

InterAct Ministries Member Handbook

InterAct Ministries - Canada Edition
November 1, 2018

Preface

This Handbook is for the members of InterAct Ministries (employees are governed by a separate handbook). In it you will find vital information regarding the operation of the mission and your duties and responsibilities as a member. Please study the contents carefully, for in it you will find answers to most of your questions and it will be a guide for you in future years.

Updated information will be sent to you from time to time to allow for corrections, deletions and additions. Such updates supersede any and all prior Member Handbooks issued by InterAct Ministries. It is your responsibility to make these changes and keep your Handbook current.

This Handbook has been prepared for the use of InterAct Ministries members only.

When an individual's membership ends this Handbook will be returned promptly to his/her supervisor.

Flexibility Of Implementation And Interpretation

This Handbook is intended to be only a source of information and a general statement of ministry policies. It is not a rigid set of rules nor a contract of employment. Its principles serve as a guide for the mission in its decisions. The Handbook is not intended to dictate these decisions. For good and sufficient cause, it may be advisable to make an exception on occasion.

InterAct Ministries hopes that our relationship will be continuing and rewarding for both sides. However, the membership relationship is voluntary, and just as you can resign whenever you feel appropriate, InterAct Ministries, Inc. reserves the right to terminate your membership.

InterAct Ministries

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Membership Explained

Member or employee? What am I?

InterAct Ministries is a membership organization, meaning people “join” it because of a desire to unite with others for a common cause. In InterAct’s case, the common cause is the Great Commission—establishing churches among unreached people groups.

Membership organizations abound, but the most common example is a local church. No doubt you belong to one. You are a *member* of it. You didn’t pay anything to join, but there was a screening process of some sort. The benefits you receive from membership are mostly intangible and you probably don’t receive any compensation for your involvement in the church.

However, your pastor is not only a member, but an employee of the church as well (assuming he’s paid something!). *Membership* and *employment status* mean different things.

Most people in the InterAct family initially enter through the membership door¹, with the expectation that sometime in the future they will begin receiving a salary for the work they will do for the mission. Before that happens, though, the member is usually required to raise funds for the mission so that money is available to pay the salary.

When InterAct begins to compensate one of its members (i.e., pays him/her a salary or hourly wage), that *member* becomes an *employee* of InterAct as well as a member. There is a simple test to determine if you are also an employee: if you are given a W-2 or T-4 at the end of the year, you are an employee of the mission. In the case of missionary couples, both the husband and wife are usually *members* of the mission. But generally, only the husband is an *employee* of the mission.

In an attempt to distinguish themselves from employees, some members of InterAct may instead refer to themselves as *missionaries* (“I’m not an employee; I’m a missionary!”). In this case, the term *missionary* is used more to identify a job classification than in a legal sense.

¹ An application process that includes a review of the applicant’s Christian testimony, support by a home church, and doctrinal position, which must be in agreement with InterAct’s. Members must also indicate continued agreement with InterAct’s doctrinal statement and membership policies annually in written form.

Membership Qualifications

To *become* a member of InterAct Ministries one must:

- Give evidence by personal verbal testimony, corroborated by others, of having a personal relationship with Jesus Christ
- Indicate verbally and in writing his/her personal agreement with InterAct's Statement of Faith
- Indicate in writing his/her intent to abide by all Membership Policies contained in the member handbook, including the *Standards of Christian Life & Ministry*
- Agree to abide by disciplinary proceedings as may be imposed by the Corporation
- Be interviewed by a committee of current members to assess the above matters
- Be *actively* involved in an ongoing InterAct Ministries field assignment¹ of at least one year in duration

To *continue* as a member one must:

- Annually indicate in writing his/her personal agreement with InterAct's Statement of Faith.
- Annually indicate in writing his/her intent to abide by all Membership Policies contained in the member handbook.
- Continue in an ongoing InterAct Ministries assignment.

Rights: Members are eligible to elect board members and vote on other corporate matters.

Term: Membership ends by action of the corporation, resignation or when the member no longer meets the membership qualifications.

¹ A field assignment assumes having a job description and supervision and it does not include any initial deputized fundraising activities (i.e., "support raising"). If both spouses of a married couple want to become members of InterAct, both must follow the application/interview process. However, only one spouse is *required* to be involved in an ongoing InterAct field assignment.

Membership Ministry Assignment

InterAct members hold membership in only one corporation, either in InterAct Ministries, Inc. (U.S.) or InterAct Ministries of Canada. Those serving in Russia and the U.S. are members of the U.S. organization and those serving in Canada are members of the Canada organization.

One's membership begins when supervised field assignment commences. This does not include any pre-assignment fundraising responsibilities that may or may not occur on the field of assignment. For board members, membership begins when their term of office begins.

Mission Statement, Vision and Philosophy of Ministry

Mission Statement

InterAct Ministries exists to make disciples among least-reached peoples in cooperation with like-minded churches and organizations.

Vision Statement

- InterAct Ministries desires to see reproducing disciples impacting communities across the North Pacific Crescent.

Philosophy of Ministry

- Scripture – *Authoritative and sufficient for life and ministry*
- Relationships – *Loving God and loving people*
- Cross-cultural Ministry – *Recognition of worldview and cultural implications in ministry*
- Whole-life Discipleship – *Walking with disciples through all stages of life and growth*
- Gathered Believers – *Recognize the centrality of the local church*
- Commitment – *High priority on long-term ministries*

Statement of Faith

InterAct Ministries is a Christian organization committed to seeing “reproducing disciples impacting communities across the North Pacific Crescent.” To this end, the organization as a whole is committed to uphold the Statement of Faith and expects all its members to commit to it. All members are held accountable to the values created within this statement. Annually, all members are required to indicate in writing their continued agreement with the Statement of Faith.

