

OPEN AIR CAMPAIGNERS, U.S., Inc

POLICY
MANUAL



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

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This manual is not a contract of employment.
In order to retain necessary flexibility in
the administration of policies and practices,
Open Air Campaigners reserves the right to
change, revise or delete the plans, policies,
benefits and/or procedures described in this
policy manual at any time.

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POLICY MANUAL
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SECTION 1 - INTRODUCTION

A. A Historical Sketch of Open Air Campaigners

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

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

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

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

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

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

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

B. Purpose Of The Policy Manual

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

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

C. Changes In The Policy Manual

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

SECTION 2 - DOCTRINAL STATEMENT & CHARISMATIC STATEMENT

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

Charismatic Statement

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

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

SECTION 3 - CODE OF CONDUCT

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

REGARDING AIDS/HIV

A. Purpose

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

B. Definitions

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

C. Infection

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

D. Divine Judgment

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

E. Privacy of information

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

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

REGARDING HOMOSEXUALITY

A. Purpose

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

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

B. Definitions

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

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

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

- C. If someone is discovered living a homosexual life style, the mission will seek his/her restoration by requiring careful study of the Scriptural truth and providing competent counsel.

- D. It is the purpose of Open Air Campaigners to teach and to live the principles of godly behavior. Any person practicing sinful behavior, when discovered, confronted and given opportunity to confess the sin and repent, does not comply, it is consistent with the purpose of Open Air Campaigners to dismiss that one, although with broken and saddened hearts.

REGARDING SEXUAL HARASSMENT

A. Policy

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

B. Definitions

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

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

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

D. Disciplinary action

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

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

REGARDING CHILD PROTECTION / ABUSE

A. Purpose

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

B. Definitions

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

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

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

4. Some questions for screening applicants:
 - a. How were you punished as a child? Was it reasonable?
 - b. How have you handled discipline problems with children?
 - c. What kind of discipline do you think works best with children?
 - d. Are you aware of this state's Child Abuse laws? Do you have a copy? Have you ever been convicted of child abuse?
 - e. Are you willing for a criminal investigative check to be made? Do you know that it may be required by Open Air Campaigners?
 - f. Have you ever been convicted of any offense other than minor traffic violation? Please describe.
5. If an OAC staff, volunteer or board member ever uses any social media or email to contact a child or teen as a result of OAC ministry, the content of this contact must be proofread by another OAC staff, volunteer or board member and a copy sent to the parents or guardian of the child.

D. Disclaimer

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

Applicant's signature and date. _____
(Signature) (Date)

E. Consent for criminal investigative check

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

F. Discussing charges

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

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

G. **Guidelines for acceptable behavior**

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

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

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

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

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

1. Reporting:
 - a. Initial reports of the situation should be given to the immediate supervisor.
 - b. The immediate supervisor should notify their supervisor.
 - c. The information in the report must include:
 - (1) names of those involved
 - (a) name of child
 - (b) name of parents/guardians
 - (c) mission workers involved
 - (2) physical indicators observed or reported
 - (3) behavioral indicators observed or reported
 - (4) other indicators observed or known
 - (5) date of the alleged accusation or rumor
 - (6) names of those who were immediately notified and who know the act
 - (7) procedures that were followed when the incident was reported or rumored
 - (8) responses to the procedures that were taken
 - (9) reporter(s)' name and position(s) within the mission
 - (10) date of the written report
 - (11) signature of the person writing the report

- d. The authorized personnel of the mission who are dealing with this matter will continue with the proper procedures for filing reports as determined by the mission leadership and state law.
- e. All allegations will be kept as confidential as possible.
- f. Updated reports and the final outcome will be documented and kept on file with the mission.

I. **Consideration**

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

SECTION 4 - CONFLICT OF INTEREST POLICY

Article I

Purpose

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

Article II

Procedures

1. Duty to Disclose

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

2. Determining Whether a Conflict of Interest Exists

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

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the OAC Board, Management Team or Local Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the OAC Board, Management Team or Local Committee shall, if appropriate, appoint a disinterested person or Local Committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the OAC Board, Management Team or Local Committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the OAC Board, Management Team or Local Committee shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the OAC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the OAC Board, Management Team or Local Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the OAC Board, Management Team or Local Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article III

Records of Proceedings

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

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

Article IV

Compensation

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

Article V

Periodic Reviews

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

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

Article VI

Use of Outside Experts

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

SECTION 4.1 - CONFLICT RESOLUTION POLICY

Conflict Resolution Introduction

As both members of OAC and of the body of Christ, we have unique and divine instruction and responsibilities pertaining to disputes and how they are to be resolved. As believers, we have been reconciled to God and further, God has reconciled us to each other. A divine product of reconciliation is the peace we have with God, and we are to live at peace with each other (Ephesians 2: 11-22; Romans 14:17-21). Peace is a mark of our one-body relationship of which Christ is the Head.

However, sin and our lust to do things our way rather than God's way sometimes prevent interpersonal reconciliation (James 4: 1; Psalm 2:1-2). Unfortunately, this occurs within the family of God resulting in tension, conflict, and even destroyed relationships. Thus we need a conflict resolution policy in accord with God's Word, which also satisfies civil law which addresses disputes.

