

# **POLICY DOCUMENTS OF THE BAPTIST MISSIONS DEPARTMENT**

## **Definitions of Terms**

The Definitions of Terms contained in the Constitution of the Baptist Union of Southern Africa shall apply, and, in addition:

“Assembly” shall mean the Annual Assembly of the Baptist Union of Southern Africa.

“Association” shall mean Association as defined in clause 2 of the Constitution and By-laws of the Baptist Union of Southern Africa.

“Baptist” shall mean a person who is a member in good standing with a church that is affiliated with the Baptist Union of Southern Africa.

“Baptist Missionaries” shall mean Baptists in missionary service who have been sent out by a local church and/or a missionary agency other than the BMD, and who are listed in terms of clause 4.3.2 of this document.

“BU Missionaries” shall mean Baptists who are sent out and appointed as missionaries by local churches in partnership with the BMD in terms of clause 4.2.2. of this document.

“BMD” shall mean the Baptist Missions Department of the Baptist Union of Southern Africa.

“Executive” shall mean the Executive Committee of the Baptist Union of Southern Africa.

"Missionary" shall mean a "Baptist Missionary" or a "BU Missionary" who is sent out by a church or group of churches on their own or in partnership with a missions agency to proclaim and demonstrate the Gospel to the unsaved.

"Missions Board" shall mean the Missions Board of the Baptist Union of Southern Africa.

"Secondment" shall mean an official arrangement whereby a member of one organisation serves with, and is accountable to, some other organisation, on the basis of a mutually acceptable agreement.

"Sending Church(es)" shall mean a church or churches which send out a Missionary to proclaim and demonstrate the Gospel to the unsaved and who is fully responsible or co-responsible for the welfare of the Missionary.

**BAPTIST MISSIONS DEPARTMENT  
BAPTIST UNION OF SOUTHERN AFRICA  
TERMS OF REFERENCE**

**SECTION 1**

**1.1. NAME**

The Missions Department of the Baptist Union of Southern Africa, known as the "Baptist Missions Department," hereinafter referred to as the "BMD."

**1.2. DOCTRINE**

The doctrinal position of the BMD is that of the Union, as stated in Section 2 ("BMD Doctrinal Basis").

**1.3. OBJECTIVES AND FUNCTIONS**

- 1.3.1. To assist local churches and missionaries to achieve their missionary vision. As such the role of the BMD is primarily that of a facilitator of missions.
- 1.3.2. To assist churches to reach people everywhere with the Gospel of Jesus Christ, to disciple them and to gather them into churches of the Baptist faith and order.
- 1.3.3. To bring believers to the realisation of their responsibility to spread the Gospel, and to encourage and help them to participate in world evangelisation.
- 1.3.4. To stimulate interest in missions and to encourage churches and Associations to participate in missions.
- 1.3.5. To provide information about missions to churches, individuals and Associations.
- 1.3.6. To advise and assist individuals and churches in matters concerning training to enable them to better equip themselves for the work of missions.
- 1.3.7. To place, send or second BU Missionaries in partnership with Sending Churches, and to give them guidance and support as needed.
- 1.3.8. To assist Sending Churches to care for their Missionaries in all matters relating to their physical and spiritual well-being, such well-being to include spiritual refreshment and ministry development while on home assignment.
- 1.3.9. To help Missionaries, in partnership with Sending Churches, to be more effective in their service.
- 1.3.10. To maintain a list of "BU Missionaries" and "Baptist Missionaries," and to draft and implement whatever regulations may relate thereto.
- 1.3.11. To establish and maintain fraternal contact with other Christian agencies and missionary societies with a view to the best use of manpower and resources, and the optimum care of Baptist Missionaries.
- 1.3.12. To liaise with Baptist associations in other countries in order to promote maximum co-operation in evangelism and church planting among the unreached.
- 1.3.13. To liaise with government departments and with other missionary agencies in

matters of placement, travel, residence, visas and finance, or any other matters in which Missionaries may need assistance.

