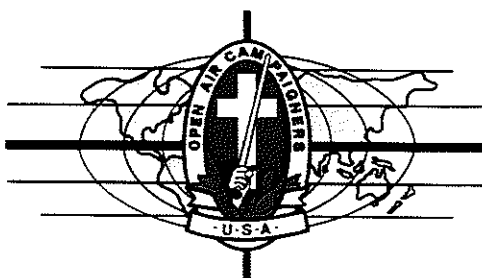


**OPEN AIR CAMPAIGNERS, U.S., Inc**

***POLICY***  
***MANUAL***



THIS POLICY MANUAL  
EDITION VOIDS  
ALL PAST POLICY AND  
PROCEDURE MANUALS.

(Revision Print Date: August, 2006)

This manual is not a contract of employment.

In order to retain necessary flexibility in the administration of policies and practices, Open Air Campaigners reserves the right to change, revise or delete the plans, policies, benefits and/or procedures described in this policy manual at any time.

Open Air Campaigners  
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POLICY MANUAL  
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## SECTION 1 – INTRODUCTION

### A. A Historical Sketch of Open Air Campaigners

In 1891, Mr. E.P. Field, criminal lawyer in Sydney, Australia and son of General Sir John Field, was converted to Christ in a remarkable way. Field immediately began to preach in the open air and gathered around him a group of like-minded men and women. Regular meetings were held at Moore Street in the center of Sydney and elsewhere.

Coogee Beach became a center of concentrated effort and the team there was known as the "Coogee Open Air Mission." Under the direction of Mr. Field, the New South Wales Prayer Band was commenced in 1895. The name was enlarged to the New South Wales Evangelistic Prayer Band in 1912 and in 1922, it was named "Open Air Campaigners" with W. R. Angus as Honorary Secretary.

For many years, OAC confined itself to Sydney and the State of New South Wales, but after World War II, under the leadership of Les Werry, expansion into the other states of Australia commenced. In the year 1954, the first overseas branch was started in New Zealand.

Dr. Paul Smith of the People's Church in Toronto, Canada, visited Australia and challenged OAC to come to North America. He said that God had given a vision for open-air work which should be shared on that continent since very little open-air preaching was being done there. 1956 saw a team of six men visit Canada and the United States under the leadership of James Duffecy. They brought a gospel van with them and combined a heavy program of open-air preaching with indoor campaigns, spending seven weeks in intense evangelism at People's Church, Toronto.

The first OAC branch in North America was commenced in Chicago on September 22, 1956. When the team returned to Australia at the end of the year, Rev. Bryce Hartin remained in Chicago as the first Director of OAC, United States of America. An interim committee which had been established in Toronto, Canada pressed Mr. Hartin to open a Canadian branch in 1957. This resulted in the Australian Director, Mr. Les Werry and the Australian Field Director, James Duffecy and their families coming to Chicago in August, 1957. Mr. Louis F. Finney became the first American to join the staff. He had provided the down payment for the first U.S. van, thus providing the original vehicle for the Canadian work. On the return of Les Werry to Australia, James Duffecy became North American Director and Louis Finney became Director for the United States.

Highlights of the years that followed include: 1) branches opened in various cities in the United States; 2) a very close training relationship with several Bible schools and colleges including Moody Bible Institute, Biola College, Lancaster Bible College, Washington Bible College and Seminary, Cedarville College, Tennessee Temple University, Philadelphia School of Bible and Word of Life Bible Institute; 3) Rev. Bron Carlisle joined the faculty of the Columbia Bible College as an OAC man to train students in open-air evangelism; 4) overseas branches commenced in Germany (1963), England (1968) and Italy (1969) as a result of the United States work. Today, OAC missionaries number more than 100 and minister in over 20 countries around the world.

In the fall of 1983, James Duffecy departed this life suddenly to be with his Master. He was aged 71.

## **B. Purpose Of The Policy Manual**

The purpose of this policy manual is to serve as guidelines for each member of Open Air Campaigners. Specific policies and practices within this policy manual are those which the National Board of Directors have ascertained will best help us in laboring together as members of the Open Air Campaigners ministry team. Loyal and faithful adherence to them will assist our mission in having a harmonious fellowship and an effective ministry.

The policy manual as herein set forth, is intended to cover the overall operation and ministry of the mission. Specific Branch policies are to be in harmony with those set forth in this document and are to be approved by the National Board of Directors.

## **C. Changes In The Policy Manual**

This policy manual may be changed only by vote of the National Board of Directors as outlined in the Bylaws. All policies and practices of this policy manual will be reviewed at least every three years by the National Board of Directors. All staff recommendations concerning changes to this policy manual will be given serious consideration. Such recommendations should be presented, in writing, through the Branch Director or Field Director to the General Director / Management Team at least three months prior to a National Board of Directors Meeting.

## SECTION 2 - DOCTRINAL STATEMENT & CHARISMATIC STATEMENT

- A. **The Scriptures:** We believe God inspired all the words of The Bible without error in the original writings to give mankind His authoritative message.
- B. **The Godhead:** We believe in one God eternally existing in three persons: Father, Son and Holy Spirit.
- C. **Jesus Christ:** We believe in His full deity, His virgin birth, His real humanity, His sinless life, His substitutionary death, His bodily resurrection, His ascension into Heaven, His present ministry as High Priest and His future personal return to this earth.
- D. **The Holy Spirit:** We believe in His full deity. He convicts sinners and saves those who believe in Christ. He indwells, seals and places believers into the body of Christ. He gives spiritual gifts and the power to live the Christian life.
- E. **Man:** We believe that God created all things as described in Genesis. We believe that the first man, Adam, sinned bringing spiritual death to all mankind, who, therefore, stand condemned, making the new birth absolutely necessary.
- F. **Salvation:** We believe that God gives eternal life to those who repent and put their faith in Christ alone, justifying them by the blood of Christ and imputing His righteousness to them.
- G. **The Church:** We believe in the universal church to which all believers belong. We believe in the importance of the local church which is made up of believers who gather for worship, fellowship and teaching. We believe in the responsibility of the Church to fulfill the Great Commission of Christ, preaching the Gospel to all nations.
- H. **The Future:** We believe in the eternal existence of the soul, the resurrection of the body, the eternal blessedness of believers, the eternal punishment of unbelievers.

### Charismatic Statement

We believe that the baptism of the Holy Spirit places a believer into the Body of Christ and therefore is experienced at the moment of conversion. Every believer should be daily filled with the Holy Spirit to enable him or her to use sovereignly bestowed gifts for a fruitful ministry. We do not believe that "tongues" and associated manifestations are the unique evidence of such baptism or that man has any power of himself to do the works of God.

We therefore ask that our full, Intern and associate staff, along with board, committee members, voluntary workers and seminar students only preach those doctrines in agreement with our statement of faith and the above clarification statement. We desire to be zealous about the things that truly build up the Body of Christ, give glory to God and clearly communicate the saving message of Christ to a lost world.



### SECTION 3 – CODE OF CONDUCT

Realizing that Open Air Campaigners operates in multiple states, and recognizing that each state has its own set of laws and regulations concerning legal conduct of employees which change from time-to-time, it is recommended that each worker in a particular state inquire of the state's statutes concerning the items listed in this Code of Conduct to make sure of proper compliance.

#### REGARDING AIDS/HIV

A. **Purpose**

Open Air Campaigners has a desire to respond with Christian love, understanding and humility as well as to respect the rights and concerns of those with AIDS as well as those who are not infected.

B. **Definitions**

AIDS is defined as Acquired Immune Deficiency Syndrome. It is a serious disorder characterized by a defect in the body's natural immunity against disease. The defect is caused by the HIV virus. With the loss in immune response, the individual infected with the my virus falls prey to a host of what are called 'opportunistic infections.' AIDS is defined as the end stage in a compound process of infection. The person first contracts the HIV virus and then develops unusual infections or tumors not ordinarily seen in otherwise healthy persons. AIDS is not transmitted. The HIV virus is.

C. **Infection**

The HIV virus is understood to be spread through the transmission of body fluids. This may happen through sexual contact, shared needles, infusion of infected blood products, through casual contact involving an exchange of body fluids, etc.

D. **Divine Judgment**

All sin is subject to divine judgment. For some AIDS is a consequence of sinful activity. For others, AIDS is the consequence of living in a sin-drenched society. While a case may be made for divine judgment seen in the HIV virus, it is not correct to classify all sufferers of AIDS as receiving divine judgment through that condition.