The Biblical principles which address conflicts are identified below. As staff, we agree to follow these principles along with the OAC Conflict Resolution Policy which is built upon them.

Biblical Principles

1. The commitment to resolve the issue by the parties who have the conflict (Matt. 18:15-20). If this does not occur,
2. A small group of appropriate individuals will be involved to resolve the issue (Matt. 18:15-20). If the issue remains unresolved,
3. A larger body is to be involved (Matt. 18:15-20).
4. The commitment to resolve conflicts within the body of Christ rather than before unbelievers in a court of law. (1 Cor. 6:1-8).

Conflict Resolution Process

In accordance with these biblical principles, OAC has three steps for the resolution of conflicts:

Step 1

The first step is the responsibility of the immediately involved parties to spend time in reading God's Word, prayer, discussion with each other, and compromise toward a mutually satisfying solution.

Step 2

If not resolved, the individual parties will approach their Directors to assist in bringing reconciliation to the conflict. When the Directors believe they have accomplished everything possible and the conflict is still unresolved, they will draft a summary letter outlining the conflict as they understand it along with actions they have taken to bring resolution. Copies of the letter will be forwarded to each party, the Management Team, and the Board Chairman.

If a conflict includes a Director, the Management Team will serve as that Director's supervisor and meet with the other party and his/her Director. If the conflict is between two Directors, they will approach the Management Team for reconciliation.

If a conflict involves a member of the Management Team the parties will approach the Board Chair for reconciliation.

If a conflict involves the Board Chair, three other members from the Board will become involved to pursue reconciliation.

Step 3

If the conflict is not resolved, a written request [Conflict Resolution Form] may be submitted in order to convene an OAC Conflict Resolution Committee. A copy will be provided to each party involved in the conflict, the appropriate Directors, the Management Team, and the Board Chair within 14 days of the request.

Upon receipt of the Conflict Resolution Form, the Personnel Development Department Director will appoint an OAC Conflict Resolution Committee. The Committee must be appointed within 14 calendar days of receipt of the written appeal. The Committee will be composed of five members including one member chosen from the Board of Directors; two Management Team members; and two staff members. Each member of the Committee must be acceptable to each party. This will be accomplished by each party submitting a list of acceptable names to the Personnel Department Director. The Personnel Department Director will select names to serve who appear on each list and seek the individual's willingness to serve on the Committee. The Personnel Department Director will persevere until all five members have been selected. When the Committee is formed, the Personnel Department Director will inform each party of its membership. The Committee will select a chair at their first meeting.

The Committee will have 14 calendar days to review the case and render its decision. The decision will be communicated in writing to each party, the appropriate Directors, the Management Team, and the Board Chair. The decision of this Committee is to be considered as final with the conflict resolution process terminated. The decision does not need to be unanimous.

If the conflict involves a Management Team Member or the Board Chair, the Board will appoint two additional members to the Conflict Resolution Committee.

Arbitration

In rare situations, this process still may not be satisfactory to one of the parties. In such cases, the conflict may be referred to arbitration with an OAC Board-approved organization. This decision must be communicated in writing by the Conflict Resolution Committee Chair to the Board Chair within 14 calendar days from the date on the decision. The Board Chair will make the necessary arrangements with the institution. All costs related to arbitration will be borne by the person initiating the arbitration. OAC and all parties involved will abide by the findings of the Arbitration Committee.

General Guidelines

1. When the written request is submitted (Step 3), the Personnel Department Director is responsible to oversee the processes of the Conflict Resolution Committee in consultation with the Management Team or Board Chair. He/she may attend meetings upon invitation by the Committee but must not be involved with the proceedings or with either party. The role is to monitor the process and resolve any procedural issues which may arise.
2. The purpose of each step is to bring resolution to the conflict. The resolution is not limited to merely agreeing with one of the parties. Discussion and compromise toward a mutually agreeable settlement should also be explored.
3. When a conflict involves an official action/decision by the Mission, the Board Chairman serves as the sole representative of the Mission during the process.
4. The allotted times are to be followed closely. Additional time may be granted by the Conflict Resolution Committee Chair due to vacations and other scheduling difficulties.
5. Confidentiality must be maintained throughout the process. Individuals involved with the conflict should not discuss the case with other individuals regardless of whether or not they are associated with OAC Committee members must not have contact concerning this case with either party and vice versa.
6. The Personnel Department Director will make sure that all relevant and appropriate documents are available for the Conflict Resolution Committee. In addition, each party will be provided a full and complete set of documents. After the Committee renders its decision, all documents of record will be collected by the Personnel Department Director.
7. Attendance at the Conflict Resolution Committee meetings must be limited to individuals specifically involved in the conflict. Outside individuals should not be invited to attend for any purpose, except as permitted in number 1 and as invited to offer testimony.
8. If one of the parties is brought before the Committee to testify, then the other party must be invited to present his/her side. The rights and privileges afforded to one party must be extended to the other party.

SECTION 5 - QUALIFICATIONS FOR OPEN AIR CAMPAIGNERS STAFF

A. Introduction

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

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

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

B. General Qualifications

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

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

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

C. Educational Qualifications for Full-Time Staff

Evangelistic, General and Administrative Staff

It is highly recommended that individuals successfully complete a degree, diploma or certificate program which includes at least thirty (30) credit hours of college credit or thirty (30) continuing education units (CEU) of Bible from a Seminary, Bible College or Bible Institute as approved by the Personnel Development Department. Candidates will ultimately be considered individually, taking into account past Bible study, experience in local church ministry and/or Christian service participation.