- 1.3.14. To facilitate agreements between the BMD, Sending Churches, Missionaries, and any other parties that might be involved (for example Associations, governments, other Church bodies or missions agencies), to ensure that every party's role is clearly defined.
- 1.3.15. To raise, receive and disburse funds entrusted to the BMD in accordance with these Objectives and Functions.
- 1.3.16. To engage in research in matters directly relating to missions, and to make the findings of this research available to churches, individuals and Associations.
- 1.3.17. To establish committees and structures necessary to achieve these Objectives and to perform these Functions. Such Committees and structures shall be accountable to the Missions Board.

#### **1.4. ADMINISTRATION**

The BMD shall be administered by a Missions Board and Missions Developer(s).

##### **1.4.1. The Missions Board**

1.4.1.1. The Missions Board shall provide direction for the Baptist Union in matters related to missions in accordance with the Objectives and Functions of the BMD as set out in clause 1.3.

1.4.1.2. The Missions Board shall be accountable to the Baptist Union of Southern Africa through the Executive, but shall have considerable latitude to act autonomously within the terms of its Objectives and Functions as set out in clause 1.3.

1.4.1.3. The Missions Board shall consist of:

- 1 The Missions Developer, Associate Missions Developer (if any) of the BMD, and the General Secretary of the BU.
- 2 At least one member but no more than three, appointed by the Executive.
- 3 At least one member but no more than three, appointed by the Assembly, after nominations have been submitted to it by the Churches, to represent the Churches. The number to be appointed to be determined by the Executive.
- 4 One person appointed by the Missions Developer to represent the Missionaries.

1.4.1.4. The Missions Board shall have the power to co-opt not more than two persons.

1.4.1.5. Members appointed in terms of clause 1.4.1.3 (b) and (c) will serve for a period of two years. Church representatives being appointed by the Assembly one year, and Executive Members being appointed the next year, and so on. Members appointed in terms of Clause 1.4.1.3 (d) will

serve for a period of two years.

- 1.4.1.6.** The Board shall annually appoint one of its members as Chairperson.
  - 1.4.1.7.** The Board shall appoint annually a representative on to the Executive from amongst its own number in accordance with clause 9.1.4 of the Constitution of the Baptist Union of Southern Africa.
  - 1.4.1.8.** The Missions Developer, Associate Missions Developer (if any), Chairperson of the Board and General Secretary of the Baptist Union shall constitute the officers of the BMD.
    - a.** Missions Developer - The Missions Developer will be the chief executive officer of the BMD. He will assume oversight of the BMD and shall undertake all things necessary for the smooth running of the BMD in accordance with the Policy of the BMD and direction of the Board.
    - b.** Associate Missions Developer (if any) - The Associate Missions Developer will take on a portion of the responsibilities of the Missions Developer, as arranged, and will be responsible to the Missions Developer. He will be acting Missions Developer in the absence of the Missions Developer.
    - c.** Chairperson - The Chairperson will determine the agenda and preside at all meetings of the Missions Board. He will be ex officio a member of all standing committees, speak for the Board, and perform such duties as may be designated by the Missions Board.
    - d.** General Secretary - The General Secretary will participate ex officio as chief Executive Officer of the Baptist Union of Southern Africa.
  - 1.4.1.9.** The Board shall meet not less than three times a year.
  - 1.4.1.10.** Special meetings may be called at any time by the Chairperson of the Board, the Missions Developer or at the request of any four members of the Missions Board.
  - 1.4.1.11.** Fifty percent of the Board shall constitute a quorum. A simple majority of those present will be sufficient for transactions of routine business. Action on items of major importance, as so judged by the Chairperson, will require an affirmative vote of two-thirds of Board members present.
  - 1.4.1.12.** A resolution signed by all the members of the Board shall be of the same force and effect as if the resolution had been approved at a meeting of the Board.
- 1.4.2.** Appointment of Missions Developer(s)
- 1.4.2.1.** A Missions Developer shall be appointed by the Assembly.
  - 1.4.2.2.** The Missions Developer shall hold office for a period of three years. At the completion of this period of office, the Missions Developer shall be eligible for re-election.
  - 1.4.2.3.** The procedure for the election of a Missions Developer shall be in accordance with the Baptist Union Constitution and By-Laws:

- a) Nominations shall be invited from Churches, Associations, the Missions Board and the BU Executive.
- b) Nominations shall reach the General Secretary of the Union or his deputy at least hundred and eighty days before the Assembly.
- c) From the list of nominees, the Executive, in consultation with the Missions Board, shall submit a final list of nominations to the Churches.
- d) Churches shall be notified of the names of the suitable candidates 65 days prior to the Assembly.
- e) These nominees shall be presented to the Assembly for election.

**1.4.2.4.** An Associate Missions Developer, if necessary, may be appointed by the Assembly in accordance with the same procedure as that used to appoint the Missions Developer.

**1.4.2.5.** The Missions Developer shall work under the direction of the Missions Board, and shall be accountable, in the first place, to it.

## **1.5. ANNUAL REPORT**

An annual report shall be submitted by the Board to the Executive and The Assembly.

## **1.6. FINANCE**

**1.6.1.** A statement of accounts and balance sheet duly certified and audited shall be submitted by the Missions Board to the Assembly through the Executive, in accordance with the requirements of the Union.

**1.6.2.** All such funds and moneys as may be received in trust by the BMD by way of specific donation, bequest or assignment shall be administered jointly with the Union Funds in terms of by-law 9 of the By-laws of the Union.

## **1.7. IMMOVABLE PROPERTY**

All immovable property shall be registered in the name of the trustees of by the Union.

## **1.8. RELATION OF BMD TO THE SOUTH AFRICAN BAPTIST MISSIONARY SOCIETY**

In that the BMD (established at the 1982 Assembly) has a wider function than the SABMS, it is envisioned that it shall fulfil much of the role of the SABMS (refer Constitution and By-laws of the SABMS, clause 11). The Missions Developer of the BMD shall ex officio be the General Secretary of the SABMS (refer Constitution and By-laws of SABMS, clause 7).

## **1.9. DISSOLUTION**

In the event of the BMD being dissolved or ceasing to function, all its funds and assets shall be handed over to the Union, to be utilised for such purposes as are in keeping with the Objectives of the BMD as found in clause 1.3 of this document.

## **1.10. AMENDMENT OF TERMS OF REFERENCE**

These Terms of Reference may be amended by resolution of the Assembly after a Notice of Motion has been given in writing to the General Secretary of the Union at least 75 days prior to that Assembly.

# BAPTIST MISSIONS DEPARTMENT BAPTIST UNION OF SOUTHERN AFRICA POLICY

## SECTION 2

### 2.1 COMMITMENTS UNDERLYING BMD POLICY

Among Baptists, mission policy starts with Scripture, its statements, examples and spirit. It is then shaped by experience gained from particular situations. BMD policy has developed the following salient features:

- 2.1.1 A commitment to reaching at least some of the world's unreached people groups, and keeping this goal constantly in mind, whilst not neglecting the needs in South Africa which may be beyond the resources of local churches and Associations. The task of world evangelisation is so urgent that no agency, however large, can do it alone, and not even the smallest may be granted exemption from it.
- 2.1.2 A commitment to evangelism and consequent church planting as the primary function of mission work. Recognising that healing, education and development are a vital expression of Christian compassion, and that these ministries may be the only form of witness in certain countries, their proper role is nevertheless not apart from the essential proclamation **and demonstration** of the Gospel, and the BMD will endeavour not to become primarily or exclusively involved in them.
- 2.1.3 A commitment to establish indigenous churches associated with the Baptist Union of Southern Africa. However, it is recognised that churches may be Baptist without using that term. Nevertheless, as an agency of the Union, whose Missionaries are funded and supported by Baptist churches, it is general policy of the BMD that converts be formed into Baptist churches.
- 2.1.4 A commitment to consultation and co-operation with Baptist bodies in her countries and with other evangelical mission agencies to ensure the optimum use of resources, to develop strategies for evangelisation in areas of common concern, and to encourage and assist Baptists who may be called to serve in those agencies.
- 2.1.5 A commitment to assist local churches to send Missionaries, wherever they are called, under whichever agency is the most appropriate. This assistance can be in all aspects of missions, including guidance in establishing a missions committee, formulating a church missions policy, counselling church members concerning the call to and training for missions, organising seminars, providing speakers for missionary meetings of all kinds, advice in structuring support, supplying promotional materials, and any help that is in the BMD's power to give.
- 2.1.6 A commitment to a partnership between the BMD, Sending Churches and Missionaries to extend specifically Baptist work, both in South Africa and in foreign countries. Missionaries sent to further this goal will be funded by the Sending Church(es), together with churches of the Baptist Union and other individuals and will come under the direct responsibility of the Sending Church(es) in partnership with the Baptist Union. This policy document expresses the BMD's prime concern and commitment to unreached peoples, to the involvement of all churches in "sending" (whether singly or collectively), to the propagation **and demonstration** of Scriptural teaching as held by Baptists, and to joining hands with other evangelicals in world evangelisation.

