



## Heartland Baptist Missions

7000 Pensacola Blvd ▪ PENSACOLA, FL 32505 ▪ USA ▪ [850] 430-9667

Dear Friend,

The policies, that follow, reflects the role of the Board of Directors as it relates to our missionaries, interns/short term missionaries and Life missionaries. The Board is intended to be primarily a policy formulating body while the daily administrative decisions are left to the President and Directors. Those specific guidelines not delineated in the Policies and Procedures will be decided on an individual basic in accordance with God's word. These Policies and Procedures are designed as a basic guideline for members of the Heartland Family to fulfill their commitment as described in Mathew 9.

*"The harvest truly is plenteous, but the labourers are few."* Our world today is crying for someone to tell them the good news of eternal life through Jesus Christ. Heartland Baptist Missions, Inc. was founded to assist local independent Baptist churches and missionaries reach out to a lost and dying world.

If you would like more information, please do not hesitate to contact us.

Cordially,

*Dr. Roy Chestnut*

Dr. Roy Chestnut  
President

## Article One

### Articles of Faith

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**We believe** that the Bible is the verbally inspired and infallible, authoritative Word of God, and that God gave the words of Scripture by inspiration without error in the original autographs. God promises that He will preserve His Word; Jesus said, “*but my words shall not pass away*”—Matt. 24:35. We believe God has kept that promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate English translation of the preserved Word of God.

## Article Two

### Purpose Statement

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Being led by the Holy Spirit and motivated by the love of Christ, Heartland Baptist Missions exists to assist churches and missionaries:

- A. Evangelize the unsaved (“*And when they had preached the gospel to that city, and had taught many*”—Acts 14:21).
- B. Edify believers (“*Confirming the souls of the disciples, and exhorting them to continue in the faith*”—Acts 14:22).
- C. Establish local churches (“*And when they had ordained them elders in every church, and had prayed with fasting, they commended them to the Lord, on whom they believed.*”—Acts 14:23).

This will be accomplished through the preparation and mobilization of missionaries to evangelize the lost, disciple believers, and establish Baptist churches and outreach ministries such as Christian schools, Bible institutions, youth camps, medical clinics, etc., at home and abroad to the glory of God alone.

Heartland Baptist Missions will be evangelistic in practice, biblically sound in doctrine, and worldwide in its outreach.

## **Article Three**

### **Organizational Policies**

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#### **Section 1 Headquarters**

Heartland Baptist Missions, a ministry of Smyrna Baptist Church, headquarters will be located in Pensacola, Florida.

#### **Section 2 Work of Faith**

Heartland Baptist Missions is a faith mission project, its home office, officers and directors are financed by faith. Each missionary will be responsible for all of their monthly support, equipment, and supplies. The home office asks in faith that each of its missionaries support its operations. (See Article Six, Section 1).

#### **Section 3 Standing for Truth of the Word of God**

The Heartland Baptist Missions goal is to send the Gospel to the ends of the world through a strong missionary and evangelistic effort opposing all forms of ecumenicalism and neo-evangelicalism.

To this end, ministries started by a Heartland Baptist Missions missionary will hold similar doctrinal positions to those found in Heartland Baptist Missions' Articles of Faith. It is understood that minor alteration of wording may be necessary due to linguistic and cultural differences.

#### **Section 4 Heartland Baptist Missions as Missions Agency**

Heartland Baptist Missions is an independent, Bible-believing mission board and reserves for itself the inherent right to deal with problems related to finances, medical crises, governmental difficulties, or other problems relative to the efficiency of the work. We believe the local church that holds the missionary's membership is solely responsible for any disciplinary action that must be taken and Heartland Baptist Missions defers that right based on the belief that those sent forth should be answerable to their local church. Heartland Baptist Missions reserves the right to recall a missionary when actions, events, and situations warrant the necessity of such action. Heartland Baptist Missions also reserves the right to drop a missionary from being associated with Heartland Baptist Missions.

## **Article Four**

### **Platform**

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#### **Section 1 Home Missions**

- A. All candidates will be guided and given direction on an individual basis from the framework, policies, and purposes as stated in this Articles.
- B. Heartland Baptist Missions will approve, in consultation with the sending church, the length of transition time and directed deputation between church-planting works. No furlough, as defined for foreign missionaries, is provided for home missions workers; other requests made will be considered on their merits.
- C. Missionaries remaining in the United States while working through nationals, printed literature and distribution, communication media, and special projects will be examined and re-evaluated by Heartland Baptist Missions periodically.
- D. All home missionaries are asked to attend the annual Heartland Baptist Missions Candidate School.