D. Physical Qualifications

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

E. Engagement and Marriage

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

F. Wives With Children

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

SECTION 6 - DOCUMENT RETENTION AND DESTRUCTION POLICY

A. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Open Air Campaigners. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Open Air Campaigners operations by promoting efficiency and freeing up valuable storage space.

B. Document Retention

Open Air Campaigners follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

C. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

D. Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

E. Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

F. Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

G. Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

H. Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

I. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

J. Emergency Planning

Open Air Campaigners' records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Open Air Campaigners operating in an emergency will be duplicated or backed up at least every week and maintained off site.

K. Document Destruction

Open Air Campaigners' Executive Secretary/Treasurer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

L. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Open Air Campaigners and its employees and possible disciplinary action against responsible individuals. The Executive Secretary/Treasurer and finance committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

SECTION 7 - WHISTLEBLOWER POLICY

A. **General**

Open Air Campaigners expects its Directors, officers, employees, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Open Air Campaigners, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

B. **Reporting Responsibility**

It is the responsibility of all Directors, officers, and employees to report wrongful conduct in accordance with this Whistleblower Policy.

C. **Wrongful Conduct**

"Wrongful Conduct" is defined in this Whistleblower Policy to include: a serious violation of Open Air Campaigners policy; a violation of applicable state and federal law; or the use of Open Air Campaigners property, resources, or authority for personal gain or other non organization-related purpose except as provided under Open Air Campaigners policy.

This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of Open Air Campaigners.

D. **No Retaliation**

No Director, officer, or employee who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. Any Director, officer, or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the Board or Directors, as applicable. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Open Air Campaigners prior to seeking resolution outside Open Air Campaigners.

E. Reporting Wrongful Conduct

Open Air Campaigners encourages its Directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any Director, officer, or employee may report wrongful conduct to the Management Team or chairman of the Board of Directors. If the wrongful conduct implicates one or both of the Executive Director or the president of the Board of Directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Board of Directors. The Executive Director, president of the Board of Directors, and all members of the Board of Directors to whom a report of wrongful conduct is made are required to immediately advise the full Board of Directors of such report of wrongful conduct.

F. Acting in Good Faith

Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

G. Confidentiality

Reports of wrongful conduct or suspected wrongful conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

H. Handling of Reported Wrongful Conduct

Representative of the Board of Directors will notify the sender and acknowledge receipt of the reported wrongful conduct or suspected wrongful conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

SECTION 8 - STAFF APPLICATION PROCEDURES

A. Paperwork Requirements

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

B. Internal OAC Requirements

1. Training Seminar

Successful completion of an approved OAC/USA training seminar is required of an individual seeking a staff position with OAC.

2. Orientation/Candidate School

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

3. Board Interview

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

C. Types of OAC/USA Staff and Appointment Procedure

1. Interns

a. Definition

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

b. Appointment

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

c. Financial Considerations

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

d. Job Guidelines

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

2. Full Staff

a. Definition

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

b. Appointment to Missionary Service

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

c. Prerequisites For Full-Staff Appointment

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

d. Job Guidelines

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

3. Retiree / Disabled

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

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

SECTION 9 - MISSIONARY PERSONNEL

A. Jurisdiction of Staff

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

B. Relationships

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

1. Relationship with a home church

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

2. Relationship with supporters

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

3. Relationship with the mission's national level personnel

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

4. **Relationship with fellow missionaries**

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

a. Within the USA

(1) Visiting another OAC-USA branch area:

1. Staff should inform their director or supervisor as well the director of the branch they are to visit for any type of ministry in the visited area (deputation, church reports, open-air meetings, etc.). This applies even if permission for ministry has been granted in the past.

A "branch area" is defined as being within a 50 mile radius of an established branch.

(2) Visiting a location outside of a branch area:

1. Staff should inform and coordinate such ministry with their director or supervisor. Coordination should take place for any type of ministry in the visited area whether it is deputation, church reports, open-air meetings, etc.).
2. The Management Team or person they designate should also be notified if the purpose for this visit is to evaluate the area for the potential of a future branch.

b. Outside the USA

International protocol will be followed as stated in the Open Air Campaigners International Policy Handbook.

5. Relationship with non-OAC ministries

OAC staff who desire to be involved in the work of a non-OAC ministry, such as being part of their local church's mission trip, should first inform their Branch Director. If the staff member is a Branch Director or does not have an assigned Branch Director then they should report directly to the Management Team or person their designate.

Unless otherwise directed by the Management Team or person they designate, the staff member is not to serve in an OAC official capacity but rather as a member of the ministry team sponsoring the work. However, they should be alert to any ministry opportunities which may be available for future consideration. At the conclusion of any ministry, a report should be given to the Branch Director and Management Team or person they designate.

