



CRC Missions International Missionary Handbook

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1. Introduction

The **CRC Churches International Australia (CRCA)** is committed to the Biblical mandate of global missions. This includes active evangelism and church planting in Australia and other nations, ensuring the Gospel of Jesus Christ is taken to all people, and to the ends of the earth.

As a movement, we embrace the vision of a **Presence in Every Nation by 2045**, aligning with our CRCA centenary. A presence in a nation is defined as an active, ongoing ministry of making disciples of Christ, thus holding the call to the Great Commission (Matthew 28:18–20).

We encourage short-term mission trips (2–4 weeks) to various nations. These teams are sent out by local CRCA churches in cooperation with the Field Liaison or Global Liaison, with additional assistance available from the **Australian International Missions Team (AIMT)**.

Guidelines for sending out short-term mission teams are available on the CRCA Mission. (Website link???)

This handbook focuses on Medium/Long-Term Missionaries, who are sent out by their local CRCA church with the endorsement of the AIMT and the National Leaders of the receiving nation. The experience of long-term missionaries differs greatly from short-term missions, requiring rigorous preparation. Short-term mission trips are highly recommended as a preparatory step before committing to long-term service.

2. Biblical Basis for Global Mission

The living God is a **Missionary God**. The Biblical foundation for missions includes:

- **Genesis 12:1–4**: God blessed Abram so he could bless all nations.
- **Exodus 19:5–6**: Israel's role was to mediate God's Kingdom to the nations.
- **Isaiah 49:6**: God calls His people to broaden their horizons and include the nations.
- **Acts 1:8**: We are witnesses to the ends of the earth.
- **Matthew 28:18–20**: The Great Commission to make disciples of all nations.
- **Matthew 22:37–40**: Our mission begins with love for God and others.
- **Luke 4:18–19**: Following Jesus means embracing His mission.
- **Ephesians 4:11–12**: We are called to empower others as we go.

3. CRCA & Global Mission

The CRCA has been involved in global missions since the early 1960s.

- In 1972, the first CRC church in Papua New Guinea (PNG) was planted under the leadership of **Pastor Barry Silverback**.
- The mission work in PNG grew rapidly, soon expanding to Hong Kong, the Solomon Islands, Fiji, the Philippines, Sri Lanka, and beyond.
- Currently, the CRCA has involvement in approximately 50% of the nations of the world.
- The CRCA vision of “**a presence in every nation by 2045**” has intensified global mission involvement, with many CRCA churches actively participating.

4. CRCA & CRCMI Global Mission Structure

The **CRC governance model** is self-governing, self-supporting, and self-propagating. It is neither centrally controlled nor independent but rather interdependent.

This principle of interdependence is reflected in our global structure, which:

- Maintains the autonomy of individual nations.
- Encourages co-operative efforts on a global scale, currently spearheaded by the AIMT, the Directors of the **CRC Missions International Inc. (CRCMI)**.

5. Short-Term Mission Teams

Short-term mission trips (typically 2–4 weeks) provide valuable experience in cross-cultural ministry.

- These teams are sent by local CRCA churches in cooperation with the **National Leader** (the leader in a Field that has already been recognised as a sister movement with CRCA) and **Field Liaison** (a

CRCA pastor who has assumed a responsibility to assist with liaising between the National Leader or mission works in a nation) of the receiving nation.

- The **AIMT** is available to assist with planning and coordination.

Proper training and preparation of participants is essential to ensure the trip is a positive and impactful experience for both the team and the host nation.

6. The Missionary Call

The term “Missionary” comes from the Latin *mitto* (“I send”), akin to the Greek *apostello* (“I send”), from which we derive “Apostle.” Biblical examples include Abraham, Joseph, Moses, Jonah, Philip, and Paul.

Missionary service reflects the pattern of Jesus, who left His home to dwell among us (Philippians 2:5–11). A missionary’s call is distinct and must be discerned carefully, as “the need” is not necessarily “the call.”

6.1 General Call

All believers are called to witness for Christ wherever there are lost souls (Matthew 28:18–20; Mark 16:15–20; Acts 1:8).

6.2 Particular Call

Over and above the general call, some individuals are called to specific regions or ministries. Confirmation of this call can come through:

- The Bible.
- A vision, dream, or conviction of the Holy Spirit.
- Godly counsel.
- Recognition by spiritual leadership.
- Prophetic word.
- A direct call from a specific field.