#### **Section 2 Foreign Missions**

- A. When it is deemed necessary, Heartland Baptist Missions may be registered with the country where the missionary serves.
- B. Heartland Baptist Missions expects all foreign missionaries to be involved in evangelism and church planting (See Article Two).

#### **Section 3 Outreach Ministries**

Heartland Baptist Missions recognizes that there are areas called “outreach ministries” in mission work, home and foreign. The purpose for all “outreach ministries” must have as its goal to assist in planting indigenous Baptist churches. Some of the areas of help could be teaching, Bible schools for nationals, Christian schools for nationals, Bible translation, schools for missionary children, youth camps, aviation, medical, mechanical workers, writing literature for Sunday school and training nationals, children’s home workers, printers, and Christian radio. Each “outreach ministry” will be reviewed and evaluated on an individual basics.

## **Article Five**

### **Personnel**

#### **Section 1 General Qualifications**

- A. Both the candidate and his wife must give clear testimony of their salvation through faith in Christ (Jn. 3:5–7, I Pet. 1:21–25).
- B. A candidate must be able to articulate a definite, divine call to the gospel ministry (II Tim. 1:9, Heb. 3:1, Jn. 15:16).
- C. The candidate and his wife must be active members of a Bible believing local church (Acts 2:47, I Tim. 3:15).
- D. The candidates must comply with the qualifications given by Paul of the bishop and the wife (I Tim. 3:1–7; Titus 1:5–9, 2: 1–8). Candidates must live separated, consistent Christian lives. Neither husband nor wife is to have more than one living spouse.
- E. Both the candidate and his wife must agree with and approve by signing the Articles of Faith (Jn. 1:7, Amos 3:3).
- F. The candidate and his wife must be free of debt before leaving for the field (Rom. 13:7–10).
- G. The candidate and his wife’s personal appearance always should be given close attention. The children’s appearance is also important.
- H. The candidate and his wife must have a servant’s heart and be willing to serve others.
- I. A candidate and his wife must have absolute trust in God for the financial, material, and spiritual needs they will have on the field (Phil. 4).
- J. All candidates must attend Heartland Baptist Missions’ annual Candidate School prior to beginning deputation (except when otherwise approved). While on deputation, each missionary must attend the annual Candidate School.

#### **Section 2 Educational Requirements**

- A. A candidate must hold a high school diploma or its equivalent and have at least an approved three year Bible college diploma to qualify as an applicant. The diploma must be from an approved Bible-believing, independent school. Pastoral experience will be considered as part of a missionary’s training (II Tim. 2:15, I Tim. 4:12–16).
- B. Candidates are evaluated on an individual basis. Exceptions may be granted based upon the board’s approval.
- C. A candidate’s wife needs to be in agreement with and committed to her husband’s call. Her qualifications will be left to the discretion of Heartland Baptist Missions.
- D. The candidate and his wife will be required to learn the primary language of the people group to which they are called. If language school is available, this should be completed immediately upon entering a foreign field. It is suggested that the missionary study language before entering his field.

- E. A candidate and his wife must pass all tests or other requirements administered by Heartland Baptist Missions.

### **Section 3 Physical Requirements**

- A. The candidate must be healthy both physically and mentally. He and his wife must be able to meet the physical demands of Heartland Baptist Missions.
- B. The candidate must pass any physical examination prescribed by Heartland Baptist Missions.
- C. The wife and children of the candidate must also be in good health.

### **Section 4 Standards of Conduct**

- A. Heartland Baptist Missions' standards for conduct have a Biblical basis, which is the Mission's guideline for faith and practice. Missionaries, candidates and their families are expected to abide by Heartland Baptist Missions' standard for conduct.
- B. Heartland Baptist Missions personnel are required to abstain from smoking, dancing, card playing, gambling (including the lottery), the use of liquor in any form (including its use in cooking), abuse of drugs (including abuse of prescribed drugs or over-the counter medications, and any use of illegal "recreational drugs"), rock music or "Christian" rock, attendance at movie theaters, involvement in (or watching) any pornographic materials or other wicked vices on computer Internet online services and meetings of secret societies.
- C. Communication via the Internet, either through chat rooms, Instant Messaging or other Internet features, unless one personally knows all the other parties involved in the Internet session is not permitted. Also, mission personnel should not use Internet dating services (Matchmaker, etc.).
- D. Perhaps the two strongest influences today causing worldliness in the Christian community are the impact of inappropriate activities on the Internet and "Hollywood" video movies. Heartland Baptist Missions expects its personnel not to be involved in such activities or watch movies rated R, or X, whether on cable, Internet, regular TV, video or DVD.
- E. Pornography, pre-marital sex, extramarital sex, homosexuality, or other sex perversions are against all the principles this board stands for.
- F. Heartland Baptist Missions and its personnel, missionaries, both Life and short-term, are to avoid the preceding practices as the board firmly believes them not to contribute to personal, spiritual growth and development.

