



2150 Elmwood Avenue STE 2, Lafayette, IN 47904

Ratio Christi Documentation

Section 300

Handbook for Ratio Christi Supported Missionary Program

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Section 300

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SECTION 300

RATIO CHRISTI SUPPORTED MISSIONARY PROGRAM

301.00 Overview:

Apologists or contractors that serve as a chapter director at a university or in other functions for the Ratio Christi mission may become a supported missionary through a process referred to as “deputized fundraising. These positions may be either full time or part time. For purposes of this document we will refer to these positions as either “contractors” or an “apologist/missionary.” Because of the limited control Ratio Christi exercises over these individuals, they will not qualify as employees. Their functional control will be local, while Ratio Christi will maintain administrative control of funds, consistent with IRS regulations.

Many Ratio Christi chapter directors are tent-makers that work in secular or ministry careers outside of the Ratio Christi ministry and do not need to raise full support for Ratio Christi activities. Some contractors will work other positions only while raising their support in order to more quickly move into full-time ministry. These other positions may include other ministry activities. Ratio Christi encourages this since it often enhances the contractor’s ability to be successful with Ratio Christi. Some contractors may raise support with the goal of only being a part-time apologist/missionary for Ratio Christi. For these reasons, Ratio Christi relies on a “needs-based” compensation philosophy in determining the level of needed ministry support for each individual missionary.

Ratio Christi does not allow our contractors to be paid as deputized fundraisers by multiple organizations, and for accountability reasons, each contractor will need to find a “host church” and develop a local advisory board which will provide the aforementioned functional oversight and provide regular validation to Ratio Christi that the assigned contractual duties are being performed. This validation is necessary so that Ratio Christi may maintain adequate administrative oversight of the missionary.

A contractor must be a trained apologist and must serve as a chapter director at a university or serve in other functions as Ratio Christi may deem necessary to the completion of its exempt purpose.

A. How We Raise Our Support

1. Ratio Christi is a faith-based mission’s organization. Becoming a full-time or part-time apologist/missionary involves not only meeting the standards for an apologist, but also raising funds to cover the financial needs of the Ratio Christi ministry.
2. Most members of the Ratio Christi team, including the president, are responsible for building a team of individuals and churches who work together to finance the ministry of Ratio Christi. Just as the pastor of a local church is compensated through the generous giving of his congregation, we are compensated by the generous giving of our ministry partners. Though our partners may be spread across the nation the principle is the same. There will be some members of the Ratio Christi team that are exceptions to this policy including limited support roles (such as administrative assistance, accounting, IT, etc.) and outside contract services.

There are many advantages to this financial strategy. The most significant advantage is that our “ministry partners” commit themselves to praying for our ministry. Psalm 127:1 tells us, “Unless the Lord builds the house, its builder’s labor in vain.” Because God’s direction and control is essential, a ministry that is not founded upon and supported by prayer is a ministry that is doomed to failure. Therefore, our

ministry partners play a critical role in the success of our ministry, not only through their financial giving, but equally as important, through their prayers.

3. Ratio Christi will underwrite certain training for new contractors. The training will provide them with an orientation to the ministry, an understanding of our mission and methods, and the tools each person will need to communicate about our ministry to raise funds. Support Raising Solutions (SRS) fundraising training as well as work on support team development will be required prior to starting in a position as a paid apologist/missionary. Each contractor receives individual coaching, support and accountability throughout the support team building process. The majority of those cost are covered by the contractor. The *“Support Development Policy and Coaching Procedures for Supported Missionaries”* is considered a part of this manual. This policy can be accessed via https://ratiochristi.org/resources/Support_Development_Policy_for_SMs.pdf
4. Ratio Christi will endeavor to meet all federal and state guidelines related to deputized fundraising, and maintain complete control and discretion, which are the requirements for use of exempt funds.
5. In accordance with IRS rules, all money raised by the Ratio Christi staff and contractors will become the property of Ratio Christi. All money will be expended according to the guidelines established by Ratio Christi. These guidelines naturally place a very high priority on honoring the donor's wishes, since the donor will be funding an approved Ratio Christi program when he gives. Should there be a change of status in the relationship between Ratio Christi and a contractor; the contractor may make no claim to the money raised for Ratio Christi, nor may the donors request a refund.