6.3 Characteristics of the Call

- **Specific:** Often directed to a country, city, or family and aligned with existing ministry experience.
- **Sacrificial:** Missionary service often involves significant sacrifice.
- **Relentless:** A genuine call develops over time through prayer, reflection and recognition by spiritual leaders.

7. Requirements for CRCMI Missionaries

Those applying to become a CRCMI Missionary hereafter are known as a Candidate.

7.1 Local CRCA Church Leadership

Candidates must first approach their Local CRCA Church leadership, which will assess their maturity, aptitude, and servant heart before recommending them for formal application to CRCMI.

7.2 Local Church Involvement

Candidates must demonstrate consistent attendance, church partnership/membership, and active participation in ministry.

7.3 Training

- Must complete missionary awareness training and CRCMI competencies.
- Achieve a minimum Certificate III in Christian Ministry and Theology.

7.4 Compliance

- National Police Check.
- Working with Children/Vulnerable People certification.
- Compliance with **Australian Charities and Not for profit Commission (ACNC)**, and AIMT, and Local CRCA Church requirements.

7.5 Personal Attributes

- Conviction to serve, adherence to standards, doctrinal alignment, and financial stability.

8. Pre-Application Procedure

8.1 Develop a World Christian Perspective

Engage in prayer, Bible study, mission awareness courses, and reading about global missions.

8.2 Support Existing Missionaries

Pray, give, and correspond with current missionaries to gain experience.

8.3 Short-Term Mission Trips

Participate in short-term trips to develop a global perspective and confirm God's call.

9. Candidate Application Procedure

The main steps in the Candidate's application process are outlined below:

9.1 Local CRCA Church Recommendation

The Candidate must receive a recommendation from their **local CRCA Church Senior Minister**, attesting to the Candidate's:

- Character
- Level of church involvement
- Suitability for Global Missions ministry

9.2 Interview with AIMT Representatives

The Candidate will meet with representatives of the AIMT. Following the interview, recommendations will be made to the AIMT and local CRCA Church regarding the next steps.

Possible Recommendations

The recommendations will typically fall into one of the following six categories:

1. **Non-Compliance:**

- The Candidate does not meet the required compliance standards.
- The Candidate may reapply after addressing compliance issues.

2. **No Missionary Call:**

- The Candidate is assessed as not having a missionary call - This should be communicated clearly and lovingly, providing direction toward other avenues of service.

3. **Potential Missionary Call – Maturity Needed:**

- The Candidate may have a missionary call but requires more Christian maturity or training.
- The Candidate should be encouraged to deepen their involvement in the life of their local CRCA Church.
- A future application may be considered.

4. **Missionary Call – Training Required:**

- The Candidate has a clear missionary call but needs training to develop the call.
- Assist the Candidate in enrolling in CRCA Training or another approved training facility.

5. **Missionary Call – Personal Issues:**

- The Candidate has a missionary call, but personal issues currently preclude AIMT from supporting their application.
- Encourage the local CRCA Church to work with the Candidate to address these issues.
- A future application may be considered.

6. **Missionary Call – Approved for the Field:**

- The Candidate has a clear missionary call and meets the requirements.
- Assist the Candidate in arranging financial support and preparing for departure to the mission field.
- The AIMT will approve the application, and a CRCMI Missionary Credential will be granted.
-

Missionary Credential Guidelines

- The CRCMI Missionary Credential is only active while the Candidate is engaged in missions.
- It may be withdrawn if the Candidate fails to meet compliance requirements.

9.3 Notification and Referral

Once the Candidate has received the required Credential:

- Notifications will be sent to the local CRCA church, the Field Liaison, and the national leader of the relevant nation to ensure coordination and support.