C. **Conduct and Appearance**

1. **Conduct**

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

2. **Appearance**

a. **Full-time and Intern Staff**

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

b. **Volunteer and Short-Term Staff**

All clothing and shoes should be clean, and neat. Cut offs, purposely torn or patched pants or shorts should be avoided. Modesty is always in style. Items that are too tight, too short, or too bare leave at home. Men: Please refrain from wearing muscle shirts or T-shirts with inappropriate messages. All shirts should be long enough to be tucked in. Also, shorts should be about knee length. Ladies: When wearing skirts please have them come to the top of the knee. Spaghetti straps, tank tops, tube tops and low - cut tops are to be avoided. All tops are to be long enough to be tucked in. Also, shorts should be about knee length. Please remember, we are not the fashion police, but we do want those to whom we minister to focus on the Lord, not on our attire.

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

1. **Furlough**

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

The furlough period is a time set aside for the purpose of keeping the missionary physically, mentally, and spiritually fit for service, as well as giving

opportunity to inform God's people of his/her particular field of service. There are five basic types of furlough.

a. **Regular Furlough**

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

b. **Short Furlough**

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

c. **Educational Furlough**

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

d. **Medical Furlough**

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

e. **Emergency Furlough**

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

2. **Furlough Requirements**

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

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

3. **Deputation**

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

4. **Vacations**

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

5. **Holidays**

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

E. Appointment to Field and Ministry

1. Field Appointment

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

- a. their desires
- b. the need of the field, and
- c. the recommendation of the Branch and Field Directors
- d. their training and qualifications
- e. compatibility with missionaries already on the field

2. Ministry Appointment

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

F. Ministry Reports

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

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

G. Annual Staff Conference

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

H. Employment

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

I. Resignation, Suspensions and Dismissal

1. Resignation

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

2. Suspensions

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

3. **Dismissal**

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

4. **Disposition of funds**

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

SECTION 10 - NATIONAL Board of Directors

A. National Board of Directors Meeting

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

B. Missionary/Board Relationship

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

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

C. OACI Zone Representation

Official OAC/USA representation within the American zone set-up is comprised of a staff or board member selected by the Management Team who will serve for a four-year term.

D. Job Guidelines

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

SECTION 11 - BRANCH OPERATIONS

A. General Information

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

B. Branch Director

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

C. Branch Director Intern

1. Demonstration of leadership ability should include one or more of the following:
 - a. management experience in the business world overseeing projects and people;
 - b. management in a mission organization overseeing projects and people;
 - or
 - c. management in a local church organization.
2. Demonstrated understanding and commitment of the OAC Strategic Plan
3. Demonstration of networking with people to join into a project at work or ministry.
4. Experience in recruitment of volunteers in ministry or local church or hiring in the work-force would be beneficial.
5. Demonstrate ability to be accountable to others.
 - a. Demonstration of reporting upwards and having good report with senior management.
 - b. Demonstration of having good rapport with peers and those whom they manage.

6. Demonstrate financial accountability and control.
 - a. This includes demonstration of managing a simple budget in either for-profit, non-profit, ministry, or church budgets. This should include either P&L statements or annual budgets with an understanding of tracking monthly statements.

7. Training activities for new branch intern should include
 - a. the new intern (and spouse if possible, if both are not interns) should be required to visit an established branch (with more staff than just the Branch Director in the branch) twice in one year.
 - b. Their visits should be between two and four weeks long. Two visits per year allows for changing climates, and therefore experience in changing ministry activities.
 - c. Agenda for the visits, hosted by the Branch Director, include:
 - 1) Branch office is set up with necessary equipment: internet, printer/scanner, files, etc.
 - 2) Weekly meetings with staff;
 - 3) Staff calendars established for doing ministry together;
 - 4) Various ministries conducted on the streets, in churches, schools, etc.;

 - 5) Branch Committee meeting and how to recruit and select Branch Committee personnel;
 - 6) Establishing regular communication with volunteers

8. Quarterly visits from a management team member to monitor progress in the branch intern's hometown.
 - a. A visit from management should include the Field Director, Personnel Director, or Central Services Director. One of the three management team noted may designate a visit from another established Branch Director to conduct the review. A visit from the Evangelist-at-large could be coordinated as well.

 - b. The intern-director will be required to participate in two different SET's. The visits will take place in two consecutive years in either the Boston or Balt./DC SET (or both) to learn how to run a SET program. This SET training requirement could be tagged on to the beginning or end of a required branch visit previously stated.

APPENDIX

Check list for Intern-director visits to an established Branch:

- Show established branch office layout including required equipment
- Show how to conduct weekly meeting with branch staff
- Show how branch calendar is set up with staff assignments
- Show how outreach is conducted in streets, churches, or schools.
- Show how a Branch Committee meeting is conducted

Check list for Management team visits to Intern-director:

- Is a branch office established with layout including required equipment?
- Are meetings conducted with branch volunteers?
- Is a branch calendar set up to share with volunteers?
- Is outreach being conducted in streets, churches, or schools?
- Is a Branch Committee established and are meetings conducted?

