

BCM International Handbook



Acknowledgment of Receipt

I understand that the contents of this handbook are designed to reflect the beliefs and practices of BCM International. In addition, I understand that I am expected to follow the laws and practices of the country in which I am ministering and abide by the national or regional BCM Handbook.

I acknowledge that any changes to this BCM IHB and the national or regional BCM Handbook I am subject to can only be made with the approval of the appropriate BCM International leadership.

I further understand that this handbook supersedes all previous handbooks and that it is not a contract of employment. This is a living document, and as such BCM International reserves the right to amend the contents of this handbook at any time.

By my signature below, I acknowledge receipt and affirm that I have read the BCM International Handbook (IHB) and that I am willing to comply with the practices and beliefs identified in this handbook.

Name (please print)

Signature

Date of Signature

Received by BCM Ministry Leader

Date of Signature

Please send a copy of this acknowledgement to your national/regional office as applicable or to:

BCM International
Attention: Personnel Department
201 Granite Run Drive, Suite 260
Lancaster, PA 17601 USA

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Section 1 – Introduction

1.1 Preface

1.2 Amendments and Additions

1.3 Brief History of BCM International

1.4 Mission Contacts

1.1 Preface

We welcome you as a member of BCM International. It is our earnest prayer that the Lord will do His “exceeding abundant” (Eph. 3:20) through you, using you in the winning of precious souls to Him and in the strengthening and building up of those who know Him.

This BCM International Handbook (IHB) has been developed, in part, to communicate the Mission Statement, the Core Values Statement, Practices, Policies and the Doctrinal Statement of BCM International. Only the BCM International Board of Directors can change Section 2 of this IHB.

In addition, this IHB contains the beliefs and practices that are applicable throughout the Mission and the various nations and regions in which BCM ministers. Each nation/region also has their own set of ministry values/policies or Handbook that is appropriate for their specific region or country. These national/regional Handbooks apply only to the geographic area for which they are written and are subject to compliance with local/national legal requirements.

Each BCM national/regional leader has the responsibility for co-coordinating the initial development, maintenance and the future revision of their national/regional Handbook. The leader will involve other appropriate personnel in the development/revision of their Handbook.

The policies and procedures will conform to the relevant laws and regulations of the nation/region and will be developed in relation to the work of the BCM ministry for the specific nation/region. If there are additional policies and procedures that would serve to strengthen the ministry of BCM International in the nation/region they should be developed as needed.

Upon the approval of the governing board/committee, the adopted national/regional Handbook will be distributed to the appropriate BCM personnel.

1.2 Amendments and Additions

Amendments or additions will be in the form of new pages, which will be replacements for, or additions to, existing pages.

The date of an amendment or addition will appear in the lower right-hand corner of the page.

The BCM International IMC will maintain the IHB and will regularly communicate an updated version to region directors.

1.3 A Brief History of BCM International

Roots of BCM

In the summer of 1936, Miss Bessie Traber was forced to return home after a term of missionary service in the Philippines. She continued to seek the Lord's direction as to her future ministry. At a Labor Day Conference in Philadelphia, Miss Traber told how God blessed her ministry in Bible Clubs in the Philippines. After her presentation, many young people asked her, “Why can't we have Bible Clubs like that in Philadelphia?” and the Bible Club Movement was born!

As other Christians were stirred to see the spiritual needs of children and young people, the work expanded, spreading to other cities and states. In order to facilitate Bible teaching, a complete visualized Bible study course for children and young teens was written. The course was called Footsteps of Faith. This and other BCM publications have been written and produced in many languages and are used today around the world by churches and other mission organizations.

Over the years God has greatly expanded BCM's worldwide ministries and we now have more than 850 full-time missionaries serving in 55 different countries. Since we have diversified and now state briefly that our purpose is to be, “Reaching children and strengthening the church worldwide,” we are now known as Bible Centered Ministries; i.e. BCM International, Inc.

National/Regional BCM History

As BCM expands on a global basis, each national/regional Handbook should identify the history of how BCM ministry began in their geographical area. A brief description of the nature and focus of each ministry outreach being used in the country to reach children and strengthen churches in connection with BCM's International Mission Statement should also be included.

1.4 Mission Contacts

International Ministry Center (IMC): Dr. Richard Rhoads

BCM International, Inc.; info@bcmintl.org; www.bcmintl.org

Ministry Locations

EUROPE: Mr. Richard Thompson; rthompson@bcmintl.org

FRANCE	POLAND
GERMANY	PORTUGAL
HUNGARY	ROMANIA
IRELAND	SPAIN
ITALY	UKRAINE
THE NETHERLANDS	UNITED KINGDOM (Scotland, England, Northern Ireland)

AFRICA: Rev. Dr. John Peter; jpeter@bcmintl.org / Rev. Stephen King; sking@bcmintl.org

DEMOCRATIC REPUBLIC OF CONGO (DRC)	SOUTH AFRICA	ZIMBABWE		
MADAGASCAR	KENYA	ESWATINI	UGANDA	TANZANIA

ASIA: Rev. Susiri Liyanage; sliyanage@bcmintl.org

INDIA	NEPAL
INDONESIA	PHILIPPINES
MYANMAR	SRI LANKA

SOUTH AMERICA/LATIN AMERICA: Mr. Carlos Odicio; carlos.odicio@bcmintl.org

BOLIVIA	MEXICO	ECUADOR
BRAZIL	PERU	VENEZUELA

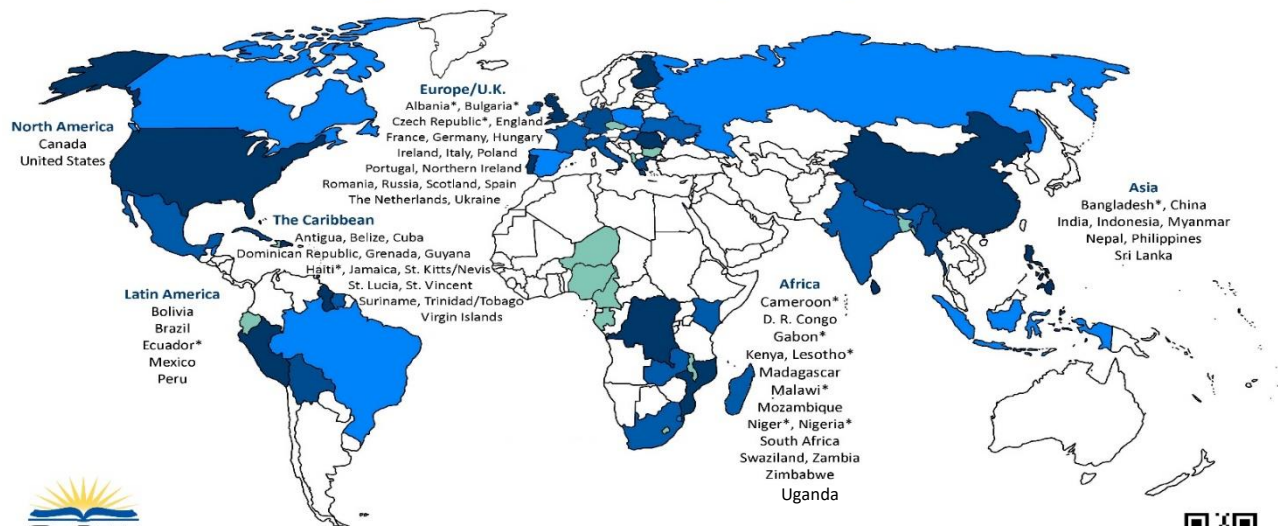
NORTH AMERICA:

CANADA – Mr. Phil Whitehead – director@bcmintl.ca USA – Mr. Marc Hoyle – mhoyle@bcmintl.org

CARIBBEAN: info@bcmintl.org

ANTIGUA	CUBA	DOMINICAN REPUBLIC	ST. VINCENT
BELIZE	JAMAICA	GUYANA	SURINAME

BCM International Reaching Children and Strengthening the Church



www.bcmintl.org

■ * Countries where we do itinerant ministry



Section 2 – Constitution

2.1 Name

2.2 Mission Statement

2.3 Doctrinal Statement

2.4 Core Values Statement

2.5 Mission Relationships

2.1 Name

The Mission shall continue to be known legally as BCM International, Inc. BCM stands for “Bible Centered Ministries.” This is a legally registered name that may also be used for BCM. In the event that a name other than BCM International is needed to meet a local situation within a given country, such name shall require the approval of the President of BCM International and the International Board of Directors of BCM International.

2.2 Mission Statement

BCM International is a global Bible-Centered Ministry dedicated to making disciples of all age groups for the Lord Jesus Christ through evangelism, teaching and training so that churches are established and The Church strengthened.

2.3 Doctrinal Statement

As a Bible-Centered Ministry, we are committed to the following Doctrinal Statement:

We believe in the verbal and plenary inspiration of the 66 books of the Old and New Testaments. The Bible is inerrant, infallible, sufficient and entirely trustworthy as originally given. The Bible is the very Word of God and is the supreme and final authority in all matters of faith and conduct (Psa. 19:7-11; Mat. 5:17-18; Joh. 17:17; 1Co. 2:13; 1Th. 2:13; 2Ti. 3:15-17; Heb. 4:12; 2Pe. 1:19-21).

We believe in the one true and living God, eternally existing in three persons — Father, Son, and Holy Spirit — eternal in being, identical in nature and equal in power and glory, having the same attributes and perfections. God is unchangeable in His holiness, justice, wisdom and love. God is the almighty Creator and Sustainer of all things. He is Savior and Judge Who governs all things according to His sovereign will and for His own glory. (Gen. 1-2; 26; 11:7; Isa. 40:12-28; Mat. 3:16-17; 28:19-20; Joh. 1:1-3; 10:30; Act. 5:3-4; Col. 1:15-17; 2Co. 13:14; Heb. 1:8).

