



P.O. Box 291307 Kerrville, TX 78029-1307

**INFORMATION  
PACKET  
FOR  
APPLICANTS**

Feb 2012

*HELPING ORDINARY PEOPLE PARTNER WITH GOD TO ACCOMPLISH THE EXTRAORDINARY*

# Information Packet

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The fields are white unto harvest like never before in the history of our world. Yet, the laborers are still few. Statistics indicate that hundreds of Christians are willing to work but stand around idle all day because no one has hired them (Matthew 20:6,7). Because they do not fit a predetermined mold or need, many willing laborers are not able to find a vehicle that will enable them to go to the nations. That is one of the reasons T.E.A.M. Missions was begun. In 1999 we changed our name to Commission To Every Nation to reduce the confusion with The Evangelical Alliance Mission, also known as TEAM.

We hope to enable a Christian with a calling become a Christian with a mission and get to that mission field as quickly and easily as possible. Then, we hope to be able to help them stay there and be effective in what God has called them to do with the least amount of red-tape and paperwork hassles as possible. We want to help and serve you, not “lord it over you.”

Obviously, however, for a relationship to be of any value it must be mutual and reciprocal. Therefore, let me explain what we can do for you and what we expect you to do in return. Afterward, if you feel God would have you become a part of Commission To Every Nation, submit an application or call for more information. Together we will seek an understanding of the mind of the Lord in this relationship.

Unto Jesus Be All Glory Forever!

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## MISSION STATEMENT OF COMMISSION TO EVERY NATION

It is the goal of Commission To Every Nation to mobilize churches and individuals to bless the nations of the world through:

- ~ **PRAYER** for missions and world evangelism.
- ~ **GIVING** toward the World Harvest.
- ~ **GOING** to the missions field both short and long-term.

We do this by providing a nurturing environment based on pastoral care for each missionary. We believe each missionary is able to hear from the Lord about the aspects of their ministry and life. We provide the administrative aspects of missions such as donation management, but we also provide printing services for newsletters and assistance in maintaining mailing lists. Our pastoral care folks work with each missionary’s home church to help develop a caring support environment and they also visit our missionaries regularly on the field.

## JOINING COMMISSION TO EVERY NATION

Joining Commission To Every Nation requires a few things. First, is an invitation for new missionaries to join an existing ministry or a well established ministry for those seasoned folks. Next is the application. The application contains two recommendation forms, one of which is from your pastor. We feel that you should, in most cases, have a very strong relationship with a home church. This church can become a life boat for you should you need a place to be cared for and nurtured. We desire to spend time communicating with you throughout the application process to build our relationship with you.

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## A LITTLE HISTORY

On December 23, 1994, Commission To Every Nation (formerly T.E.A.M. Missions) was incorporated in the state of Texas . Within a few months preliminary recognition as an IRS approved 501(c) (3) nonprofit corporation was received. The Lord has been faithful to send to Commission To Every Nation those with a call of God on their lives whom the mission has been able to help to follow that call. Since then we have helped over 450 missionaries serve in more than 50 countries.

As a missions mobilizing ministry Commission To Every Nation seeks to involve Christians in the world harvest through PRAYER, GIVING and GOING as long term servants with a minimum 2 year commitment.

## MISSION STRUCTURE

Commission To Every Nation is under the spiritual covering of a Board of Directors. Ministry direction for the mission is prayerfully determined by the Ministry Council. Day to day operation is under the direction of the mission's director.

### BOARD OF DIRECTORS

The Board of Directors is charged with setting long-range policy for the mission.

**Warren J. Piersol** has over 60 years of ministry experience in establishing and pastoring both large and small congregations. He is a statesman for the kingdom of God who has an apostolic gifting.

**Richard Malm**, Founder and President of Commission To Every Nation. He has over 20 years of ministry experience as a pastor, Christian educator and missionary.

**Dr. Jack Ender** pastors Grace Fellowship in Georgetown, TX. He also ministers frequently in pastor conferences in Mexico and Guatemala.

**Patrick Freedle, CPA** is a partner in a local accounting firm with a wealth of financial and tax experience to help guide and keep us accountable in these areas.