E. **Privacy of information**

1. A person will not be asked if they are infected.
2. A person will not be required to be tested. [unless they directly interact with the public where body fluids may be exchanged, e.g.. a camp nurse.]
3. There will be no discrimination of a person known to be infected.
4. A person will not be rejected or dismissed because they are infected.  
The decision to reveal the diagnosis of AIDS is a strictly personal matter and that privacy will not be bridged. Any claims for disability or compensation may require the revelation of information to those required to fill in the forms. n.

F. Certain job descriptions require a level of physical output. Any condition that diminished that level of output may be cause for dismissal. It is not the intent or purpose of Open Air Campaigners to guarantee employment. Therefore, if one is disqualified from employment or which he/she was hired, that disqualification does not place obligation on the mission to seek employment for that person within the mission.

## **REGARDING HOMOSEXUALITY**

### **A. Purpose**

We firmly believe the absolute truth as found in God's special revelation, the Bible, invariably leads to absolute values and therefore, absolute morality. Time and cultural mores indeed continually change but the Bible is trans-cultural and its truth is relevant for all times.

Therefore, we believe the behavior of homosexuality, as any human behavior, must be defined and described biblically and theologically, rather than physiologically, psychologically or socio-politically. Our desire is that homosexual persons repent and return to their senses and escape the snare of the Devil, having been taken captive to do his will (II Timothy 2:24-26).

### **B. Definitions**

Various terms in the original languages which are used in the Scriptures to define this aberrant life-style are: sodomy, wickedness, abomination, uncleanness, dishonoring the body, vile affections, violating nature, burning with lust, shameful lusts, reprobate, effeminate, abusers of themselves, inordinate affections, defilers of themselves, lusting after strange flesh and filthy dreamers.

Man's sexual identity is established and defined by God as heterosexual, Genesis 1:27. Homosexual activity is a sinful act and a consequence of wrong beliefs, wrong thinking and wrong choices instead of yielding to the Holy Spirit. Homosexuality is forbidden by God: Leviticus 18:22, 24, 30 and 20:13.

Homosexual persons are responsible for their sexual behavior and that behavior is not a benign expression of a genetic predisposition, hormonal imbalance or abnormal learning processes. It is not an alternative life style. The New Testament also condemns homosexuality in Romans 1:26-27; I Corinthians 6:9-11 and I Timothy 1:9-10

- C. If someone is discovered living a homosexual life style, the mission will seek his/her restoration by requiring careful study of the Scriptural truth and providing competent counsel.
- D. It is the purpose of Open Air Campaigners to teach and to live the principles of godly behavior. Any person practicing sinful behavior, when discovered, confronted and given opportunity to confess the sin and repent, does not comply, it is consistent with the purpose of Open Air Campaigners to dismiss that one, although with broken and saddened hearts.

## REGARDING SEXUAL HARASSMENT

### A. **Policy**

It is Open Air Campaigners policy that all employees should enjoy a work environment free from an forms of discrimination, including sexual harassment. No employee, either male or female, should be subject to unsolicited and unwelcome sexual overtones or conduct, either physical or verbal.

### B. **Definitions**

Specifically, it is illegal and against this policy of the mission for any employee to sexually harass another employee by:

1. making acceptance of unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment;
2. making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or
3. creating an intimidating, hostile or offensive work environment by such conduct.

C. It is also a violation of this policy for mission employees to be subject to or guilty of sexual harassment involving other individuals not employed by the mission while the mission employee is engaged in conducting the business of the mission.

### D. **Disciplinary action**

The mission will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's evaluation, wages, advancement, assigned duties, or any other condition of employment. This discipline can include discharge.

The mission recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect, requires a determination based on all facts in each case. Therefore, the mission will immediately investigate alleged sexual harassment claims and will effectively remedy them when an allegation is determined to be valid. Claims of this nature should be reported to mission leadership in writing.

## **REGARDING CHILD PROTECTION / ABUSE**

### **A. Purpose**

The mission uses missionaries and volunteers to minister to children and young people. It is the intent of the mission to make certain that all workers are aware of the seriousness of child abuse. Child abuse is against the law as well as a violation of human conscience and dignity. Every state has mandated reporting instances of abuse or reasonable suspicion of abuse.

### **B. Definitions**

1. The physical or mental injury to a child includes brain damage, broken bones, internal injuries, poisoning, beatings and burns. This may also be evident in minor physical injury including minor cuts, bruises and welts.
2. Sexual abuse includes rape, incest, indecent assault, intercourse with a child, pornography, inappropriate touching, suggestive remarks, prostitution, and an adult unclothed with a child of either gender .
3. Emotional and verbal assault includes constant belittling of a child, telling a child he or she is stupid, incompetent or worthless, rejecting a child, habitually pushing a child away, confining a child in a restricted place, manipulating a child through repeated threats, or using a child for economic gain, being overly critical, holding back love from a child and blaming a child for difficulties experienced by the parent, guardian or staff member.
4. Neglect includes frequent lack of supervision, medical neglect, malnutrition, lack of provision for the child's needs, and chaotic home life.

### **C. Recruiting, hiring and supervising mission workers who deal with children.**

1. Application screening:
  - a. asking carefully worded questions
  - b. criminal investigation check with the police orientation required
  - c. training in the careful understanding of the description of child abuse
2. Job description:
  - a. give in writing the specific responsibilities and locations for ministry
  - b. review specific guidelines of acceptable behavior for working with youth
3. Reporting -acquaint with the procedure for reporting suspected child abuse
  - a. If a missionary is accused of the abuse of a child
  - b. If a missionary is suspicious that a child is being abused
  - c. Someone other than a parent wants to take a child away from an event.

4. Some questions for screening applicants:
  - a. How were you punished as a child? Was it reasonable?
  - b. How have you handled discipline problems with children?
  - c. What kind of discipline do you think works best with children?
  - d. Are you aware of this state's Child Abuse laws? Do you have a copy? Have you ever been convicted of child abuse?
  - e. Are you willing for a criminal investigative check to be made? Do you know that it may be required by Open Air Campaigners?
  - f. Have you ever been convicted of any offense other than minor traffic violation? Please describe.

**D. Disclaimer**

I have read and fully understand all questions requested in this application. I certify that all answers given by me are true, accurate and complete. I understand that the completion and/or execution of this application does not insure me a position, nor does it obligate me or the organization in any way. I fully understand that the omission and/or misrepresentation of facts requested may be cause for immediate dismissal without prior notice. I authorize the organization to request and obtain information concerning my previous employment and contact the references listed herein and I release each person from liability for providing this information to the mission. I further authorize the Department of State Police Central Records Division of this state to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in convictions, and furnish a response to the mission representative. I understand that information concerning my references and criminal history check will be treated in a confidential manner and only those individuals with a legitimate need to know will have access to this information. If accepted for service, I agree to abide by all the rules and regulations of the mission. I have read, understood and agree to the above.

Applicants signature and date.

**E. Consent for criminal investigative check**

As a prospective employee/volunteer of Open Air Campaigners, I understand that it is this organization's policy to secure criminal history information as apart of its post-offer employment process. I further realize that an offer of employment cannot be finalized until reference information, including a post-offer criminal investigative check, has been satisfactorily completed.

**F. Discussing charges**

If there are ever any charges of abuse, discrimination or other possible litigation issues, missionaries are to avoid talking with the news media. Any media questions should be directed to the mission leadership.

It is also wise to avoid answering any questions when legal charges are lodged, without the presence of legal counsel.

**G. Guidelines for acceptable behavior.**

1. Respect a child's refusal of affection and take care not to make the child feel uncomfortable with you.
2. A friendly pat on the bottom or a bear hug could be misinterpreted by a child or an observer. A slap on the back or a hug around the shoulders may be appropriate. A body-to-body embrace, slap on the bottom or affectionate kiss are taboo.
3. True expressions of affection contribute to a warm, healthy relationship. Do not stop touching a child, just remember to place reasonable limits on physical interaction.
4. When taking a child to the bathroom, do not make them feel uncomfortable by being present.
5. Do not linger in any area where a child is bathing or changing.
6. Never strike, hit, spank, tickle excessively, give back rubs or push a child.
7. Do not isolate a child without proper adult supervision.
8. Never resort to physical punishment: no spanking, hitting, shaking or forcibly holding a child. Do not make them run laps or do sit-ups. Never make a child walk somewhere without shoes or sit outside at night without proper clothing on.
9. Do not invite an individual child to your home or to a room where no one can see you. Avoid any seclusion with a child for any reason.
10. Always use the buddy system. Have another adult present in all activities, or have several children present with one adult, or notify another adult of your activities so that someone is always aware of what you are doing.
11. When disciplining a child seek help from other adults, always be in view of another adult, never touch the child, stay calm and do not over react to the problem. Use the 'time out' idea; remove yourself from the situation for a moment and then return to take care of the problem.