B. **Purpose:** The purpose of this SRS program is to raise money for both Ratio Christi administration, and for the entire cost of the Ratio Christi ministry at the local level. All local apologists or contractors will be a chapter director at a university, or a contractor for a project for other goals of Ratio Christ. A percentage of the money raised by each contractor will go into a support account designated for twice monthly draws against their support account according to pre-established guidelines. If there is not enough in the support account to meet the maximum draw, only the balance remaining in the account will be paid during that pay period. It is expected that each contractor will also have many associated costs for their Ratio Christi ministry. If shortfalls persist, a new contract will need to be renegotiated or additional support will have to be raised. According to IRS regulations, missionaries cannot just be paid what comes into their support account. Money raised beyond the approved compensation level will be available for contractors to request reimbursement for business expenses and for expenses associated with running a Ratio Christi project or chapter at a university. The law dictates that moneys that would have been available for compensation cannot be reassigned by Ratio Christi as tax exempt expense reimbursements. Given these limitations, and the Form 1099 and Schedule C status of the contractor, it makes sense that all funds paid for compensation and expense reimbursements will be included on the 1099 and the contractor will need to deduct them on the Schedule C. This is to say that Ratio Christi will not have a traditional accountable expense reimbursement plan. The maximum monthly distribution would still be the approved compensation, plus the approved ministry expenses. If funds are still left in the account after these disbursements, they will be carried over to the following statement.

C. **Status:** The contractors are a self-supporting missionary and a deputized fundraiser for Ratio Christi. He/she is an apologists/missionary to a local university or other special project manager for Ratio Christi. The contractor may or may not be an ordained representative of a church or denomination. Ordination is encouraged for Ratio Christi directors when proper education and requirements have been met. This will

allow the missionary to claim a housing allowance if they have been assigned by their ordaining body to work with Ratio Christi as an apologist.

- D. **Fundraising Program:** Each contractor will be using a relationship based fundraising program designed to build life-long donors. This is a process that is easy to learn and designed to promote multi-year donors at significant levels of funding. These donors are considered partners of the ministry of Ratio Christi and the support team of the apologists/missionary. They will be treated with the greatest respect and will hopefully be life-long friends and prayer partners.
- E. **Percentages:** All contributions are solicited with the understanding that Ratio Christi has complete discretion and control over the use of all donated funds. Since the ministry of Ratio Christi is primarily focused at the university, it is our intention to use these raised funds to meet the semimonthly draw and other expenses of the local apologist/missionary. Ratio Christi will retain twelve percent (12%) of all funds raised in this program to fund the national/international growth and development of Ratio Christi, and toward the administration costs including administration of the supported missionary program. This includes: donation processing costs (not including Credit Card & other banking fees), costs for bookkeeping and accounting, costs for legal fees, costs for regular donor mailings directly from Ratio Christi to the donor base, costs to file and maintain Ratio Christi's state charitable contributions paperwork, and the cost for internal training and support of the fundraising program. All costs of the local Ratio Christi campus ministry including travel costs must be raised by the contractor. The contractor will be receiving a semimonthly payment for the compensation and expense package part of their contract with Ratio Christi and will need to fund their own retirement and insurances outside the Ratio Christi system, and make their own quarterly estimated tax payments.
- F. **Taxes:** Each contractor will be responsible for his/her own taxes in accordance with IRS, state and local rules. At the request of the contractor, Ratio Christi will direct deposit a (a percentage) of the semimonthly draws into a separate account that the contractor may use for paying taxes and tax deposits. Ratio Christi is in no way responsible for these funds and compliance.