- A. We believe the Bible is the verbally inspired Word, revelation of God, inerrant, infallible, and God-breathed. It shall be our guide in all matters of faith and conduct. (Psa. 19:7-11; II Tim. 3:16-17; II Peter 1:19-21; Matt. 5:18)
- B. We believe in the triune Godhead, composed of God the Father, Son and Holy Spirit, coexistent, eternal, omniscient, omnipresent and omnipotent. (Deut. 6:4; I Peter 1:2; John 1:1; Acts 5:3-4)
- C. We believe in the deity of Jesus Christ, His virgin birth and sinless life, that He is God incarnate, very God of very God, for whom and by whom all things were created, and that He is the head of his body, the true church. (John 1:1-14; II Cor. 5:21; Col. 1:18)
- D. We believe that man was created in the image of God. Man chose to sin and thus became totally lost and absolutely incapable of saving himself by his own works. Therefore, apart from Jesus Christ, all human beings incur physical, spiritual and everlasting death. (Gen. 1:26; Gen. 3; Isa. 64:6; Rom. 5:12,19; Eph. 2:1,8-9; Rom. 6:23)
- E. We believe that marriage is the union of one man and one woman. (Gen. 2:20-25; Matt. 19: 4-6; 1 Tim 3:2, 12; Titus 1:6)
- F. We believe that because of the very nature of the gift of eternal life, because of the present intercessory ministry of Jesus Christ, and because of the sealing of the Holy Spirit, all true believers once saved, will be kept saved by the power of God forever. (John 5:24; 10:28; Rom. 8:29; Eph. 4:30; Heb. 7:25; Jude 24)
- G. We believe that the true church is one body composed of all believers with Jesus Christ as the head. We further believe that baptism and the Lord’s Supper are scriptural ordinances and are to be observed by the church today. (Eph. 5:23; Acts 2:41; Matt. 28:19; 26:26-29; I Cor. 11:17-34)
- H. We believe in the great Evangelistic Commission of the Lord Jesus Christ: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” (Matt. 28:16-20; Acts 1:8)

- I. We believe in the personal, bodily, imminent, visible return of our Lord Jesus Christ to complete His work as Messiah and to judge all people. We believe in the bodily resurrection of believers and unbelievers. Those who accepted Christ as Lord and Savior will be with him in heaven forever, and those who have rejected him will be separated from him in the lake of fire forever. (I Thess. 4:13-18; I Cor. 15:50-59; Rev. 19:19-20; 20:1-6; Matt. 25:41)

- J. We believe that Jesus Christ was conceived by the Holy Spirit, was born of the virgin Mary, and was fully God and fully man. We believe in his sinless life, his miracles, his death for sin, his bodily resurrection, his ascension to the right hand of the Father, his ministry on behalf of true believers, and his personal return in power and glory. (Matt. 1:18; Luke 1:27; Phil. 2:5-7; Heb. 4:15; John 19:30; Matt. 28:6; Luke 24:6; Col. 3:1; Heb. 7:25; I Thess. 4:16-17; Rev. 19:11-16)

- K. We believe that Christ died for our sins as a substitutionary sacrifice; and that all who receive him as personal Savior and Lord are declared righteous by faith on the basis of his shed blood. (Isa. 53:6; Heb. 10:14; Eph. 5:2; John 1:12; Rom. 19:9; Rom. 5:1,18-19; Eph. 1:7)

- L. We believe in the power of the Holy Spirit to give unbelievers a new life in Christ. The Holy Spirit baptizes all believers into the Body of Christ and permanently indwells them at the time of salvation. The filling of the Spirit enables believers to live a godly life and empowers them for service. (Titus 3:5-6; I Cor. 12:13; 6:19-20; Eph. 5:18)

- M. We believe in the personality and reality of Satan as well as his present and ultimate judgment. (Rev. 12:9,19; Matt. 4:2-11; Isa. 14:12-17; John 8:44; 16:11; Rev. 20:10)

- N. We believe that all followers of the Lord Jesus Christ have eternal life and are expected to maintain good works. This involves separation from the sinful pleasures of the world system. (I John 2:15-17; Titus 2:1-15; John 10:27-29; Rom. 5:10; John 3:16)

Historical Sketch

About 1946, a number of independent missionaries in Alaska began attending the annual missionary conference at the *Church of the Open Door* in Anchorage, pastored by John Gillespie. Rev. Gillespie consulted with Dr. John G. Mitchell of Portland, Oregon, Rev. Samuel Cassells of the Sudan Interior Mission, and James Vaus concerning the need for bringing together these independent missionaries who did not feel free to identify with the two or three struggling faith missions in the territory. In September 1951, a group of men, including Marvin Hurt, Kenneth Hughes, Floyd Gilman, Marvin Webber, and John Gillespie met at the home of Marvin Webber, and *Alaska Missions Inc.* was formed. Sixteen independent missionaries became charter members.

Alaska Missions was incorporated in Juneau under the laws of the Territory of Alaska, October 16, 1951. Because two cult organizations were using similar names and because of the hope of someday including Canada, the name was changed to *Arctic Missions Inc.* in 1956. In 1988, in response to a much broader geographical and ethnic ministry, the name was changed to *InterAct Ministries*.

Victory Bible Camp, founded in 1947 (also by John Gillespie) was under the umbrella of Arctic Missions from 1971 until 1991.

To meet the need for spiritual development among Alaska's Native youth, *Victory High School* was begun as a boarding school in 1959, with three students. The school grew to approximately 50 students until it was closed in the spring of 1982.

In 1966, a Bible institute program was established to meet the needs of the high school graduates. In 1972, the school, then called *Arctic Bible Institute*, was moved to Palmer, Alaska. Today it is called *the Lazy Mountain Campus* and provides training resources for Native Alaskan Christians.

In 1967, InterAct began ministry in British Columbia, Canada, among the Native people. Today InterAct missionaries serve in the four western provinces both in rural and urban ministries.

By 1971, the need for a training program in Canada seemed evident, and the *Native Institute of Canada* was begun. A few years later the boarding high school was discontinued, but the ministry of the Bible institute continued through area and short-term Bible schools and Native conferences. Eventually the name was changed to *Native Bible Centre*, and classes for resident students began again, graduating its first class in 1984. In 1986, NBC changed to primarily an education by extension program and continues today.

The mission was incorporated in British Columbia under the name *Arctic Missions of British Columbia* in 1979. In 1983, *Arctic Missions of Canada* received a Dominion Charter. An agreement between the U.S. and Canadian organizations delineates the responsibilities and authorities of each organization.

The immigrant population of western Canada led to InterAct beginning a ministry to the Punjabi Sikhs in 1985 and to Muslims in 1997.