12. If you have a recurring discipline problem, fill out a report about the problem, share it with your supervisor, state what measures have been taken to handle the problem, and date and sign the report.
13. Never let your speech be derogatory to the children or other workers.
14. When transporting children be sure insurance is appropriate for the activity, and never drive one child at a time, always take a group and always have another adult present.

**H. Procedures for reporting accusations or rumor of child abuse.**

Although you should never act on rumor alone, nevertheless, check out every accusation, and even every rumor, carefully and objectively. Do not arbitrarily dismiss accusations or rumors simply because they are made by the children themselves. Investigate each rumor or accusation by interviewing each person involved in the alleged incident individually and out of the presence of other witnesses to the alleged occurrence.

In your interviews at these strategic moments do not avoid specific questions if specific accusations have been made. Make written notes of what is said, or seek permission to have the interview recorded. In every instance, proceed with tact and good judgment with utmost dependence on the Holy Spirit's guidance and the use of fervent prayer. Do what you can to treat wisely both the real and alleged victim and the real or alleged abuser.

A word of caution is in order. Based on your interview, if child abuse is suspected, it is better for you to refer all involved persons to the proper authorities immediately rather than attempt to conduct an extensive investigation yourself. The field leader or camp director is the only person authorized to call the authorities. The field leader or camp director may suspend the mission employee in question pending the outcome of any investigation conducted by the authorities. Two additional procedures must be kept in mind. First, when you notify the authorities, be sure to notify the parents quickly. Secondly, in every instance be sure to make an "Incident Report" in writing. Do not attempt to rehabilitate the accused person. Allow professionally trained persons do that. Do not make promises about what may or may not happen to the person accused or to the child.

**1. Reporting:**

- a. Initial reports of the situation should be given to the immediate supervisor.
- b. The immediate supervisor should notify their supervisor.
- c. The information in the report must include:
  - a. names of those involved
    - i. name of child
    - ii. name of parents/guardians
    - iii. mission workers involved
  - b. physical indicators observed or reported
  - c. behavioral indicators observed or reported
  - d. other indicators observed or known

- e. date of the alleged accusation or rumor
  - f. names of those who were immediately notified and who know the act
  - g. procedures that were followed when the incident was reported or rumored
  - h. responses to the procedures that were taken
  - i. reporter(s)' name and position(s) within the mission
  - j. date of the written report
  - k. signature of the person writing the report
- d. The authorized personnel of the mission who are dealing with this matter will continue with the proper procedures for filing reports as determined by the mission leadership and state law.
- e. All allegations will be kept as confidential as possible.
- f. Updated reports and the final outcome will be documented and kept on file with the mission.

I. **Consideration**

The mission will take every precaution to provide an atmosphere in which child abuse will not be a problem. Applicants will be screened for having been abused and prior abuse convictions. Those hired will be trained to understand what is proper and acceptable behavior with a child, and supervisors will be observant that all guidelines are being followed. Any and all accusations will be carefully determined and proven incidents will be properly reported.



## SECTION 4 – CONFLICT OF INTEREST POLICY

### Article I

#### Purpose

The purpose of the conflict of interest policy is to protect Open Air Campaigner's interest when it engages into a transaction or arrangement that might benefit the private interest of an Board, Management Team, Local Committee or OAC Staff person within our organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Article II

#### Procedures

##### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Management Team or OAC Board when considering such proposed transaction or arrangement.

##### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the OAC Board, Management Team or Local Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board, Management Team or Local Committee members shall decide if a conflict of interest exists.

##### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the OAC Board, Management Team or Local Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the OAC Board, Management Team or Local Committee shall, if appropriate, appoint a disinterested person or Local Committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the OAC Board, Management Team or Local Committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the OAC Board, Management Team or Local Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the OAC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

##### 4. Violations of the Conflicts of Interest Policy

- a. If the OAC Board, Management Team or Local Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the OAC Board, Management Team or Local Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article III**

#### **Records of Proceedings**

The minutes of the OAC Board, Management Team and all Local Committees with Board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the OAC Board's or Local Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Article IV**

#### **Compensation**

- a. A voting member of the OAC Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any Local Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the OAC Board or any Local Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any Local Committee regarding compensation.

### **Article V**

#### **Periodic Reviews**

To ensure that Open Air Campaigners operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with Board, Management Team and/or Local Committee Members and others conform to OAC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in unfair private benefit or in an excess benefit transaction.

## **Article VI**

### **Use of Outside Experts**

When conducting the periodic reviews, OAC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the OAC Board of its responsibility for ensuring periodic reviews are conducted.

## SECTION 5 - QUALIFICATIONS FOR OPEN AIR CAMPAIGNERS STAFF

### A. Introduction

Individuals desiring to become staff missionaries with Open Air Campaigners, U.S., Inc. are to make written application through the Personnel Development office. All applicants must read the Articles of Incorporation, Bylaws, and Policy Manual of Open Air Campaigners, U.S., Inc. and conform to the religious tenants of this organization.

While the OAC/USA National Board of Directors maintain high educational standards and require definite spiritual qualifications, they also desire to recognize those whom the Holy Spirit has called into the unique open-air ministry of OAC/USA. As a result, each individual applicant is ultimately considered for a staff position on his/her own merits.

Open Air Campaigners may consider the applications of divorced persons on a case-by-case basis.

### B. General Qualifications

An individual desiring to minister as an OAC/USA staff person must be a Spirit-led Christian whose life is lived close to the Lord. He/she should be without reproach. The following is a guideline of spiritual qualifications:

1. Personally accepted Jesus Christ as Lord and Savior;
2. Be a spiritually mature person, evidencing consistent fruits of the Holy Spirit resulting in a life truly surrendered to God and controlled by the Holy Spirit;
3. Possess a genuine burden for the lost and a burning desire to see the Gospel clearly proclaimed, particularly through effective open-air evangelism;
4. Demonstrate experience and zeal in Christian service and be assured of a call into missionary service;
5. Exhibit a restful trust in God for the supply of all spiritual, emotional, physical and financial;
6. Have a background of experience and training which has equipped them for specific ministry within OAC as deemed necessary by the mission;
7. Be a member in good standing of a Bible-believing church;
8. Have documented proof of ordination, commissioning, licensing or other form of official acknowledgment from their local church indicating approval of this individual to missionary service;

9. Display soundness of faith and doctrine and have accurate knowledge of the fundamental truths of the Scriptures;
10. Be able to communicate clearly;
11. Manifest a love for God as demonstrated by communion with God and the study of His Word;
12. Able to work harmoniously with others;
13. Display a cheerful willingness of prompt obedience to those God has placed in authority over them;
14. Manifest a team spirit and willing to serve both as a team leader as well as team member;
15. Willing to abide by the Articles of Incorporation, Bylaws and Policy Manual of Open Air Campaigners.

**C. Educational Qualifications for Full-Time Staff**

1. Evangelistic Staff
  - a. Under 30 years old: An individual having successfully completed a degree, diploma or certificate program which included at least thirty (30) credit hours (either college credit or continuing education units) of Bible from a Seminary, Bible College or Bible Institute as approved by the Personnel Development Department.
  - b. Over 30 years old: An individual having successfully completed at least thirty (30) hours of Bible credit from a Seminary, Bible College or Bible Institute approved by the Personnel Development Department. Such a person will be considered individually, taking into account past Bible study, experience in local church ministry and/or Christian service participation.
2. General and Administrative Staff
  - a. Under 30 years old: Successful completion of at least thirty (30) credit hours (either college credit or continuing education units) of Bible from a Seminary, Bible College or Bible Institute approved by the Personnel Development Department.
  - b. Over 30 years old: Each individual will be considered on the basis of his/her individual background, education and Christian service experience.

#### **D. Physical Qualifications**

In order to maintain schedules and stand up to the rigorous demands of this ministry, applicants (and spouses) may be required to undergo a physical and/or psychological examination by an OAC/USA approved physician and complete necessary medical forms provided by the mission. Records will be evaluated before Interns are to be accepted as full-staff.