301.10 Compensation package-Business and Ministry Expenses:

- A. Ratio Christi's compensation plan for a contractor is based on the needs of the contractors for personal income, and the cost of insurances, retirement planning and taxes. Ratio Christi has established certain guidelines for the compensation package portion of the apologists/missionary contract at a level that is prudent for a fulltime minister of the gospel and a representative of the Lord Jesus Christ. Ratio Christi will pay semimonthly a gross amount based on predetermined compensation levels approved by the Board of Directors of Ratio Christi. The maximum compensation a contractor may receive per month is based on their goals and the amount of support team building a contractor is willing to do. A contractor, with other sources of income, may choose to do less fundraising and elect a lesser compensation amount based on need. Ratio Christi and the contractor will set their compensation level based on their project and the level of time commitment and support development done by the contractor. If we receive contributions in excess of your semimonthly disbursement checks, the funds will be held in the support account for future disbursements. It is always good to build up extra funds in the support account in case contributors fail to send in their support each month. This will help ensure adequate funds for semimonthly disbursement. If funds are short one month, Ratio Christi does not automatically make up the difference the next month, even though funds may then be available.
- B. Each contractor is required to develop a team of ministry partners to contribute funds to Ratio Christi to

cover the entire cost of compensation package, business and ministry expenses, plus a portion of the administrative and national/ international development costs.

- C. In order to keep our apologists/missionaries free from financial distractions and focused on our mission, our compensation package structure promotes a moderate lifestyle, longevity in ministry, and individual freedom and responsibility for the apologist/missionary. There are qualifications that must be met for increases in compensation.

D. Benefits

We place a high priority on caring for our apologist/missionaries because they are the ministry's greatest asset. For that reason, we highly encourage missionaries and their families to obtain adequate individual health, life, and disability insurance and to invest in a retirement plan. Ratio Christi may provide information and suggestions on some viable individual benefit providers but is not responsible for providing these benefits directly to contractors. Liberty Healthshare, Medishare (cost sharing), Guidestone (ministry benefit providers), and Affordable Care Act exchanges are several places to start.

Each individual missionary may include up to \$500 per month and a missionary family up to \$1,000 per month in addition to the Maximum Base compensation listed in the chart below in order to provide health, dental, disability, and/or life insurances. Ratio Christi cannot pay the benefit provider directly as a tax free benefit to the contractor but can add that amount to reimbursed expenses over and above the Base Maximum as long as the contractor has raised the funds through Ratio Christi for the total. The reimbursement amount and can be increased based on yearly/time-based cost of benefit adjustments provided by an official government source using January 2017 as the starting value. Amounts over these limits are the responsibility of the contractor.

- E. Ratio Christi requires that contractors carry all required insurances including car insurance. If a personal vehicle is used in relation to the position as an apologist/missionary, appropriate levels of insurance are required.

F. What about vacations and time-off?

Contractors may take up to 3 weeks' vacation each calendar year. Vacation time is not cumulative; if not taken during the specified time, it is lost. Funds for vacation expenses are included in the missionary contractor's personal allowance. Vacation expenses are personal, including the costs of travel. Vacation days may be taken in conjunction with a business trip.

As an independent contractor, a worker's time off is not strictly controlled by Ratio Christi. The issue is that the assigned task must be pursued in a manner consistent with the work agreement between the contractor and Ratio Christi. Sick leave will not be tracked by Ratio Christi. The contractor's work schedule cannot be dictated by Ratio Christi, but Ratio Christi can and must have evidence that the contractor is devoting adequate time to the assigned task and those efforts of the contractor are timely.

Vacation and Holidays -Time off is at the discretion of the contractor, however, Ratio Christi has suggested guidelines for time off based on the maintenance of prudent relationships with Ratio Christi donors and other ministry partners including local churches. A contractor may invoice up to 3 weeks time off per year. Further time off would not be billable.

G. **Can money raised by the contractors be used for purposes other than support of the contractor?**

Remembering that all contributions are solicited with the understanding that Ratio Christi has complete

discretion and control over the use of all donated funds, Ratio Christi may redesignate funds raised by the contractor for the advancement of the national or the local ministries of Ratio Christi.