**Stephen Schmerbeck** is the owner of Garrett Insurance and provides great expertise as we make business decisions.

**Bill Word, Jr.** has been involved with a variety of ministries in the U.S. and served as a missionary with TEAM Missions in Guatemala.

**Dr. James Hines** is a retired medical doctor who now serves as a medical missionary in Guatemala with CTEN. He brings field representation to the Board.

**Mickey Thompson** is a Home Designer in Kerrville, TX who has been associated with CTEN since before it took on its current name. He has a heart for missions and even has a daughter and son-in-law serving as CTEN missionaries in Peru.

Due to their many years of ministry and business experience this Board of Directors provides a solid base of guidance and long-range decision-making.

### MINISTRY LEADERSHIP

**RICHARD MALM** serves as president and spiritual leader of the mission.

**DIRECTOR - JACK ROTHENFLUE**

**TREASURER - PATRICK FREEDLE, CPA**

**SECRETARY - STEPHEN SCHMERBECK**

**FINANCIAL MANAGER - ANGIE NEWBY, CPA**

## WHAT COMMISSION TO EVERY NATION CAN DO FOR YOU

### RELATIONSHIP

Commission To Every Nation is primarily built upon relationships and a common bond of the Lordship of Jesus Christ. We trust it will never function solely as an organization but rather always as a family, a cooperative effort of Christian brothers and sisters helping one another and thereby serving the Lord Jesus Christ together. We try to offer a network of fellowship so you know you are not alone in your calling. As one long time missionary said, "It is hard being alone without belonging."

We will pray for you, be available to listen to you and do what we can to help and encourage you to fulfill the call of God upon your life. We will offer our counsel and advice and if we see areas that cause us concern we will bring those to your attention just as we would expect you to do for us.

Relationship is paramount. Without it we have missed the Lord's primary call to discipleship, that of loving one another as He has loved us so the world might know we are His.

### HANDLING OF FUNDS

Commission To Every Nation will receive funds referenced for you and your missions projects, and receipt the donor of the funds. At the end of the year we will also provide all your donors with the necessary paperwork to document their gifts for tax credit purposes. In addition, at the end of each year we will provide you with a Form 1099 to help you in filing your U.S. income tax return. Each missionary is considered a self-employed contractor. Non-US citizen missionaries will be required to provide an accounting to CTEN because the US government requires us to do so.

Each missionary is deputized to raise support. This means that each missionary is an 'agent' of CTEN, a non-profit organization, to raise support to complete its mission. Why is this? Tax-deductible donations can only be given to a non-profit and must be under the sole control of the organization. When a donor puts your name on a pledge card or slip of paper with the donation, it is considered a suggestion for the final use of the donation. Our Board of Directors has determined that we will follow the suggestions included with a donation unless the missionary suggested is no longer with CTEN.

### COMMUNICATION WITH DONORS

We are able to print your newsletters and mail them for you. We do this at cost so the price is kept low. We have volunteers who handle a lot of the work which keeps the cost down. If we are printing newsletters for you, we will also help manage address changes to help you keep track of your folks.

In addition, when you are first starting to raise support or if your support begins to wane, we are available to send a letter to those on your mailing list encouraging them to stand with you. There are things we can say about you and your work that it might be difficult or awkward for you to express.

We have a secure on-line system that allows donors to access their own records and give single gifts or recurring gifts by credit card or bank draft. Each missionary can review the information pertaining to their contacts or donations given at any time.

### STATESIDE EXPOSURE

Your work will receive exposure in the U.S. as our president and others minister in various churches promoting the work of the mission and, consequently, you and your work. If a special project arises or a special need, we will do what we can to make that need known where we have avenues of opportunity and to raise interest in the project or need.

We also publish a monthly prayer calendar that is included in all receipts. Missionaries are highlighted in this throughout the year.