We believe that the Lord Jesus Christ, eternal Son of God, became fully man without ceasing to be God. He was conceived by the Holy Spirit, born of the Virgin Mary and lived a sinless life of obedience to the Father's will. In His incarnation Jesus revealed God and redeemed sinners. The Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God as our High Priest, Intercessor and Advocate (Mat. 1:18; 3:16-17; Luk. 24:51; Joh. 17:5; Act. 1:11; Rom. 8:34; Gal. 4:4, 5; Phi. 2:5-11; 1Ti. 2:5, 6; Heb. 4:14; 9:24-26; 1Jo. 2:1-2).

We believe in the universal sinfulness, total depravity and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation (Isa. 53:6; 59:2; Rom. 3:10-23; 5:12-19; Eph.2:1-5,12).

We believe that redemption from the guilt, penalty and power of sin is possible only through the vicarious, sacrificial death and bodily resurrection of the Lord Jesus Christ as our Representative and Substitute. Salvation is entirely a work of God's grace and cannot be earned or deserved. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life (Joh. 1:12-13; Rom. 5:6-21; 6:23; Eph. 2:8,9; Tit. 3:4-7).

We believe in the necessity of the work of the Holy Spirit to make the death of the Lord Jesus effective to the individual sinner bringing conviction of sin, regeneration and granting the sinner repentance towards God and saving faith in the Lord Jesus Christ. The Holy Spirit indwells the believer bringing assurance of salvation, a desire for holiness of life through separation from sin, commitment to serve his Lord and Savior and, through the process of sanctification, transforms the believer into increasing likeness to Christ (Joh. 3:5-8; 16:7-15; Act. 2:4; 4:31; 13:9, 52; 1Co. 2:9-16; 12:13; 2Co. 3:18; Gal. 5:16; Eph. 1:13-14; 5:18-20).

We believe in the imminent personal and visible return of the Lord Jesus Christ, His millennial rule on earth, the bodily resurrection of the just and the unjust, God's judgment of the living and the dead, the everlasting blessedness of the saved, and the eternal punishment of the wicked (Zec. 14:1-11; Act. 1:11; 1Th. 4:13-5:10; Rev. 19:11-16; 20:1-6).

We believe that Satan is an angelic being, the author of sin, and the cause of the fall; that he is the open and declared enemy of God and mankind; and that he will be eternally punished in the lake of fire (Gen. 3:1-13; Isa. 14:12-16; Eze. 28:13-17; 2Co. 11:14; 1Pe. 5:8-9; Rev. 12:10, 20:10).

We believe that God hears and answers the prayer of faith, in accordance with His own will, for the sick and afflicted (Isa. 53:4-6, 10-11; Mat. 8:16-17; 2Co. 12:7-10; Jas. 5:14-16; 1Pe. 2:24).

We believe in the one universal Church of Christ, which is His bride. The Church is the body of Christ and made up of all those who are born again. In its universal aspect the Church encompasses time and space but in its local expression is established for worship, mutual edification, and witness. While organizations like our own have been raised of God to fulfill the Great Commission to *make disciples* of all nations, the local church is the center of God's program for world evangelization (Act. 13:1-3; 14:23, 27; 1Co. 1:2; 12:13; Gal. 3:26-28; Eph. 1:22-23; 5:25-32; 1Ti. 3:15).

2.4 Core Values Statement

GOD-CENTERED. We acknowledge that ministry flows out of an intimate relationship with God. Therefore, we commit ourselves to maintain a vital, growing personal relationship with God and to encourage other believers to deepen their own relationship with Him. (Col. 1:18; 2Co. 3:5; 1Pe. 4:11)

HOLY SPIRIT-CONTROLLED. We recognize that the Holy Spirit gives gifts and empowers us to accomplish His supernatural work. No amount of knowledge, skills, experience and/or tools can replace His working in our lives and ministries. (Act. 1:8; Zec. 4:6; 1Co. 6:19-20; Eph. 5:18-21)

BIBLE-BASED. We recognize that the Bible is God's standard for life and ministry and is the primary instrument for changing lives. Its principles are applicable to all areas of life. Therefore, we commit to handle the Word of God accurately and to model it consistently. (1Pe. 1:21; 2Ti. 3:15-17; 2Ti. 4:6-7)

PRAYER-BASED. We recognize that without the Lord we can do nothing. We demonstrate our dependence on Him through prayer at every point of our lives and ministries. (Joh. 15:5; Jer. 33:3; Rom. 8:26; Phi. 4:6-7)

SERVANT LEADERSHIP. We affirm that biblically-based ministry involves the giving of ourselves to help others live a life that glorifies our Lord. Because this kind of ministry is motivated by love, we evidence an attitude of respect for those to whom we minister as well as those with whom we serve, and are willing to sacrifice to meet their needs, without promoting an unhealthy dependence on us. We recognize that our ultimate purpose is to equip and empower others to depend on Christ to accomplish His purposes in their lives. (2Co. 4:5; Gal. 5:13; Joh. 13: 13-17)

INTEGRITY. We commit to adhere, in word and action, to a biblically-based ethical code that results in moral soundness above reproach, transparency to the point of vulnerability, and consistency to the place of trustworthiness. (Rom. 15:1-3; Psa. 139:23; Gen. 16:13)

EXCELLENCE. We commit to attain the highest level of competency that God has purposed for us and to a mindset that does not settle for mediocrity. We want to *be* and *do* our best, in His strength, for the glory of God and for the good of those to whom we minister. (Ecc. 9:10a; Rom. 12:11; Col. 3:17)

TEACHABILITY. We commit to exhibit a teachable spirit because we consider ourselves fellow learners who are open to learn from and with those around us. (Phi. 2:1-4; Psa. 25:4-9; Psa. 27:11)

CULTURALLY APPROPRIATE. We commit to exercise cultural sensitivity by respecting and understanding the cultures in which we minister while adhering to biblical standards. We will identify cultural issues that affect our ministries and work within the cultural context. We will involve national workers and leadership as much as possible. (1Co. 9:19-22; 1Co. 10:22-33)

MINISTRY MULTIPLICATION. We recognize that ministry involvement is not an end in itself but is a part of the process of ministry development. We affirm the principle of exponential training stated in 2 Timothy 2:2; therefore, we train, mentor and educate others who are qualified in order that they may prepare others for the work of ministry. (2Ti. 2:2; Eph. 4:11-13; Mat. 28:18-20; 1Co. 4:17)

FINANCIALLY RESPONSIBLE. We commit to handle financial matters in an ethical manner that conforms to legal requirements and regulations. Our financial and business dealings will be open for scrutiny and above reproach. Financial records will be audited annually by an independent, qualified auditor. (1Co. 10:31; Heb. 4:13; Pro. 15:11)

COOPERATION. We believe that the local church is the organization that God has established to be the base for evangelism of the lost and edification of the saints. Therefore, we commit to develop working relationships with local churches, including those not affiliated with BCM, working toward the fulfillment of the Great Commission. We also promote teamwork with like-minded organizations in order to fulfill our *Mission Statement*. (2Co. 6:1; 1Co. 3:5-9; 1Th. 3:2; Phi. 4:3)

COMPASSION. We believe God calls believers to emulate Jesus' compassion in every aspect of our lives and ministry. We will, with God's enablement, look beyond limitations, behavior, attitudes, culture and stereotypes to the heart of each individual and minister without reservation. We will also incorporate people who have special needs and hurts into BCM programs and ministries. If there is uncertainty how best to minister, we will seek advice and/or training. (Psa. 34:17; Psa. 111:4b, 147:3; Pro. 31:8-9; Isa. 35:3-4a; Mat. 25:35-40; Luk. 14:21b)

2.5 Mission Relationships

BCM International exists to glorify God through Bible-centered ministries to all ages in all nations. It is proper, therefore, that BCM have both a doctrinal position that expresses its understanding of what the Bible teaches and a policy on relationships that enables the Mission to minister most effectively throughout the world.

Since its inception BCM International has been guided by its official Doctrinal Statement to foster consistency in its Bible teaching ministries and promote unity in its worldwide organization. All members of the International Board of Directors, National/Regional Boards, missionaries, associate workers and committee members acknowledge initially and annually their agreement with BCM's Doctrinal Statement.

Through the years BCM International has developed a global outreach, incorporating nationals into its missionary force as well as ministering within numerous ethnic groups and cultures. BCM recognizes the validity and value of cultural distinctives and purposes to operate peaceably and impartially within such groups without compromising biblical truth. BCM aims for responsibility/authority/accountability to function through leadership trained to apply Mission policies with cultural sensitivity and understanding.

Because of its commitment to operate biblically, BCM recognizes its responsibility to be separate from all religious apostasy¹ as commanded in Scripture. Therefore, BCM International does not knowingly work with organizations, such as the World Council of Churches (WCC), in ministry that would compromise biblical truth. Because of the existence of other missionary agencies and church groups involved in reaching the billions of lost people in the world today, BCM recognizes its obligation to work with those that share similar doctrinal beliefs. Yet many evangelical ministries have doctrinal positions that may vary in certain points. Therefore, to facilitate working relationships that are in keeping with BCM's Doctrinal Statement and pleasing to the Lord, BCM has adopted the following graduated system as its Policy on Mission Relationships.

Category	Definition	Requirement	Examples
Partnering	An affiliation between two organizations of like doctrine and philosophy	Agree with BCM's Doctrinal Statement	MED, New Hope, H*VMI Discipleland
Cooperating	A formal working relationship to accomplish a common goal or project	Agree with a doctrinal statement similar to BCM's	KFG, CIT, IAS
Networking	Relationships for researching data, sharing ideas and training, and participating in selected ministry opportunities	Agree with a doctrinal statement approved by the BCM Area Director	Missio Nexus
Associating	Belonging to professional organizations for accreditation, whether Christian or non-Christian	N/A	CCCA, CCI, ECFA

BCM missionaries, in concert with their leadership, must evaluate the organizations within their countries. While seeking to maintain doctrinal purity, we must exercise care that we not force BCM International or national distinctives and perspectives on those we minister with. It is vital that any new relationships be approved by the appropriate national/regional BCM leadership, and existing relationships be reviewed annually.