1. There is a possibility of money being used from a support account by Ratio Christi to pay for items in advance, however those checks will be issued directly to the payee from Ratio Christi. For instance, an apologist/missionary may want to put on a local apologetics conference and bring in speakers. Those speaker fees may be paid directly from the funds raised by the contractor by Ratio Christi to the speaker. Expenditures of this type are always from money raised by the contractor beyond the amount needed to pay the agreed on compensation package of the contractor. These types of expenditures will not be considered income on the contractors 1099 MISC, and Ratio Christi will issue a 1099 MISC to the person receiving these funds.
2. If a local church was willing to put an apologist/missionary on their payroll, can the funds in the support account be paid to the church to help cover payroll? Yes, Ratio Christi will support a local church that is willing to put one of our local apologists/missionaries on their payroll as a way to offset the cost to the church. Details of this will have to be worked out on a case by case basis.

H. How do I get started in a position as an apologist/missionary?

Each apologist/missionary will have to go through an application and interview process with Ratio Christi. They will also have to go through a fundraising training session prior to starting in the position. The fundraising session will be a reimbursable expense to the contractor from his/her support account. Each Ratio Christi contractor must read and sign a contract and a letter acknowledging that they understand the rules and regulations for deputized fundraising. They must go through a training session on how to implement the Ratio Christi fundraising program, and adhere to all other guidelines established by Ratio Christi. It is imperative that all contractors abide by all federal, state and local laws pertaining to fundraising and the payment of taxes. To be a Ratio Christi chapter director, a person must; meet specific educational qualifications, fill out an application, provide references, agree with Ratio Christi's statement of beliefs and meet all other requirements of Ratio Christi including going through training on sexual misconduct and workplace harassment.

302.00 Contractor Compensation for Ratio Christi Supported Missionaries:

- A. Consistent with historic missions practice, Ratio Christi will compensate contractors based on the contractor's need for personal support and their work budget. Payments to the contractor will include a gross personal compensation package (hereafter referred to simply as "compensation") plus the contractor's ordinary and necessary business expenses (General Expense). Payments may also include an average for expenses made on behalf of the local ministry (Chapter Expense). If the chapter expense is included and added to the compensation taken from a person support account, it will be included on the 1099. The base targeted personal compensation, as well as a minimum and maximum compensation is established by the Ratio Christi Board of Directors. Contractors may elect the default targeted level, or they may base their income on need within the approved range. On a case-by-case basis, it is also possible for a contractor to voluntarily base their needed compensation at less (but not more without documentation) than the compensation range approved by the Ratio Christi Board of Directors.*
- B. Ratio Christi cannot legally raise or lower approved compensation, based solely on an excess or shortfall in the support account. If adequate funds are consistently not available, the contractor must determine if their need level falls within available funds and request a downward adjustment, based on that need.

If need does not fall within available funds, additional funds must be raised to reach the necessary, agreed upon support level. A long-term shortfall, where basic agreed upon compensation is never attained is not allowable.

- C. *Since the contractor is basing his/her compensation on need, a contractor may elect a smaller compensation level than the base level established by the Ratio Christi Board of Directors. Increases in the level of compensation may be based on increased need, increased experience and/or responsibility, additional education, family size, time demands, and other as prescribed, but must also fall within the compensation range approved by the board.

	<u>Monthly</u>	<u>Annual</u>
Total Maximum Personal Compensation (without board approval)	\$9,000	\$108,000

Increments are built into the system for longevity, growth, and further RELEVANT education since these factors most often lead to increased involvement, resulting in increased personal living expenses.

(1) Adjustments outside the board approved limits may be made to the compensation level based on need due to host location cost of living⁽²⁾. In special cases, such as a missionary transferring from another ministry, the maximum compensation may be increased by 10% under particular circumstances based on RC leadership's decision. Up to an additional 15% increase in needs based compensation may be approved by RC leadership if a missionary has an existing housing payment (mortgage or rent) that is more than typically expected due to standard of living, space needs, or other prior to becoming a missionary (in order to eliminate the necessity of a missionary (family) from having to relocate or downsize. The minimum for full time missionaries can be reduced without documentation to 70% of the base. Base compensation assumes responsibilities typically compatible with full time. Compensation can be reduced below the minimum if responsibility level is more in line with part time or if a signed statement is provided indicating that the missionary does not need a full salary based on other income or low expenses.

