

MEMORANDUM OF UNDERSTANDING (MOU)

Movement Team

Last Updated: xx/xx/20xx

1. Purpose of this Document

This is a working document describing and defining the ministry work of the Movement Team. The purpose of this Memorandum of Understanding (MOU) is to outline how the Movement Team will function in order to fulfill the vision of mobilizing local believers to start Church Planting Movements (CPM)¹ among UPGs². This document will provide a general explanation of what will be expected of each person on the Movement Team and may be updated and amended as necessary.

2. Vision

To see the Great Commission fulfilled: a gospel witness among every people group in our country. More specifically, we want to support and partner with the local Church in completing their National Vision: a church in every province, district, sub-district, and village by the year 2030.

We believe our role in this National Vision is to focus on the Unreached People Groups (UPG) in our country, as it is the area of greatest need / least amount of gospel workers and resources.

3. Strategy³

Our strategic approach will be to mobilize, disciple, and equip national believers toward starting CPMs among UPGs. We desire to identify, partner with, and serve local churches and leaders that have a vision to complete the Great Commission in our country.

The role of the members of this team will primarily be to mobilize local Christians towards CPMs among UPGs by casting vision, discipling, equipping, and connecting them toward strategic opportunities among the unreached.

4. Team and Leadership Structure

Our team currently consists of 11 members. We will adjust the structure as necessary. The Movement Team structure is as follows:

a. Organizational Director

¹ **Church Planting Movement (CPM)**: A Church Planting Movement is defined as “rapid and multiplicative increases of indigenous churches planting churches within a given people group or population segment (Garrison, *Church Planting Movements*).”

² **Unreached People Group (UPG)**: An Unreached People Group is defined as “a people group among which there is no indigenous community of believing Christians with adequate numbers and resources to evangelize this people group (joshuproject.net).”

- b. Area Director
- c. Sub-Team Leaders
- d. Sub-Team Members

The Organizational Director will be the coach and overseer of the Area Director. He will likely make few direct commands of the team, but operate from an advisory and coaching position to the Area Director and the overall direction and strategy of the team.

The Area Director / Team Leader is responsible for the spiritual development and strategic direction of the team. In general, he will interact most directly with the Sub-Team Leaders, who will interact with the Sub-Team Members.

With a large team and multiple church partnerships as a part of our strategy, we will operate as a single team with multiple smaller sub-teams. The overall team will adhere to the vision and strategy set by the Team Leader, but daily ministry decisions and discipleship-level decisions will be made as a sub-team, under the leadership of the Sub-Team Leader.

Sub-Team Members should submit to the authority of the Team Leader, as well as the Sub-Team Leader. Obviously, there will be consultation and discussion between Team Leader and Sub-Team Leaders, but Team Leader decisions supersede Sub-Team Leader decisions.

5. Process and Requirements to Join the Team

The process for joining the Movement Team is outlined below per our Staff Handbook.

- a. Interest Expressed.
- b. TL Consults with person's supervisor
- c. TL informal interview
- d. Consult with Regional director
- e. Application & Instruments
- f. Assessment Team
- g. Formal Interview: TL, Team Development, Int'l Director
- h. Decision: Green, Yellow, Red
- i. Notification

The decision to invite a team member will be made by the TL team (Team Leader and sub-team leaders, especially considering the sub-TLs who will receive new members), with consultation from the rest of the team and final approval from the International Director.

The requirements for joining the Movement Team:

- a. **Commitment** of at least one term (3 years).
- b. Raise your own **support** (amount determined by the TL).

c. Commit to the team **MOU** and Statement of Faith.

6. Preparation and Language Learning

The required preparation and language learning commitment for all team members is as follows. Exceptions can be made with the Team Leader's consent.

- a. Complete a 9-month Pre-Field Training.
- b. Raise your own support to 100%, including start-up fee. (110% Recommended!)
- c. Complete the cultural pre-field training.
- d. Upon arrival, enter in to and complete 15 modules of language learning.