## **2.2 POLICY RELATING TO THE ROLES OF THE BMD, SENDING CHURCH(ES), AND MISSIONARIES**

Missions today is from all continents to all continents and from all cultures to all cultures. The interchange of ministries, through spiritually gifted persons, leads to mutual enrichment and deepens fellowship in the furtherance of the Gospel. The Baptist Union welcomes the partnership of all who are committed to the Lordship of Jesus Christ for the evangelisation of the world according to the Great Commission. The BMD is accountable to the churches in fellowship with the Baptist Union for its stewardship with reference to entrusted resources, and will avoid wasteful duplication and unseemly competition.

The BMD, Sending Church(es) and Missionaries shall function as equal partners in missions, recognising that each party has a different, yet important, function to fulfil within the Great Commission (Matthew 28: 18-20) and Great Commandment (Luke 10:27).

### **2.2.1 The Role of the BMD**

The BMD recognises that there are different methods of sending out Missionaries. The BMD sees its role as working with local churches and missionaries to help them to achieve their Missionary vision. As such the BMD sees its primary role as that of a facilitator of missions. However, the BMD may also take the initiative to place, send, appoint and support Missionaries in consultation with the Executive. It would seek to serve local churches and Missionaries as follows:

- 2.2.1.1** To educate believers as to the importance of world missions and to promote missions among Baptist Churches in fellowship with the Baptist Union of Southern Africa.
- 2.2.1.2** To facilitate the placing, sending and supporting of BU Missionaries in partnership with the Sending Churches.
- 2.2.1.3** To work together with Sending Churches in the process of calling, screening, approving, commissioning and supporting those whom God calls to share the Good News of Jesus Christ with all peoples.
- 2.2.1.4** To facilitate agreements between Sending Churches, Missionaries, the BMD, and any other parties that might be involved (e.g. Associations, governments, other Church bodies or missions agencies), to ensure that every party's role is clearly defined.
- 2.2.1.5** To be co-responsible with Sending Churches for the welfare of Missionaries as mutually agreed.
- 2.2.1.6** To plan home assignments by mutual agreement between the BMD, Sending Churches and Missionaries. The needs of Missionaries for spiritual refreshment and professional development will also be negotiated between the BMD and the Sending Churches, so that the Missionaries will have opportunities during home assignments to minister as well as to be ministered to.
- 2.2.1.7** To keep Sending Churches fully informed regarding strategy and policy of the BMD. The BMD will consult with Sending Churches regarding decisions affecting their Missionaries.

## **2.2.2 The Role of the Sending Church**

The Baptist Union recognises the vital role of the local church in missions (Acts 13:1-4) and the need for missionaries to report directly to their Sending Church(es) (Acts 14:26-28).