10. Application Requirements

The AIMT will ensure the following assessments are completed by each Candidate before being sent out as a CRCMI Missionary:

- **Detailed Application Form:** Completed and submitted.
- **Training Requirements:** All required training completed.
- **Competencies:** CRCMI competencies Local and National successfully completed.
- **Psychological and Personality Assessment:** Conducted by a CRCMI-approved independent psychologist.
- **National Police Check:** Current and clear.
- **Pastoral Reference:** Provided by the Candidate's Local CRCA Church leadership.
- **Working with Children Certificate/Card:** Current and valid for working with children or vulnerable people.
- **Child Safety and Vulnerable Persons Training:** Up-to-date certification.
- **Personal Financial Planning:** Includes preparation of a Will, Power of Attorney, and notification of a relative in case of emergencies.
- **Passport:** Valid for the duration of service.
- **Visa:** Approved for the country of service.
- **Work Permits:** Secured if required by the Field nation.
- **Insurance:** Includes medical, travel, and life insurance.
- **Taxation Clearance:** Confirmed where applicable.
- **Risk Assessment:** Submitted and approved.
- **Budget Form:** Completed and approved by the Field Liaison and/or other appropriate authority.

An approved Candidate with an active Credential with CRCA or CRCMI, hereafter known as a CRCMI Missionary.

11. Raising Support

11.1 Financial Support

A CRCMI Missionary must trust God for their financial support. As Hudson Taylor, founder of the China Inland Mission, said: *"God's will done in God's way will never lack God's supply."*

11.2 Sources of Finance

Financial support for a CRCMI Missionary may come from several sources:

- **Home CRCA Church:** Support from the missionary's home church, to be discussed with the Senior Minister.
- **Other Churches:** Support from other churches that share the missionary's vision.
- **Friends and Congregation Members:** Contributions sent personally or through the local church via the Missions Office.
- **Fundraising:** Organized by support groups.
- **Own Investments:** Funds from personal investments used for support.
- **Employment on the Field:** Commonly referred to as "tentmaking" (e.g., teaching, accountancy, engineering, or trades) based on the Apostle Paul's example (Acts 18:3; 20:32-35; 1 Cor 9:6, 14, 18).

11.3 CRC Missionary Finance

The allowance generated for a CRCMI Missionary should align with other missionaries serving on the Field.

- The National Leader, in consultation with the Field Liaison, AMD, and the Local Sending Church, will determine the specific allowance.
- A detailed budget must be prepared by the CRCMI Missionary and approved by all relevant parties (see Budget Form, Appendix 3).

11.4 Raising Finance

Raising financial support is the primary responsibility of the CRCMI Missionary.

- CRCMI does not maintain a pool of funds for CRCMI Missionary allowances or expenses.
- The CRCMI is NOT an employing entity – so at no time is a CRCMI Missionary considered employed by CRCMI.
- The AIMT may provide advice and communicate with CRCA churches to assist with fundraising.
- The AIMT may circulate updates about the missionary's work and needs, but the responsibility for fundraising rests solely with the missionary.

11.5 Responsibility

All costs associated with missionary service are the responsibility of the CRCMI Missionary, including:

- Medical expenses (which can be high in certain regions).
- Airfares to and from the Field.
- Repatriation costs upon completion of service.

The AIMT can assist in setting up systems for funding, banking, and accounting to facilitate financial transfers.

Missionaries must ensure that funds for the entire term (including furlough) are raised and committed. At least 70% of the required support must be secured before finalizing travel dates.

- **Advance Funds:** At least one (1) month's support must be forwarded to the CRCA Missions Office before the missionary's arrival on the Field.

11.6 Support Team

A support team must be established to:

- Collect and monitor promised support funds.
- Forward funds through the Missions Office (not directly to the missionary) to comply with ACNC requirements.

The Local CRCA Church should appoint a team or committee to oversee these responsibilities, ensuring compliance with ACNC reporting requirements.

11.7 Annual Financial Statement

An annual financial statement must be prepared and submitted to the AIMT.

- If funds are sent via the CRCA Missions Office, the office, in conjunction with the **National Leader**, then the CRCA Missions Office can assist in preparing the statement.
- This must align with the ACNC's *"Meeting Obligations as a Charity Operating Overseas"* self-evaluation.

11.8 Preparing for the Worst

Missionary service involves inherent risks, and the CRCA, CRCMI, or affiliates cannot assume responsibility for the safety of a CRCMI Missionary.

- **Mandatory Insurance:** Missionaries must obtain accident, injury, travel, and life insurance and are advised to seek professional guidance in this area.
- CRCMI do not negotiate with kidnappers or terrorist groups, nor do they pay ransoms.