In July 1987, the founder, John Gillespie, resigned as general director, and Gale Van Diest assumed that position. Gale, a veteran missionary in Alaska, had served as Alaska field director for the previous 15 years. Gale resigned in 1995 and was succeeded by Gary Brumbelow, who had served with InterAct for 12 years in Canada and five years in Oregon. Gary resigned in 2009 and the board appointed Dale Smith as the executive director. Dale began his career with InterAct at Victory Bible Camp in Alaska and later was a church planter in Canada, then field director and director of Native ministries.

Siberia's proximity to Alaska and the thousands of tribal people in Siberia motivated InterAct to investigate ministry there when the Iron Curtain disintegrated in 1989. In 1991, an InterAct team visited the Russian Far East and Yakutia. This resulted in 17 Russian Christian workers receiving six weeks of training by InterAct mission personnel in Alaska the summer of 1992. Other short-term ministry in Siberia led to placing resident missionaries there in 1994.

Ministry to Punjabis from India living in Canada led to several trips to their home state of Punjab in north India, and finally to placing resident staff there in 1997. In 2001, following the adoption of InterAct's present vision (see below), the India field was closed.

In August 1999, the board of InterAct Ministries launched a special Task Force of nine people which over the next 12 months did an exhaustive study of InterAct's history, culture and operation. The determination of this study was that InterAct would benefit from a more focused geographical area and being accountable to a measurable goal within that area. In keeping with that conclusion, the board approved the following vision: *InterAct Ministries wants to see a culturally relevant church transforming every community in the North Pacific Crescent.* The phrase "North Pacific Crescent" captures our current fields of western Canada, Alaska and eastern Siberia. In 2014 the vision statement was reworded to "InterAct Ministries desires to see reproducing disciples impacting communities across the North Pacific Crescent."

InterAct belongs to a number of associations. Full membership in *Missio Nexus*, the *Evangelical Council for Financial Accountability* (ECFA) and the *Canadian Council of Christian Charities* (CCCC). The latter two require full disclosure and financial accountability in order to provide donors with confidence that their gifts are used appropriately.

Organization and Structure

InterAct Ministries is comprised of two separate organizations: the U.S.-based InterAct Ministries, Incorporated and the Canada-based InterAct Ministries of Canada. They cooperate via agreements mutually accepted and overseen by a Joint Ministries Agreement Committee.

A **field director** on each field (Alaska, Russia and Canada) is appointed by the executive director subject to the ratification of the board and of the missionaries of that field. The field director is directly responsible to the executive director. He has oversight of all mission activities and personnel on his particular field. He plans, leads, organizes and guides the ministry and personnel of the mission in order to fulfill its goal and purpose.

Other **field leaders** are responsible to, and assist the field director. These field leaders are appointed by the field director.

InterAct **employees and/or members** are typically part of a team. These teams, which are led by a supervisor, meet for prayer, fellowship and ministry discussions.

A **Field Leadership Team (FLT)**, made up of field directors/leaders and others the executive director may add, gives direction to establishing and implementing field-level strategies and programs. A second group, the **Executive Leadership Team (ELT)**, is mostly made up of those who report to the executive director and meets primarily for mutual communication and information sharing.

InterAct's **U.S. office** is located outside Portland, Oregon. The finance, human resources, mobilization and communications departments are located here. The purpose of InterAct's U.S. office team is to effectively link constituents and staff in fulfilling InterAct's purpose by procuring and managing money, mobilizing new missionaries, and providing essential information.

InterAct's **Canada office**, located in Crossfield, Alberta (north of Calgary), serves a similar capacity for the Canada organization.

current organizational charts are available here:

<http://www.interactmin.org/members/OrgCharts>

Standards of Christian Life and Ministry

InterAct Ministries is a community of members, employees and volunteers all of whom are new creatures in Christ. Each member seeks to cultivate an ever-deeper love for Him, and are motivated by that love to involvement in the global spread of the gospel of Christ and the growth of His church. We therefore encourage and expect our members, staff and volunteers to maintain an exemplary standard of ethics and conduct that reflects biblical principles (Matthew 22:36-40; Romans 1:18-32; Colossians 3; 2 Peter 1:3-11). Our members, staff and volunteers are held to specific, faith-based standards of belief and conduct higher than that expected of lay church members in general.

Biblical Authority

As a community of Christians we affirm the Bible as the final rule and authority for our lives. We also affirm that the InterAct Ministries board of directors is the final human authority in the interpretation of biblical guidelines for faith and conduct for our organization. Specifically, we affirm our adherence to the tenets of our written Statement of Faith and we will neither teach nor spread teaching to the contrary.

Scope and Correction

We expect all InterAct Ministries members, staff and volunteers to agree with, and to speak and behave consistently with our beliefs and values. Accordingly, all such persons are expected to conduct themselves in a manner worthy of the Lord and His Word, and to accept and express values and beliefs that conform to biblical standards as understood and interpreted by the board of directors.

It is the expectation of our community that members, staff and volunteers will, in a positive and non-legalistic manner, raise the bar for each other and hold each other accountable, not ignoring violations of these standards by one another. Parents will be held responsible to hold dependent children accountable to these standards.

Members, staff and volunteers should expect that unacceptable behaviors will be addressed with appropriate measures by leadership.

Biblical Behavior

Many Scriptures describe the characteristics of a believer's behavior. Christ told his disciples that *love* would be the central distinguishing mark of the Christian (John 13:33-35). Paul further characterizes a loving lifestyle in 1 Corinthians 13.

Besides exhibiting love in lifestyle and conduct, InterAct Ministries members, staff and volunteers will

- live a life above reproach, characterized by the highest level of moral conduct (1 Timothy 3; Titus 1)
- regularly practice spiritual disciplines, such as prayer (Colossians 4:2; 1 Thessalonians 5:17), Bible reading, meditation (Psalm 119:11) and service (John 13:12-17, Philippians 2:1-8, Matthew 25:34-40)

- think biblically and exercise spiritual discernment by bringing God’s Word to bear in daily decision making and in response to popular teachings, social trends, behaviors, practices, etc. (Philippians 4:8; 2 Corinthians 10:5; Acts 17:11)
- live in sensitivity and obedience to the Spirit (Galatians 5:25; 1 Thessalonians 5:19)
- regularly connect with fellow disciples in the body of Christ (Hebrews 10:25)

Unbiblical Behavior

Scripture specifically names some acts and attitudes as sin. These are morally wrong and therefore unacceptable. Examples of behaviors and attitudes that fail to comply with biblical standards include, but are not limited to, the following:

- Stealing, dishonesty, profanity/unwholesome language, slander, gossip, greed, jealousy, pride, lust, anger, discrimination, prejudices, occult practices, drunkenness, misuse of time and laziness. (Ephesians 5:3-5)
- Child abuse and neglect (*see separate policy*)
- Abuse of an adult family member, including a spouse
- Unbiblical divorce while a member of InterAct
- Inappropriate sexual activity including, but not limited to:
 - Repeated and intentional viewing of pornographic media and/or material,
 - Sexual activity outside of a marriage relationship between one man and one woman (e.g., adultery, premarital sexual activity, homosexual activity, incest)
- Inappropriate use of alcohol, tobacco or legal drugs
- Any illegal activity

Christian Liberty

As a community of Christians, we understand that Scripture does not speak explicitly to every behavior or situation. Within the bounds of Christian liberty, there will be differences of opinion on matters not explicitly addressed in Scripture. In such cases, the believer seeks to avoid offending other believers. Biblical standards may prevent one from engaging in behavior otherwise acceptable in some cultures, and likewise, the law of love may keep one from certain behavior that would otherwise be permissible according to biblical standards, but which is not appropriate to the culture in which we are serving, or is offensive to the people among whom we serve. The stronger must be sensitive to the one with the weaker conscience (1 Corinthians 8 and 10) and will be careful not to put a stumbling block in another’s way (1 Corinthians 10:24; Galatians 5:13).

If a member, staff member or volunteer is unsure about the ethical or biblical course of action implied by a specific situation, he/she should discuss the matter with his/her supervisor.

Conflict Resolution

Should disagreement arise between a staff member or volunteer and his/her supervisor over an interpretation or application of any aspect of these standards that detracts from ministry effectiveness, we encourage open discussion between all parties, and others as necessary or helpful. While the goal is to reach agreement beyond “agreeing to disagree,” ultimately, staff and volunteers are expected to follow the biblical mandate of submission to supervisors and leadership (Matthew 18; Romans 13: 1-5; Ephesians 6:5-8; Colossians 3:22-24). If such resolution cannot be reached and leadership considers the issue to have a detrimental

impact—potential or real—on the name of Christ or the ongoing ministry of InterAct Ministries, the membership, employment or volunteer relationship will be terminated.

Sign Gifts Policy

For the sake of unity on a controversial matter, InterAct Ministries holds to the following:

1. InterAct does not accept applicants for employment or membership who hold to the necessity of speaking in tongues as an evidence of salvation or of the baptism of the Holy Spirit.
2. InterAct members agree not to promote doctrines that have been historically divisive such as speaking in tongues.

Pastoral Spiritual Care Policy

Purpose:

Unfortunately, we live in a society in which there is an increasing number of lawsuits filed against pastors and Christian workers alleging clergy malpractice involving pastoral counseling. We have established the following directives to protect our staff and InterAct Ministries from allegations and claims of wrongful conduct and to protect people in the communities served by InterAct:

Applies to:

All staff or volunteers who give pastoral spiritual care within the context of their employment or relationship with InterAct Ministries.

Policy:

1. The InterAct representative is to understand and communicate that they are pastoral care givers providing advice based solely on biblical principles derived from Scripture.
2. The InterAct representative is responsible to comply with all state or provincial laws and regulations involving spiritual counseling in the location in which he serves.
3. The finance director is responsible to make sure that InterAct carries adequate liability insurance covering spiritual counseling with the representative as an additional named insured.
4. The InterAct representative must not charge for any spiritual care services, other than possibly for materials.
5. Counseling tools, such as the TJTA, DiSC, MBTI, etc., are not to be used unless the InterAct representative has been specifically trained in using these tools and discussing their insights from a biblical perspective only.
6. Referrals are to be made whenever the InterAct representative feels problems are beyond his/her time constraints, ability to help, or ability to protect the person from harming him or herself.
7. All spiritual care must be strictly voluntary with no elements of coercion in any respect whatsoever.
8. The InterAct representative must take extensive notes of all formal counseling sessions, including the date and time, the problem presented and the spiritual advice given, and preserve them for a period of not less than three years.
9. All notes and discussions must be kept in strict confidence unless the person being advised gives specific permission in writing to the contrary.
10. InterAct staff must not engage in spiritual care with the opposite sex or a minor without another adult present or easily and visibly accessible to the room where the spiritual care is taking place.
11. The InterAct representative must document and report all evidences of physical and/or sexual abuse to the proper authorities as required by law.
12. The InterAct representative must document and report illegal activity to appropriate legal authorities.

Cell Phone Use

Purpose:

The use of cell phones by InterAct employees and volunteers while driving vehicles on mission business may expose the mission to substantial liability in the event of an accident caused by distracted driving.

Applies to:

All employees and volunteers who drive vehicles (their own, or the mission's) in the course of performing their duties.

Policy:

1. All employees and volunteers must comply fully with state, or provincial laws that regulate and restrict the use of cellular devices while driving. These laws often change, so be sure you are familiar with current legal restrictions.
2. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.
3. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.
4. Failure to follow this policy may result in disciplinary action up to and including termination.

Conflict Resolution

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the church (see Matthew 18:15-20; 1 Corinthians 6:1-8).

A member who has a dispute with another member will first seek to resolve it informally through direct dialogue. If necessary, either member may ask her immediate supervisor to mediate.

If the problem cannot be resolved to the member's satisfaction through the informal process, it should be formally referred, in writing, to the member's immediate supervisor.

The immediate supervisor will thoroughly investigate all aspects of the problem, analyze the facts, make a decision and present a written report back to the member in a private interview. (If the conflict is with the member's immediate supervisor, the member should submit the report to the next level of leadership above his supervisor, with a copy to his supervisor.)

If the member is still not satisfied with the resolution, she may appeal in writing to the executive director. The executive director will proceed to resolve the dispute using the same procedures outlined above and will make the final resolution in a meeting with the member and any personnel as required by the proceedings.

Disputes not settled by any of the above means will be settled in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries (www.peacemaker.net). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

Members understand that these methods shall be the sole remedy for any controversy or claim arising out of membership with InterAct and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Crisis Management

There is a remote possibility that InterAct Ministries or one or more of its members could be put in jeopardy by crises such as terrorist action, political unrest, war, etc. The following general policy will be followed should this happen:

1. Proper authorities and immediate family will be notified.
2. No direct immediate action will be taken by the mission in retaliation.
3. Prayer will be made and requested from every possible resource.
4. The mission will communicate and cooperate with the immediate family and United States and/or Canadian authorities as much as possible.
5. The mission will not give in to demands of terrorists or others without consultation and approbation from immediate family involved and from governmental authorities.