#### **E. Engagement and Marriage**

1. Full-staff or Interns are required to take a one month leave of absence immediately following their marriage.
2. Full-staff and Interns not engaged to be married should be most prayerful and thoughtful before committing themselves to an engagement. In the case of an engagement or marriage which takes place against the counsel of an OAC Branch or Field Director, temporary suspension or even dismissal from the mission may become necessary.
3. If an individual becomes married after coming onto staff, the spouse will comply with this policy as well.

#### **F. Wives With Children**

Wives who have children through high-school age should not minister as full-time staff since, under God, their first responsibility is to their family.

## SECTION 6 - STAFF APPLICATION PROCEDURES

### A. Paperwork Requirements

1. Fill out a "contact card"
2. Make formal application by submitting a full-length staff application to the Personnel Development Department.
3. A medical/psychological exam may be required.
4. Evidence that educational requirements have been fulfilled in accordance with policy are to be submitted to the mission.
5. A written recommendation concerning the prospective staff person's status is to be submitted to the National Board of Directors by the Personnel Development office after the paper work requirements have been fulfilled.
6. A written recommendation from the prospective staff person's home church commending him / her to us for missionary service.

### B. Internal OAC Requirements

1. Training Seminar  

Successful completion of an approved OAC/USA training seminar is required of an individual seeking a staff position with OAC.
2. Orientation/Candidate School
  - a. An individual considering Open Air Campaigners staff is to first successfully complete Orientation/Candidate School in addition to a national training seminar before Intern status is granted.
  - b. Spouses or fiancées of individuals seeking to become OAC/USA staff must also complete Orientation/Candidate school.

3. Board Interview

A Branch Director, Personnel Development Director and one or more National Board members should personally interview prospective staff members. Such an interview would be followed by official Board voting approval of the individual either at a regularly scheduled meeting or by mail. A list of potential questions which an applicant may be asked is available through the Personnel Development Department.

## C. Types of OAC/USA Staff and Appointment Procedure

### 1. Interns

#### a. Definition

An OAC/USA Missionary Intern is one whose objective is becoming a career missionary and has been approved to enter into the two-year Intern program as outlined above.

#### b. Appointment

Appointment as an Intern is made by the National Board of Directors upon recommendation by the Personnel Development Director and after an interview between the prospective Intern and the National Board has taken place. Interns shall minister under the authority of an established OAC Branch and be directly accountable to the Branch Director. If a Branch does not exist in the area of appointment, a Branch Director or the field Director will be appointed for accountability purposes

#### c. Financial Considerations

- (1) Financial support for the Intern is handled in the same manner as for other OAC/USA missionaries.
- (2) If financial support is not adequate, it is recommended that the Intern seek part-time employment under the guidance and direction of the Branch Director and Field Director.
- (3) The Intern is to be covered by National Board approved medical coverage upon recommendation from the local branch committee where they will be ministering.
- (4) The Intern may represent the OAC/USA ministry before the public to the extent defined by his or her Branch Director.

#### d. Job Guidelines

For specific job guidelines of the staff Intern, please see separate documents entitled "Job Guidelines" available from the Personnel Development Department.



## 2. Full-Staff

### a. Definition

A full-time staff member is one who spends the majority of their time conducting OAC ministry and is approved by the National Board of Directors to serve as a career missionary.

### b. Appointment to Missionary Service

After two full years as an Intern, an individual is considered by the National Board for appointment to full-staff status upon the recommendation of his/her Branch Director to the Personnel Development Director. Appointment will be to the office of staff Evangelist, General Staff or administrative Staff. Official notification is to be given the missionary by the Personnel Development office no later than 14 days after the decision has been made by the National Board of Directors.

### c. Prerequisites For Full-Staff Appointment

- (1) Before consideration for appointment as a Full-Staff Missionary with OAC/USA by the National Board of Directors, the Intern must be willing to step out into the work on a full-time basis. The provision of God for service must be evidenced in his/her life as well as to those who are associated with him/her. These individuals include family members, Pastor, Branch Director, other missionaries and the individual's home church.
- (2) The outworking of the above process includes having a good financial standing and being able to make the transition from secular employment to full-time Christian service. The Intern must demonstrate the ability to adequately supply all the needs of his/her family.
- (3) When the Intern believes he/she is ready, under God, to make the transition from secular to full-time Christian work, he/she may do so under the guidance and authority of the Branch Director or Field Director (as applicable). Whenever possible, the commendation, prayer and financial backing of his/her local church will be sought for the missionary with the assistance of his/her Director.
- (4) Before final consideration by the National Board of Directors, the missionary must have the full endorsement of the Branch Director or Field Director and have been licensed, commissioned or otherwise officially approved to missionary service by his/her local church (Acts 13:1-3).

d. Job Guidelines

For specific job guidelines of various OAC staff positions (Evangelist, Office Staff, etc.), please see separate documents entitled, "Job Guidelines" which are available from the Personnel Development Department.

3. Associates

a. Definition

An Associate Staff member is an individual approved by the National Board of Directors to serve with OAC on a part-time basis.

b. The position of Associate Staff is available to an individual who meets the qualifications and requirements of full-time staff as outlined in Section 4 of this policy manual.

c. Upon proper application, with the recommendation of the Personnel Development Director, an applicant for Associate Staff may be approved by a vote of the National Board of Directors. The applicant shall be notified of the Board's decision within 14 days of such decision.

d. An Associate is directly accountable to the OAC/USA Staff person to whom he/she is specifically assigned. Such a supervisor will be designated when the Associate is appointed to staff. Ideally, the Associate and his/her supervisor will minister together on a regular basis. When this is not possible, the Associate is responsible to his/her staff supervisor at least once a quarter by telephone, or preferably, in person to share what God is doing in his/her ministry. In addition, written ministry reports are to be filed each quarter with the supervisor in order to facilitate good communication.

All fund-raising, equipment purchasing, church presentations and any other OAC related activity is to be approved by the Associate's Staff supervisor.

e. The Associate will be involved in open-air evangelism and open-air meetings. In addition, an Associate may be received into the organization for a designated assignment other than open-air work (i.e. accounting, printing, promotion, etc.). An Associate should perform his open-air ministry or other designated ministry at least monthly and preferably on a weekly basis.

- f. An Associate may not receive personal financial support through OAC/USA channels. However, upon approval of his/her supervisor, the Associate may establish and receive financial donations through OAC/USA for a general fund to assist in covering ministry expenses directly related to his/her OAC ministry work. It should be emphasized that such a general fund for the Associate is to be subject to the percentage deduction as are all other general funds and is to be used for OAC ministry expenses only (literature, postage, van expenses, etc.), not as a means of personal support. Monthly financial activity summaries are to be submitted by the Associate to the OAC Accounting Office.
- g. Any equipment or ministry materials purchased using OAC/USA funds or funds donated through Open Air Campaigners become the property of OAC/USA. The Associate is responsible to be a good steward of such items in his/her care. The mission is to make final decisions as to the disposition of such equipment and/or ministry materials at all times, particularly in the event that an Associate Staff member should leave the work.

4. Retiree / Disabled

An Open Air Campaigners retiree / disabled person is one who, due to age or health as determined by the Board, no longer serves in a full-time capacity as an OAC missionary.

Retired / Disabled OAC staff persons may continue to receive support through OAC for the remainder of their natural lives, provided they maintain a good testimony as defined by the OAC doctrinal statement and OAC policies.

## SECTION 7 - MISSIONARY PERSONNEL

### A. Jurisdiction of Staff

1. The service of all missionaries is under the jurisdiction of the Field Director. The chain of command of all mission personnel is to be followed as set forth in the Administrative Flow Chart (see Section 10). Should a specific position on the flow chart be vacant, the accountability, authority, and responsibility for that vacant position is transferred to the position located above the non-staffed position on the chart.
2. The Branch Directors are responsible for harmonious operations in their Branches in agreement with the Articles of Incorporation, the Bylaws, and the policy manual of Open Air Campaigners, U.S., Inc.

### B. Relationships

There are at least four relationships which our missionaries need to maintain:

1. Relationship with a home church

Every OAC staff person is to be an active member of a local church. It is extremely important that good communication and rapport be maintained with the missionary's home church. There is probably no other group of believers more interested in the missionary than those in his home church, and they must be kept informed of ministry on the field.