11.9 Superannuation

CRCMI is not considered employers; therefore, missionaries are responsible for managing their personal superannuation. Professional advice is recommended.

11.10 Missionary Resettlement Fund

A Missionary Resettlement Fund is available to a Credentialed CRCMI Missionary who have served at least three (3) years on the mission field and have returned after their furlough to active missions activities. This fund is to assist with their repatriation.

- The fund is accessible only upon the missionary's permanent resettlement in their sending nation.
- Funds are raised through:
 - Offerings at the annual CRCA conferences.
 - Gifts from CRCA churches designated for the Missionary Resettlement Fund.

10. Support Group

After being credentialed as a CRCMI Missionary by the AIMT, the CRCMI Missionary should establish a committed Support Group with their local CRCA Church before departing for the field. The Support Group provides the CRCMI Missionary with prayer, practical support, and a vital link to their home base while they serve on the field.

12.1 Support Group Activities

The responsibilities of the Support Group will vary depending on the CRCMI Missionary and the specifics of their Field of activity. However, typical activities include:

- **Providing a Link:** Act as the primary connection between the CRCMI Missionary and the local CRCA Church.
- **Celebration Coordination:** Organize relevant celebration activities for the CRCMI Missionary's milestones.
- **Administrative Assistance:** Help the CRCMI Missionary prepare project proposals and ACNC reports to be submitted to the AIMT and the local CRCA Church annually.
- **Promoting Short-Term Trips:** Encourage short-term mission trips in consultation with the Field Liaison and National Leadership.
- **Prayer Updates:** Arrange regular prayer meetings and updates for the CRCMI Missionary and their field of service.
- **Screening Correspondence:** Assist in managing and filtering communications for the CRCMI Missionary.
- **Communication Management:** Ensure timely and clear updates are provided to the local CRCA Church, small groups, and individuals supporting the CRCMI Missionary.
- **Gifts and Celebrations:** Purchase and send gifts for significant occasions such as birthdays and Christmas.
- **Event Coordination:** Organize farewell and welcome-home events when the CRCMI Missionary departs and returns.
- **Furlough Arrangements:** Provide practical assistance for the CRCMI Missionary during furlough, such as arranging accommodation, transport, food, and initial financial support upon arrival in Australia.
- **Personal Affairs Management:** Assist with managing the CRCMI Missionary's personal affairs in Australia as needed.
- **Fundraising:** Organize fundraisers to support the CRCMI Missionary's work and needs.

12.2 Setting up a Support Group

A Support Group should be established in consultation with the local CRCA Church. Once the initiative is approved, the group can be formed through avenues such as:

- Reaching out to friends and personal contacts.
- Including notices in the church newsletter.
- Engaging with small groups within the CRCA Church.
- Exploring other connections and opportunities God may provide.

13. Responsibility & Accountability on the Field

Where the CRC is established in a nation with a National Leader, the CRCMI Missionary is to be accountable to that National Leader, their team, and any individuals they appoint for oversight.

Additionally, the CRCMI Missionary is to work in consultation with:

- The Field Liaison
- The AIMT
- Their Local CRCA Church

These levels of leadership are not only to provide oversight but also to offer assistance, helping the CRCMI Missionary adjust to their new environment and ensuring they receive the necessary support.

14. Maintaining Contact with the Local CRCA Church & CRCMI Missions Office

14.1 Local CRCA Church Responsibility to the CRCMI Missionary

The Local CRCA Church is responsible for maintaining a strong connection with the CRCMI Missionary by providing:

- **Communication:** Regular emails, calls, text messages, or updates via church news.
- **Prayer Support:** Dedicated prayer for the CRCMI Missionary and their work.
- **Team Support:** Sending ministry teams and providing additional ministry support, as appropriate to the Field's situation.
- **Assistance with Initial Work:** Helping to establish the CRCMI Missionary's work, depending on the needs and conditions of the Field.

14.2 The CRCMI Missionary's Relationship to their Local CRCA Church

The CRCMI Missionary is expected to maintain a strong relationship with their Local CRCA Church by:

- Regular communication via text messages, email, Facebook, WhatsApp, or similar platforms.
- Submitting six-monthly ministry reports to their Local CRCA Church and the AIMT in July and January, including:
 - An overview and update of ministry activities.
 - Highlights and testimonies.
 - Practical needs and prayer requests.
 - Photographs of their work and activities, where possible.
 - Financial accountability updates.