It is important that one official spokesman be appointed to speak to the media regarding possible terrorist action or any other event of potential negative media impact. The executive director will either act as this spokesman or appoint an official spokesman who is authorized to speak for InterAct Ministries during such crises.

Resignation/Expulsion

When a member no longer meets the requirements for membership (see *Membership Qualifications*, p. 5) he or she is requested to give notice to their immediate supervisor, preferably in writing.

If submitted in writing, the letter of resignation should include an effective date, be addressed to the executive director, and submitted to the member's immediate supervisor, with copies sent to the field and human resources directors.

Upon receipt of the notice, the human resources director, in consultation with the field director, will determine if the proposed effective date is appropriate and respond to the member within five days. In the best interests of the Mission, an earlier or later effective date may be requested.

A member who, in the opinion of the board of directors, has violated the by-laws or regulations prescribed by the board of directors, or whose conduct is prejudicial to the welfare of the corporation, may be removed from membership by the board of directors.

Annual Membership Conference Attendance

Every member, unless specifically excused, is required to attend an annual membership conference. The purpose of this meeting is to:

1. Provide for spiritual refreshment
2. Foster a close mission team spirit
3. Assist one another with new ideas and helps

Annual Business Meeting Attendance

Every member, unless specifically excused, is required to attend an annual corporation business meeting. At this meeting, corporate business matters are discussed and issues voted on.

Conflict of Interest Policy

InterAct Ministries has a mandate to operate above reproach both in the sight of God and man, including a commitment to the highest level of integrity and to avoid conflicts of interest.

Any potential conflict of interest on the part of any member, board member, staff, and/or their families shall be disclosed by such member in writing to the board at least annually and made a matter of record.

A conflict of interest may arise in, but is not limited to: the supply of goods and services; the leasing of equipment; purchase or sale of real estate, investments or other property; and honoraria or royalties for properties or services provided by InterAct, its board, or employees.

When any such interest becomes relevant to any subject requiring action by the board or any of its duly constituted committees, the member having a potential conflict shall call it to the attention of the board or committee and the member shall not vote on the subject with respect to which he/she or a member of his/her immediate family has a conflict of interest, shall not attempt to influence the vote of any other member, and shall not be counted in determining the quorum for dealing with the subject with respect to which the conflict exists.

Any member who is excluded from voting because of such conflict of interest shall briefly state the nature of the conflict and answer pertinent questions of other members when such interested member's knowledge of the subject will assist the board or any of its committees.

The minutes of the meeting shall reflect that a disclosure was made, that the interested member abstained from voting, and that the member was not counted in determining the quorum for dealing with the subject with respect to which the potential conflict exists.

Child Protection Policy

It is the intent of the InterAct Ministries to provide the safest possible environment for the children and youth entrusted to us. To that end, all InterAct members, staff and volunteers (hereafter ministry personnel) will conduct all ministries involving children or youth in accordance with all national, state, provincial and local requirements so as to prevent any incident of sexual abuse or exploitation; physical or emotional abuse or neglect. Abuse by InterAct personal will not be tolerated and may result in sanctions or termination.

This policy applies to all members, volunteers and employees of InterAct who, when acting in their capacity as a representative of InterAct, have any contact with children under the age of majority. This includes, but is not limited to resident camps, day camps, Vacation Bible Schools, volunteer ministry teams, and other children and youth programs and activities.

All ministry personnel working with children or youth under the age of majority will be thoroughly screened and required to attend abuse prevention training prior to ministering with children/youth.

All InterAct sponsored activities involving children/youth will be monitored.

All allegations or reasonable belief that a child/youth is in need of protective services will be taken seriously and will be reported as required by law.

Full cooperation will be given to civil authorities under the guidelines of legal counsel.

InterAct ministry personnel are required to protect children/youth's right to privacy and confidentiality as applicable by law.

Both victim and accused will be treated with dignity and respect.

Communication with news media shall only be made by the executive director and/or the respective field director and/or the person designated by the Board of Directors after obtaining legal counsel, and should be in writing.

(See Appendix A for more specific policies and procedures.)

Corporate Documents

Copies of the corporate documents, including the By-Laws for InterAct Ministries, Inc., By-Laws of InterAct Ministries of Canada and the Joint Ministries Agreement are available for viewing/printing on the Members Only website (<http://www.interactmin.org/members>) using the user name of “missionary” (all lower case, no quotes) and password of “nprescent” (all lower case, no quotes).

Appendix A: Child Protection Policy

3/2017

Children and youth (persons under the age of majority) are particularly vulnerable in our society. Because of their lacking strength, awareness, and knowledge, they are often taken advantage of and sometimes become victims of abuse. Therefore, it is imperative as a mission organization that we be proactive in protecting them and in providing safe environments so that the intimacy in the relationship between child/youth and God remains secure.

We must, as well, protect those who serve with children and youth. Our Ministry Personnel (employees or volunteers) need the security of knowing that they are working in settings where processes and procedures are in place to minimize the possibility of an erroneous accusation.

1. PURPOSE:

This policy establishes the criteria for the provision of a safe environment for children, youth and Ministry Personnel, and provides reporting procedures should they be needed.

2. SCOPE:

This policy applies to all Ministry Personnel of InterAct Ministries of Canada who, when acting in their capacity as a representative of InterAct, are placed in a position of trust with children/youth under the age of majority. This includes all ministries such as, but not limited to, resident camps, day camps, Vacation Bible Schools, volunteer ministry teams, and other children or youth programs and activities.

3. CHILD/YOUTH PROTECTION POLICY AT A GLANCE:

- Abuse by InterAct Ministry Personnel will not be tolerated and may result in sanctions or termination.
- All Ministry Personnel working with children or youth under the age of majority will go through a screening process.
- All Ministry Personnel working with children or youth under the age of majority are required to attend training sessions.
- All InterAct sponsored activities involving children/youth will be monitored.
- All allegations or reasonable belief that a child/youth is in need of protective services will be taken seriously and will be reported as required by law.
- Full cooperation will be given to civil authorities under the guidelines of legal counsel.
- InterAct Ministry Personnel are required to protect children/youth's right to privacy and confidentiality as applicable by law.
- Both victim and accused will be treated with dignity and respect.
- This policy will be reviewed and approved biennially by the board.