7. Decision-Making Process

Key decisions will be reached by the TL with consultation and feedback from the team. The TL will make emergency decisions in consultation with the team if consultation is possible.

a. **Examples.** This section records some *examples* of decisions that will be made on the field, the authority level at which that decision is made, and the level of potential impact on the entire Team.

i. High FAMILY impact, Low TEAM impact = Individual Family Decision (Low Team impact does not mean NO team impact/consequence)

- Kids' schooling
- Family nights without ministry, leisure time and activities
- Where to go on vacation
- Spending money within given budget
- Daily adjusting and coping with the culture
- Immediate medical needs
- Furnishing your home, remodeling your home
- Discipling and disciplining children

ii. Some FAMILY impact, some TEAM impact = Brought to relevant TMs for discussion (Strive for everyone to be heard; TL reserves responsibility for final decision)

- HMA schedule
- Buying a vehicle
- Accountability schedules
- Interaction with other foreigners and western influence on the TM
- Frequency and type of interaction with other TMs during the week (babysitting, meetings, kids playing together, accountability, etc.)
- Traveling outside of city of residence
- Family / Couple decisions for roles in ministry

iii. High or Low FAMILY impact, High TEAM impact = Team Decision (Strive for everyone to be heard; TL reserves responsibility for final decision)

- Frequency of interaction and reliance on the local people
- Intentional reduced focus on language learning
- Resignation from the team
- Regularly not attending/participating in team meetings, including accountability

- Changes in approach or strategy
 - Extended HMA beyond the specified time
 - Increasing amount of support we need to raise
 - Breaking or exceeding the parameters of the Team MOU or Staff Handbook
 - Formally bringing in outside consultants (outside opinions are OK to bring; but before an outside counselor, mediator, trainer, coach, etc. is *formally* brought in to the *team environment*, the team should be consulted.)
 - Use/need of time/funds for trainings and conferences, both individual and team
- iv. High FAMILY impact, High TEAM impact = TL/Organizational Director decision
- Emergencies, evacuation
 - Spending money that exceeds given budget
 - Changing budgets
 - Confronted habitual sin issues, especially if not resolved in accountability

8. Team Life and Lifestyle

Apart from God's grace, the most important component for our success on the field is a godly, effective, unified team. We are each other's main encouragement to stay on task, and stay thriving.

a. Meetings: Our team should maintain both structured team meetings and informal fellowship. The nature and frequency of these meetings will fluctuate with different seasons of life and ministry. Apart from physical sickness or emergencies, team members are committed to attend team-wide and sub-team meetings, but are NOT expected to attend every informal fellowship event.

b. Working and living as a team: Team relationships are a high value for our team. We expect to work together towards a unified vision, not as isolated units working by themselves. We want to represent Christ to the local people through our love for one another.

c. Team Culture: As a team, we want to embody the principles of our organizational Staff Handbook. In addition, there are some key values that our team desires to adhere to as a part of our team culture to be outlined in the future.

d. Restrictions & Recommendations: We desire to be a people living "above reproach" and not act as a stumbling block for our brothers and sisters (both national and foreign). Nor do we want to create unnecessary barriers to the gospel for people we are trying to witness to. In order to facilitate this type of lifestyle, there are some team restrictions and recommendations.

Restrictions are things to be followed without exception. Recommendations are guidelines that are to be taken with a high degree of caution and wisdom.

i. Restrictions: Under no circumstances are team members to...

-participate in any kind of intimate physical contact or communication with nationals of the opposite sex.

ii. Recommendations: The following topics should be considered with a high degree of discretion and caution.

-Alcohol: No team member should be drinking alcohol in excess or have any kind of dependence upon alcohol. We recognize the cultural differences in leisure between our team and local believers. Erring on the side of refraining from alcohol in the presence of local believers we know could help towards maintaining credibility and keeping others from stumbling. In addition, alcohol in the presence of other local friends could severely damage credibility.

-Gambling: Similarly to alcohol, gambling in public should be avoided.

-Conservative dress: As workers and leaders, dressing professionally is an important value in local culture.

-Interactions with nationals of the opposite sex: Particularly because of cultural differences, please be extra conservative and careful around local members of the opposite sex, to avoid giving the wrong signals. One-on-one time with nationals with the opposite sex should be highly avoided.