During furlough, the CRCMI Missionary is encouraged to actively engage with their Local CRCA Church by:

- Sharing in church services.
- Participating in Children's Church and Small Groups.
- Presenting visual presentations of their missionary work.

The CRCMI Missionary remains accountable to their Local CRCA Church.

14.3 Financial Accountability on the Field

The CRCMI Missionary must maintain financial accountability by:

- Learning how to budget effectively and living within their income.
- Avoiding debt, bank overdrafts, and financial instability.
- Keeping proper financial records, including:
 - Receipts.
 - Expenditures.
 - Account balances.

These records are essential for compliance with ACNC reporting requirements.

A CRCMI Missionary must **not** borrow money from church members on the Field.

15. Being Sent Out

15.1 Commissioning

Once the required level of financial support has been raised, the Support Group is in place, and travel preparations have been finalized, the CRCMI Missionary will be formally commissioned and sent out by their Local CRCA Church.

- Ideally, a member of the AIMT should be present at the commissioning.
- The Support Group is encouraged to organize a commissioning fundraising event approximately 2–4 weeks prior to the missionary's mobilization.

15.2 Length of Term & Furlough

Before departure, the CRCMI Missionary and Field Liaison must agree on:

- The length of the missionary's service term.
- The appropriate length of furlough.

A CRCMI Missionary traditionally does not take annual leave due to the high cost of travel from the Field to their home base. The standard arrangement is:

- Three (3) years of service followed by three (3) months of furlough.
Furlough is not considered a vacation in the usual sense but serves as a time of:
 - Refreshment and renewal for the CRCMI Missionary.
 - Deputation and engagement with their support base.

16. Furlough

16.1 A CRCMI Missionary Furlough

A CRCMI Missionary on furlough needs time to:

- Renew, refresh, and refill spiritually and emotionally.
- Address family needs, such as education for children and other home adjustments.

16.2 Re-Entry

Re-entry to the home country can pose significant challenges for missionaries and their families. To ease this transition, a returning CRCMI Missionary and their families are expected to utilize AIMT-recommended resources and participate in a debriefing process.

16.3 Furlough Arrangements

General Guidelines for Missionary Furlough:

- **Approval for Furlough:**
 - Approval must be obtained from the National Leader, Field Liaison, AIMT, and the Local CRCA Church.
 - The CRCMI Missionary is generally expected to complete their assigned term unless exceptional circumstances justify an earlier furlough.
 - In some cases, they may be asked to extend their term if necessary.
- **Re-Appointment:**
 - The decision to re-appoint a CRCMI Missionary will be made collaboratively by the National Leader, AIMT, the Local CRCA Church, and the missionary.
- **Length of Furlough:**

Unless otherwise agreed upon, the standard furlough periods are:

 - Two-year term: Two (2) months of furlough.
 - Three-year term: Three (3) months of furlough.

During furlough, rest, recuperation, and spiritual renewal are essential.
- **Support During Furlough:**
 - The sending church and the Support Team are responsible for assisting the CRCMI Missionary with:
 - Personal support.
 - Accommodation.

- Transportation (e.g., a car).
- Schooling for children.
- These arrangements should be discussed at least **six (6) months prior** to the CRCMI Missionary's return.

Guidelines for Furlough Period:

- The first three (3) weeks and last three (3) weeks of furlough should be free of ministry responsibilities to allow for rest and preparation for return to the field.
- Discussions should take place between the CRCMI Missionary, Local CRCA Church, and AIMT to ensure:
 - Activities align with global mission goals.
 - Opportunities for the CRCMI Missionary's personal benefit are included.
- Upon their return, the CRCMI Missionary will meet with AIMT representatives to report on their work.

Ministry During Furlough:

- The CRCMI Missionary should consult with their Local CRCA Church regarding activities in their home country.
- They may be asked to participate in specific ministries, such as teaching mission classes or other areas of focus.

Health Examination and Medical Expenses:

- Immediately after returning home, the CRCMI Missionary is expected to undergo a medical examination.
- A health report should be submitted to the Local CRCA Church and shared with the AIMT to address any health concerns.