2. Relationship with supporters

A prayer letter should be sent to this very important group of people at least once each quarter (once every two months preferred), containing a report of the work and expression of gratitude for prayer and financial support. Maintaining regular contact with supporters is of inestimable value in effective service for Christ. Keeping supporters informed through correspondence, phone calls and other forms of personal contact is part of the missionary's total ministry.

3. Relationship with the mission's national level personnel

The national level staff personnel are dedicated to assist the missionary in his/her ministry. Cooperation with the national staff will result in a more harmonious relationship for all. Each missionary is considered a member of the writing staff of national mailings sent out, including "OAC/USA UPDATE", the official publication of Open Air Campaigners, U.S., Inc. Through articles submitted by the missionaries, the entire mission constituency can be made aware of victories won, problems to be faced, and special projects whereby they may become personally involved. Responsibility for gathering articles from each Branch rests with the Field Director.

4. Relationship with fellow missionaries

"For we are laborers together with God..." The testimony that missionaries have before the world, saved and unsaved, is extremely important. Conversation with and about one another should "be always with grace, seasoned with salt." Missionaries are "members one of another" and serve the same Lord. One OAC staff person is no more perfect than another. We should not expect perfection from one another but, instead, exercise patience and understanding as God works in and through us on a personal level. Each missionary is to make available his prayer letters to co-workers for information, encouragement, and prayer fellowship.

**C. Conduct and Appearance**

1. Conduct

Since our missionaries are, first and foremost, representatives of the Lord Jesus Christ, their appearance and conduct should be guided by high personal standards and expectations. OAC has chosen to recognize that use of tobacco, in any form, as well as intake of alcohol or drugs, for purposes other than medicinal, is not conducive to one's personal Christian growth, nor is a good testimony before others.

2. Appearance

Appearance in public meetings is very important. Men and women should wear clothing that is in proper taste. Clothing should be neat, clean, and not of extreme style. Ladies' skirt lengths are to be modest. When it is appropriate, men should wear coats and ties when speaking in worship services, Sunday school, and in representing OAC. Hair lengths and styles should be neat and not extreme.

## **D. Furlough, Deputation, Vacations and Holidays**

### **1. Furlough**

Requests for all furloughs are to be made through the Branch Director in conjunction with the Field Director. They may forward some or all requests, other than regular furloughs, with recommendations to the National Board of Directors.

The furlough period is a time set aside for the purpose of keeping the missionary physically, mentally, and spiritually fit for service, as well as giving opportunity to inform God's people of his/her particular field of service. There are five basic types of furlough.

#### **a. Regular Furlough**

The regular furlough period is based on three months for each year of continuous service on the field with a maximum of twelve months, unless special arrangements have been made with the Field Director. All missionaries having served on the field for four consecutive years may take a one-year furlough. Authorization of regular furloughs is given by the Field Director.

#### **b. Short Furlough**

The short furlough is for a period of time specified by the Field Director, usually not to exceed six months.

#### **c. Educational Furlough**

The educational furlough is to be for a period of time specified by the Branch Director in conjunction with the Field Director who encourage missionaries to be involved in both formal and informal continuing education. Missionaries may apply for an educational furlough through the Branch Director in conjunction with the Field Director.

#### **d. Medical Furlough**

The medical furlough is for an indefinite period of time, based upon the medical need, and is authorized by the Branch Director in conjunction with the Field Director.

#### **e. Emergency Furlough**

The emergency furlough is an indefinite period of time based upon the type of emergency and is authorized by the Branch Director in conjunction with the Field Director.

## 2. Furlough Requirements

- a. A letter of requesting furlough is to be submitted to the Field Director, stating the type of furlough requested and the period of time involved. In cases of emergency, the General Director / Management Team may also authorize a medical or emergency furlough. In such cases, the General Director / Management Team is to notify the Field Director as soon as possible of the need.
- b. Each missionary should arrange to take at least one month at the beginning of the furlough period for rest, relaxation, and necessary medical care before engaging in consistent and continuous deputation work.
- c. At the beginning of the furlough period, the missionary may be required to have a physical examination. A medical form for this examination would be supplied by the Field Director.
- d. All missionaries on furlough are expected to attend the mission's Annual Staff Conference (see "Annual Staff Conference" section in this policy manual).

Any deviation from the above requirements are to be approved by the Branch Director in conjunction with the Field Director. If a missionary is assigned to a special service or project, the furlough period may be extended by the amount of time stipulated, with full credit for active service.

## 3. Deputation

During the furlough period, Missionaries are encouraged to engage in a period of deputation ministry. No one can better represent the various fields of ministry than the missionaries. The Field Director is to be kept informed concerning the missionary's plans and deputation schedule during furlough.

## 4. Vacations

- a. All missionaries and missionary Interns, beginning at first year Internship, are granted four (4) weeks vacation time each year.
- b. Vacation periods are to be mutually agreed upon by the staff person and his or her Director. Vacation periods should not conflict with the season of greatest open-air opportunities.
- c. Where deemed necessary by the Branch or Field Director, extended vacations may be granted in addition to those indicated in policy.

## 5. Holidays

Each OAC staff person is entitled to one day off per week in addition to Sundays and each national holiday recognized by the Federal Government.

## E. Appointment to Field and Ministry

### 1. Field Appointment

New staff should be appointed to a field at the time of their acceptance as Interns by the National Board of Directors. Such appointment is in consultation with the appointee, the General Director / Management Team, the Field Director and the Branch Director. Any changes in field appointment for missionaries shall be in consultation with the missionary, the General Director / Management Team, the Field Director, and the Branch Director. New missionaries are generally appointed to a field in concurrence with:

- (1) their desires;
- (2) the need of the field; and
- (3) the recommendation of the Branch and Field Directors;
- (4) their training and qualifications.
- (5) compatibility with missionaries already on the field

### 2. Ministry Appointment

New staff will be given a general description of the ministries on their respective field in writing. During the two-year Internship period, the new missionary, in consultation with the Field Director and the Branch Director, will agree on the specifics of and any change of his / her ministry. Change of ministry for any missionary is to take place only after consultation with and approval of the Field Director.

## F. Ministry Reports

Accountability is an integral part of the Christian life. God's program includes not only accountability to the Lord, but also to those God has established in the chain of command in Open Air Campaigners. Ministry reports are an important accountability tool.

The purpose of ministry reports is to assist the missionary in an evaluation of ministry and in giving opportunity for helpful evaluative counsel. The report will also assist in plans for the coming year and be a source of information by which prayer and financial supporters are made aware of how God is using OAC in the open air. Goal-setting is encouraged so that there is some means of measuring one's ministry. Ministry reports are to be submitted to the Field Director on a monthly basis using the ministry report forms available from the Field Director's office.



## **G. Annual Staff Conference**

The OAC Personnel Development Department is in charge of organizing our annual staff conference and occasional family conference gatherings. These conferences provide fellowship, communication, and study opportunities for mission personnel. The Christian community is also invited to attend the various public sessions of the conference. All Interns, Seconded, Full-Staff and missionaries on furlough are expected to attend the mission's Annual Staff Conference. Requests for permission to abstain from the conference are to be submitted in writing and addressed to the Field Director. Attendance exceptions are generally only in cases of extreme emergency.

## **H. Employment**

1. Outside employment may only be taken with the permission of the Branch Director or Field Director.
2. The type of employment is subject to the approval of the Branch Director or Field Director.
3. The Branch Director or Field Director should promptly inform the General Director / Management Team of any such requests and approvals.
4. If the need for outside employment continues beyond a period of three (3) months, consideration is to be given by the General Director / Management Team of a long-term solution to the situation.

## **I. Resignation, Suspensions and Dismissal**

### **1. Resignation**

Should a missionary desire to terminate his/her affiliation with the mission, they are encouraged to give three months written notice to the Branch Director or Field Director.

### **2. Suspensions**

In the event of a need for discipline, the Branch Director or Field Director may impose a temporary suspension. This action must be brought to the attention of the General Director / Management Team immediately and ratified by the full National Board of Directors. The individual so suspended may be present when the National Board of Directors considers the action.

3. Dismissal

Only the full National Board of Directors has authority to terminate the affiliation of any missionary or worker with the mission, if any occasion of sufficient gravity should justify such action. Occasions such as a confessed or proven moral breakdown, deviation from the OAC doctrinal statement, a shift of ministerial emphasis away from open-air evangelism for an evangelist, or a neglect of duty for other staff may be deemed sufficient gravity for dismissal. Such action is to be communicated, in writing, through the Field Director to the General Director / Management Team. The missionary is to be given opportunity to meet with the National Board of Directors prior to any final Board action.