¹ Renunciation of the faith. To deny 1) the virgin birth, 2) Trinity, 3) eternal deity of Christ, 4) finished work of the Lord Jesus Christ on the cross, 5) bodily resurrection of Jesus Christ, 6) return of the Lord Jesus Christ, 7) humanity of Christ, 8) man's sinful state and 9) salvation by faith alone.

Section 3 – Organization

3.1 Levels of Authority and Accountability

3.2 International Board of Directors

3.3 Administration

3.4 Regional/National Governing Bodies

3.5 Ministry Personnel

3.6 Organizational Flow Chart

3.1 Levels of Authority and Accountability

The levels of authority and accountability on an international scale are identified on the BCM International Ministry Flow Chart, that appears on the following page. These levels of authority and accountability serve to identify various areas of responsibility within BCM International so that individuals will have a ready reference for contact, depending on their issue and lines of authority.

BCM organizational flow chart is referenced to in matters of decision-making, accountability and communication. It represents the organizational fabric that binds us together as a single Mission serving a common purpose. It is the expectation of BCM leadership that the organizational flow chart will be followed as presented when referenced in any official documents of BCM International.

Each BCM national/regional office will include in their handbook an organizational flow chart designed for their specific field or area.

3.2 International Board of Directors

BCM International is governed by an International Board of Directors (IBOD) who are responsible for the work in accordance with the spirit and purpose of the Articles of Incorporation and By-Laws. They are the final authority under God for the conduct of the work.

This corporate body shall always be recognized as the governing body, assisting the President regarding the responsibilities in relation to the carrying out of the purpose of the Mission, in cooperative relationship with the missionaries, local committees, volunteer workers and praying constituency.

The IBOD meets twice per year to consider necessary business and make the decisions that mold the policies and planning of the Mission. In addition, the IBOD is accountable for the development of corporate goals and objectives. This is done in connection with their fiduciary and other legal responsibilities regarding decisions made in the best interest of the Mission.

Every member of this corporate body is required to sign an annual affirmation statement indicating purposeful agreement with the doctrinal basis and with the established BCM policies and practices.

The Executive Committee of the IBOD is empowered by the Board of Directors to meet as needed and has authority to act on behalf of the full Board, subject to later ratification by the entire Board of Directors.

3.3 Administration

President

The IBOD shall delegate the administration of the work of the Mission to the President, and the President shall be charged with the general oversight of the Mission.

The President will seek, under the guidance of the Holy Spirit, to secure the harmonious working of the Mission, and to further its work always.

Vice Presidents/Directors

Vice Presidents are appointed by the President, affirmed by the IBOD to assist the President in the oversight of the Mission and are responsible to the President.

National, Field and Regional Leaders/Directors Vice Presidents/Directors

National, Field and Regional Leaders/Directors are recommended and ratified by the President to assist in the oversight of the various ministries in the countries where the Mission serves.

3.4 Regional/National Governing Bodies

Each region or nation in which BCM conducts ministry shall establish a legally constituted body of individuals, who are responsible for the oversight of BCM ministry in that area. It is suggested that a minimum of 5 (five) individuals make up such body with the following considerations:

The voting members of such a governing body should be in agreement with the Core Values, Mission Relationships and Doctrinal Statement of BCM International.

The chairperson of such governing body is to be chosen by the members of the governing body and the President of BCM International is to be notified of such appointment.

This legally established governing body should also make provision for an additional non-voting member, who shall be present as an international representative. The President of BCM International may nominate a person to fill this position whose acceptance shall be subject to the approval of the governing body.

Minutes of meetings should be distributed to each member within 2 weeks of a meeting with a copy also being submitted to the national/regional leadership and to the Presidents' office of BCM.

BCM International IMC maintains information regarding documents from the BCM legal governing bodies in nations/regions where BCM ministers. These documents are available for reference in the establishment of any new BCM ministry where a governing body is needed.

3.5 Ministry Personnel

Long-Term Missionaries

This definition applies to individuals who have been accepted by the IBOD for full-time missionary status with BCM International. Their acceptance by the Board is contingent upon their having successfully met the requirements for service with BCM as identified in Section 5.1 of this IHB.

Short-Term Missionaries/Workers

Short-term Missionaries are those who have met the requirements set by BCM's leader for short-term ministries, who are then accepted by the appropriate national/regional leadership. BCM short-term missionaries serve a maximum length of two years. A support level is established to meet the specific needs required to perform the BCM ministry for which they have been approved.

A Short-Term Worker is one who serves with BCM for a limited assignment of not more than one year. The application and approval procedures for this classification are based upon the specific BCM ministry in which they will be serving.

Associate

An Associate is a volunteer who does not receive pay for missionary service. The Associate's role is to assist in the work of the Mission. They are under the supervision of the BCM leadership to whom they are responsible in their area of service.

The International Board of Directors of BCM authorizes the acceptance of an Associate Worker based on their application to such ministry and their adherence to the doctrinal beliefs, character and spiritual qualifications required by the Mission.

An Associate may receive financial assistance, as necessary, for expenses to undertake the ministry God has given to them with the Mission.

A Certificate of Appointment will be presented to the Associate.

Volunteer

A volunteer is an individual who feels called by the Lord to BCM ministry and has agreed with the BCM Doctrinal Statement which enables them to be accepted as a BCM volunteer. Each volunteer will be assigned to a designated individual within BCM for leadership purposes and accountability.

Local Committees

Local Committees are composed of Christians in local areas who band themselves together to support the work of BCM in that area. The committee members agree to perform their support ministry in accordance with the policies and procedures established by national leadership of BCM International.

Prayer Partners

Prayer Partners are individuals who have displayed a desire to pray regularly for the ministry of BCM and thus help advance the ministry God has given to BCM in their geographic area.

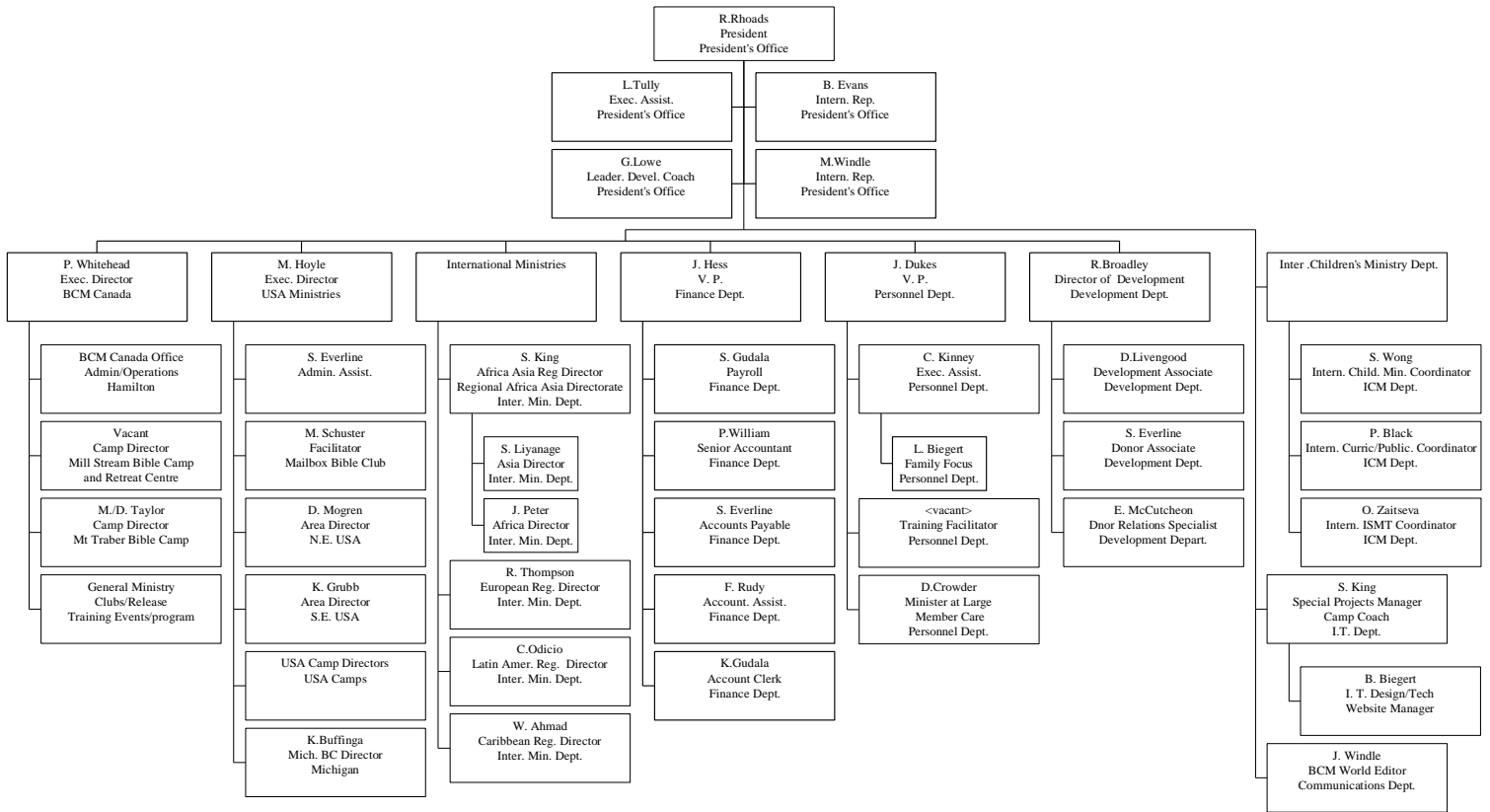
Background Checks

Each national/regional office must ensure that all individuals involved in BCM ministry in the categories above are submitted to the appropriate criminal background check as applicable by law in each nation/region prior to any involvement in BCM ministry.