C. Branch Committee

1. Branch Committee Duties:

a. In Relation To Branch Ministry

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

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

b. In Relation To Recruitment

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

c. **In Relation To Finances**

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

d. **In Relation To Local Grievances**

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

e. **In Relation To Dismissal**

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

2. Branch Committee Chairman

- a. The chairman of the Branch Committee could be selected by the Branch Director from within the membership of the committee or by a vote from the committee members themselves.
- b. The Chairman is to work with the Branch Director in helping to make the OAC ministry as effective as possible.
- c. The Chairman is to submit to the General Director / Management Team, no later than thirty (30) days in advance of the meetings of the National Board of Directors, any items which the Branch desires to have considered as agenda items by the National Board of Directors.

3. Branch Committee Vice-Chairman

- a. The Vice-Chairman is to fulfill all duties of the Branch Chairman in his absence;
- b. The Vice-Chairman is to perform such other duties as deemed appropriate by the Branch Committee.

4. Branch Committee Secretary and/or Treasurer (Some Branches may choose to divide these two positions)

a. Secretary

- (1) The Secretary is to keep accurate minutes of all official Branch meetings and is to promptly submit copies of such to all members of the Branch Committee, including the Branch Director and Field Director.
- (2) The Secretary is to keep on file, in a safe place, all the important documents.
- (3) The Secretary is to conduct such other duties as deemed appropriate by the Branch Committee.

b. Treasurer

- (1) The Treasurer may have custody of all Branch monies and is responsible to the Branch Committee and the National Board of Directors of Open Air Campaigners for the proper distribution and use of said monies.
- (2) The Treasurer is to see that all funds received on the Branch level for the ministry of OAC are sent to the OAC Central Services office for proper receipting and recording.

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

D. Opening New Branches

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

1. Considerations

- a. The need of the Branch,
- b. The availability of local church support and involvement,
- c. Other organizations involved in similar ministries in the Branch should be consulted before entering the Branch. As much as possible, work should be done in harmony with those in missions holding to the fundamentals of the faith.

2. Procedures

- a. The Branch is to be surveyed and the above considerations properly examined under the direction of the Personnel Development Department.
- b. A report is to be made to the Management Team with recommendations from the Personnel Development Department.
- c. If the Lord prompts the OAC leadership in opening a new Branch, the needs of the potential Branch should be made known to the Christian public, trusting God to raise up workers and funds for this purpose.
- d. An experienced evangelist is to be assigned to enter the Branch and develop the infrastructure. It is required to send two missionaries as a team to open up a new Branch.

- e. At the discretion of the Management Team, a one-time gift, not to exceed \$1000, may be given, as an encouragement, to a new Branch from the NOF.

E. Inactive Branches

1. Criteria for Disbandment

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

2. The Process of Disbandment

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

F. Vehicles

1. Purchasing Procedures

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

2. Registration and Title Requirements

- a. All vehicles are the property of the Open Air Campaigners, USA and are to be registered and titled as such.

3. Maintenance of Vehicles

- a. All maintenance of the vehicle is the responsibility of the person to whom the vehicle has been assigned, or the Branch Director.
- b. All vehicles are to receive regular maintenance, and are to be kept in very good condition.

4. Mileage Forms

- a. Mileage forms are to be maintained each time the vehicle is used.
- b. These forms are to be submitted to the Field Director's office monthly.
- c. Additional mileage forms may be procured from the Central Services Office.
- d. Personal Usage
 - (1) The primary use of any OAC vehicle is for the purpose of ministry.
 - (2) It is strongly recommended that the personal use of the vehicle be no more than 25% of the total yearly mileage (exceptions are to be approved by the Management team).
 - (3) Expenses such as gas, tolls, oil, etc, will be assumed by the driver when personal use is incurred.

- 5. If the person to whom the vehicle has been assigned leaves the work, the vehicle is to remain with the organization.

- 6. All vehicles are to be insured in the name of the Open Air Campaigners and such insurance policies are to be approved by the Management Team.

SECTION 12 - FINANCES

A. Introduction

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

B. Control of Income

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

C. National Operating Fund

1. Purpose

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

- a. Printing and promotional materials of the mission (brochures, response cards, OAC-USA UPDATE mailings, etc.),
- b. National office expenses (rents, office supplies, travel, Field Ministries expenses, Personnel Development expenses, etc.),
- c. Staff Conference expenses (food, lodging, travel, program, etc.),
- d. Staff training expenses (books, support-raising helps, etc.),
- e. FICA payments on behalf of all OAC Branches,
- f. Workman's Compensation payments,
- g. National Board of Directors and Management Team meeting expenses,
- h. Accountability group dues,
- i. Creation of cash reserve in order to meet emergency needs of staff members as well as those OAC Branch General Funds who may need temporary funding assistance;
 - (1) The amount of the assistance is not to exceed \$2,000.00 in any given year for the staff or area general fund request.
 - (2) Repayment is to be completed as agreed upon by the Branch Director or Management Team.
 - (3) Total repayment is to be made before further assistance is to be rendered.
- j. To underwrite projects for expansion, promotion or special ministry opportunities.

2. Levels of Assessment

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

- a. Evangelists and other staff in the United States under OAC Branch control,

- b. Branch General Funds,
 - c. International Staff.
3. Rates of Assessment

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

D. Staff Support

- 1. The maximum personal support level is determined by OAC Board approved guidelines, using published statistics from the US government as a base. This support level is the maximum amount a staff person is allowed to receive through OAC to cover his personal and family living expenses, and in some cases, OAC ministry expenses as well.
- 2. Any adjustments to the support level figures must be approved by the Management Team.