- 2.2.2.1** The local church evangelises, disciples and nurtures those whom God brings to faith in Christ. By this means, God equips His followers for service, including missions (Ephesians 4:11-12).
- 2.2.2.2** The local church leaders are responsible to inform, enthuse and motivate their members to get involved in missions.
- 2.2.2.3** The local church has a responsibility to identify, screen, prepare and commission candidates for missions in partnership with the BMD.
- 2.2.2.4** The spiritual, physical and emotional care of Missionaries is primarily the responsibility of the Sending Church.
- 2.2.2.5** The BMD recognises that the ultimate responsibility for the pastoral care of Missionaries rests with the Sending Churches. The BMD will share this responsibility as agreed between the BMD and the Sending Church(es).
- 2.2.2.6** The work of Missionaries should be seen as an extension of the ministries of their Sending Church(es). As such Sending Churches are required to ensure two way communication with their Missionaries.

## **2.2.3 The Role of the Missionaries**

- 2.2.3.1** The Baptist Union acknowledges the vital role of Missionaries as an extension of the ministry of Sending Church(es) in missions. Missionaries will take the lead on the field within the parameters as agreed between the BMD, Missionaries and Sending Church(es). This shall be done in close consultation with indigenous church leaders where such exist.
- 2.2.3.2** Where possible in a given geographical area, a Field Council should be established. If at all possible, indigenous church leaders should be members.
- 2.2.3.3** Missionaries are required to train local members for leadership positions and to help indigenous churches to become self-sufficient. Indigenous churches should not become or remain dependent on the sending body.
- 2.2.3.4** Missionaries should encourage newly planted indigenous churches to take up their own responsibility for evangelism and world missions.
- 2.2.3.5** Missionaries are required to communicate regularly with their sending bodies.
- 2.2.3.6** It is not desirable for Missionaries to serve as pastors of indigenous churches.

## **2.3 POLICY RELATING TO SECONDMENT OF MISSIONARIES**

- 2.3.1** Missionaries may be seconded to work with other mission agencies or Christian



bodies by mutual agreement between the BMD, Sending Church(es) and the Missionaries. The BMD may also receive missionaries on secondment from other mission agencies.

- 2.3.2** Secondment agreements may only be entered into between the BMD and other evangelical organisations having similar doctrinal convictions.
- 2.3.3** Secondment agreements shall include adequate job descriptions and Terms of Reference.

## **2.4 POLICY RELATING TO SHORT-TERM MISSIONARIES**

- 2.4.1** Short-term missionaries may be appointed by the BMD, or the BMD in partnership with Sending Churches, for a limited period.
- 2.4.2** The BMD shall negotiate the necessary agreements between the BMD, Sending Churches and such short-term missionaries.

## **2.5 AMENDMENT OF BMD POLICIES**

BMD Policies may be amended by resolution of the Assembly after a Notice of Motion was given in writing to the General Secretary of the Union at least 75 days prior to that Assembly.

**BAPTIST MISSIONS DEPARTMENT  
BAPTIST UNION OF SOUTHERN AFRICA  
PRACTICES AND PROCEDURES REGARDING MISSIONARIES**

**SECTION 3**

**3.1 MISSIONARY CATEGORIES**

For purposes of listing Baptists in missionary service, the Baptist Union identifies three categories - "BU Missionaries" (including Missionaries seconded to the BMD, "Baptist Missionaries" and "Church Agreement Missionaries" (CAM).

**3.2 "BU MISSIONARIES"**

**3.2.1 Definition**

A "BU Missionary" is a missionary -

**3.2.1.1** Who is a member of a Baptist Church in membership with the Baptist Union of Southern Africa and is primarily committed to Baptist missions.

**3.2.1.2** Who is sent out by a local church (with or without the support of other churches) in partnership with the BMD.

**3.2.1.3** Whose calling it is to take the Gospel to the unsaved.

**3.2.1.4** Who has been accepted and appointed in terms of Clause 4.2.2 of this document.

**3.2.1.5** Who is supported by a church or churches of the Union, and/or an Association of the Union.

**3.2.1.6** Who is seconded to the BMD according to clauses 2.3 and 3.1 above.

**3.2.1.7** Who is adequately trained and prepared for their proposed ministry.

**3.2.2 Application and Appointment Procedure for BU Missionaries**

**3.2.2.1** Applicants or their Sending Churches shall contact the BMD regarding the necessary procedures.

**3.2.2.2** Applicants shall be interviewed by the Missions Board or a Committee appointed by the Board, and receive a favourable vote by not less than two thirds of the members present.