(2) Host location cost of living calculation as listed on U.S. Department of State website (<http://www.state.gov/m/psi/tc/79700.htm>; <http://www.cityrating.com/costofliving.asp>) or other official website/source.

(3) Annual cost of living adjustments (COLA) calculation as listed at <https://www.ssa.gov/oact/cola/colaseries.html> (Based on \$54000/yr in 2011)

(4) Family size. Whereas, the compensation plan assumes a family size of a spouse and two children, an annual increase of up to \$4,000 per additional child (or other dependent), up to a max of two additional (\$8000), is allowable if needs based as approved by RC leadership. As children leave the home (no longer dependents) the adjustment no longer applies. If a missionary is single—or is married but can be considered single for the purposes of income and compensation needs (e.g., spouse provides substantial portion of income needed for family costs)—then the base income can be lowered by up to \$20,000 in accordance with needs based justification is provided (the reduction of up to 70% of base as described in note (1) still applies to this lowered “single base”).

303.00 Qualifications and Standards:

Ratio Christi uses the following list of qualifications in our process to select apologist/missionary staff. Please

note these criteria are not for the purpose of judging a person's standing with the Lord or his/her worth in the body of Christ. Rather, they are for the purpose of evaluating a person's readiness to serve effectively in the midst of spiritual battle within the ministry purpose of Ratio Christi.

God's Direction: Applicants must be able to state clearly how and why they believe serving with Ratio Christi is in line with God's direction to Christians in general and to them in particular. They must be able to explain how they have been prepared, the biblical command and authority of the task, and how the Holy Spirit has specifically enabled them for this type of ministry. Further, they should be able to articulate their support for the philosophy of ministry of Ratio Christi as a biblical model of discipleship.

Walk with God: We are looking for people who maintain a lifestyle of personal holiness. Scripture places some restrictions on a mature believer's liberty in Christ, in that while serving Christ he/she must act with a high level of consideration for those around him/her. As a result, we ask our apologist/missionaries to be sensitive concerning their behavior out of respect to others by refraining from particular actions that may cause others to sin.

Spiritual Maturity: Before beginning active ministry with Ratio Christi, an applicant must have been a Christian for at least four years prior to applying for contractor status. He/she must also understand and be in full agreement with Ratio Christi's statement of beliefs, our emphasis on Scripture and its application to daily living, and our emphasis on the ministry of faith and reason. The applicant needs to be mature enough in his/her walk with the Lord to encourage others in their Christian development.

Moral Conduct: As a ministry we must evaluate the moral character of applicants in light of the biblical standards of sexual purity. Any breach of these standards may affect the timing of one's acceptance for the ministry, and their future work in the ministry.

Character: An applicant must have leadership qualities, be attractive to others in personality and character, or manifest potential in these areas. Priority is placed upon dependability, willingness to assume responsibility, a teachable spirit, a good reputation, discernment, a commitment to accurate teaching, sound judgment, and moral purity. These qualities help demonstrate that an applicant is faithful, available, and teachable.

Emotional Maturity: The demands of teaching apologetics, support development, and an initiative-oriented ministry necessitate that an individual have a reasonable degree of self-assurance and an ability to handle pressure.

Effectiveness of Witness: An applicant must demonstrate a concern for others and a willingness to learn how to introduce others to Christ.

Knowledge of Scripture: An applicant must have a significant knowledge of Scripture and is expected to participate in continuing education in apologetics.