E. Designated Funds

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

F. **Medical Insurance**

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

G. **Special Regulations**

1. Funds Received by Staff Family Members

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

2. Furlough Funds

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

3. Personal Gifts

a. Reportable Personal Gifts

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

b. Non Reportable Personal Gifts

Non Reportable personal gifts include:

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

4. Donations to Foreign OAC Staff / General Funds
 - a. Funds may be receipted through our United States Central Services office designated to the personal account or General Fund account of OAC foreign staff.
 - b. Such funds will incur a service charge to help defray our USA administrative receipting costs.

5. Major Donations
 - a. To General Funds: The current percentage is to be deducted from only the first \$1,000 of each donation.
 - b. To Individual Staff:
 - (1) Support:
 - (a) THOSE WHO PAY THEIR OWN TAXES: Donations of \$1,000 or less to staff who calculate and pay their own taxes will be subject to the OAC service charge. Any special one-time donation over \$1,000 to staff in this category will be subject to the OAC service charge on the first \$1,000 only.
 - (b) THOSE WHO HAVE OAC RECORD AND PAY THEIR TAXES: Donations in any amount to staff whose taxes are calculated, withheld and paid by OAC will be subject to the OAC service charge on the entire amount of the donation.
 - (2) Van Funds: All donations in any amount to van funds are exempt from the OAC service charge and will be issued tax-deductible receipts.

6. Widows of OAC staff

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

7. Mileage Reimbursement

Staff may turn in actual receipts or mileage calculations to the Central Services office for ministry travel reimbursement but not personal travel. Such reimbursements will be taken from staff support or General Fund accounts. Should mileage reimbursement be submitted, the current published IRS rate of reimbursement per mile may be used in calculating the reimbursement amount.

This is to cover all basic automobile costs such as: gas, oil, repairs, insurance, registration, license, depreciation or lease, etc. Additional automobile costs, over and above the mileage reimbursement would be; parking fees and road tolls. Separate from the above would be transportation costs incurred by airplane, train, bus or rental vehicle. Also, separate from the automobile costs would be the costs of food and lodging. Reimburse may be made for tolls, food and lodging in addition to mileage.

8. Non-Standard Gift Policy

- a. Open Air Campaigners may accept gifts that are consistent with our mission and that support our core values, open-air programs, be a help to our administrative support services or benefit special evangelism outreach projects we have initiated
- b. We urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.
- c. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities provided they will not place an undue burden upon our existing ministry or mission staff.
- d. In the course of its regular fundraising activities, Open Air Campaigners will seriously consider accepting donations of money, real property, personal property, stock, and in-kind services.
- e. Certain types of gifts may first be reviewed prior to acceptance due to the special liabilities they may pose for our mission. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.
- f. We do not desire to accept gifts which may result in potential conflicts of interest.

- g. Certain forms of gifts such as donated properties may be subject to review prior to acceptance. Our national Board of Directors or their designate representative(s) shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
 - (1) Does the property further the organization's mission?
 - (2) Is the property marketable?
 - (3) Are there any unacceptable restrictions imposed on the property?
 - (4) Are there any carrying costs for the property for which the organization may be responsible?
 - (5) Is the title/provenance of the property clear?

- h. Open Air Campaigners may accept gifts of life insurance where OAC is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

H. **Receipting and Acknowledging Donations**

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

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

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

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

- 2. All income marked for the ministry of full-time staff, Staff Interns and project funds are to be accounted for through the books of the organization. All receipts will be issued from the Central Services office as quickly as possible.

3. As money is given for equipment, it shall be assumed, unless clearly stated otherwise, that the resulting equipment purchased is the property of OAC and the donation will be acknowledged as such.
4. Contributors desiring a tax-deductible receipt must send their contributions directly to the mission's Central Services office, making checks payable to Open Air Campaigners. This is for the donor's protection as checks made payable to an individual staff person may be difficult to prove they were given through tax-deductible OAC channels. All mailings which include self-addressed envelopes for return contributions are to be printed with the National Central Services office address. If desired, Branch information can be printed on the back of the envelope.
5. Regulations regarding contributions received personally by staff or branch:
 - a. These should be sent into the Central Services office within two weeks of receipt,
 - b. All donations are to be received no later than the 20th of each month in order to be included in that month's payroll,
 - c. Statements will be issued to staff monthly with the payroll check of donor income to the staff person. These statements will list the donor's complete name with the date and amount for staff convenience. The word "gift" implies a non-tax-deductible gift and not a contribution, so this word should be avoided when a contribution is intended.
6. Donor receipts are normally mailed directly from the National Central Services office each business day but at least once a week.
7. Although a personalized thank you letter is mailed out to each donor with their receipt, Branch Directors should acknowledge donations which are given either to himself or to the Branch. In like fashion, individual Branch staff should personally acknowledge donations and support designated to their specific ministries.

I. Financial Accountability

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

4. The Treasurer of OAC's National Board of Directors is to see that a quarterly report of all individual income, in percentile form, be sent to each Board member.