17. MISCELLANEOUS

17.1 The CRCMI Missionary Personal Will

Each CRCMI Missionary is advised to seek legal advice regarding the preparation of a Will. A sealed memorandum of the Will's location should be deposited with the local CRCA church. Since missionaries serve at a great distance from relatives, dealing with their affairs can pose significant legal challenges if they die without a valid Will.

17.2 The CRCMI Missionary Retirement

Retirement age for a CRCMI Missionary will be determined on a case-by-case basis. Missionary service is not guaranteed until retirement. If a CRCMI Missionary's agreed length of service is nearing its end and they wish to continue in that role, a decision will be made in consultation with the:

- Missionary
- Field Liaison
- Home Church
- National Leader

17.3 Marriage

If a CRCMI Missionary marries someone who is not already an approved CRCMI Missionary, the spouse will need to apply to CRCMI for approval. Each situation will be handled individually, making it difficult to provide standardized guidelines. However:

- The CRCMI Missionary and proposed spouse must be transparent throughout the approval process.
- Upon approval, marriage plans should be communicated well in advance to the National Leader and the AIMT.

This ensures that both the CRCMI Missionary and their spouse align with the values and requirements of CRCMI.

17.4 Limits of Credential as a CRCMI Missionary

A CRCMI Missionary is credentialed and governed by CRCMI, and their credential is valid only while actively serving in the Field.

- The CRCMI Credential is generally not recognized in the Field nation itself. Instead, it serves as an endorsement by CRCMI, demonstrating that the CRCMI Missionary has met CRCMI's requirements as a missionary or pastor.
- The Credential is NOT issued by CRCA. Therefore, a CRCMI Missionary must not claim to be an Australian pastor unless they have also applied for and received a credential from CRCA.

The granting of a CRCMI Credential allows the CRCMI Missionary to approach churches to raise support as a recognized CRCMI Missionary.

Upon completing their missionary service:

- The CRCMI Credential lapses and cannot be transferred to pastoral or other forms of service.
- This distinction ensures clarity of roles and responsibilities, both within Australia and internationally.

DRAFT

APPENDIX ONE

APPLICATION FORM FOR LONG TERM MISSIONARY WORK

1. Name(s).....
Spouse.....
Surname.....
Applicant Date of Birth..... Spouse Date of Birth.....
Children
Name.....Date of Birth.....
Name.....Date of Birth.....
Name.....Date of Birth.....
Name.....Date of Birth.....
2. Has your marriage ever suffered serious difficulties or has either party been married before?.....Please give details on a separate sheet.
3. Address.....Postcode.....
4. Phone number:
Home.....Mobile.....Email.....
5. Secular Occupation/s.....
6. Name & Address of Local Church.....
.....
7. Name of Pastor.....
Pastor's phone numbers: Home.....Mobile.....
Email.....
8. Date of Salvation
Applicant.....Spouse.....
NOTE: Please supply a 250-word written testimony each detailing your salvation experience and the subsequent results in your life/lives.
9. Date of Water Baptism
Applicant.....Spouse.....
10. Date of Baptism in the Holy Spirit according to Acts 2:4
Applicant.....Spouse.....
11. Do you believe God has called you to missionary service? Please supply a typewritten statement of 500-words detailing the Call of God as you understand it.
12. Have you had any training for Christian service?.....Supply details
13. Do you hold a current CRCA Credential
 - a. Yes – please provide a copy
 - b. No – Please complete and supply the Local pastor / missionary companions
14. Are you willing to do more training if so required?.....
15. Please provide details of your current ministry or service roles in your Local Church

16. Do you have any special skill or specialized training? (Carpentry, mechanical, music, cooking etc.
Please give details

17. Are there any areas in your life/lives that may cause concern or impact negatively on your testimony or service (e.g. character weaknesses, temper, debt, habits, relationship tensions etc.)? Please give details

18. Do you own (or are you buying) your home? If so, is there debt on it and what plans do you have for it? Please give details

19. Have you travelled or lived in a third world culture before: If so, please give details.

20. What action do you intend to take to raise your financial support? Please give details

21. Referees. Please provide the names of two referees who have known you well for at least two years. They will be contacted to provide written statements for the processing of this application.

Name:.....Email Address:.....

Name:.....Email Address:.....