3.6 Organizational Flow Chart



**BCM Organizational Flow Chart
December 5th , 2022**



Section 4 – BCM Special Policies

4.1 Ethical Conduct in Ministry

4.2 Declaration on Sexuality

4.3 AIDS/HIV

4.4 Opposition and Hostility Management Policies

4.5 External Organizations

4.6 Misuse of Spiritual Gifts

4.7 Sanctity of Life

4.1 Ethical Conduct in Ministry

Comply with laws and regulations. Civil government is instituted and ordained by God. Therefore, BCM personnel will comply with civil laws, ordinances and regulations of government – unless they clearly oppose and contradict the will of God as revealed in Scripture. (Rom. 13:1-7)

Speak and behave honestly. We should be seeking to “speak every man truth with his neighbor; for we are members one of another,” and to be “providing for honest things, not only in the sight of the Lord, but also in the sight of men.” (Eph. 4:25; Rom. 12:17) It is essential for BCM personnel to strive to maintain a good testimony within the mission, as well as with supporters, churches and in society.

Use ministry resources properly. Christians are stewards of God and what He provides. We are accountable to Him for the physical and spiritual resources He entrusts to us. BCM personnel are to use their spiritual gifts, talents, influence and relationships, money, knowledge, health, strength, time, reason and affections to glorify God. (1Co. 10:31)

Financial transactions must be properly documented and accurately recorded in accordance with recognized accounting principles and policies.

Report violations. Christians are responsible to “encourage one another,” to “provoke one another to love and good works,” and to “reprove, rebuke, exhort with all long-suffering and doctrine.” (Heb. 10:25; 10:24; 2Ti 4:2) Therefore, BCM personnel are to support one another in maintaining high ethical standards. BCM national/regional leaders are to be consulted for clarification and guidance on questionable issues.

All BCM personnel are expected to report any irregularities or violations of this ethical policy to their BCM national/ regional leaders. No adverse action of retribution will be taken against those who make such reports in good faith.

When BCM personnel are accused of moral or ethical impropriety or legal violations, they will be informed of the accusations or charges against them. They will be given opportunity to explain their actions before the responsible mission authority decides any final course of action.

Discipline. Violations of this ethical policy will result in disciplinary action, ranging from a warning or reprimand to dismissal from the mission, all at the sole discretion of BCM leadership.

4.2 Declaration on Sexuality

BCM International affirms the historical, biblical doctrine that marriage between one man and one woman is God-ordained, hence *honorable*, and the sexual relationship between a man and a woman within the bonds of marriage, as defined in Scripture, is *undefiled*, holy and beautiful. (Gen. 2:24; Eph. 5:31-33)

Homosexual behavior, adultery and all other forms of sexual immorality, are clearly condemned by God in the Scriptures. BCM's conviction regarding the sinfulness of homosexual practices, adultery and all other forms of sexual immorality, should not be construed to deny God's love and compassion for the sinner while hating the sin. God is full of grace, as well as truth. (1Co. 6:9-10)

We thus affirm that homosexuals, adulterers and those who engage in all other forms of sexual immorality, like the rest of humanity, are fully the objects of God's redemptive love. By faith in the Lord Jesus Christ and repentance of all sin, any individual may obtain full forgiveness, cleansing and may experience divine transformation through the renewing of their minds. (1Co. 6:11)

Hence, we will seek for the genuine repentance and regeneration of every soul enslaved to sin, which includes homosexuals, adulterers and those who engage in all other forms of sexual immorality, in order that they might know and experience true freedom in Christ and glorify God in their bodies.

BCM also adheres to the Biblical truth that everyone is born either male or female and that distinction is given by God from conception. BCM does not believe that an individual has the right to change his or her God-given sexuality by physically restructuring their body to the opposite gender. (Gen. 1:27; 5:1-2; Mat. 19:4; Mar. 10:6)

Therefore, BCM International will neither knowingly accept nor retain, employ nor aid in the support of workers, volunteers, missionaries and associate workers within this organization whose sexual behavior violates these biblical truths and principles.

4.3 AIDS/HIV

AIDS/HIV is a serious concern throughout the world. Should appropriate medical authorities determine that HIV and AIDS-infected patients could endanger themselves and others, BCM International will act promptly according to the directives of the medical authorities.

4.4 Opposition and Hostility Management Policies

Considering our responsibility of duty of care, BCM International recognizes that our members are called to places of risks, opposition, suffering, danger, pain and at times persecution. Whether the pain and suffering are inflicted by some act of violence or by the ongoing realities of cross-cultural work in spiritually resistant and difficult places, training and member care services to our workers are critical components to achieving our vision. Therefore, we make the following affirmations:

- BCM recognizes the potential, even the normalcy, of pain and suffering as a part of our calling to reach children and establish churches where they do not exist. We commit to providing the training to prepare for such situations and necessary care when they do occur.
- BCM recognizes that not all engaged ministry contexts are conducive for families with children. We will seek to find appropriate means to engage volatile areas in ways that protect our children while continuing ministry.
- Though we do not require workers to leave an area of tension when faced with immediate danger, they are given the right to leave such an area when they sense their security is threatened, in consultation with their immediate supervisor. Conversely, though a member may not want to evacuate an area of danger, our leadership may **STRONGLY** advise that his/her family leave.
- When workers are forced to leave an area of ministry because of danger, we will pursue avenues of ongoing service to the growing church in that area.

If any BCM individual or individuals are the object of a kidnap ransom demand, BCM International and BCM appointed country/regional leadership will take the following steps:

- Except in cases where it was felt that this publicity might prejudice the release of the captive, BCM may inform the Christian church worldwide of the situation to stimulate prayer for the victims and their families. In this former case, the call to prayer would be more private.
- The relocation plan that was previously agreed to by BCM and the missionary will be enacted regarding relocation of any immediate family members affected by the kidnapping situation. The cost of relocating the national or field director or missionary's immediate family will be the responsibility of the missionary's national office. The national or field director or missionary's immediate family includes their spouse and children.
- The cost of relocation for the immediate family of a Vice President of BCM or the President of BCM will be the responsibility of the BCM International Ministry Center. If the kidnapping involves the President of BCM International, the Chairman of the International Board of Directors will be notified and the Chairman will coordinate the arrangements for the relocation of the President's immediate family if so needed.
- The host government and appropriate Consulate should be informed immediately.
- The rights of citizenship of the abducted may be exercised in seeking the help of their respective governments.
- Where possible, attempts will be made to obtain the release of the victims by reasoning with the kidnapers. However, it is not always possible or desirable to establish such direct links between a mission and kidnapper. *BCM's policy is to not pay any ransom demand.*
- National offices should assure next of kin of their concern and of the practical steps being taken to secure release, and to exercise a spiritual ministry, as opportunity affords, to anxious relatives.
- It is recognized that those in authority on location must be trusted to make appropriate decisions in the light of prevailing circumstances, e.g., discerning between politically-motivated demands and armed robbery, and the limits of BCM's responsibility where other parties are involved.

4.5 External Organizations

BCM missionaries are to be salt and light as Jesus commanded us in the Gospels in order to be His witnesses in a spiritually dark world. As a witness for Christ's sake there may be opportunities to be involved in community or civic organizations for the advancement of the Gospel.

In becoming a member of any such organization/s, such membership should never require that a person's loyalty is to an organization and its members above all other loyalties. Any group, organization and/or society that places loyalty to that organization or its members above the Lordship of Jesus should not be entered into, even though for 'charitable' purposes.

BCM personnel should not be a member of any organization that: emphasizes good works apart from faith in Christ as a means of salvation, or contradicts the clear uniqueness of Christ by combining many faiths into one, or in any other way compromises the beliefs expressed in the BCM Doctrinal Statement.

Scripture does not teach that truth or selective knowledge be kept hidden or exclusively used by a secretive or select group of people, but rather, it is open to all.

BCM personnel should not serve as an agent or representative of any government organization (covert or secretive), which would require them to participate in any conduct that would be detrimental toward the physical or mental well-being of any individual or people group.

4.6 Misuse of Spiritual Gifts

BCM acknowledges there are true believers in the present-day church who misuse the interpretation of Scripture in regard to certain spiritual gifts. We do recognize, as our brothers and sisters in Christ, those who have truly repented of their sin and who are trusting in Jesus Christ alone as their personal Savior and Lord.

As a Christian organization, we believe in the importance of the authority of Scripture as outlined in our Doctrinal Statement. Therefore, we disagree with the emphasis on speaking in tongues as evidence of salvation, miraculous healings as a believer's 'right' through Christ's atonement and the dependence upon new authoritative revelation as a replacement/addition to the authority of Scripture.

As a Mission, we believe that Scripture does not support these emphases and BCM believes that the promotion of such practices detracts from the Gospel of Jesus Christ. BCM believes that God is not limited in what He can do or what in His sovereignty He may choose to do, but we believe that these emphases are not the operational norm.

4.7 Sanctity of Life

As members of BCM International we support the value of every human life. BCM will always promote what is best for all entrusted to our care and encourage individuals to excel in their God-given talents and abilities.

BCM believes that there is a sacredness for all human lives from conception to natural death. Therefore, we do not knowingly provide abortion-inducing medical procedures to anyone in our organization. We also oppose the use of euthanasia and physician-assisted suicide or other means to terminate life from conception to natural death.

We consider every human being as of significant value to God and humanity. Individually we will pray, encourage, and promote the sanctity of all life from conception to natural death without fear or favor. We will love all people in all settings as they are and lovingly point them to Jesus Christ who is the giver and sustainer of all life. (Psalm 139:13-16; John 14:6; Jeremiah 1:4,5; Job 1:21; Psalm 22:9,10; Isaiah 44:24)

Section 5 – Personnel Issues

5.1 Requirements for Service with BCM

5.2 Entrance Procedures

5.3 Ministry Assignment Procedure and Clearance

5.4 Commissioning Service

5.5 Home Assignment

5.6 Time Off with Pay

5.7 Corrective Action

5.8 Child Abuse

5.9 Sexual Harassment

5.10 Conflict Resolution

5.11 Conflict of Interest

5.12 Last Will and Testament

5.13 Resignation and Dismissal

5.14 Retirement

5.15 Additional National/Regional Policies

5.1 Requirements for Service with BCM

A testimony of regeneration and life change through personal faith in the Lord Jesus Christ as personal Savior and Lord.