4. DEFINITIONS:

Abuse is categorized as being physical, sexual and/or emotional, involving neglect, harassment, improper touching and/or improper discipline.

4.1. Physical Abuse

Physical abuse is any deliberate contact intended to cause feelings of intimidation, pain, injury, or other physical suffering. It can include punching, slapping, beating, shaking, burning, biting or throwing a person. It is different than what is considered reasonable discipline.

4.2. Sexual Abuse

Sexual abuse occurs when a person is used for the sexual gratification of another person. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse.

Sexual abuse can take many forms. This includes sexual intercourse, exposing a person's private areas, indecent phone calls, fondling for sexual purposes, watching a child/youth undress for sexual pleasure, allowing a child/youth to look at, or to be photographed for pornographic pictures or videos.

4.3. Sexual Exploitation

It is a criminal offence for someone in a position of trust or authority to have sexual contact with a young person (16 years old or older but under 18), even with consent.

4.4. Emotional Abuse

Emotional abuse is a pattern of behaviour that makes a person feel worthless, flawed, unloved, or endangered. It includes rejection, isolation, terrorization, unreasonable demands, and neglect.

4.5. Neglect

Neglect occurs when a person responsible for the child's/youth's welfare fails to provide necessary food, care, clothing, shelter, or medical attention for the child/youth.

4.6. Harassment

Repeated subtle or overt action, particularly by a person in a position of trust which, without a legitimate purpose, disturbs or upsets the recipient so they feel attacked, demeaned, intimidated or manipulated. This includes insults, taunts, or challenges likely to provoke a disorderly response.

4.7. Improper Touching

Improper touching creates feelings of violation, confusion, and/or isolation. It may include kissing, coaxing a child/youth to give a kiss, extended hugging or tickling, touching any area of the body considered private, carrying older children or having them sit on an adult's lap.

4.8. Improper Discipline

Improper discipline involves inappropriate and harmful attempts to control a child/youth. It includes yelling or screaming, threatening them, or physically hurting them. By contrast, proper discipline involves establishing clear boundaries of acceptable behaviour and maintaining such behavioural expectations with firm and kind expressions of authority.

4.9. Position of Trust

A position of trust, for the purposes of this policy, is the role of responsibility entrusted to Ministry Personnel by parents and/or guardians, a role in which Ministry Personnel are in a position of power or influence over a child/youth under the age of majority.

5. THE EFFECTS OF ABUSE:

Abuse has devastating consequences for victims. Depending on its form(s), duration and severity, abuse may affect every aspect of a person's life; it may have consequences that are psychological, physical, behavioural, academic, sexual, interpersonal, self-perceptual or spiritual.

6. OUR RESPONSIBILITY:

We recognize that InterAct Ministry Personnel are a reflection of God's love to those in our care and we take our responsibility seriously. The Bible outlines our spiritual responsibility to children and youth:

"If anyone causes one of these little ones – those who believe in me – to stumble, it would be better

for them if a large millstone were hung around their neck and they were drowned in the depths of the sea." (Matthew 18:6 TNIV)

"But among you there must not be even a hint of sexual immorality... because these are improper for God's holy people." (Ephesians 5:3 NIV)

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of others." (2 Corinthians 8:21 TNIV)

7. LAW

According to our current understanding of law in Manitoba, Saskatchewan, Alberta, and British Columbia, every person who has reasonable and probable grounds to believe that a child/youth is in need of protective services is obligated to make a report. Child and family law is a provincial responsibility so definitions, reporting procedures, and penalty for failure to make a report vary from one province to another. See Appendix 1 for more information.

7.1. Provincial Authorities

Manitoba: Child and Family Services, Metis Child and Family Services Authority, Michif Child and Family Services Agency, First Nations of Southern Manitoba CFS Authority, First Nations of Northern Manitoba Child and Family Services Authority, or police officer. *(Ministry Personnel are to identify the phone numbers for the Designated Intake Agencies in their area. Province-wide CFS after hours 1.866.345.9241)*

Saskatchewan: Department of Community Resources, First Nations Child and Family Services Agency, Child Protection Worker, or police officer. *(Ministry Personnel are to identify the phone numbers for local Social Services Child Protection office and/or police)*

Alberta: Child and Family Services Authority office, or First Nations Child and Family Services office, or police officer. *(Province-wide hotline 1.800.387.5437)*

British Columbia: Child Protection social worker in either a Ministry of Children and Family Development office or a First Nations Child Welfare agency that provides child protection services. (*Province-wide hotline 310.1234 – no area code needed if dialed within BC*)

8. POLICY

Abuse by InterAct Ministry Personal will not be tolerated and may result in sanctions or termination. The Canada Field Director, in consultation with the Executive Director, will designate an InterAct employee to oversee the implementation of and compliance to this Child/Youth Protection Policy.

8.1. Screening Policy

All Ministry Personnel working with children or youth under the age of majority will complete an application and will submit a list of references to be contacted.

8.1.1. Employees

- A written application to work with children/youth will be completed by employees who wish to do specific ministry to children/youth. See Appendix 2 for an example application form.
- A background check, including the applications, an interview, personal references, police background checks for sexual abuse and other convictions, will be completed for all employees applying to work with children/youth. Employees who have been convicted, or are under the suspicion of crimes against children/youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children/youth participate. Police record checks are to be renewed every 3 years.
- All references will be contacted and their interviews documented by the Mobilization Department. These files will be copied to and kept permanently at the Canada office.
- Employees shall indicate in writing their agreement to comply with InterAct's Child/Youth Protection Policy.
- Approval for working with children/youth will be signed and dated by InterAct's Canada Field Director or his designate, and kept on file permanently at the Canada office.

8.1.2. Volunteers

- A written application to work with children/youth will be completed by volunteers who wish to do ministry to children/youth in InterAct sponsored ministries. See Appendix 2 for an example application form.
- A background check, including personal references, and a police background check for sexual abuse and other convictions will be required for volunteers if they are to be put in a position of trust with children/youth. This will be initiated by local screened staff and assisted by InterAct's Canada Field Director and/or his designate. Police record checks are to be renewed every 3 years. Files are to be kept permanently at InterAct's Canada office.
- Volunteers shall indicate in writing their agreement to comply with InterAct's Child/Youth Protection Policy.