I have read and understood:-

CRC Missions International Framework

I hereby indemnify the CRCMI and any and all of its associates, officers, staff, employees, etc. from any and all liabilities related to any missionary related service that I may be involved in.

Signed.....

Name..... Date.....

Witness Signed

Name..... Date.....

Witness Signed

Name..... Date.....

APPENDIX TWO

To be completed by two referees that have known you for more the two years

Questionnaire Form

1. Your name: _____
2. Your email address _____
3. Applicants name: _____

Please note that **it is important that all questions are answered**. Although some questions may seem to be intrusive, this is necessary as a part of our Duty of Care and Ministerial Code of Ethics. The information provided will only be used to help to inform the decision-making bodies as a part of the interview process. Note also that a copy of this referee form will be kept in a secure location in the Missions Office after the completion of the interview process.

4. How long have you known the applicant: _____(years)_____ (months)
5. How well do you know the applicant?
☐ Slightly ☐ Casually ☐ Well ☐ Very well
6. Has your relationship been:
☐ Intermittent ☐ Distant ☐ Casual ☐ Close
7. What is the nature of your relationship with the applicant? (*more than one may be checked*)
☐ Senior Minister ☐ Employer ☐ Minister ☐ Colleague
☐ Bible College Staff ☐ Elder ☐ Supervisor ☐ Co-worker
☐ Friend of the family ☐ Personal friend ☐ Other _____
8. What type of people does the applicant usually associate with?
☐ People of good character ☐ People of bad character ☐ A mixture of both types of people
9. Is the applicant prompt in paying debts?
☐ Yes ☐ No ☐ Don't know
10. Are you convinced of the applicants born again experience?
☐ Yes ☐ No ☐ Not sure
11. The applicants spiritual influence on others is:
☐ Positive ☐ Negative ☐ Neutral
12. Have you ever had occasion to question the applicant's moral attitudes or behaviour?
☐ Yes ☐ No (*if yes provide details*)
13. Have you ever noted any physical or mental health issue that could hinder the applicant in an intense or pressured environment?
☐ Yes ☐ No (*if yes provide details*)
14. Have you heard the applicant preach (personally or recorded)?
☐ Often ☐ Occasionally ☐ Never

15. Has the applicant ever been involved in church dissension or split?

☐ Yes ☐ No ☐ Don't know *(if yes provide details)*

16. The applicant's family background is:

☐ Christian ☐ non-Christian ☐ Not sure

17. Is the applicant a member of any secret or illegal society?

☐ Yes ☐ No ☐ Not sure *(if yes provide details)*

18. Is the applicant's home / marriage conducive to success in the ministry?

☐ Yes ☐ No *(if no provide details)*

If married, what might be the greatest areas of stress you are aware of in the relationship
(check all that apply)?

☐ Financial *(Comments?)*

☐ Ministry *(Comments?)*

☐ Family *(Comments?)*

☐ Sexual *(Comments?)*

☐ Leisure *(Comments?)*

☐ Future *(Comments?)*

☐ Roles *(Comments?)*

☐ Other *(Comments?)*

19. What is the applicant's local church standing?

☐ Highly regarded ☐ Good ☐ Below average ☐ Lacking

20. Check which terms best describe the applicant's day to day attitude to others? *(more than one may be checked)*

☐ Warm-hearted ☐ Critical ☐ Tolerant ☐ Passive

☐ Sympathetic ☐ Contemptuous ☐ Respectful ☐ Enthusiastic

☐ Aggressive ☐ Kind ☐ Abrupt ☐ Patient

☐ Moody ☐ Self-centred ☐ Generous ☐ Competitive

21. Check which terms best describe the applicant's general personality? *(more than one may be checked)*

☐ Reliable ☐ Rigid ☐ Consecrated ☐ Lazy

☐ Apathetic ☐ Uncommitted ☐ Legalistic ☐ Enthusiastic

☐ Adaptable ☐ Honest ☐ Weak-willed ☐ Generous

☐ Self-motivated ☐ Reflective ☐ Extroverted ☐ Introverted

☐ Genuine ☐ Determined ☐ Procrastinates ☐ Careless

☐ Carnal ☐ Spiritual

22. Does the applicant get on well with others?

☐ Very well ☐ Well ☐ Average ☐ Poorly ☐ Very poorly

23. Does the applicant's spouse get on well with others?

- ☐ Very well ☐ Well ☐ Average ☐ Poorly ☐ Very poorly
☐ Not applicable

Does the applicant have any personality traits which impair their relationships with others?

