain a spiritual walk with God

Maintain a regular, visible presence with all PBMI missionaries on this field - at least once a year.

Section G - Mexican Missions Coordinator

POSITION - The position of MEXICAN MISSIONS COORDINATOR for PRAYER BAPTIST MISSIONS INTERNATIONAL (PBMI) is to be recommended and approved upon their reading and signing the Handbook, showing their full agreement with the policies and procedures of the Mission; they are then approved by a majority vote of the Executive Board Members

SUMMARY - The Mexican Missions Coordinator will be under the leadership, direction and accountable to the General Director, assisting him in any form or fashion that may be requested.

RESPONSIBILITIES – The Mexican Coordinator shall responsibilities of the consist of:

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board Meetings and Financial records are to be kept strictly CONFIDENTIAL.

Attend ALL Executive Board Meetings of PBMI. Maintain knowledge of ALL activities of this field.

Help maintain a positive morale with the PBMI missionaries on this field. Is to be notified of problems with any PBMI missionary on this field. To be familiar with all PBMI missionary families on this field.

Sensitive to the possibility of new recruits, applicants, as well as raising funds for the general operations of the Mission.

Section H - Office Manager & Staff

POSITION - The position of OFFICE SECRETARY or STAFF PERSONAL for PRAYER BAPTIST MISSIONS INTERNATIOANAL (PBMI) is to be filled and vacated by the recommendation of the General Director and upon their reading and signing the Handbook of PBMI, they will then be approved or disapproved by a majority vote of the Executive Board Members.

SUMMARY - The Office Staff is to be responsible for the daily clerical or secretarial functions of the office of Prayer Baptist Mission International (PBMI).

RESPONSIBILITIES – The Office Secretary and Staff shall have responsibilities in the following areas:

ALL matters of business concerning PBMI's office, Missionaries, Staff, Board Meetings and Financial records are to be kept CONFIDENTIAL.

Able to type letters, memoranda, reports and special correspondents for the General Director / Assistant General Director and Mission.

Have the ability to use the English language well, including spelling, grammar and punctuation.

Post all receipts for Mission office and missionaries.

Able to sign checks under direction of the General Director and make any necessary transactions for the missionaries and applicants of PBMI, along with making deposits of all monies DAILY.

Pay ALL expenditures and debts ON TIME.

Able to deal tactfully, skillfully, and Spiritually with the public.

Coordinate and oversee all work done by any "temporary" assistant.

Answer telephone and handle all business of which you have knowledge. If you are not sure - ASK the General Director.

Ability to recognize and submit to authority.

Ability to receive instructions and perform duties WITHOUT being constantly supervised.

Ability to maintain a good working relationship with all co-workers, Executive Board Members, and general public.

Qualifications:

Education: A High School Diploma or equivalent (GED).

Experience: 2-4 years of experience in office / Knowledge of computers And / or other office machines and equipment.