- Approval for working with children/youth will be signed and dated by InterAct's Canada Field Director or his designate, and kept on file permanently at the Canada office.

8.2. Training Policy

All Ministry Personnel working with children/youth under the age of majority are required to attend training sessions.

- Orientation will be completed prior to Ministry Personnel working with children/youth.
- An annual refresher course or additional training is required for all InterAct employees serving with children/youth.
- InterAct employees overseeing ministry to children/youth are responsible for training volunteers who work with them.

8.3. Monitoring Policy

All InterAct sponsored activities involving children/youth will be monitored.

8.3.1. On-site Monitoring

- Ministry Personnel are responsible for monitoring participants (children/youth), other Ministry Personnel, and guests.
- A minimum of two Ministry Personnel are to be present for the supervision of children/youth OR, one Ministry Personnel will supervise when clear lines of visibility are in place OR, one Ministry Personnel will supervise with doors open and a site monitor checking in periodically. "Spot Checks" will be carried out on a regular basis by Ministry Personnel at vulnerable areas (cabins, restrooms, etc.).
- If one-on-one interactions are necessary (i.e. counseling a child/youth), it is to be done in an open area that is visible to others. Ministry Personnel are encouraged to mentor youth in small group settings and in teams.
- Proper discipline, as set forth in training, will involve establishing clear boundaries of acceptable behaviour and maintaining such behavioural expectations with firm and kind expressions of authority. Corporal punishment is not permitted. Communication and touch should be age-appropriate. For example, Ministry Personnel might lead a child by the hand away from inappropriate activity and towards appropriate activity. Ministry Personnel would not walk hand in hand with an older child or youth.
- Activities are to be chosen according to the guidelines set forth in staff training in order to minimize allegations of abuse or harassment.
- Unscreened visitors will not be placed in a position of trust with children/youth.

8.3.2. Record Keeping

- Parental or guardian consent forms and waivers will be used when possible for off-premises or overnight activities and field trips (see Appendix 3 for an example). In lieu of this, Ministry Personnel shall document that verbal consent was given including who gave consent, their relation to the child/youth, the date, time, and content of conversation. These documents will be forwarded to, and kept on file permanently at the Canada office.

- A record will be kept of participants and Ministry Personnel at InterAct sponsored ministries (day clubs, camps, etc.). These logs will be sent (email or hard copy) to the InterAct Canada office and kept on file permanently.
- An incident report shall be completed by Ministry Personnel for any unusual circumstances (i.e., illness, injury, fight, etc.). The report should be completed as soon as possible, dated and signed by the Ministry Personnel and at least one witness. The incident report shall be reviewed by the employee responsible for the implementation of and compliance to the Child/Youth Protection Policy and kept on file permanently at the Canada office. See Appendix 4 for an example incident report form.

8.4. Reporting Policy

All allegations or reasonable suspicions of abuse against children/youth will be taken seriously and will be reported as required by law.

8.4.1. Reporting a child/youth in need of protective services when the incident occurred prior to the child/youth coming under the care of InterAct

8.4.1.1. Procedures - If a child/youth is determined to be abused, either by observation or through confiding in Ministry Personnel that she or he has been abused, the following steps should be taken:

- The Ministry Personnel should counsel the child/youth according to the guidelines set forth in the staff training.
- The Ministry Personnel should inform ONLY InterAct's Canada Field Director and/or his designate of the situation. The Canada Field Director and/or his designate will notify the Executive Director so he is aware of the situation.
- The Canada Field Director and/or his designate will make a report, or assist the Ministry Personnel in making a report to the proper authorities (i.e., Child and Family Services, RCMP) following province specific procedures. These procedures are listed under Administrative Reporting Procedures (8.4.3.).

8.4.2. Reporting a child/youth in need of protective services when the incident occurred while the child/youth was under the care of InterAct:

8.4.2.1. Procedures - All allegations and/or suspicions of abuse will be taken seriously and handled with care. Both the victim and accused are to be treated with dignity and respect.

- If a Ministry Personnel is suspected of abuse, the Canada Field Director and/or his designate MUST be informed at once. The Canada Field Director and/or his designate will notify the Executive Director so he is aware of the situation and can make himself available should his assistance be needed.
- To the extent possible, the name of the informant shall be kept confidential.
- The accused shall be removed from the premises. InterAct leadership will seek to provide care and counsel for both the abuse victim and his/her family.
- The Canada Field Director and/or his designate will make a report, or assist the Ministry Personnel in making a report to the proper authorities (i.e. Child and Family Services, RCMP) following province specific procedures. These procedures are listed under Administrative Reporting Procedures (8.4.3.).

- The Executive Director and/or the Canada Field Director and/or his designate will confront the suspected abuser, and he or she will be relieved temporarily of his or her duties. Reinstatement can be considered after a) the official investigation is completed, and b) InterAct's investigation is completed. Note that the internal investigation can only be undertaken after the official investigation is complete. At that time, the accused's future with InterAct will be reevaluated. Note that abuse by InterAct Ministry Personal will not be tolerated and may result in sanctions or termination.
- InterAct Ministry Personnel convicted of child abuse will be prohibited from having access to children or youth. InterAct leadership will seek to provide care and counsel for both the accused and his or her immediate family as deemed appropriate.

8.4.3. Administrative Reporting Procedures – InterAct Ministry Personnel, having reasonable cause to suspect that a child/youth is in need of protective services, shall follow these procedures with the assistance of the Canada Field Director and/or his designate.

- Inform the Canada Field Director and/or his designate of the incident.
- The Canada Field Director and/or his designate will evaluate the situation and give direction as to province specific procedures. For example, determine who is responsible to notify authorities.
- The Canada Field Director and/or his designate will notify the Executive Director of the incident.
- The following information should be gathered to present to the authorities (see Appendix 5 for an example Suspected Abuse Report Form).
 - The name and contact information of the person making the report
 - That person's relationship to the child/youth
 - Any immediate concerns about the child's/youth's safety
 - The location of the child/youth
 - The child's/youth's name
 - The child's/youth's age
 - Information about the situation
 - Any other relevant information
- A phone call is to be made to the proper authority (see LAW, 7.1). The call is to be made by the person who has observed the need for child protection (in SK) or by the Canada Field Director or his designate (in AB or BC).
- Request an intake case worker or screener. Obtain the name of the case worker, note the time and date the call was made and enter on the written report form.
- Indicate whether your name may or may not be used by authorities during an investigation.
- If there is a problem contacting the proper authorities and if immediate action is necessary for the protection of the child/youth, make a telephone report to 911.
- Within 24 hours of making a telephone report regarding the need for child/youth protection, the Canada Field Director and/or his designate shall prepare a written report on official InterAct stationary. The report shall include:
 - The name and address of the child/youth and his/her parent or guardian.
 - The child's/youth's age.