-Travel: With visa runs, conferences, and travel opportunities in general, team members will be required and / or prefer to travel outside of our city for various reasons. Although each travel destination has a different context of safety, it is strongly recommended that team members travel with another team member, whenever possible. At times, the TL reserves the right to assign certain travel details.

e. Dating Relationships: Defined in the Staff Handbook. Team members should not begin dating within the first year. After the first year, please consult the TL if you are thinking about entering a dating relationship. Dating nationals should be considered with a very high degree of caution and cultural sensitivity.

9. Accountability and LTGs

Ultimately, all of us as children of God are accountable before him (Rom. 14:12). As the overseer, the TL is responsible for the spiritual thriving and shepherding of team members (Heb. 13:17). We are imperfect sinners in need of grace, and believe that confession leads to healing (James 5:16).

To encourage and hold each other accountable to staying on task and thriving, each team member will have a regular LTG (Life Transformation Group) meeting with another team member. Groups will be no larger than 3, and will be with team members of the same gender.

Sins or issues confessed in LTG should be kept confidential and within the group. In the case of repetitive sin patterns or issues that are harmful to an individual or others, the LTG partner should notify the TL to establish next steps.

Lastly, if you are in sin, please tell a team member. **You will not be fired, you will get help.** That may involve returning home to heal and receive counseling, but please know that we desire to see healing and thriving in all team members!

10. Team Fund

Movement Team will have a Team Fund that every team member will contribute to. Defined below will be contribution amount, how it will be used, things it will not be used for, and how it will be accessed.

a. Contribution Amount: Singles will contribute \$100 per month and couples will contribute \$150 per month to the Team Fund. This amount will be automatically pulled from your account monthly by the National Team upon your arrival to our country. Team members not yet in our country do not have to contribute to the Team Fund until their arrival.

b. How the Team Fund Will Be Used: The Team Fund will be used for projects and opportunities that either affect the whole team or impact the vision as a whole. Some examples: team retreats and vacations, team meals and meetings, translation of training resources, offices, clerk, team transportation, etc.

c. Things the Team Fund Will Not Be Used For: Any ministry expenses that affect only parts of the team will not be reimbursed by the Team Fund, unless it is agreed upon by the entire team. For example, if 2 members are going to attend a conference, those expenses are not covered by the Team Fund, but by your personal ministry account. Expenses at a sub-team level, or daily and weekly ministry expenses, should be reimbursed at a personal level as decided by your sub-team. This is not a personal fund for any person, including the Team Leader, as we all raise our own personal ministry expenses.

d. How the Team Fund Will Be Accessed: Both the Team Leader and the Team Admin will have access to the team fund, but the Team Leader will be responsible for the usage of the Team Fund. Any activities, projects, and opportunities that fulfill the requirements of [b] above can be expensed by the Team Leader or Team Admin, with approval by the TL. If any Team Member needs to reimburse from the Team Fund, they must have it approved by the Team Leader, reimburse it as part of their personal ministry expenses, and have the amount transferred over from the Team Fund account by the National Team (or however the National Team thinks is best).

11. Conflict Resolution

a. Within the team

We all need to make it a priority to guard our unity in Christ by seeking to make peace with each other. This leads to God's blessing us with fruit. Jesus said, "Blessed are the peacemakers" (Matt. 5:9).

Some principles:

- Nothing negative should be said about a third person.
- Begin to resolve an existing conflict as soon as possible - try to talk it out as soon as possible.
- Be open and frank.
- Mistakes and hurts from the past that have been dealt with should be laid to rest and not mentioned or "used against" other people again.
- Avoid bitterness at all costs.

If serious conflicts arise, we follow the Biblical guidelines in Matt. 18: 15-17.

- 1) If your fellow-worker has hurt you or committed an error or sin, speak to him in private. If he listens and repents, the problem is solved. (v. 15)
- 2) If he doesn't listen to you, tell the TL and go together with him to the worker in question. If he listens to you and repents, the problem is solved. (v. 16)
- 3) If he doesn't listen to you, bring the problem to the whole team and the leadership of our organization. If the worker in question won't listen here either, he must be excluded from the team. (v. 17)

We will also use the **Peacemakers** curriculum as a tool to guide our conflict resolution. Every team member will be given a copy and expected to use it as a framework to guide conflict resolution.

b. With nationals

In local culture, communication is indirect and a third party often mediates conflict. If a serious conflict arises with a national, please notify the TL, who will then reach out to the national person's leader. In these cases, we will exercise caution and consult our local partners on the correct way of handling conflict.

c. With other foreign workers

We desire to be a team that works with other teams that are a part of the Kingdom. If a conflict arises with another foreign worker, notify the TL, who will also reach out to the other worker's team leader.