A solid conviction that God has called one into missionary service, with local church leadership recognition and support of such call.

Affiliation with and unreserved commendation by the spiritual authority and leadership of the local sending church/s and a quality experience in Christian ministry that is acknowledged by the church leadership.

Agreement with the Doctrinal Statement and Core Values of BCM International.

Completion of formal Bible training and/or a consistent life of Bible teaching competency evidenced through a faithful and consistent ministry in a local church or Christian ministry.

An understanding of and love for the Church of Jesus Christ, both local and universal, as well as being an active member of a local church.

A willingness and ability to work closely as part of a team of missionaries.

A willingness to trust God for the provision of prayer and financial support from the local sending church, other churches, family and friends. BCM operates as a faith-based mission.

Manifesting a Holy Spirit-controlled life and evidence of the fruit of the Spirit, with a desire to be a servant who is teachable and seeks to be sensitive to the needs of those with whom they minister.

5.2 Entrance Procedures

Applicant

Each applicant should have their local church/leadership recognition and support of their call to serve as a missionary.

Application papers must be satisfactorily completed. A married couple must each complete a separate application. Both must meet BCM requirements.

BCM leadership responsible for that particular BCM ministry area or region will review and approve application papers.

Invitation is given to begin BCM Ministry Training/Candidate Orientation.

Candidate

Complete Ministry Training/Candidate Orientation as prescribed by BCM leadership to receive practical instruction and training in preparation for ministry as a BCM missionary.

Meet with BCM leadership to confirm the appropriate ministry placement and determine an individual Ministry Action Plan (MAP) outlining requirements to be fulfilled prior to full ministry placement.

Missionary Appointee

A Missionary Appointee will receive an official certificate of Missionary Appointment, a proposed start date, and a Support Schedule listing the financial requirements necessary to begin BCM ministry.

The BCM leadership should notify the Appointee's sending church of their missionary status with BCM.

5.3 Ministry Assignment Procedure and Clearance

The BCM Ministry leadership responsible for the oversight of the Missionary Appointee will work closely with the BCM staff responsible for the accounting of BCM support gifts.

When a Missionary Appointee has raised adequate prayer and financial support to proceed to their assigned BCM ministry, their BCM status will be changed to Missionary.

5.4 Commissioning Service

After receiving permission to proceed to the BCM ministry they are called to, the missionary is encouraged to arrange a commissioning service in their sending church.

Since each church has differing ideas about this meeting, the details are left up to the missionary and church leadership. BCM leadership will be available to participate as the local church desires.

5.5 Home Assignment

Home Assignments are established in consultation between the missionary, the local BCM leadership, the BCM National/Regional Director and/or Vice President.

Home Assignment is an opportunity to serve BCM in representing its (and one's personal) ministry under BCM to the Christian constituency in the missionary's home area.

For those serving in BCM ministry in their home country, the local BCM leadership should ensure that such missionaries have ample opportunity to visit their supporting constituency.

Further, it is important for each BCM missionary to visit their sending country's/region's BCM Office/Headquarters during their time of Home Assignment.

Other Types/Definitions of Home Assignment:

- Special or Educational – Absence from the field to undertake BCM support-raising trip, to help on a project for BCM, or for study purposes.
- Emergency – Trip to home country to care for a personal/family need.
- Medical – Trip to home country to care for a physical or psychological problem.
- Extended/Personal – A period of time not to exceed 15 months, without further approval by BCM leadership.

5.6 Time Off with Pay

BCM recognizes that there are occasions when time off with pay is needed for various reasons. BCM personnel should be granted time off with pay for vacation, illness, national holidays, responsibilities for civic obligations and other reasons deemed appropriate at a national/regional level. Standards for time off with pay, including allowable amounts and procedures for requesting approval, are developed and communicated to all relevant BCM personnel.

5.7 Corrective Action

Corrective action is needed when a person fails to observe established rules and regulations or when a person's actions are unacceptable. The national/regional Handbook lists the most common types of behavior that are unacceptable along with the appropriate corrective action to be taken for each identifiable offense in reference to performing the duties of BCM ministry.

5.8 Child Abuse

A characteristic feature of the ministry of our Lord Jesus Christ is the importance He attaches to children in the Kingdom of God (Mar. 10:13-16; Mat. 18:5, 21:16; Psa. 8:2). Jesus warns us what will happen to anyone who causes sinful harm to a child (Mat. 18:6).

With a focus on our Lord's words, BCM International uses a variety of personnel to serve in various areas of ministry with children and young people around the world. It is the intent of BCM to be certain that all BCM personnel are aware of the seriousness of child abuse and understand guidelines on what constitutes child abuse. BCM maintains a 'zero tolerance' of child abuse and cooperates with any necessary legal proceedings.

Generally, child abuse consists of physical or mental injury, sexual abuse or exploitation, negligent treatment or any other maltreatment of a child.

With concern for children, BCM operates in our children's ministry believing every child is important, without exceptions, regardless of race, color, sex, language, and religion.

BCM advocates that children are protected against all forms of neglect, cruelty and exploitation. BCM encourages all children to develop physically, mentally, morally, spiritually and socially in a healthy environment of love, care and protection from harm. BCM seeks to promote that children have the provision of sufficient nutrition, housing, recreation and medical services.

BCM ministry seeks to give special care to children with physical or cognitive disabilities.

Each national/regional Handbook should list policies and procedures concerning child abuse as it relates to their BCM ministry. The intent of these policies and procedures is to safeguard the child from abuse and shown in the **Child and Vulnerable Person Protection Policy, Section 7.1**.

As mentioned in Section 3.5, all BCM personnel must have an appropriate criminal background check that establishes their suitability for working with children prior to any involvement in BCM ministry.

The information in each national/regional Handbook should contain appropriate action for reporting and responding to any complaint regarding incidents of suspected child abuse. Anyone found guilty of child abuse will be dismissed from BCM International and be prohibited from any involvement in BCM ministry.

5.9 Sexual Harassment

It is BCM policy that all BCM personnel should enjoy a work environment free from all forms of discrimination, including sexual harassment. No person, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either physical or verbal. Specifically, it is against the policies of BCM for any BCM personnel to sexually harass another person by:

- Making it a condition of any continued relationship with BCM (volunteer or paid employee), that one must accept unwelcomed sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature;
- Making submission to or rejections of such conduct the basis for ministry decisions affecting the person; or
- Creating an intimidating, hostile, or offensive environment by such conduct.

BCM will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that a person's refusal to submit to sexual advances will adversely affect the person in any way in regard to their relationship with BCM. This discipline can include discharge. It is also a violation of this policy for BCM personnel to engage in sexual harassment or other inappropriate offensive behavior involving other individuals not serving with BCM while the BCM person is engaged in conducting the business of BCM.

5.10 Conflict Resolution

BCM Scriptural Belief

BCM International is committed to resolving in a Biblical manner all disputes that may arise within its body. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (Mat. 5:9; Joh. 17:20-23; Rom. 12:18; Eph. 4:1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scripture (Pro. 19:11; Mat. 5: 23-25; 18: 15-20; 1Co. 6: 1-8; Gal. 6:1). We believe that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of BCM. Therefore, all disputes in this organization shall be resolved according to biblical principles, as provided in this policy statement.

Personal Conflict Resolution

- The offended or concerned person shall prayerfully examine himself and take responsibility for his contribution to a problem (Mat. 7: 3-5). At the same time, he shall prayerfully seek to discern whether the offense is so serious that it cannot be overlooked (Pro. 19:11; cf. Pro. 12:16; 15:18; 17:14; 20:3; Eph. 4:2; Col. 3:13; 1Pe. 4:8).
- If the offense or issue is too serious to overlook, the offended or concerned person shall go, repeatedly if necessary, and talk to the offender in an effort to resolve the matter personally and privately, having first confessed his own wrongdoing (Mat. 18:15).
- If the situation is not resolved in this step and is one that is personal in nature, the person should proceed to step 3: If the offender has not responded in a satisfactory manner and if the problem is too serious to overlook, the offended or concerned person shall return with one or two other people who will attempt to help the parties resolve their differences (Mat. 18:16); these other people may be members or leaders of BCM, or other respected Christians.
- If there is no satisfactory resolution to the conflict after step 3, BCM mission leadership shall make every effort to assist the parties in resolving their differences and being reconciled. The first level of leadership involved at this stage should be mission leaders in the field where the person is serving. If still unresolved, the person's Vice President or the International Director of Personnel may be contacted for intervention to help resolve the situation.
- Any decision made at any level of leadership in the reconciliation process will be communicated by the appropriate leader to all personnel who may be affected by the decision.

5.11 Conflict of Interest

Board Members

Board Members have a duty to operate with the highest level of integrity and to avoid conflicts of interest. Any possible conflict of interests on the part of any Board Member shall be disclosed to the other Board Members and made a matter of record either through an annual procedure or when the interest becomes a matter of board action. The member shall state the nature of such conflict and will answer pertinent questions from other members of the board when such knowledge will assist the board or any of its committees.

Conflicts of interest may arise in but are not limited to: receiving favor, financial or otherwise, from BCM International, Inc. for the supply of goods and services, the leasing of equipment or the purchase or sale of real estate, investments or other property. If a board member is in the potential of receiving favor for services rendered, the services shall be open for bids from organizations in which the Board Member has no affiliation.

If a Board Member is in the position of a conflict of interest regarding any action by the board the Board Member shall not attempt to influence the vote of any other board member. The member with the potential conflict of interest shall not be permitted to vote on such action and shall not be counted in determining the quorum for dealing with the subject to which the conflict exists.

The minutes of the meeting will reflect the disclosure of a conflict of interest and record that the member abstained from voting and was not counted as part of the quorum for the subject in which the potential conflict exists. Any Board Member who knows, or should have known, that they are in violation of this policy may be subject to removal from the board.

Paid Officers and Other Personnel of BCM International

To safeguard the activities and assets of BCM International, no Paid Officer(s) or other personnel of BCM International should be involved with outside business activities which conflict or appear to conflict with the employee's ability to act in the best interests of BCM International.