- A description of the facts, injuries or circumstances giving rise to the reasonable cause to suspect that protective intervention was needed.
 - Any information that might assist in determining the cause of any injuries and the identity of persons responsible for causing harm to the child/youth.
 - Statements made by the child/youth, including graphic quotes, if any.
 - The names of any other persons who may have information relevant to the abuse or neglect.
 - The provincial or municipal agency to which the telephonic report was made, including the name of the person to whom the report was made, and the date and time of the telephonic report.
 - The Canada Field Director shall maintain a copy of this report in a file marked “confidential”. These reports will be maintained permanently at the InterAct Canada office.
- The Field Director or his assistant will report the incident to the insurance company if an abuse insurance policy is in place.
 - The person making a report is to have reasonable grounds for requesting protective services for the child/youth but he or she is not to engage in a full investigation or lengthy interview with the alleged victim. The civil authorities will conduct any necessary interviews.

8.5. Ongoing Investigation

Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel. At no time should Ministry Personnel engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to InterAct. They are encouraged, however, to ask the child protection authorities how they can assist in helping and supporting both the investigation and the hurting child or youth and their family. If the department of a law enforcement agency provides written certification to InterAct that (1) there is reasonable cause to suspect that the child/youth has been abused or neglected by a person responsible for the child's/youth's welfare or as a result of conditions created by a person responsible for the child's/youth's welfare; (2) an interview is a necessary part of an investigation to determine whether the child/youth has been abused or neglected; and (3) the interview is in the best interests of the child/youth, InterAct shall permit the child/youth to be interviewed by the department of a law enforcement agency before notification of, or receiving permission from the parent(s), guardian, or custodian. A representative from InterAct shall be present during the interview unless the child/youth objects or the department or law enforcement agency determines that the presence of the InterAct official will interfere with the investigation. The interview shall be kept confidential, except as required by law or InterAct policy.

8.6. Confidentiality Policy

All Ministry Personnel are required to protect children/youths' rights to privacy and confidentiality. As such, all information and reports regarding child/youth abuse shall be

treated as confidential and written reports shall be maintained in a safe place. No person shall make available, or allow access to this information to other children/youth, Ministry Personnel, or members of the public, except as required by law or InterAct policy.

8.7. Emergency Custody

If a representative of Child and Family Services, the RCMP, or another provincial official, informs a representative of InterAct in writing that emergency custody of a child/youth is being asserted, InterAct shall immediately relinquish custody of the child/youth to the representative.

8.8. Media Relations

Communication with news media shall only be made by the Executive Director and/or the Canada Field Director and/or the person designated by the Board of Directors after obtaining legal counsel, and should be in writing.

9. Policy Review

This policy is to be reviewed and approved biennially by the board to ensure procedures are updated and/or clarified as needed and the policy maintains its relevance to applicable child/youth protection legislation and current ministries.

Appendix B: Ownership and Operation of Aircraft for Ministry Use

1. Ownership of Aircraft

Ownership of aircraft for ministry use is governed by the following:

- a. Proof of need for ministry must be submitted to the field director.
- b. Liability and medical insurance coverage must be carried on the aircraft.

2. Operation for Ministry Use

- a. All member-owned aircraft are subject to FAA regulations.
- b. Pilots must have logged at least 400 flying hours to fly mission personnel, including 100 hours minimum Alaska time. An exception may be granted for pilots who have not met this hourly requirement to fly in specific geographical areas at the discretion of the field director, if the pilot successfully completes a proficiency flight with a pilot who is approved by the field director.
- c. Pilots new to the field must be route-checked through mountain passes in the area they will be flying by a current pilot familiar with the route, before flying passengers on that route.
- d. Pilots must have an instrument rating to fly a mission flight after dark.
- e. Any aircraft operated by mission personnel must have a minimum of a two-way VHF radio and a Loran or GPS.
- f. Aircraft must be equipped with emergency gear as prescribed by Alaska law.
- g. InterAct Ministries must be listed as additional insured on every pilot's policy.
- h. All aircraft flying over open water in which the plane could not glide safely to land must have FAA-approved flotation gear for each person in the airplane. All float plane flights will carry approved flotation gear.
- i. Pilots 65 years of age or older will not be allowed to fly passengers on a mission flight. An exemption may be granted for this age qualification if the pilot
 - 1) Passes a minimum of a second-class physical, and.
 - 2) Passes a proficiency checkride every six months.
- j. Pilots who have not flown for a period of 90 days shall not fly passengers on a mission flight until they take a proficiency flight with another current pilot or takes a biennial flight check.
- k. Passenger briefing will be given before flights as per FAA regulations.

Appendix C: Boat Operation

Coast Guard regulation will be followed for all ministry-related boat travel. Coast Guard approved personal flotation devices (PFDs) will be worn at all times by each person in the boat.

InterAct Ministries – Member Handbook

Statement of Understanding

I certify that I have received a copy of the InterAct Ministries Member Handbook, dated November 2018, a copy of which has been provided to me. I understand that I am to read and become familiar with the contents. If I have questions, I understand that I should talk to the human resources director.

Further, I understand that the statements contained in the Member Handbook are not a contract and that my membership with InterAct Ministries is voluntary. This means that I am free to resign my membership at any time, just as the mission is free to terminate my membership, for any or no reason, with or without cause or the use of progressive discipline, at any time.

I also understand the Member Handbook may be changed by the mission at any time, and that the updated Handbook supersedes any and all prior Member Handbooks issued by InterAct Ministries.

Further, I understand that this document will become a part of my personnel file.

Husband/Single:

Wife:

X _____

X _____

(Print Name)

(Print Name)

Date of Signature _____

Date of Signature _____