12. Vacations and Home Assignment (HMA)

The general guidelines for Vacation and HMA will be defined in the Staff Handbook. For the Movement Team, the following applies:

- Every Team Member has up to 3 weeks (15 working days) of vacation per year. These do not carry over, so as to encourage you to use them each year and rest well.
- During the first 2 years, Team Members are discouraged from returning to the U.S., except in the case of a serious family engagement (e.g. a wedding in the immediate family, or a death / terminal illness in immediate family) or emergency.
- A Team Member's first HMA should happen around the completion of their first term. The length of time for a HMA should be based on objectives, not on a time-frame. For example, what amount of time it should take to do support maintenance, additional training, and rest and recovery. After the completion of their first term, Team Members can schedule their HMA as it best contributes to staying on task and thriving, as approved by the TL.
- Vacations need to be pre-approved by the Team Leader at least 2 weeks prior. It should be discussed with the TL before any travel plans are made.
- HMA should be discussed with the TL 3 months prior.
- Each team member will undergo an evaluation and recommitment process as outlined by the Staff Handbook.
- Vacations and HMA should be planned within the context of its effect on the team and on ministry schedules. They will likely be staggered across the team so there won't be instances of the entire team gone for extended lengths of time.

13. Communication and Reporting

In order to work well as a team, particularly with distinctive sub-teams and a lower frequency of team meetings, communication, shared knowledge, and reporting are absolutely vital.

Reports are not optional. If asked to give a report by the TL or sub-team leader, reports are expected by the given date. If you're unable to give a report by the given date, please notify the TL or sub-team leader as soon as possible.

The TL will determine the content and frequency of reports from sub-team leaders to the TL. Sub-team leaders will assign reporting to team members within their sub-team per their discretion.

For team and org-wide communication, we will use our organization's standards for communication.

14. Expectations for the First 2 Years

As a team, we desire to stay thriving and stay on task. During the first 2 years, staying on task consists of 1) language learning and acquisition, 2) culture learning and acquisition, and 3) building relationships with nationals, in particular potential goers.

In order to free up time to engage with language, culture, and nationals, team members must not enter into any ministry commitments of any kind during their first 2 years.

Likewise, we will limit the frequency of our team meetings during the first 2 years (1 full team meeting per 4 weeks, 1 sub-team meeting per 4 weeks) to remove unnecessary barriers to acquiring language and culture. After the first 2 years, team meetings may increase in frequency, according to need.

Per the Staff Handbook guidelines on visitors, our team will not host visitors within the first year. Team members are also discouraged from returning to the United States unless in the case of a serious family engagement.

15. Crises and Emergencies

In the case of crises or emergencies of any sort, please consult the Movement Team Contingency Plan.

16. Church Partnerships

Church partnerships are vital to our vision of mobilizing, discipling, and equipping local believers to start CPMs among UPGs.

3 Keys we are looking for in a church partner:

- a. A vision to plant churches / vision to reach the unreached.
- b. A mobilizable population.
- c. Doesn't have a structure in place for equipping church planters.

We desire to serve and empower the people in these churches, not usurp authority or take members away from churches. It will be necessary to make concessions to our doctrinal, practical, and cultural preferences to work together and partner well with these churches. Use wisdom in when to consult pastors and leaders when it comes to making decisions with church members, particularly in such a hierarchical culture.

17. Job Description and Team Roles

After the first 2 years of language and culture acquisition, team members will be given a team member job description and guidelines for ministry, as established by the TL.

Along with a job description, different team members may be assigned team roles as a supplemental responsibility to their main job description. These team roles will be assigned according to team need and the team members' giftings and skills.

Movement Team Covenant

- I have read the Movement Team Strategy Plan and agree to follow this strategy to achieve the stated vision.
- I have read this MOU, and I agree to live and minister in the manner described herein.
- After having read and agreed with the MOU and Strategy Plan, my signature below shows that I am a member of this team.

Signature: _____

Date: __/__/__