No Paid Officer(s) or other personnel will be permitted to vote on, or influence the vote on, any decision in which the action might bring favor to the Paid Officer(s) or other personnel by way of gain in power, position or financial compensation offered to them by BCM International.

No Paid Officer(s) or other personnel shall take any action on behalf of BCM International, which results in the violation of any applicable regulation such as bribery, kickbacks, falsehoods and misrepresentations.

Paid Officer(s) or other personnel are prohibited from accepting gifts, gratuities, or entertainment from individuals and firms doing business with or desiring to do business with BCM International unless such items are of nominal value (less than US \$50).

A Paid Officer(s) or other personnel failure to comply with this policy may result in corrective action up to and including termination.

See Conflict of Interest form located in Section 7 of this IHB.

5.12 Last Will and Testament

Each BCM Missionary is encouraged to have a Last Will and Testament that is legal and current and inform their local BCM office of necessary contact person/s.

If a missionary has named BCM as the executor of the Last Will and Testament, the appropriate information should be on file with the Personnel Department at the BCM International Ministry Center (IMC).

5.13 Resignation and Dismissal

Should any BCM personnel desire at any time to sever their connection with BCM, they must give a written notice to their national/regional leader and/or immediate supervisor of their intention to leave the Mission. In case of unsuitable service, BCM may request resignation at once.

In the event that a person resigns, they should not engage in any activity that would interfere with the established work of BCM in the geographic area where they served under BCM. In case of retirement, resignation, dismissal, or death of any BCM personnel, all money given for the ministry of BCM will be kept for BCM ministry as determined by appropriate BCM leadership.

5.14 Retirement

If any country in which BCM serves has a legal mandatory retirement age, this information will appear in the national/regional Handbook. Also included is general information concerning any applicable retirement benefits that may be available to BCM personnel.

If any BCM personnel should decide to retire, they should notify, in writing, their national/regional BCM leader at least 30 days before their retirement date. The BCM leader will then notify the IMC.

Each BCM nation/region will have a policy that identifies the criteria for receiving a retirement benefit and the limit that may be received by the retired missionary on a monthly basis.

5.15 Additional National/Regional Policies

In addition to the beliefs and practices listed in this IHB, each BCM national/regional Handbook should include policies on the following topics, as applicable:

- Development of and legal requirements for a national/regional governing body.
- Recruitment and selection of non-missionary personnel.
- Request for transfer to a new position within BCM or relocation to a new geographic area.
- Record retention—legal requirements for both paper and electronic files.
- Internet, e-mail, and other use of BCM electronic equipment including electronic images.
- Child protection policies as required by law.
- Employment practices as required by local/national/regional law.

Section 6 – Financial Issues

6.1 A Faith Mission

6.2 Gifts for the Ministries of BCM

6.3 Auditing of Accounts

6.4 Support of Individual Missionaries

6.5 Raising of Foreign Support

6.6 Ministry Travel Insurance Coverage

6.7 Tax Compliance

6.8 Reimbursement of Ministry Expenses

6.9 Project Funds

6.10 Emergency Funds Advance

6.11 Owning Property

6.12 Monthly Reports

6.1 A Faith Mission

The ministry of BCM International, Inc. is supported primarily by offerings, gifts and donations. As such, we look to God to supply all of our needs (Phi 4:19). The needs of the work are laid before the Lord in prayer. God's work through BCM goes forward as He burdens churches, individuals, and others to send in gifts to maintain the support of the missionaries and carry on the overall work of BCM International.

As a faith mission, we practice the Scriptural principle of letting our needs be known. Donors and prospective donors are to be informed of financial needs so that they too may stand with us in faith and prayer that these needs may be met day by day. As stewards of the funds entrusted to us by donors, we seek to operate in an efficient and effective manner, keeping administrative expenses as low as possible.

6.2 Gifts for the Ministries of BCM

The financial oversight of the Mission includes, but is not limited to, missionary salaries, fringe benefits and expenses, operation of properties and ministries, relief and other projects and necessary administrative expenses. Equipment purchased with receipted gifts and ministry work funds is owned and operated by the Mission. In the case of death, dismissal, resignation or retirement of a BCM missionary, the Mission will determine what are retainable assets and equipment to remain under BCM ownership.

Financial supporters of BCM ministry should send their gifts to the BCM national/regional office located in the area in which the supporter lives. An appropriate receipting of gifts is undertaken according to local laws and regulations governing where gifts are received. An administrative charge may be applied to the gift upon receipt and the remainder deposited in the appropriate BCM ministry account. If a BCM national office receives a gift that is designated by the individual for the support of a BCM ministry in another country, if possible, the gift will be forwarded to the national office of the country for which the support is designated.

The initial BCM office receiving the gift may deduct the approved administrative fee before transferring the gift to the designated country. If the receiving BCM office is not able to send the gift directly to the designated country, for legal or other reasons, the receiving BCM office will then transfer the gift to the Regional BCM Office. The Regional BCM Office will decide any approved administrative fee before transferring the gift to the designated country.

If a person lives in a country in which there is no BCM national office, their gifts should be sent directly to the Regional BCM Office. In the absence of a BCM Regional Office, the gifts should be sent to the BCM IMC, which will deduct the approved administrative fee and transfer the gift to the designated country.

BCM offices may be able to receive gifts by EFT (Electronic Funds Transfer), major credit cards, check or money order made payable to the appropriate BCM office. The gift will be receipted for tax purposes. There is no administrative fee applied to receiving a gift that is not of a monetary nature.

Gifts given to BCM International will be used as much as possible in accordance with the expressed preference of the donor, within BCM's guidelines and legal requirements. Gifts designated for missionary support will be placed in the ministry accounts of the missionary, out of which salaries, benefits and expenses are paid. The funds are owned and operated by the Mission.

6.3 Auditing of Accounts

The accounting books and records in each country where BCM operates are to be audited yearly by a legally recognized independent accounting firm. BCM leadership in each country where BCM operates is responsible for the fulfillment of this requirement. A copy of their annual audited accounts should be sent to the VP of Finance at the BCM IMC. Upon written request from the national leadership and recommendation of the BCMI Finance Committee, the BCM International Board or Directors may waive this requirement on a year by year basis.

6.4 Support of Individual Missionaries

BCM missionaries are required to raise the financial support necessary for their BCM ministry. The BCM International Board of Directors has authorized BCM leadership in each nation/region, in coordination with the IMC, to set the amount to be raised known as a Support Schedule.

The Support Schedule is to be developed jointly between the sending country and the receiving country. All gifts given for the BCM ministries carried on by an individual missionary are to be properly accounted for by being placed into a BCM administered account. It is a general policy that there is to be no pooling of funds.

At no time are personal gifts to be solicited from donors by individual missionaries. Personal gifts sent into a BCM office will be transferred to the missionary as allowed or required by law, with appropriate accounting of such gifts.

It is recognized that in certain countries secular employment may be necessary and may benefit the ministry opportunities of the missionary. In that case, secular employment may be permitted in order to open as many doors as possible for the Gospel. However, employment outside of the mission should be discussed with the BCM missionary's leadership and must have prior approval by that leadership before undertaking such employment.

6.5 Raising of Foreign Support

The person seeking permission to travel abroad on promotional work on behalf of BCM shall submit a comprehensive proposal to their overseeing BCM leadership. BCM leadership includes one or more of the following: National/Regional Leader, or Vice President.

The BCM Leader shall examine the request and forward it, with remarks, to the Vice President/Ministry Director for that nation/region, or, in some circumstances, the President of BCM International, for final review and approval, being satisfied that the proposal contains accountability parameters

An official letter of invitation from the country or countries to be visited shall then be issued to that missionary seeking foreign support-raising for BCM ministry. The President of BCM International or the appropriate BCM Leadership shall have full authority to end the missionary's support-raising program before the period expires if, in their opinion, the purpose of the support raising is unfulfilled.

6.6 Ministry Travel Insurance Coverage

BCM missionaries are required to arrange adequate travel, health and medical evacuation coverage for any BCM related travel outside of their normal home country or permanent ministry location. The BCM country office, or the BCM IMC may be able to help facilitate such coverage.

The BCM missionary traveling from their home country to the USA for BCM ministry activity will be required to have sufficient travel related insurance to cover health and medical emergency treatment. This should include adequate insurance coverage for medical transport back to their home or ministry location.

When the BCM IMC issues visa letters to an individual for ministry travel to the USA, it is a requirement that the recipient/s have the required travel and medical coverage before travel arrangements are finalized.

6.7 Tax Compliance

It is the responsibility of all BCM personnel to properly pay taxes and submit required tax forms where legally required to do so. It is not BCM International's responsibility to care for the personal tax reporting requirements of any of its personnel.

6.8 Reimbursement of Ministry Expenses

As supplies and materials are purchased, travel expenses accumulated, and donor relations carried on, ministry expenses accumulate. BCM missionaries can be reimbursed from the appropriate BCM account as long as sufficient funds are in such account. Expense reports can be obtained from the missionary's local BCM office. The missionary is responsible for keeping any records required by their local BCM office. In any request for reimbursement of BCM-related expenses, documented original receipts must accompany the request.

6.9 Project Funds

There are numerous projects within BCM, such as camps, equipment, translation work, etc. New projects must have prior approval from the appropriate BCM leadership before funds may be receipted. All gifts received and expenses disbursed for a BCM project are recorded in a separate account under that project's name.

Some donors may want to support a specific BCM project and missionaries are encouraged to tell donors about their BCM project work. Approval forms may be obtained from your local BCM office.

6.10 Emergency Funds Advances

When requested, BCM may choose to provide an advance to its personnel under the following guidelines.