**Article Six**  
**Financial Policies**

**Section 1 Support of Home Office**

- A. Heartland Baptist Missions’ home office is a faith outreach of Heartland Baptist Mission.
- B. Since Heartland Baptist Missions is not supported by a denomination, fellowship, or convention, the Mission depends on the Lord to supply all its needs through His people. The financial burden is supported by voluntary means as churches, individuals, missionaries and organizations contribute. This dependence and trust is faith in God Who is able to make all things to abound to His servant’s account.
- C. Each HBM missionary is asked to support the home of using a graduated scale.

	<b>Monthly Support</b>	<b>Monthly support of the Home office</b>
The level of support for the home office would be based on the average support the mission receives.	5 - 500	5
For example a missionary receiving \$28,901 for 2012 the average per month would be \$2408 and his support of the home office would be \$30 per month.	501 - 1000	10
	1001-2000	20
	2001-3000	30
	3001-4000	40
	over 4000	50

- D. Each missionary is responsible to raise his own support and equipment. Although missionary support of the home office is not required, it is prayed that each missionary will want to have a part in supporting the home office even as the home office serves him on the field.
- E. A general fund has been established to maintain supplies, printing, publications, mailings, and salaries of office personnel and other items and as situations deem necessary for the furtherance of Heartland Baptist Missions’ purpose.

**Section 2 Missionary Support**

- A. Missionary support, housing, and work fund levels will be reviewed and approved each year by Heartland Baptist Missions.
- B. Each missionary is responsible for his own funds for expenses involving equipment, field support, travel to and from the field, physical examinations, field outfit, language school, and other things necessary for the field and the ministry.
- C. The support level of each missionary will be adjusted according to the field and need. The missionary must raise his 90% support before going to the field.

<p>All checks shall be made payable to:  Heartland Baptist Missions, Inc.  7000 Pensacola Blvd  Pensacola, FL 32505</p>	<p>Online at:  <a href="http://heartlandbaptistmissions.org/Donate">heartlandbaptistmissions.org/Donate</a></p>
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- D. The missionary should not be gainfully employed when he already has his support. Supplemental income while on deputation may be necessary in some circumstances.
- E. Funds collected in excess of Heartland Baptist Missions-established general support needs, but not collected for a specific, approved project, may not be used for the personal benefit of the missionary. These funds will be used for further mission work or held in contingency.
- F. Funds raised, but not used, for a specific project will be returned to the contributor(s) unless permission is given for the funds to be used elsewhere in the mission work.
- G. Because of our desire to provide continuity and protection for all new works that are being established, major items purchased for mission work (Real estate, vehicles, equipment, and other capital investments.) are not the personal property of the missionary if purchased using designated work funds. Major purchases such as these must be disclosed to Heartland Baptist Missions in writing. If the missionary becomes incapacitated and unable to fulfill his responsibilities as a missionary, those capital investments will be transferred to another mission work. This will allow the mission work to continue. At the appropriate time ownership of those capital items will be transferred to a local new testament Baptist Church.
- H. Since it often takes a number of years to settle on a mission location, it is recommended that missionaries should not purchase a home during their first term on the field without the advice and consent of Heartland Baptist Missions.
- I. HBM missionary may submit expense report on a quarterly basis to offset their US tax liability. Any purchase over \$1,000 that is expensed out on a quarterly HBM expense report or directly on their taxes return is not the missionary's personal property and cannot be sold or disposed of without the approval of the missionary's sending church in consultation with HBM.

### **Section 3 Furlough/Emergency Fund**

- A. Each foreign missionary will be required to have an escrow account for furlough and emergency expenses. A set amount equaling 10% of monthly personal support shall be set aside each month for emergencies, such as sickness, passage home for furlough, evacuation in case of political unrest or war, etc. This account will be capped at an amount equal to two months of total support at which time those monies will become available to the missionary.
- B. All escrow accounts will be maintained in one account under Heartland Baptist Missions and ledgered under the name of each missionary with amount and date posted.
- C. The missionary may draw up to one-half of these funds for non-emergencies approved by Heartland Baptist Missions.
- D. All funds will be available for emergency use approved by Heartland Baptist Missions.
- E. Funding of the Furlough Fund shall begin when the missionary reaches 50% of their total support.