J. Staff Financial Responsibility

1. In a time of personal financial need, OAC staff may request permission from the Branch Director to work part-time in secular employment for a specified period of time. Approval is required from the Branch Director.
2. Summer/Short-term staff are encouraged to solicit support to cover their period of training and service with Open Air Campaigners in an approved manner. Donations to donors of such workers are issued tax-deductible receipts when turned in to our Central Services office for processing.

K. Transfer of Funds Between Branch Levels

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

L. Training Seminars

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

M. Staff Residency in a Foreign Country

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

N. Resignation and Dismissal

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

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

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

O. Wills

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

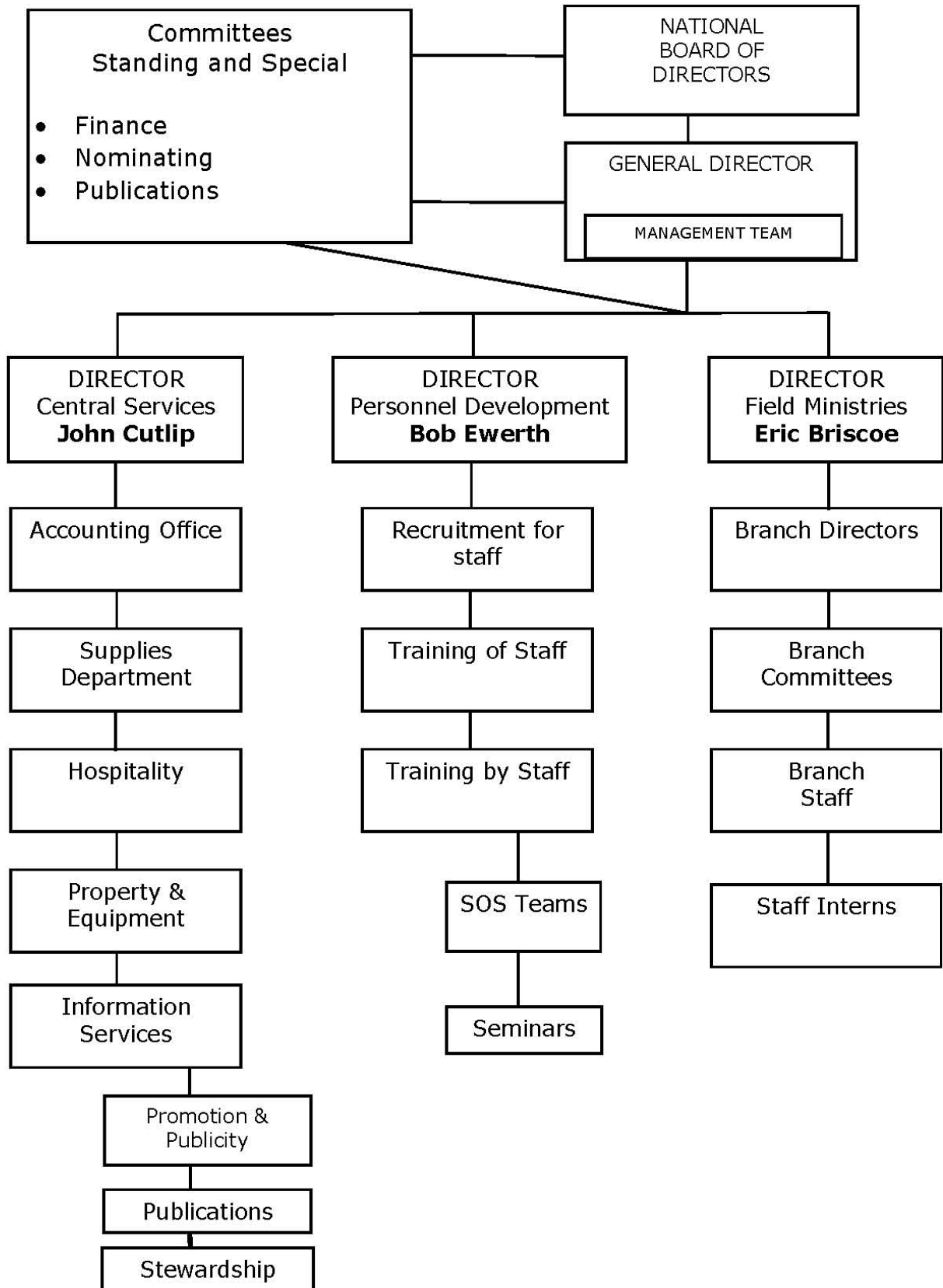
P. Property and Real Estate

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

Q. Retirement

1. Retired OAC staff persons may continue to receive support from incoming donations through OAC for the remainder of their natural lives, provided they maintain a good testimony as defined by the OAC doctrinal statement and OAC policies and donors are willing to continue such support.
2. Each full time staff and intern is encouraged to participate in a retirement program of their choosing. This is in addition to any social security to which they may be entitled.
3. The management of the OAC 401K retirement program is the responsibility of the administration of Open Air Campaigners.
4. Individual retirement programs are the responsibility of each participant.

**SECTION 13
OAC ADMINISTRATIVE & PERSONNEL
FLOW CHART**



SECTION 14 OAC GLOSSARY OF TERMS

Assessment Levels: A percentage of staff support and area funds that is used to fund the our national operating fund and pay the employers share of income taxes for our ministry staff.