- The advance must be of an emergency nature, i.e. health issues, expenses for family bereavement, or other extenuating circumstances made clear by the missionary to their immediate BCM Leader.
- The missionary must request such an advance from their BCM leadership to gain approval that such an advance is necessary. The BCM leadership overseeing the missionary making the request must present the request to the appropriate BCM Finance Dept.
- An agreed repayment plan must be set up prior to receiving an advance and agreement with the BCM leadership and the BCM missionary/staff concerned. Normal practice would be to take such advance from the next pay period payment in full.
- Unless there are special circumstances, any advance should not be greater than the BCM missionary/staff's monthly support/salary amount.
- No advance can be given if any previous advance is still pending.

6.11 Owning Property

Assets purchased with BCM finances in connection with a particular BCM ministry shall be, where possible, titled in the name of BCM. All assets become the property of BCM. BCM ministry property shall not be bought or sold without the appropriate authorization by BCM leadership, for the purpose of continuing Gospel-centered ministry.

6.12 Monthly Reports

Each month BCM national/regional offices will properly account for gifts received for a particular BCM ministry. BCM missionaries should then receive an appropriate record of gifts given for the BCM ministry they conduct. It is expected that the BCM missionary will then use this report to express appreciation to those donors.

In addition, a report should be sent showing the balance in each BCM account (support, car fund, project funds, etc.). It is the missionary's responsibility to monitor the activity in this account and check it for accuracy. In addition, the missionary, not the local BCM office, is responsible for maintaining a positive balance in each BCM account for the BCM ministry they conduct.

Section 7 – Appendix Documents

7.1 Child and Vulnerable Person Protection Policy

7.2 Annual Statement of Allegiance

7.3 Conflict of Interest Statement

7.4 Glossary of Key Terminology

7.1 - Child and Vulnerable Person Protection Policy – BCM International

BCM International global ministries shall protect children and vulnerable people in their care from all forms of physical or mental violence, injury or abuse, neglect, maltreatment, human trafficking, or exploitation.

1. Introduction

Members of BCM International globally have a common commitment to valuing all people as God values them while seeking the protection of all people and the prevention of abuse. The abuse and exploitation of people happens in all countries and societies around the world.

This policy is limited to setting common values, principles and beliefs, and describes the minimum steps that will be taken in meeting BCM International's commitment to protect children and other vulnerable people.

It applies particularly to how we protect children and vulnerable people from abuse at any BCM ministry event without respect to the location or duration of the event.

2. Definitions

In this document,

- 2.1. "children" or "child" refers to anyone under the age of majority as defined by the laws and customs of individual countries.
- 2.2. "vulnerable person" or "vulnerable persons" or "vulnerable people" refers to anyone who is unable to protect him/herself from violence, abuse, or neglect through physical or cognitive disability or illness, through old age or life circumstance.
- 2.3. "BCM personnel" refers to any BCM missionary, staff, volunteer or other connected individual/s having any involvement in BCM children and/or vulnerable persons ministry activities.
- 2.4. "abuse" is any action or maltreatment which is known, or should have reasonably been known, to result in a negative impact on another person, whether inflicted intentionally or through negligence (See Appendix A; this document).
- 2.5. "human trafficking" is the action or practice of illegally transporting people from one country or area to another, typically for the purposes of forced labour or commercial sexual exploitation.

3. Our Commitment to Protect Children and Vulnerable People

3.1. Our values, principles and beliefs

- 3.1.1. All people are made in the image of GOD and must be treated with great respect. (Gen. 1:26-27; 9:6; Ps. 8:5-7; 139:13-16; Prov. 14:31; Jas. 3:9)
- 3.1.2. All people have equal rights to protection from abuse and exploitation. (Ex. 20:13; Ps. 127:3; Matt. 5:45; Luke 10:37)
- 3.1.3. The rights of children and vulnerable people will contribute to the improvement of their life circumstances. (Matt. 7:12)
- 3.1.4. We have a commitment to protect children and vulnerable people with or for whom we work. (Mic. 6:8; Matt. 18:5-6; Mk. 8:2; Jas. 1:27)
- 3.1.5. Abuse of any person is never acceptable. (Deut. 5:12-15)
- 3.1.6. All child abuse involves the abuse of children's personhood and is an affront to their God-given dignity. (Matt. 19:13-15; Col. 3:21)
- 3.1.7. All abuse of vulnerable people involves the abuse of their human rights and is an affront to their God-given dignity. (Lev. 19:14, 32; Deut. 24:17-18; Prov. 6:17; Matt. 25:34-36; Rom. 5:6-8)
- 3.1.8. Partner agencies involved in any BCM-related event involving children and/or vulnerable people are required to use the Child and Vulnerable Person Protection Policy.

3.2. What we will do

We will meet our commitment to protect children and vulnerable people from abuse through the following means:

- 3.2.1. **Awareness:** We will ensure that all BCM personnel, staff, volunteer or paid staff are aware of the problem of child and vulnerable person abuse and the risks to children and vulnerable people.
- 3.2.2. **Prevention:** We will ensure, through awareness and good practice, that anyone involved in BCM ministries is committed to minimize/eliminate the risks to children and vulnerable people.
- 3.2.3. **Reporting:** We will ensure that all such BCM personnel, staff and others are clear on what steps to take where concerns arise regarding the safety of children and vulnerable people.
- 3.2.4. **Responding:** We will ensure that action is taken to support and protect children and vulnerable people where concerns arise regarding possible abuse.

To meet these standards of reporting and responding, members of BCM International will ensure that they:

- Take positive steps to ensure the protection of children and vulnerable people who are the subject of any concerns;
- Take seriously all concerns raised;
- Are guided through the child and vulnerable person protection process by the principle of “best interests of the affected person”;
- Support children, staff or other adults who raise concerns or who are the subject of concerns;
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation;
- Listen to and carefully consider the views and wishes of affected children and people with cognitive disabilities;
- Work in partnership with parents/caregivers and/or other professionals to ensure the protection of children and vulnerable people.

3.3. How we will ensure our commitments above are met

- 3.3.1. All BCM personnel shall accept the Child and Vulnerable Person Protection Policy.
- 3.3.2. All volunteers and staff shall have access to a copy of the Child and Vulnerable Person Protection Policy.
- 3.3.3. All BCM personnel and support staff (volunteer, locally and internationally) shall be expected to abide by the Rules of Behaviour.
- 3.3.4. Recruitment procedures for key support staff shall include background checks on suitability for working with children and vulnerable people.
- 3.3.5. Sensitization briefing for all BCM personnel and staff shall include child and vulnerable person protection issues.
- 3.3.6. All BCM personnel and staff shall have contact details and be briefed on the role of the appointed individual who acts as the “Child and Vulnerable Person Protection Officer” in each BCM ministry location. Any child and vulnerable person protection concerns and complaints should be reported to the Child and Vulnerable Person Protection Officer who will handle them in strictest confidence.
- 3.3.7. Systems shall be established to investigate possible abuse once reported and to deal with it. This shall include activating statutory procedures.
- 3.3.8. Every country in which BCM International conducts ministry shall prepare a Child and Vulnerable Person Protection Policy reflecting the laws and customs of the country, but not diminishing the standards or intents of this document. (See Appendix B; this document)

3.4. Regulations Governing Conduct

All BCM personnel, staff, and volunteers must agree to and abide by these Regulations Governing Conduct as reflected in their country-specific document. This is not an exhaustive or exclusive list. The principle is that BCM personnel, staff, and volunteers must avoid actions that may constitute poor practice or potentially abusive behaviour.

3.4.1. What we will **not** do

- 3.4.1.1. Hit or otherwise physically assault or abuse anyone;
- 3.4.1.2. Develop physical/sexual relationships with children or vulnerable people;
- 3.4.1.3. Develop relationships with children or vulnerable people that could in any way be deemed exploitive or abusive;
- 3.4.1.4. Act in ways that may be abusive or may place any person at risk of abuse;
- 3.4.1.5. Use language, make suggestions or offer advice to anyone that is inappropriate, offensive or abusive;
- 3.4.1.6. Behave physically in a manner that is inappropriate or sexually provocative;
- 3.4.1.7. Have any children or vulnerable people with whom they are working stay overnight at their home or any other unsupervised location;
- 3.4.1.8. Sleep in the same bed as a child; *
- 3.4.1.9. Do things of an intimate nature for children or vulnerable people who can perform those tasks for themselves;
- 3.4.1.10. Permit or participate in behaviour of any person that is illegal, unsafe or abusive;
- 3.4.1.11. Not engage in or foster any activity that promotes human trafficking whatsoever;
- 3.4.1.12. Act in ways intended to shame, humiliate, belittle or degrade any person, or otherwise perpetrate any form of emotional or spiritual abuse;
- 3.4.1.13. Discriminate against, show differential treatment or favour people to the exclusion of others.

*Adults are never permitted to sleep in the same bed as children. However, with the permission of a parent/caregiver/legal guardian, children under the age of majority may share rooms with other children under the age of majority and of the same sex. Additionally, where culturally or socially acceptable, and with written consent from a child's parent/caregiver/legal guardian, authorized adults may share a room with a child or children of the same sex in their care.

Furthermore, it may be necessary for caregivers to sleep in the same room as vulnerable people of the same sex to provide adequate care. However, those caregivers must never sleep in the same bed as the vulnerable person.

Appendix A

Definitions of Abuse²

Abuse is a general term to describe inappropriate, unethical, and/or immoral behavior by one person toward another. Abuse may carry other identifiers in other contexts (e.g., assault), but for purposes of this policy the term “abuse” is employed with a broad meaning. It is important to term it broadly to allow for variances in definition within the legislation, customs, and traditions present in various countries and cultures.

It is also acknowledged that legislation generally provides the minimum standard of care and protection for people within its jurisdiction, but that BCM International’s desire is to exceed that standard to align with God’s view of all people without respect to nationality, age, sex, social status, or religion.

Abuse may be perpetrated on any person, but in this policy the definition will be restricted to the protection of children and vulnerable people.