4. Disposition of funds

For the disposition of funds regarding resignation and dismissal, see Section 9 of this policy manual.

## SECTION 8 - NATIONAL BOARD OF DIRECTORS

### A. National Board of Directors Meeting

The National Board of Directors will hold at least two meetings each year. Dates for these meetings are determined at the Board's discretion. Missionaries on furlough may be requested to meet with the Board at this time. An attempt will be made to hold one of these Board meetings in conjunction with the Annual Staff Conference (usually in February). Any action required or permitted to be taken at any meeting of the Board may be taken without a physical meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Board. The Board may also conduct a telephone conference in lieu of a physical meeting.

### B. Missionary/Board Relationship

Because the National Board of Directors and the administration of the mission desire to have open communication with all members of the mission, the following statements are set forth regarding missionaries meeting with the National Board of Directors.

1. Any and all missionaries may request a meeting with the National Board of Directors. Request is to be made through their Branch Director or Field Director.
2. Missionaries on furlough may be requested to meet with the national Board of Directors for various reasons. Notification of such request will be given adequately in advance of the meeting.
3. Missionaries are not to bypass local leadership in bringing matters of personal concern to individual Board members. Instead, every staff person should go through the proper communication channels in sequence as outlined in national and Branch policy.
4. On major decisions regarding policy changes, where feasible, the Board will solicit feedback from the Staff. If two-thirds of the full-time Staff are in disagreement with a specific proposed change, then the Board will reevaluate the proposed policy change.
5. In an effort to facilitate ongoing Branch representation on the national Board of Directors, we encourage that names of local committee and other interested individuals be submitted to the Nominating Committee for consideration at least three months prior to the annual staff conference.

### C. OACI Zone Representation

Official OAC/USA representation within the American zone set-up is comprised of our General Director or Field Director along with one other Board member of the General Director or Field Director's choice.

### D. Job Guidelines

For specific job guidelines of the National Board of Directors and their various committees, please refer to a separate document entitled "Job Guidelines, National Board of Directors" available from the Personnel Development Department.

## SECTION 9 - BRANCH OPERATIONS

### A. General Information

All OAC missionaries, ministries and Branches are to be under the jurisdiction of the National Board of Directors and administered on a day-to-day basis through the General Director / Management Team, Field Director and Branch Directors. Each Branch Director is responsible for overseeing OAC ministry in his particular Branch. Each Branch is to be responsible for hospitality of the Field Director while he is visiting their Branch.

### B. Branch Director

1. The Branch Director should reside within his respective geographical area and be approved by the National Board of Directors upon recommendation from the General Director / Management Team.
2. If, for any reason, an impasse with the Branch Director is experienced by any individual missionary, the missionary is free to personally contact the Field Director for consultation.
3. For specific job guidelines of the Branch Director, please refer to a separate document entitled, "Job Guidelines, Branch Director" available from the Personnel Development Department.

### C. Branch Committee

1. Branch Committee Duties:

- a. In Relation To Branch Ministry

Support the Branch Ministry and its Director individually and collectively by:

- (1) Giving counsel;
- (2) Upholding the work in prayer;
- (3) Meeting regularly (at least six (6) times per year);
- (4) Attending open-air meetings whenever possible;
- (5) Serving in specific capacities within the committee;
- (6) Making procedural changes in concert with the Branch Director;
- (7) Implementing the policies and directives of the National Board of Directors;
- (8) Establishing branch policy.

- b. In Relation To Recruitment

The Branch Committee, together with the Branch Director, is to submit all requests for new missionaries to the Personnel Development Director.

c. In Relation To Finances

- (1) The Branch Committee is to take initiative and responsibility in seeking funds needed to operate and expand the Branch ministry. Such funds are to be used for such items as:
  - (a) The purchase of vans and their maintenance;
  - (b) Local Printing needs;
  - (c) Local office expenses;
  - (d) Branch Development costs;
  - (e) Branch Literature;
  - (f) Equipment for local use;
  - (g) Personal support of Branch staff;
  - (h) Visual aids.
- (2) Branch bank accounts are to be in the name of Open Air Campaigners, U.S., Inc. including the Branch name. For example: Open Air Campaigners - Los Angeles Branch or Open Air Campaigners - Boston Branch.
- (3) Each Branch is to maintain monthly financial records which detail income and expenditures and define how funds have been spent. Financial reports are to be submitted to the Accounting Office on a monthly basis.
- (4) OAC will consider advancing operating expense funds as a loan to an individual Branch. Such a loan request is to be made by the Branch Director and/or Branch Committee to the Field Director. Final approval of such loan requests, including amount loaned, come through the General Director / Management Team after consultation with the National Board of Directors.

d. In Relation To Local Grievances

Any OAC staff member in a particular Branch normally has the right to appeal to their local Branch Committee for advice, counsel, personal complaint, grievance or expression of dissatisfaction with Branch policy and procedures. If a grievance or dissatisfaction cannot be settled amicably and satisfactorily on the Branch level, the findings and recommendations of the particular situation are to be submitted to the Field Director for further action.

e. In Relation To Dismissal

The Branch Committee may recommend the dismissal of a missionary after a full and complete hearing has been conducted. Upon completion of such a hearing, recommendation should be submitted to the Branch Director and/or Field Director for final action. The Branch Director, Field Director, General Director / Management Team or National Board of Directors may request said missionary to appear in person for further consideration and consultation.

2. Branch Committee Chairman
  - a. The chairman of the Branch Committee could be selected by the Branch Director from within the membership of the committee or by a vote from the committee members themselves.
  - b. The Chairman is to work with the Branch Director in helping to make the OAC ministry as effective as possible.
  - c. The Chairman is to submit to the General Director / Management Team, no later than thirty (30) days in advance of the meetings of the National Board of Directors, any items which the Branch desires to have considered as agenda items by the National Board of Directors.
3. Branch Committee Vice-Chairman
  - a. The Vice-Chairman is to fulfill all duties of the Branch Chairman in his absence;
  - b. The Vice-Chairman is to perform such other duties as deemed appropriate by the Branch Committee.
4. Branch Committee Secretary and/or Treasurer (Some Branches may choose to divide these two positions)
  - a. Secretary
    - (1) The Secretary is to keep accurate minutes of all official Branch meetings and is to promptly submit copies of such to all members of the Branch Committee, including the Branch Director and Field Director.
    - (2) The Secretary is to keep on file, in a safe place, all the important documents.
    - (3) The Secretary is to conduct such other duties as deemed appropriate by the Branch Committee.
  - b. Treasurer
    - (1) The Treasurer may have custody of all Branch monies and is responsible to the Branch Committee and the National Board of Directors of Open Air Campaigners for the proper distribution and use of said monies.
    - (2) The Treasurer is to see that all funds received on the Branch level for the ministry of OAC are sent to the OAC Accounting Office for proper receipting and recording.

- (3) The Treasurer is to keep accurate and up-to-date records of all financial transactions and maintain an adequate system of bookkeeping. The Treasurer's books are to be open for inspection by any member of the Branch Committee including the Branch Director as well as the Field Director.
- (4) The Treasurer is to ensure that a monthly financial summary is submitted to the appropriate OAC national office so the national accounting books will properly reflect up-to-date Branch income/expense information.
- (5) The Treasurer is to perform such other duties as deemed appropriate by the Branch Committee.

#### **D. Opening New Branches**

The biblical injunction given by our Lord to His church is to preach the Gospel into all the world (Acts 1:8). In the providence of God, OAC has been raised up to participate in the fulfillment of this "Great Commission". The overriding influence in any decision to expand must be the clear direction of the Holy Spirit. In opening up of a new Branch, the following considerations and procedures are set forth:

1. Considerations
  - a. The need of the Branch;
  - b. The availability of local church support and involvement;
  - c. Other organizations involved in similar ministries in the Branch should be consulted before entering the Branch. As much as possible, work should be done in harmony with those in missions holding to the fundamentals of the faith.
2. Procedures
  - a. The Branch is to be surveyed and the above considerations properly examined under the direction of the Personnel Development Department.
  - b. A report is to be made to the National Board of Directors with recommendations from the Personnel Development Department.
  - c. If the Lord prompts the OAC leadership in opening a new Branch, the needs of the potential Branch should be made known to the Christian public, trusting God to raise up workers and funds for this purpose.
  - d. An experienced evangelist is to be assigned to enter the Branch and develop the infrastructure. It is required to send two missionaries as a team to open up a new Branch.