#### **Section 4 Missionary Insurance**

All missionaries must maintain both health and life insurance for all members of the family. Verification of health and life insurance is typically required by foreign countries. Proof of insurance is to be provided to HBM. If coverage proof is not proved an amount shall be set aside each month to cover the cost of the insurance. All vehicles must have liability insurance in place on the vehicle before being used. If vehicles are registered in the name of Heartland Baptist Missions, a copy of the liability insurance needs to be on file in the Heartland Baptist Missions office.

#### **Section 5 The Missionary and Taxes**

Heartland Baptist Missions concedes each of its missionaries as independent contractor for federal income taxes and FICA purposes receiving a 1099 showing all monies the missionary received for the fiscal year ending in December.

The U.S. government requires all missionaries to be responsible for federal taxes including social-security. Therefore, all home or foreign missionaries are personally responsible to file proper tax forms each year. This responsibility also applies in foreign countries when the missionary is under the authority of another government as an American citizen.

Expense reports - The purpose of these reports is to record and document ministry expenses. The information submitted to HBM's home office, will be used to determine the net income the missionary receives for IRS 1099 reporting purposes. The net income is arrived at by subtracting the submitted expenses incurred from the total amount of support received. These reports are to include only expenses incurred as part of the missionary's ministry that are to be deducted from the gross his income. As independent contractors there is no limit on deductible expenses. The reports shall be received in the home office by the 15th of the month after the end of each quarter with all dollar amounts in US currency. All supporting documentation and receipts must be maintained by the missionary. In the event of an audit HBM will ask that all expense related records and documentation be send to the home office.

#### **Section 6 The Missionary and Retirement.**

Heartland Baptist Missions requires that each of our missionaries set aside monies monthly to insure that if they need to leave the mission field that they will have the fund necessary to sustain themselves so as not to require the continuation of support by others. HBM does not recommend that our missionaries opt-out of the US Social Security system.

## **Article Seven**

### **Other Policies**

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#### **Section 1 Church Membership of Missionaries**

- A. Heartland Baptist Missions missionaries must be members of a local church with doctrinal beliefs in harmony with those of HBM.
- B. Each missionary is under the authority of his Sending (home) church.
- A missionary shall maintain membership in an independent Baptist church throughout his/her missionary career. Strong relationships with the home church should be developed over the years through regular correspondence from the field and active participation during furlough.
  - In the case of loss of home church endorsement, a missionary shall seek to obtain endorsement of another home church which shall be subject to review by HBM.

#### **Section 2 Missionary Report**

A semi-annual report of the missionary's work is to be emailed to the home office by July 15<sup>th</sup> and January 15<sup>th</sup> each year. A quarterly newsletter of the missionary's work is to be emailed to the home office, and a copy of all prayer letters shall be filed with the HBM home office. If a update is not received for more than three months, in consultation with the missionary's home church, a decision will be made what action will be taken, up to and including holding the missionary support in escrow until such time that the report has been received.

#### **Section 3 Missionaries in Foreign Countries**

The missionary must respect the country where he serves and its laws as well as the laws of the United States to the best of his ability in accordance with the Word of God. He must guard against doing anything to cause a governmental problem.

#### **Section 4 Missionary Children's Education**

The missionary shall make satisfactory arrangements for the education of his children. This must be approved by Heartland Baptist Missions (Eph. 6:4, Col. 3:21, Prov. 22:6, Deut. 6:4-7).

#### **Section 5 Single Missionary**

A single missionary applicant or an appointed single missionary must consult with Heartland Baptist Missions before making plans for marriage after receiving approval from their sending church.

## **Section 6 Field Term and Furlough Time**

- A. A standard term on the mission field will be four years, unless unforeseen circumstances or demands of the ministry require differently. Four months on the field will accrue one month of furlough. Each furlough must be request and approved by the missionary's sending church in consultation with Heartland Baptist Missions.
- B. The length of time spent in language school will be included in the first term.
- C. The missionary serving in close proximity to the United States will follow the same guidelines for furlough as all other missionaries.
- D. In case of death in the family, the missionary may return home, but must assume the financial responsibility for this trip. The escrow fund may be used for this emergency. Other emergencies may be considered and discussed with Heartland Baptist Missions.
- E. Furlough will be a year in duration or less using the formula in Section 6 Sub-section A, and may include additional deputation.
- F. Home missionaries between church-planting works will consult with Heartland Baptist Missions to determine the length of transition time to new works and directed deputation.
- G. Furlough missionaries are required to attend the annual Candidate School of Heartland Baptist Missions if they are on furlough in the United States.