## WHAT COMMISSION TO EVERY NATION CAN NOT DO FOR YOU

### REMOVE PERSONAL RESPONSIBILITY

Our purpose as a mission is to help you get on the mission field and fulfill the call God has on your life not to put hurdles in your path. The Scripture clearly states that we are to plan ahead and care for our families as a duty unto the Lord. You are a responsible, mature, Christian adult who is able to prayerfully make intelligent, godly decisions and bear the rewards and/or consequences of those decisions. Therefore we will not dictate what type and how much health insurance you must carry, what sort of retirement plan you must have, how much you must have set aside as an emergency fund or other matters of a personal responsibility nature. We do, however, **highly** recommend that you be responsible in these matters and want you to include items such as retirement and health insurance in your budget.

Commission To Every Nation will offer help and advice, as we are able, regarding areas you should consider and options that may be available, but ultimately the responsibility for caring for yourself and the needs of your family will remain right where the Lord placed it, with you - the prophet, priest and king of your home.

At your time of acceptance with the mission we will send a packet of information regarding areas you should consider and suggestions for things such as retirement, health coverage, responsible tax planning, furlough considerations, prayer and support raising tips, etc. We will also coordinate with you to determine which orientation you will attend. If you are a new missionary we want to have you attend before you leave. If you are already on the field we will wait until you return to the states the next time.

### WHY ATTEND AN ORIENTATION?

CTEN is based on relationships. While we try to keep things as simple as possible for you, there is nothing like setting together to strengthen relationships and to get to know how we can better work together. We will cover things like:

- Support Raising - It's more than just raising money.
- Tax issues - You will be a self-employed contractor in the eyes of the IRS so it is important to learn how to keep them happy.
- Culture shock - no matter where you are going, things are going to be different.
- Maintaining positive relationships - This includes newsletters and communications.
- There are other items that will be covered also.

These orientations are held four times a year. We will provide you materials you will be required to read and listen to prior to the three day session which will be held in Kerrville Texas. You will need to plan for the financial needs to attend this orientation. It will be for the adults so you will need to plan on finding child care for the younger members of your family. If you have kids over 16, they are welcome to join with you during the meetings. The group size is limited to insure intimacy and to allow plenty of opportunity to get to know one another better.

If you are already an active missionary on the field, we will allow to you wait until you return to the US to attend one of the orientations. If you have yet to go, you will need to attend one prior to your departure. The sooner the better, though.

## WHAT COMMISSION TO EVERY NATION ASKS OF YOU

### RELATIONSHIP

We ask that you pray for the mission and its leaders and do what you can to help and encourage them in their ministry to you. **This mission is not a self-sustaining service organization but is rather a cooperative effort of brothers and sisters in Christ working together to follow the Lord.** Do your part to strengthen the work, to help, to give and to minister to others members of the team.

If you have not already discovered it, you will find that the more you seek to have your needs met the more barren your life will be. The more you seek to serve and give to others the more your life will be overtaken by blessing and fruitfulness.

### HANDLING OF FUNDS

Since we want to partner with you as stewards of the funds God has provided, we want you to prayerfully determine a percentage as a co-laboring percentage to Commission To Every Nation. The co-laboring percentage is our source of support to handle those costs of doing business. We are only able to do this as all missionaries follow the principle of co-laboring as described in the Commission To Every Nation's Statement of Financial Relationship. It also covers the cost of pastoral visits as well as the general overhead costs to support you while you focus on your ministry. *To put it simply, it costs money to do the things we do for you. Therefore, if you are not doing your part to help in this area you are placing an extra burden on your fellow missionaries.*

We ask that you be faithful, joyful and punctual in your financial participation in this ministry. Our average cost for overhead is normally between 8% and 8.5%. Each missionary co-labors together to insure these costs are covered.

### COMMUNICATION

The life blood of any relationship is communication. Stay in touch with us. We cannot help you or rejoice with you if we do not know your needs and triumphs. If you have a need, share it so we can be in prayer with you. If you are facing opposition, do not wait until it overwhelms you before you let out a cry for help. **Stay in touch.**

Part of the communications channel is a **Ministry Report** (Newsletter) that we ask you to send to us on a regular basis to keep us up to date with your ministry. This report serves three purposes:

- 1) It keeps us informed as to your needs, victories and goals so we can be praying with you and more accurately represent you and your work to supporters and churches in the U.S.
- 2) It serves as a record of your ministry activities. The IRS likes to have assurance that we are not supporting professional tourists on the field.
- 3) This report can be your ministry letter to your donors, which you should plan to do regularly to keep them informed.