- e. At the discretion of the National Board of Directors, and upon recommendation of the General Director / Management Team, a one-time gift, not to exceed \$1000, may be given, as an encouragement, to a new Branch from the NOF.

## **E. Inactive Branches**

### **1. Criteria for Disbandment**

- a. A Branch may be disbanded if the Branch Committee is no longer coordinating or organizing any ministry formerly established under the authority of Open Air Campaigners.
- b. A Branch may be disbanded if there are no longer any full-time Open Air Campaigners staff personnel ministering in the Branch.

### **3. The Process of Disbandment**

- a. After the above criteria for disbandment have been satisfied in communication with any Branch Committee members who may continue to have interest, the General Director / Management Team and the Field Director will begin the official disbanding process.
- b. After the National Board of Directors has approved the recommendation for disbandment, a letter should be sent to those individuals who are on the Branch mailing list. This letter will inform those people of the Board's course of action to disband the Branch and commend them for their interest in Open Air Campaigners in days past. The letter should be sent within two weeks after the Board's decision to close the Branch.
- c. The Branch assets are to be distributed at the discretion of the National Board of Directors after consultation with remaining member of the Branch Committee who are interested. Final disposition of assets are under the authority of the National Board of Directors.

## **F. Vehicles**

### **1. Purchasing Procedures**

- a. All vehicle purchases, sales, trade-ins or transfers must first be approved by the Board of Directors.
- b. The setting up of a vehicle fund must be approved by the Board of Directors.
- c. The purchasing of a vehicle must be on a cash basis.
- d. Monies for tax, registration, title, transfer, and insurance must be in hand before the vehicle is purchased.



2. Registration and Title Requirements
  - a. All vehicles are the property of the Open Air Campaigners, USA and are to be registered and titled as such.
3. Maintenance of Vehicles
  - a. All maintenance of the vehicle is the responsibility of the person to whom the vehicle has been assigned, or the Branch Director.
  - b. All vehicles are to receive regular maintenance, and are to be kept in very good condition.
4. Mileage Forms
  - a. Mileage forms are to be maintained each time the vehicle is used.
  - b. These forms are to be submitted to the Field Director's office monthly.
  - c. Additional mileage forms may be procured from the Central Services Office.
  - d. Personal Usage
    - i. The primary use of any O.A.C. vehicle is for the purpose of ministry.
    - ii. It is strongly recommended that the personal use of the vehicle be no more than 25% of the total yearly mileage (exceptions are to be approved by the Management team).
    - iii. Expenses such as gas, tolls, oil, etc, will be assumed by the driver when personal use is incurred.
5. If the person to whom the vehicle has been assigned leaves the work, the vehicle is to remain with the organization.
6. All vehicles are to be insured in the name of the Open Air Campaigners and such insurance policies are to be approved by the Management Team.

## SECTION 10 - FINANCES

### A. Introduction

1. Open Air Campaigners, U.S., Inc. desires to be a good steward of the financial resources entrusted to it by the Lord, and is accountable to the government and to the supporters of the mission, whether they be churches, foundations or individuals. Before the government, OAC is considered a non-profit organization, namely, it is tax-exempt as an organization. This status requires strict compliance with the laws and regulations governing such a responsibility. The mission must be able to demonstrate that all funds for which a tax-deductible receipt has been issued are funds given for the work of Open Air Campaigners, U.S. Inc., and are completely under the control of its National Board of Directors.
2. All financial needs of the Corporation are laid before the Lord in prayer, and before its constituency through normal channels of publicity.
3. Open Air Campaigners, U.S. Inc., will conduct all financial matters on a cash only basis.
4. The Corporation cannot and does not normally promise any fixed salary or income for staff, but it does seek to encourage the Church of God at large to uphold the OAC staff prayerfully and financially. Each staff member must recognize that dependence for the supply of his need is on God, Who called him, and for Whom he labors, and not on the Corporation. It cannot be stressed too emphatically that amounts quoted as support level, allowance, or other amenities are, in every case, subject to the proviso "as the Lord provides."
5. A moral obligation rests upon any staff member who, while not fully supported but is receiving considerable ongoing and regular "personal" gifts, to contribute voluntarily from those personal gifts to his own support.
6. In the event of inadequate financial supply, an OAC staff member may seek part-time employment under the guidance and direction of the Branch Director and the Field Director.

### B. Control of Income

1. All funds given to OAC or its staff for their ministry are to be sent to the Accounting Office for receipting.
2. The control of all the Corporations' income throughout the USA is the ultimate responsibility of the National Board of Directors.
3. All funds remitted to an OAC Branch are to be administered by the Branch Committees under the direction of the Branch Director.

## C. National Operating Fund

### 1. Purpose

The purpose of the National Operating fund is to meet expenses incurred on the national level during the course of daily operations. Money held in the National Operating Fund accounts are used to cover expenses including:

- (a) Printing and promotional materials of the mission (brochures, response cards, OAC-USA UPDATE mailings, etc.);
- (b) National office expenses (rents, office supplies, travel, Field Ministries expenses, Personnel Development expenses, etc.);
- (c) Staff Conference expenses (food, lodging, travel, program, etc.);
- (d) Staff training expenses (books, support-raising helps, etc.);
- (e) F.I.C.A. payments on behalf of all OAC Branches;
- (f) Workman's Compensation payments;
- (g) National Board of Directors and Management Team meeting expenses;
- (h) Accountability group dues;
- (I) Creation of cash reserve in order to meet emergency needs of staff members as well as those of OAC Branch General Funds who may need temporary funding assistance;
- (j) To underwrite projects for expansion, promotion or special ministry opportunities.

### 2. Levels of Assessment

For purposes of assessment of service charges, various levels of assessment have been established, including:

- (a) Evangelists and other staff in the United States under OAC Branch control
- (b) Branch General Funds
- (c) International Staff

3. Rates of Assessment

The National Operating fund receives income through the percentage deducted from monthly staff support and Branch general funds as well as from gifts given directly to the National Offices. Rates of percentage for the monthly deductions are set for each level mentioned above and are to be reviewed annually for equity and accomplishment of purpose. The review will be carried out by the National Board of Directors at the annual Meeting with recommendations from the General Director / Management Team.

**D. Staff Support**

1. The maximum personal support level is determined by the government's median cost of living index. This maximum level is the maximum amount a staff person is allowed to receive through OAC to cover his personal and family living expenses, and in some cases, OAC ministry expenses as well. (The previous statement will be sent to those people who inquire about support levels in order to indicate that OAC staff receive no other income funding). j
2. The base monthly support level for each location is determined by the National Board of Directors.
3. The base monthly support level is set for a couple with two dependents and should be adjusted for family size as follows:
  - (a) Single: 75% of base
  - (b) Couple: base minus \$200.00
  - (c) Couple with 1 dependent: base minus \$100.00
  - (d) Couple with 2 dependents: base
  - (e) Couple with more than 2 dependents: add \$100.00 to base for each dependent.

**E. Designated Funds**

1. All monies given to OAC staff, or the work in general, by donors for special projects, other than vans, may be subject to the percentage deduction.
2. All monies designated for vans (which includes van, canopy, platform and sound equipment) is to be used in their entirety for that project with no deductions.
3. All funds set aside by OAC staff or Branches for special projects may be subject to the percentage deduction.
4. Special projects costing over \$2,500 are to be recommended by the Branch and approved by the National Board of Directors through the General Director / Management Team.
5. Any questions concerning application of the percentage deduction are to be referred to the National Board of Directors through the General Director/Management Team.

## **F. Medical Insurance**

1. All full-time and Intern staff are to be covered by OAC approved medical coverage. Insurance premiums may be withheld from individual staff support accounts by our Accounting Office and paid directly to the insurance carrier by an OAC check.
2. Retired staff may continue medical plan coverage, if they so desire.

## **G. Special Regulations**

### **1. Funds Received by Staff Family Members**

Amounts received on a regular basis directly or indirectly from a staff person's family members because of their involvement with OAC should be regarded as part of the staff person's ministry support, and be reported to the Accounting Office during the month received.