## **Section 7 Recall of Missionaries**

- A. Heartland Baptist Missions has the full right to recall its missionaries when it becomes aware of problems regarding a doctrinal, moral, ethical, or governmental matter.
- B. Resignations must be submitted in written form, giving the reasons for doing so. Written notification will be sent to the missionary's supporting churches stating the reason(s) given by the missionary for resigning or the reason for being recalled by Heartland Baptist Missions.
- C. In the event of revolution, nationalism, or Marxist activities which may threaten missionaries' lives, Heartland Baptist Missions will work diligently to bring missionaries out of the country. Every missionary, however, should recognize the possibility of danger when he goes to a field.

## **Article Eight**

### **Board of Directors**

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#### **Section 1 Membership**

To be considered for membership to the Heartland Baptist Missions, Inc., Board of Directors, a person must

- A. subscribe in writing to the Articles of Faith, Independent, Fundamental, Bible believing, Premillennial, Baptist, and members of churches that are pastor led.
- B. be recommended by a present member of the Board of Directors,
- C. support the ministry of this corporation, pray for it, promote its welfare and encourage gifts to this ministry.
- D. be a man who is in full time Christian Service, Pastors, Evangelists, and Missionaries to service as a director or a member in good standing of Smyrna Baptist Church to service as an officer.
- E. receive a **unanimous** vote of current board members to be appointed.
- F. service a three year term who may be reappointed by a three-fourths vote of the board.

#### **Section 2 Responsibilities**

- A. Understand that members serve at the will of the Board and can be removed at any time by a two-thirds vote of the Board. Members can also be removed from the Board if found to be out of harmony with the Corporation. Missing three consecutive meetings will mean automatic removal from the Board.
- B. Understand that individual members of the Board do not have power to make decisions affecting the Corporation except as that specifically delegated by the Board.
- C. Board Members have a responsibility to support the President. If they obtain knowledge of any problem, they should notify the President so the problem can be resolved because Board Members have no responsibility toward solving problems.

## Article Nine

### The President

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#### Section 1 Qualifications of the President

- A. Must testify to a personal knowledge of Jesus Christ as Savior.
- B. Must wholeheartedly be in agreement with the doctrinal position of the Corporation.
- C. Must sign the Articles of Faith.
- D. Must be a member of the Board of Directors and Smyrna Baptist Church.
- E. Must be elected as President by a **unanimous** vote of the Board of Directors.
- F. Must have a spiritual concern and deep Biblical discernment for missions.
- G. Must have proven managerial skills.

#### Section 2 The Office of President

- A. Will serve as President until he resigns or be removed by a **unanimous** vote of the Board of Directors if he should indulge in immortality or he himself should fall into heresy.
- B. Will serve as the Chairman of the Board of Directors.
- C. Will serve as the Corporation's Chief Executive Officer, having general supervision over all affairs of the Corporation.

#### Section 3 Responsibilities

The duties of the President will be to serve as Chief Executive Officer of the Corporation with the authority to

- A. Have general supervision over all affairs of the Corporation, working through responsible administrators,
- B. Employ or dismiss members of the staff,
- C. Carry out the policies of the Board of Directors,
- D. promote the interests of the Corporation,
- E. Perform all such duties incidental to the President's office.

#### Section 4 Absence of President

In absence or disability of the President, his duties will be performed by an appointed Vice-president, or someone duly appointed by the President. When the situation is such that the President is not able to carry out the presidential responsibility, then the Board of Directors will appoint such leadership until a new President is appointed.

## **Article Ten**

### **Human Sexuality**

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- A. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex (Gen. 2:24; 19:5, 13; 26:8–9; Lev. 18:1–30; Rom. 1:26–29; I Cor. 5:1; 6:9; I Thes. 4:1–8; Heb. 13:4).
- B. We believe God created man and woman and instituted marriage between one man and one woman, as a picture of Christ's relationship with the church (Gen. 2:24, Rom. 7:2, Eph. 5:22–23).
- C. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and church. The husband is to be the leader of the home and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church (Gal. 3:28; Col. 3:18; I Tim. 2:8–15; 3:4–5, 12).

## **Article Eleven**

### **Abortion**

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We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any other teaching.