There are five major, relevant types of abuse:

1. **Neglect:** the failure of a person charged with the care of another to provide basic needs for reasons other than war or poverty.
2. **Physical:** actual or attempted injury to another person, willful failure to prevent such injury, or ignoring such injury. Examples include: punching, kicking, hitting, beating, shaking, burning, forced ingestion of alcohol, forced injection of drugs, withholding medications.
3. **Sexual:** forcing or enticing another person to participate in sexual activities against their will or capacity to refuse, or to provide sexual arousal or gratification for another. This may include but is not limited to: physical contact with or without penetration, viewing or participating in pornography or pornographic acts, inappropriate sexual talk, and human trafficking.
4. **Emotional:** exercise of unrestrained power over another less-powerful person that causes a sense of fear, danger, corruption, worthlessness, inadequacy, or being unloved. This is the result of bullying, constant criticism, verbal abuse, inappropriate expectations, or rejection.
5. **Spiritual:** misuse of authority or trust, threats or pressure to conform to a spiritual leader’s expectations perpetrated through coercion, control, or manipulation spawned by the leader’s need for recognition and power. Evidence may include:
 - a. Undue pressure to respond to the Gospel message;
 - b. Punishment for not participating in worship;
 - c. Misuse of authority to make a person feel he/she must say or do something to be acceptable;
 - d. Invoking a sense of failure or shame if a person does not comply with a particular spiritual program;
 - e. Excessive use of emotion in a presentation or lesson;
 - f. Repressing a person’s freedom to express faith, disrespecting questions or a need for rational explanations, or exclusion based on faith commitment or lack thereof.

² Adapted from material provided by Scripture Union International. Used by permission.
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Appendix B

Guidelines for Country-Specific Policies³

Preamble

Child and vulnerable person protection is a response to Christ's mandate to care for and protect those who are unable to care for and protect themselves. All country-specific policies must be guided by BCM International Administrative Leadership and directed by BCM International's Child and Vulnerable Person Protection Policy.

1. Recruitment of Staff, Volunteers, and Ministry Partners

1.2. All Regional Offices shall have documented procedures for the recruitment and selection of BCM employees, volunteers, and ministry partners. These procedures shall include appropriate background and character reference checks for all staff. Background and character reference checks will apply to all volunteers and partners with direct interaction with children or vulnerable people participating in a BCM program or otherwise under BCM's care or supervision, or whose nature of work involves a high level of risk to children and vulnerable people. The level of risk is determined by each Regional Office and appropriate action is taken in recognition of relevant local laws.⁴

2. Training and Commitment of Staff, Volunteers, and Ministry Partners

2.1. All BCM employees, volunteers, and ministry partners shall receive BCM Child and Vulnerable Person Protection training (which includes local laws), and shall sign and abide by a BCM Statement of Commitment to Child and Vulnerable Person Protection prior to interacting with children or vulnerable people under BCM's care or supervision. This provision also applies to those whose nature of work involves a high level of risk to children and vulnerable people.

2.2. Annually, all BCM employees, volunteers and ministry partners with direct interaction with children or vulnerable people under BCM's care or supervision, or whose nature of work involves a high level of risk to children and vulnerable people under BCM's care or supervision, shall (1) receive a communication reminding them of the importance of child and vulnerable person protection; (2) attend a refresher training seminar covering the salient provisions of the Child and Vulnerable Person Protection Policy; and (3) sign the BCM Statement of Commitment to Child and Vulnerable Person Protection (Appendix C; this document).

3. Education

3.1. All Regional Offices will obtain/develop child and vulnerable person protection training materials which include the following topics: identification of abuse, prevention of abuse, and plan of action to allegations of abuse. This material shall be provided by BCM International and may be altered to reflect local laws and customs, provided the alterations heighten the care and protection of children and vulnerable people beyond that provided in the Child and Vulnerable Person Protection Policy. At no time shall anyone reduce the standard of care and protection provided for in the training material.

4. Child and Vulnerable Person Protection Officers and Local Plans of Action

4.1. All Regional Offices shall have one staff member appointed as the Child and Vulnerable Person Protection Officer to oversee the implementation, training, adherence, and records, and shall receive and provide initial response to allegations of abuse.

4.2. The Child and Vulnerable Person Protection Policy in every Region shall include a documented Local Plan of Action. This Plan will include processes, procedures and tools needed for preventing, recognizing, and responding to child and vulnerable person abuse.

4.3. The Child and Vulnerable Person Protection Officer shall notify BCM International of every accusation of abuse perpetrated on a child or vulnerable person within 24 hours of receiving knowledge of an alleged or proven abuse incident.

³ Adapted from material provided by Compassion International. Used by permission.

⁴ It should be noted that in some countries the degree of the background and character reference may be driven by different entities, e.g., insurance companies, courts. The standards dictated by these bodies shall prevail over lesser standards customarily employed.

Appendix C

Statement of Commitment to Child and Vulnerable Person Protection⁵

Introduction

This statement outlines the minimum content of the approved Child and Vulnerable Person Protection Policy of BCM International. Regional Offices and Global Partners may translate, clarify language, contextualize or add to this document provided these minimum standards are maintained.

Policy

All BCM International and regional employees, partners, contractors and volunteers of BCM International and regional programs, will sign and abide by this approved Statement of Commitment, which includes a code of conduct, to promote the protection of children and vulnerable people from abuse and exploitation.

It is expected that everyone will have read and understood the Child and Vulnerable Person Protection Policy prior to signing this Statement of Commitment.

Code of Conduct

1. I will promote the proper respect and dignity of all people and will demonstrate Christian love and care for them, regardless of their gender, age, race, religion, social background or status, culture, special need or disability.
2. I will never act in any inappropriate way that shames or humiliates a person or in a way that perpetrates any form of neglect, physical, sexual, emotional, or spiritual abuse.
3. I will promote disciplinary measures based on the Biblical principles of dignity, respect, and value of all people.
4. I will promote appropriate responsibility for each person and maintain appropriate expectations related to their abilities and what is required of them.
5. I will never develop a sexual relationship with a child or vulnerable person.
6. I will promote appropriate communication with all people and will not engage in any type of inappropriate communication on any unsupervised platform including social media, online, written, pictures, videos, face-to-face, etc.
7. I will never use inappropriate language or physically strike a person (beat, slap, kick, or cane).
8. I will avoid traveling alone with a child or vulnerable person.
9. I will engage in activities with children and vulnerable people only in open or visible places, and if an activity needs to take place in an enclosed space, I will ensure that at least one other approved adult is present.
10. I will not solicit a romantic relationship with any child or any vulnerable person, as defined by the local laws of his/her country.
11. If I witness abuse, know a child or vulnerable person is in danger, or a person comes to me with a report of abuse, I will take it seriously and report it to the proper staff or relevant authorities. I will seek to do everything within my power to ensure the person is out of danger.

⁵ Adapted from material provided by Compassion International. Used by permission.
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Statement of Commitment

I, _____, have read and understand BCM International's Child and Vulnerable Person Protection Policy and agree to abide by this document as it relates to my service and/or association with BCM International.

I am aware that allegations of abuse will be reviewed and investigated as determined necessary by BCM International or its Regional Offices. I recognize that, if I violate this Code of Conduct, I may be subject to applicable local laws and to organizational disciplinary measures up to and including termination of employment, partnership, volunteerism, or any other association with BCM International.

I acknowledge that this document outlines BCM International's expectations of me in my service and/or association with its ministry. With my signature below, I agree to abide by this Statement of Commitment to Child and Vulnerable Person Protection and its associated Code of Conduct.

NAME: _____

JOB TITLE/POSITION: _____

SIGNATURE: _____

DATE: _____

BCM International's Personnel Office or Regional Offices will permanently maintain signed copies of this Statement in each employee's file (including soft or hard copies) as well as a permanent file recording the signed Statements of all volunteers, partners, and other affiliated people.

7.2 Annual Statement of Allegiance

“Go... and preach the gospel to every creature.” Mark 16:15 NIV

Without reservation, I hereby declare my agreement with the Doctrinal Statement, Core Values and the current edition of the BCM International Handbook. I agree to carry them out to the best of my ability.

Signed: _____

Date: _____

7.3 Conflict of Interest Statement

(To be signed by all Board Members and applicable leadership serving BCM International)

At this time, I am a Board Member, a committee member, or an employee of the following organizations, which may be doing business with BCM International:

_____	_____
_____	_____
_____	_____

(Attach additional paper if needed)

To my knowledge, neither I, nor any member of my immediate family, have any financial interest in any firm or person or own any stock exceeding 5% in any firm doing business with BCM International.

Circle One: True False

(If false, please attach a detailed statement covering the relationship with that firm and the transaction with BCM International.)

I have no other relationships that might reasonably be regarded as creating a conflict of interest in my role as a board member or other person associated with BCM International.

Circle One: True False

(If false, please describe the relationship and nature of the conflict of interest in detail.)

I certify that I have read, understand and will comply with the BCM International policy and position on Conflict of Interest. If any information reported by me on this statement changes at any time in the future I will report such change in writing within 30 days of the change to the BCM International President, Chairman of the International Board or BCM Vice President for Personnel.

_____	_____
Signature	Date

Print Name	

Translator and/or Preparer Certification to be completed by the person preparing and/or translating this page: I attest that the translation and/or preparation performed by me for _____ (name of BCM Personnel) regarding this page of the BCM International Conflict of Interest Policy is true and accurate to the best of my knowledge and ability.

_____	_____
Preparer's/Translator's Signature	Printed Name
_____	_____
Address	Date (month/day/year)

7.4 Glossary of Key Terminology

Corrective Action – A predetermined action to be taken to correct a situation such as improper relationships, sexual harassment, work performance, poor attendance, etc.

Employee – One who agrees to perform services with an organization that normally includes compensation for the services provided.

Employer – An organization that enters into an employment agreement normally involving compensation for services rendered.

Exploitation – An unjust or improper use of another person for one's own profit or advantage.

Field Leader/Director – An individual appointed to lead/direct BCM ministry in more than one country.

Fiduciary – A position that requires confidence and trust involving the use of currency.

Impropriety – An improper act or remark, an unacceptable use of a word or of languages.

National Leadership/Director – An individual appointed to lead/direct BCM ministry in a specific country.

Regional Leader/Director – An individual appointed to lead/direct BCM ministry in a group of fields.



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