- ☐ Yes ☐ No *(if yes provide details)*

24. Are you aware of any doctrines, teachings or practices that may conflict with the position held by CRC Churches International?

- ☐ Yes ☐ No ☐ Not sure *(if yes provide details)*

25. When given responsibility the applicant is:

- ☐ Irresponsible ☐ Seldom responsible ☐ Usually responsible ☐ Consistently responsible

26. Are you aware of any past or current problems with the following in regards to the applicant, and if applicable, their spouse: *(if yes provide details)*

Currently have:

- ☐ A drug dependency or addiction *(e.g. tobacco, alcohol, prescribed medication, illegal substances)*
☐ A gambling problem
☐ A pornography addiction
☐ A problem or implication in an issue relating to child abuse
☐ Significant experiences of same-sex attraction
☐ Involvement in a same-sex relationship
☐ A diagnosed mental illness for which medication is taken or regular treatment undertaken
☐ A criminal record

Previously have:

- ☐ Used or distributed illegal substances
☐ Been involved in community disturbances and/or domestic violence
☐ Undergone therapy and/or taken medication for a mental illness
☐ Been involved in criminal activity
☐ Other _____
☐ None of the above

27. What effectiveness has the applicant had so far in Christian service?

- ☐ Very effective ☐ Moderate ☐ Partial ☐ Not effective

28. Does the applicant's spouse support this missionary application?

- ☐ Yes ☐ No ☐ Not applicable *(if yes provide details)*

29. Do you have any concern in regard to the applicant's marriage (if applicable) or in the applicant's physical or relational home environment?

- ☐ Yes ☐ No *(if yes provide details)*

APPENDIX THREE

BUDGET FORM

This form is to be filled out ONLY when requested to do so by CRC Missions International or the appropriate authority. It is the responsibility of the missionary applicant to get budget details, in writing, from the Field Director/Supporter or appropriate authority.

MONTHLY COSTS:

Monthly Allowance	\$.....
Monthly Education Costs	\$.....
Monthly Overheads	\$.....
Monthly provision for Furlough	\$.....
Monthly cost of insurances, medical etc.	\$.....
Monthly provision for repatriation	\$.....
Other Costs	\$.....
Other Costs	\$.....
Other Costs	\$.....
Other Costs	\$.....
Other Costs	\$.....
Other Costs	\$.....
Other Costs	\$.....
Other Costs	\$.....

TOTAL REQUIRED MONTHLY \$.....

AIR FARES & SHIPPING COSTS \$.....

Details of travel & shipping costs are:

.....
.....
.....
.....

Total Shipping Costs \$.....

Bank details used by Support Team

.....
.....
.....
.....

Budget prepared by:.....Date.....

Budget approved by:.....Date.....

APPENDIX FOUR

Check List

1. A recommendation for missionary service has been given in writing from your Local CRCA Church oversight and a copy supplied to AIMS.
2. A formal application has been lodged with AIMS.
3. Required training has been completed and details supplied to AIMS.
4. Independent Professional Psychological & Personality Assessment completed and supplied to AIMS.
5. Communication procedures have been decided and are in writing and supplied to AIMS.
6. Length of service and furlough details have been discussed and are in writing and supplied to AIMS.
7. Travel Documentation. Documents are in place and copies submitted to AIMS.
 - Passport/s
 - Visa/s
 - Work permit/s
8. Budget form completed and approved by the Field Director/Supporter and/or appropriate authority and submitted to AIMS.
9. Risk Assessment has been submitted to AIMS
10. Referees Forms completed and received by AIMS.
11. National Police Check submitted to AIMS
12. Working with Children's and Vulnerable persons Card/permit submitted to AIMS.
13. Child Safety and Vulnerable persons training up to date and submitted to AIMS.
14. A "Support Team" has been appointed and has acknowledged its responsibilities.
15. Insurances are in place for:
 - Medical
 - Life Insurance
 - Travel Insurance (incorporating injury and accident cover)
16. Legal matters have been attended to:
 - A Will
 - Power of Attorney
 - Relative to be notified in emergency
17. Taxation details have been given to the appropriate authority.