### **2. Furlough Funds**

A staff person or spouse who receives furlough money because of involvement with OAC, may elect to use these funds as part of family support. If not used in this way, such monies are to be deposited with the Accounting Office where they will be held in trust pending furlough.

### **3. Personal Gifts**

#### **(a) Reportable Personal Gifts**

All gifts, other than those designated below, are regarded as Corporation income and must be reported to the OAC Accounting Office. If a staff member regards a specific gift to be a special case which should be exempted, he should present the pertinent facts to the Branch Director. Additional information may be requested from the donors of any gifts as to purpose or intention which prompted the gift or its designation.

#### **(b) Non Reportable Personal Gifts**

Non Reportable personal gifts include:

- (1) Inheritances;
- (2) Scholarships;
- (3) Wedding, birthday, anniversary gifts, etc.;
- (4) Occasional inter-family gifts;
- (5) Inter-staff casual gifts.

4. Donations To Foreign OAC Staff / General Funds
  - (a) Funds may be receipted through our United States Accounting Office designated to the personal account or General Fund account of OAC foreign staff.
  - (b) Such funds will incur a service charge to help defray our USA administrative receipting costs.
  
5. Major Donations
  - (a) To General Funds: The current percentage is to be deducted from only the first \$1,000 of each donation.
  - (b) To Individual Staff:
    - (1) Support:
      - a. Self-Employed: Donations of \$1,000 or less to staff who calculate and pay their own taxes will be subject to the OAC service charge. Any special one-time donation over \$1,000 to staff in this category will be subject to the OAC service charge on the first \$1,000 only.
      - b. EMPLOYEES: Donations in any amount to staff not self-employed and whose taxes OAC withholds for their personal support will be subject to the OAC service charge.
    - (2) Van Funds: All donations in any amount to van funds are exempt from the OAC service charge and will be issued tax-deductible receipts.
  
6. Widows of OAC staff

All unmarried widows of former OAC staff may receive continued support from donors. The General Director / Management Team will notify donors of the death of the staff member and of the provision for continued support of the widow.

## H. Receipting and Acknowledging Donations

1. It is important to our mission organization that proper receipting procedures are followed. Tax-deductible receipts make it possible for donors to initiate, continue and even increase their giving to the Lord's work. The U.S. Federal Tax Code provides that contributions meeting certain qualifications can be used as personal income tax-deductions. These qualifications limit tax-deductible contributions to those which are for the work and ministry of the mission when no part will be used for the personal benefit of any individual.

Any gift for a missionary's personal use, such as a Christmas or birthday gift, is not tax-deductible, even when given through the mission.

Receipts cannot be given to individuals donating non-cash gifts. However, a letter of acknowledgment on mission letterhead may be given to individuals giving such non-cash gifts describing, in detail, what was donated. Such correspondence may be filed in the donor's personal file for income tax purposes. It is the donor's responsibility to provide evidence of the donated material's fair market value. A good alternative to such a transaction is to have the mission purchase the material and have the donor then make a cash contribution to the General Fund in the dollar amount of materials purchased.

The Tax Code does not allow a deduction for the contribution of services rendered. The donor must submit a bill which will be paid by the mission. The services provider is free to make a cash contribution to the work of the mission in the dollar amount of the submitted bill and receive a tax-deductible receipt.

2. All income marked for the ministry of full-time staff, Associate Staff, Staff Interns and project funds are to be accounted for through the books of the organization. All receipts will be issued from the Accounting Office as quickly as possible.
3. As money is given for equipment, it shall be assumed, unless clearly stated otherwise, that the resulting equipment purchased is the property of OAC and the gift will be acknowledged as such.
4. Contributors desiring a tax-deductible receipt must send their contributions directly to the mission's Accounting Office, making checks payable to Open Air Campaigners. This is for the donor's protection as checks made payable to an individual staff person may be difficult to prove they were given through tax-deductible OAC channels. All mailings which include self-addressed envelopes for return contributions are to be printed with the National Accounting Office address. If desired, Branch information can be printed on the back of the envelope.

5. Regulations regarding contributions received personally by staff or branch:
  - (a) These should be sent into the Accounting Office within two weeks of receipt;
  - (c) All donations are to be received no later than the 20th of each month in order to be included in that month's payroll;
  - (e) Statements will be issued to staff monthly with the payroll check of donor income to the staff person. These statements will list the donor's complete name with the date and amount for staff convenience. The word "gift" implies a non-tax-deductible gift and not a contribution, so this word should be avoided when a contribution is intended.
6. Donor receipts are mailed directly from the National Accounting Office at least once a week.
7. Although a personalized thank you letter is mailed out to each donor with their receipt, Branch Directors should acknowledge gifts which are given either to himself or to the Branch. In like fashion, individual Branch staff should personally acknowledge gifts and support designated to their specific ministries.

#### **I. Financial Accountability**

1. It is the intent of OAC to conduct our accounting and financial procedures in accordance with standards set by The Evangelical Council For Financial Accountability (ECFA).
2. OAC desires an annual audit, review or compilation of the mission's financial records by a CPA independent of the organization to be completed no later than June 15 of the following fiscal year.
3. The Treasurer of OAC's National Board of Directors is to see that monthly financial reports and an annual report are submitted to the National Board of Directors.
4. The Treasurer of OAC's National Board of Directors is to see that a quarterly report of all individual income, in percentile form, be sent to each Board member.

#### **J. Staff Financial Responsibility**

1. In a time of personal financial need, OAC staff may request permission from the Branch Director to work part-time in secular employment for a specified period of time. Approval is required from the Branch Director.
2. Summer staff are encouraged to solicit support to cover their period of training and service with Open Air Campaigners in an approved manner.



**K. Transfer of Funds Between Branch Levels**

A voluntary transfer of funds from one Branch level to another will not affect the original rate of assessment applicable to those funds.

**L. Training Seminars**

It is the desire and stated goal of OAC for all national training seminars to be financially self-supporting. The same goal is desired of training seminars held within a local Branch setting as well.

**M. Staff Residency in a Foreign Country**

In the event of a U.S. Staff member residing in a foreign country and engaged in ministry in that country, Open Air Campaigners will meet that country's requirements in guaranteeing the support and return transportation for the staff member and his or her family. Such provision is at the discretion of the National Board of Directors with the recommendation of the General Director/Management Team and Field Director.

**N. Resignation and Dismissal**

All funds received for OAC staff support, ministry expense and special projects, are under the control of Open Air Campaigners.

In regard to resignation, and dismissal of missionaries, the mission financial policies are as follows:

1. Support funds, not to exceed that accruing for three months, may be given the resigning or dismissed missionary. The individual's contributors will be notified of his or her departure and be given the final cut-off date for which contributions will be received for that individual.
2. In case of the resignation of an Intern missionary, gifts received, but not expended, may be returned to the donors within three months after the resignation has been accepted by the National Board of Directors after the donor/s have been notified in writing of the situation. If the donor desires, such funds may be redesignated for use within the mission.

**O. Wills**

The National Board of Directors recommends that all Open Air Campaigners staff make a Last Will and Testament. The mission may be able to provide free assistance in composing such a document on behalf of the staff person should they so desire.

**P. Property and Real Estate**

1. All property, including real estate (land and buildings) and mobile equipment (vehicles and equipment of all kinds) purchased with mission funds, are to be the property of the mission. Purchases made by a missionary with personal support funds, or other personal funds, are to be the property of the missionary.
2. In some instances, it may be advantageous to put ownership of property purchased by the mission in the names of individuals. When such is the case, a written contractual agreement between the mission and the missionary may be signed by both parties attesting to the ownership of the property.
3. Personal funds which are put into property or equipment belonging to the mission may not be refundable.

**Q. Retirement**

1. Retired OAC staff persons may continue to receive support through OAC for the remainder of their natural lives, provided they maintain a good testimony as defined by the OAC doctrinal statement and OAC policies.
2. Each full time staff and intern is required to participate in an individual retirement program. This is in addition to any social security to which they may be entitled.
3. As of Jan. 1, 2004, all full-time staff and interns will have deducted from their salaries a minimum of 3% (more if requested) to fund a personal retirement program.
4. The management of individual retirement programs is the responsibility of each participant.
5. At the end of each year, a check for withheld monies will be issued to each individual. The person shall put these monies into their retirement program no later than April 15th for the previous years contribution. Proof of deposit is to be sent to the Personnel Development Department no later than May 15th of each year.
6. Those who leave O.A.C. will have their accrued retirement funds issued to them at the time of their last support check.