## FUND RAISING

One statement that is mentioned time and again is, “So you handle our money for us, right?” The answer to that is - not really. For donors to receive a tax-deductible receipt, the gift must be made to a non-profit. Read on to better understand how we work with you and the donors.

Deputized fund raising is a much misunderstood term yet it is important to understand it. It is the formal (IRS accepted) term for being ‘self-supported’. The Evangelical Council for Financial Accountability (ECFA) further defines it as:

The concept is a wholesome and effective alternative to traditional fund-raising methods. “It utilizes those most intimate and involved with the charitable program to present funding needs not to strangers but primarily those who know their competence and character,” says George R. “Chip” Grange, of Gammon & Grange.

You, as a missionary, have the passion and understanding to explain the need for a person’s financial partnership for the ministry God has placed within you to fulfill. No one at the home office can better explain it so you would be deputized to raise support to get it done. What does that really mean?

When you are appointed as a CTEN missionary, you are given the authority to represent CTEN to raise support on the organization’s behalf. Wait a minute, you might think. I want to raise support for my ministry focus! You will be, so don’t panic yet. When you apply to CTEN you describe your ministry call. As we review it, we must determine if it fits within the organizational calling and purpose. Since our purpose is to further the cause of Christ in the world, we have a bit of latitude in that decision. Once we determine that your ministry should be rolled into our ministry, we can justifiably say that your work is part of CTEN’s work.

Since your work is part of CTEN’s work, it becomes part of the work that CTEN has been given permission to do as a legal non-profit organization. (It is referred to as a 501(c)3 in IRS terms.) You, as an individual, cannot provide a donor a tax-deductible receipt so it must come from a legal non-profit. So, when you are raising support you are raising it to support that part of the work you will be doing within the legal entity known as Commission To Every Nation. You are representing CTEN in the raising of support to do a portion of the whole ministry we are doing worldwide.

So does that mean that there is a risk that we would not use the funds to support you and your ministries? By IRS ruling to be a legal tax-deduction any funds given to CTEN must be solely and completely controlled by CTEN. Our Board of Directors has determined that we will follow the suggestions of where funds will be focused so if a person includes a note with your name on it, we then take their suggestion and act upon it.

There are times when we do not follow the suggestions of a donor. This happens when a donor sends a gift with a missionary’s name on it that is no longer with CTEN. We will communicate with the donor to clarify things if possible, but we do direct gifts in such circumstances to other missionaries or needs. It is rare but does happen periodically.

To help keep the record straight, we will need you to communicate your message clearly once you become a CTEN missionary. It is best to state something like the following:

*I am a CTEN missionary raising support to do the work God has equipped me to do in <fill in the blank here>. Funds donated to CTEN will be used toward the ministries of which we are a part.*

Yes, it can be a bit confusing, yet we must be aware that there are things we must be sure donors know. The most important is that donations are to CTEN and not to you. Next is that CTEN is committed to follow donor suggestions as to how the funds can be used whenever possible.

*Don’t be afraid of asking questions about this since this the legal way to do things.*

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## STATEMENT OF FAITH

**This Statement of Faith is not intended to cover all Biblical truth but only to establish a basis for fellowship and cooperation so that we may “all speak the same thing, and that there be no divisions”.**

A declaration of those things which are most surely believed among us. *Luke 1:1*

### The Scriptures

The Bible is the inspired word of God to men, the infallible, all-sufficient, final authority in all matters of faith and conduct. (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21)

### The One True God

The one true God has revealed Himself as eternally existent in three persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; Luke 3:22; John 14:12, 16, 28; 1 Corinthians 15:24-28)