Skills and Training: Applicants must have an educational background in apologetics that qualifies them to be a Ratio Christi chapter director or to perform other functions as a project manager for Ratio Christi. Although many Ratio Christi chapter directors have M.A.'s in apologetics, we accept people without degrees and some that are self-taught in apologetics if their level of understanding, competence, and maturity has been demonstrated to be on a similar level with an officially trained individual. This will be evaluated on a case by case basis and these applicants will receive a higher level of scrutiny in their interview, references, and application to ensure that they are capable of meeting the expectations of Ratio Christi's ministry model. However, we will encourage them to work towards a Master's degree during their tenure with Ratio Christi, and will make educational expenses a reimbursable item for businesses or ministry expenses from their support account as long as it meets all the IRS guidelines.

Availability for Training: New Apologist/missionary training is an important factor in being a successful chapter director and deputized fundraiser. This includes Support Raising Solutions support team development training paid for prior to starting an assignment with Ratio Christi that will cost the apologist/missionary time and money. This

training will be reimbursable once the apologist/missionary starts working on his/her assignment.

Personal Appearance: Since we would not want any area of our lives, including our appearance, to hinder our effectiveness in ministry, an applicant must appear neat, well-groomed and willing to dress appropriately while at the same time be able to fit into working with students at the university.

Marriage/Engagement: We consider a husband and wife to be a team; therefore, couples must be in agreement as to their involvement as an apologist/missionary team in the Ratio Christi ministry.

304.00 CONTRIBUTIONS PROCEDURES

A. Introduction

The following pages outline the procedures for processing contributions made to Ratio Christi. This section also explains how contributions are receipted and then reported to the apologist/missionary through a support account. Careful reading of these procedures should provide answers to most questions that may come up concerning contributions.

B. Contributions Procedures

1. **Definition:** The term "**Support Account**" is an accounting term which means a specific number (in a chart of accounts) to monitor the funds an apologist/missionary raises for Ratio Christi and Ratio Christi's expense in paying that individual's compensation and expenses. All contributions, whether they are personal property, real property or cash, shall be the sole property of Ratio Christi. Ratio Christi maintains ownership of all funds. No funds are actually set-aside in any support account. All funds are used within the general fund of Ratio Christi. All expense and contribution reports that apologist/missionaries receive are support account entries to show them how their fundraising compares to Ratio Christi's expense for their contracted services. If there are any questions or concerns from the apologist/missionary's ministry partners or other interested individuals, please contact Ratio Christi.
2. **Contributions:** Contribution materials are used to send in a ministry partner's first contribution for a specific support account. Please observe the following four steps:
 - a. Print the apologist/missionary's proper name (not nickname) in the area where the ministry partner's support preference is to be indicated. (We will provide a PDF document with your name and support account number on it)
 - b. Clearly print the support account number on the line. Use all digits.
 - c. Print the ministry partner's name, address, etc., on the paperwork as indicated.
 - d. Enclose the ministry partner's check made payable to Ratio Christi.
3. **NOTE:** CHECKS SHOULD BE MADE PAYABLE TO RATIO CHRISTI. MINISTRY PARTNERS ARE GIVING TO RATIO CHRISTI, NOT TO AN INDIVIDUAL APOLOGIST/MISSIONARY. If a ministry partner inadvertently makes a check payable to the apologist/missionary the apologist/missionary should sign the back of the check and write the following language under his/her signature—PAY TO RATIO CHRISTI—DEPOSIT ONLY. Then forward the check to Ratio Christi with paperwork designating the check to the proper support account. Ratio Christi will send a receipt for the donation to the ministry partner.
4. **Refund Policy:** Ratio Christi is classified by the IRS as a 501c3 non-profit organization and because of that there are many regulations that govern what we can do, and what we cannot do. Some of them relate to how we handle gifts from our ministry partners. Under these rules, all contributions given to the ministry must be given without expectation of a refund. In order for charitable gifts to be tax-deductible for our ministry partners, those gifts must be unconditional and cannot be given exclusively for the use of an apologist/missionary. This means that the ministry must exercise full control over the use of the money. As

a result, this also means that we are not able to refund donations after they have been receipted, unless there is clear evidence of an error. This policy is not unique to our ministry. All other 501c3 non-profit organizations are required to comply with these regulations.