**3.2.2.3** After acceptance by the Board, the applicant shall be reported to the Executive.

**3.2.2.4** A written agreement shall be negotiated between the BMD, Sending Church(es), and the Missionary and signed by all parties concerned before a Missionary commences service.

**3.2.2.5** Appointment shall be for a three year term and shall be reviewed every three years thereafter.

### **3.2.3 Evaluation**

During the third year of each period of service, the progress of the ministry will be evaluated by all parties concerned. Ample opportunity shall be given for consultation before the period expires. A decision will then be made regarding the continuance of the ministry.

### **3.2.4 Listing of BU Missionaries**

**3.2.4.1** Missionaries will be listed from the date of taking up their appointment.

**3.2.4.2** Upon retirement a missionary's name shall be placed on the list of retired missionaries.

**3.2.4.3** The names of Missionaries who return from ministry for reasons other than retirement, and who are not subsequently involved in missionary service, shall be retained on the list for a maximum of two years.

**3.2.4.4** The Missions Board may remove the name of a Missionary from its list by a majority vote. The Missionary concerned shall have the right to request an interview with the Board. Such removals shall be reported in the annual report to the following Assembly.

**3.2.4.5** The Mission Board recognises that there are those who are accepted as BU Missionaries but cannot be listed as such for reasons of security.

## **3.3 "BAPTIST MISSIONARIES"**

### **3.3.1 Definition**

"Baptist Missionaries" are those -

**3.3.1.1** Who are members of a Baptist Church in membership with the Baptist Union of Southern Africa.

**3.3.1.2** Whose calling it is to take the Gospel to the unsaved.

**3.3.1.3** Whose local church recognises their ministry and has confirmed that they are a bona fide missionary according to clause 4.3.1.2 of this document.

**3.3.1.4** Who are accountable to the Sending Church and/or another missions agency acceptable to the church of which they are members.

### **3.3.2 Listing of Baptist Missionaries**

**3.3.2.1** The Missions Board will consider listing candidates as "Baptist Missionaries" when:

- a)** the Board receives notification from the church
- b)** applicants have taken up their missionary duties.

**3.3.2.2** Missionaries will be listed from the date of the Board's acceptance.

**3.3.2.3** The names of “Baptist Missionaries” accepted by the Board on recommendation of their local churches, shall be reported to the next Assembly and published in the BU Handbook.

**3.3.2.4** The Board may remove the name of a Baptist Missionary from its list by a majority vote. Such removal shall also be reported to the next Assembly.

**3.3.2.5** The Missions Board recognises that there are those who are accepted as Baptist Missionaries but cannot be listed as such for reasons of security.

### **3.4 “CHURCH AGREEMENT MISSIONARIES”**

**3.4.1** This category of missionary is especially for situations where, for a variety of reasons, existing sending options (i.e. BMD or other agency) do not meet the needs of the sending church or its missionary.

**3.4.2** This option offers a greater flexibility in sending models (e.g. the sending of tentmakers or direct church sending) yet at the same time seeks to maintain acceptable levels of missionary care and accountability through the sending church and service organisation.

**3.4.3** The essential ingredient that needs to be put in place for the sending of a CAM is a triangular agreement between the missionary, the service organisation in the host country and the sending church.

**3.4.4** The BMD will *facilitate* the development of such relationships, *monitor* progress and *arbitrate* any misunderstandings as a third party.

### **3.5 AMENDMENT OF BMD PRACTICES AND PROCEDURES REGARDING MISSIONARIES**

BMD Practices and Procedures regarding Missionaries may be amended by resolution of the Assembly after a Notice of Motion was given in writing to the General Secretary of the Union at least 75 days prior to that Assembly.