Board of Directors (aka BOD): A group of individuals who are legally and ethically responsible to establish the official policy of this ministry, all the while adhering to our Articles of Incorporation and Bylaws.

Branch: A ministry location where our full-time staff carry out our Mission statement towards the fulfillment of our Vision statement.

Branch Director: One who is officially designated as responsible for the ministry and development of the branch.

Cash Basis: Paying for an item by actual cash or check as opposed to using credit in one form or another.

Code of Conduct: The way and manner in which those associated with OAC-USA will conduct themselves in regards to those who are affected by HIV, homosexuality, sexual harassment. or child abuse.

Conflict Resolution: Policies and Procedures to resolve conflict between OAC-USA members.

Contact Card: A short form to be completed by an individual who is interested in pursuing a staff position.

Designated Funds: Denoted funds that are used specifically as stated by the donor.

Doctrinal Statement: Statements which define and describe our basic theological beliefs. This statement is accepted by all of our membership.

ECFA: The financial accountability organization which we belong to which is known as the Evangelical Council for Financial Accountability.

Furlough: A period of time (usually up to one year) which can be granted after four years ministry to a full-time staff person. This time can be used for rest, support raising, education, or for medical purposes.

Job Guidelines: A description of the position given to each OAC-USA staff person.

Management Team: A group of individuals who are responsible to oversee the day-to-day operations and functions of our organization.

Mileage Form: A form on which ministry and personal usage of an OAC vehicle is recorded by the individual incurring said usage.

Ministry Report Form: A monthly report submitted to the field director giving an account of ones ministry activities.

National Operating Fund: (aka NOF) A pool of financial resources which are used to operate the ministry on a national level.

OACI (aka **Open Air Campaigners International**): The international body to which OAC-USA is a member.

Policy Manual: an organizational manual which contains all of the polices, practices, and procedures by which all OAC board members, staff, interns, and committee members are required to adhere to.

Sketchboard Evangelism Training (aka SET): A nationally sponsored training seminar in which participants are taught the skills and tools to have an effective open air ministry.

Vehicle Fund: Monies designated for the purchase of a ministry vehicle belonging to OAC.

Whistle Blower: One who reports alleged wrongful conduct or improprieties, either in policy or staff conduct to the Management Team or Board of Directors.

SECTION 15 REGARDING SOCIAL MEDIA

A. THE PURPOSE

1. The same principles and guidelines that apply to OAC staff in general, apply to activities online. However, due to the nature of the Internet, more accountability is to be expected.
2. Social media was created to connect, help others, and have fun.
3. Social media is also a valuable resource to learn about OAC and to contribute to effective evangelism.
4. Social media is more than just Facebook and Twitter. It includes blogs, online networks, web sites and any other Internet-based tools for sharing and discussing information.

B. EXPECTATIONS

1. Be helpful and supportive, realizing that millions of others have access to this information.
2. Be respectful to our OAC staff, team members, co-workers, and even those from other ministries with whom we do not agree.
3. Each individual is responsible for what they post online, and are ambassadors for Christ and representatives of OAC.
4. Make it clear that the words and thoughts you write online are your own and may not necessarily represent the official position of OAC.
5. Speak in the first person (I not we) when referring to your ministry.
6. Each individual should choose for themselves if they will use social media, let's not assume everyone should do it – those who choose not to are not second-class.
7. You are legally liable for anything you write or present online.

C. BE RESPECTFUL AND KIND

1. You are encouraged to share your insights, express your opinion, and share information as appropriate, especially when it is helpful to others.
2. Try to add value to what others are doing and saying.
3. Please post knowledgeably, accurately, and use appropriate professionalism.
4. Be quick to correct your own mistakes and admit when you are wrong.
5. Do not use insults or downplay the ministries of others.
6. Do not engage in conduct that would not be acceptable behavior – let us be totally above reproach in our text and attitudes.
7. Be considerate of others' privacy and topics that could be considered personal, such as personal prayer requests, ministry struggles, etc.
8. Do not pick fights or challenge the ministry approach / effectiveness of other missionaries.

D. IDENTITY

1. Please be smart about protecting yourself and your privacy online.
2. Your online presence reflects OAC world-wide. Be aware that your actions captured via images, videos, posts, or comments directly reflect OAC.
3. Unless given permission by your director or team leader, you are not authorized to speak on behalf of OAC, nor to represent that you do so.
4. We discourage the use of posting online anonymously, using pseudonyms, or false screen names. We believe in honesty and appropriate transparency.
5. When appropriate, please direct others to the official website and social media accounts of the mission.

E. PROTECT CONFIDENTIAL & PROPRIETARY INFO

1. We believe in good communication between OAC staff, partners, team members, missionaries from other organizations and the general public.
2. Never reveal any confidential and/or proprietary information.
3. Never identify donors, fellow missionaries, family members or team members by name without permission.
4. Do not cite or reference donors, fellow missionaries, team members, or others without their approval. If you do make a reference, link back to the source if possible.
5. Always respect copyright and trademark laws, including logos.
6. Do not plagiarize others.
7. If you have any question on what has been released to the public, speak with your director or team leader. Do so before releasing information that could potentially harm yourself or OAC, our current or potential co-laborers, fellow staff or family members.