5. **Receipts and Subsequent Contributions:** After a ministry partner's contribution is sent in to Ratio Christi, it will take approximately 10-14 days, including time in the mail both ways, for the ministry partner to receive their receipt. The bottom portion of the receipt will list the name of the apologist/missionary and the support account number to which contributions were credited. This portion of the receipt may be returned with any future contribution. The top portion is the ministry partner's receipt. It should be retained for their personal records and as proof for an income tax deduction. These are not monthly billings. Rather, each time a contribution is received a receipt and business reply envelope is mailed back to the ministry partner.
6. **Contribution Processing Errors:** If problems arise with contributions (e.g., a ministry partner does not receive a receipt or a ministry partner unknown to the apologist/missionary appears on his/her online support team list) the apologist/missionary should call Ratio Christi to make sure an error was not made in processing. Once an error is discovered it will be credited to the proper support account, so it is better to catch it earlier rather than later.
7. **Raising Support for and Through Other Organizations:** Ratio Christi is not averse to an apologist/missionary that is a deputized fundraiser earning other income from various ministry related activity such as speaking at conferences, writing books and articles or speaking for fees or honorariums. However, we think it is imprudent to be a deputized fundraiser for other organizations while also raising funds and being a chapter director or project manager for Ratio Christi. Our donors are giving to Ratio Christi and believe in our mission of Defending Truth & Christianity at the University and expect the major efforts of our apologist/missionaries to be on this work. All of the support that apologist/missionary raise must be given through and deposited with Ratio Christi. Obviously, it would be inappropriate, and illegal, for a missionary to receive compensation from other sources for work being compensated by Ratio Christi. If such funding is available, it should be directed through Ratio Christi for the missionary's support account.
8. **Honorariums and/or Speaker Fees:** An honorarium or speaker fee is a payment to an apologist/missionary to defray necessary expenses, to show appreciation, or to be a payment for services rendered while performing a prearranged ministry to that group. This does NOT include a freewill offering taken while the apologist/missionary is involved in ministry partner development. Honorariums may be paid directly to the apologist/missionary as payment for services by a group, church or another organization IF AND ONLY IF THE MINISTRY IS UNRELATED TO RATIO CHRISTI. If it is a Ratio Christi meeting, and the individuals or organization intend to support Ratio Christi, including our local ministry efforts, and want to be receipted by Ratio Christi, the check should be made out to and sent to Ratio Christi to be credited to the support account. An honorarium/speaker fee made out to Ratio Christi will have the 12 percent charge taken out of it. A brief description of the ministry service provided must accompany the honorarium/speaker fee when it is sent to Ratio Christi.

B. Acceptance of Cash Gifts

1. Allowable Cash and Non-Cash Gifts
2. No apologist/missionary may solicit personal gifts of any kind from anyone while acting as a contractor for Ratio Christi. This does not include gifts from friends and family for birthdays, Christmas, weddings, showers or the like. If a donor insists on a personal offering for the apologist/missionary's work with Ratio Christi, the missionary should forward the offering to Ratio Christi as an anonymous, un-receipted gift. This is critical for individual donors and essential for church donations. If a person wants to give an unrelated gift to the apologist/missionary, and it is not intended to support the work of him/her as an apologist/missionary (normally a very infrequent occurrence), those gifts are not tax deductible and must normally be reported on the apologist/missionary's tax return.

C. **Non-Cash Gifts and Donations:** Ratio Christi will develop a non-cash gift policy as the opportunities to receive these gifts arise. There are so many variables in this practice that this will need to be evaluated on a case-by-case basis. Contact the business office before accepting any gifts-in-kind.

D. **Contributions Reports:** During each semimonthly disbursement there will be a report sent to the apologist/missionary concerning the details of the disbursement from a support account. Apologist/missionaries will keep track of the donations of ministry partners to the support account on their online donor database account.