### The Deity of the Lord Jesus Christ

“In Christ all the fullness of the Deity lives in bodily form.” “The Son is the radiance of God’s glory and the exact representation of his being”. ( Colossians 2:9; Hebrews 1:3) Jesus is the eternal Son of God who was with God and was God in the beginning. (John 1:1-3) He was conceived by the Holy Spirit and born of the virgin Mary. (Matthew 1:23; Luke 1:35) “He went around doing good and healing all who were under the power of the devil” (Acts 10:38) He lived a sinless life - “holy, blameless, pure, set apart from sinners”. (Hebrews 7:26) “He died for our sins according to the Scriptures, was buried and was raised on the third day according to the Scriptures.” (1 Corinthians 15:1-4) He has now been “exalted to the right hand of God”. (Acts 2:33; Hebrews 1:3) “This same Jesus, who has been taken into heaven, will come back in the same way.” (Acts 1:11)

### The Fall of Man

“There is no one righteous” before God. “All have sinned and fall short of the glory of God.” (Romans 3:10, 23; Isaiah 64:6)

### God’s Plan of Redemption

“Salvation is found in no one else” but the Lord Jesus Christ, “for there is no other name under heaven given by which we must be saved.” (Acts 4:12) Man is saved by grace, through faith, not by His own efforts but as a gift from God. (Ephesians 2:8) God saves “us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life.” (Titus 3:5-7)

### Water Baptism

All who repent and believe on Christ Jesus as Savior and Lord are commanded in Scripture to be baptized in water. (Matthew 28:19; Mark 16:16)

### Present Work of the Holy Spirit

The Holy Spirit is at work in the earth today:

- “to convict the world of guilt in regard to sin and righteousness and judgment.” (John 16:8)
- empowering men to witness and confirming the word with signs that accompany it. (Mark 16:17-20; Acts 1:8; 4:29-31; Hebrews 2:3, 4)
- producing the fruit of the Spirit in men’s lives. (Galatians 5:22-26)
- giving various gifts to men “for the common good.” (1 Corinthians 12:4-11)
- In response, believers are commanded to “eagerly desire the greater gifts” and to “try to excel in gifts that build up the church.” (1 Corinthians 12:31; 14:12)

### Future Events

There is a coming resurrection: “those who have done good will rise to live, and those who have done evil will rise to be condemned.” (John 5:29; 2 Corinthians 5:10) There is a coming judgment where any whose name is “not found written in the book of life” will be “thrown into the lake of fire” “which is the second death”. (Revelation 20:14, 15)

### The Unity of All Believers

“In Christ we who are many form one body, and each member belongs to all the others.” “For we were all baptized by one Spirit into one body”. (Romans 12:5; 1 Corinthians 12:12)

## STATEMENT OF FINANCIAL RELATIONSHIP

### RECEIPT OF FUNDS

In order to comply with existing tax laws, when Commission To Every Nation issues a receipt for offerings that come from any source, these funds become the property of Commission To Every Nation and the mission has discretion over how the funds will be used. It is our desire and choice to direct 100% of the funds received for the ministry of a particular missionary to that missionary.

### ADMINISTRATIVE FUNDING

Obviously, there are many administrative costs involved in handling and receipting funds. We prefer to follow the principle of tithes and offerings as laid out in Scripture. We are told to bring a part “into the storehouse”. A storehouse is the place we would look to draw from in time of need.

Commission To Every Nation will be one of your “storehouses” from which you will draw spiritual and administrative help as well as the source for your monthly support. You determine the co-laboring percentage that will be held to allow you to co-labor in the work of Commission To Every Nation. We do everything we can to maintain the expenses as low as possible and have been able to keep the overhead around 8% to 8.5%.

We trust you to seek the mind of the Lord for your personal situation and determine what co-laboring percentage and any additional offerings should be invested in each of these “storehouses”. As you are obedient to the Lord the administrative costs will be covered adequately, you will continue being able to have faithful stewardship of 100% of what has been designated for your ministry and the Lord will be glorified as we each together trust Him to provide for all of our needs according to “His riches in glory”. Through your participation in this we co-labor together to help fulfill the Great Commission.

Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously. Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace abound to you, so that in all things at all times, having all that you need, you will abound in every good work.

Now he who supplies seed to the sower and bread for food will also supply and increase your store of seed and will enlarge the harvest of your righteousness. You will be made rich in every way so that you can be generous on every occasion, and through us your generosity will result in thanksgiving to God.

*11 Corinthians 9:6 - 11*