E. **Site Stacker Donor Database for Building Team Support:** Ratio Christi is investing in a donor database program to keep track of ministry partner giving with an online tool by Site Stacker. Each apologist/missionary will be able to keep track of the team of ministry partners that are giving to Ratio Christi. Ratio Christi will set guidelines for usage by apologist/missionaries. VERY IMPORTANT-- If a ministry partner has a change of name or address the database must be updated as soon as possible. This is the responsibility of the contractor.

305.00 REIMBURSEMENT POLICY & PROCEDURES

University Chapter Expenses (Ministry Expenses)

1. Applicable Expenses: This section applies to all normal ministry expenses. Ministry expenses are normal expenses necessary to run a chapter of Ratio Christi at a university. There is an approved list of ministry expenses that are reimbursable to the apologist/missionary and may be reimbursed in connection with the ministry at a university.
2. Chapter expenses: These are out of pocket expenses paid by the apologist/missionary to facilitate a university chapter of Ratio Christi. Eligible expenses may include but are not limited to food and training materials needed for meetings, advertising and promotional materials to promote the Ratio Christi chapter, the purchase of books and curriculum, cost for students and chapter director to go to apologetic events and conferences. If the cost of apologetic events on campus being sponsored by the chapter, including the cost for speakers and their travel expenses, are paid for by the contractor, these are also reimbursable expenses if the Chapter has raised funds which cover the cost of said expenses.
3. IMPORTANT: (Funds raised by Ratio Christi or for Ratio Christi for Chapters are covered under chapter reimbursement policies, and are not part of the support account of the apologist/missionary)

310.01 NOTES

- A. It is the responsibility of the apologist/missionary to use the most recent edition of the Supported Missionary Program Manual as frequent changes may be made. The current edition is always considered the electronic version available on the Ratio Christi website or other online location made available to Ratio Christi contractors.

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SECTION 350

JOB DESCRIPTIONS

350.1 Chapter Director Job Description

This document is meant to describe what to do as a chapter director, not how to do it.

A Ratio Christi chapter director works with college students on a regular basis on campus to teach and train students in Christian apologetics.

FORMING A STUDENT CLUB: Ratio Christi chapters is a student organization, therefore the first priority is to establish a student organization on campus. This can only be done with the help of students. This means gaining enough students to be recognized by the student government association. Recruit students who are interested in apologetics/evangelism, and meeting with motivated students to train student leadership team.

PROMOTE YOUR CLUB: Attending club fairs, Oversee or designing advertising for your events on campus including weekly meetings, putting fliers on bulletin boards around campus. Use the Ratio Christi chapter pages, blog and Facebook and Twitter accounts to promote the chapter.

TRAINING STUDENTS: This will include the time and dedication to building relationships with and time discipling individual students. This focuses on discipleship of the mind, with an equal emphasis on character, and general spiritual formation. Teaching students the orthodox tenets of classical, historic Christianity, comparing it and showing its superiority to alternate worldviews and religions. Counseling students curious about or struggling with the Christian faith. Studying issues as they come up (when you're not already familiar with them), Previewing videos and other materials to present to the group. Encourage students to get further formal education/training opportunities with Ratio Christi ministry partners or other (e.g., Certificate in Christian Apologetics or similar).

WEEKLY MEETINGS: Planning of weekly apologetic events/presentations at a local campus. Must be able to coordinate speakers, locations, costs, and advertising for these meetings. This includes reserving a room for the meetings, and preparing lessons to present to students. Facilitate discussions "in the round" with students in an interactive, learning atmosphere. Promote and set up open forums, discussions and debates with university staff, other scholars, and the broader community.

OUTREACH EVENTS: At least one a year, host an event on campus that is designed as an outreach to the entire campus. These usually take the form of a debate, lecture or discussion. Ratio Christi is building relationships with the major of the Christian Thinkers from all around the world. These contacts will help you to coordinate a guest speaker.

OTHER CAMPUS MINISTRIES: Build other relationships with campus ministries and let them know RC is there to serve them. This includes meeting with other campus ministries on a regular basis.

COMMUNITY OUTREACH: Promote RC not only in the university but also in the local community. Work with pastors and churches to promote Ratio Christi's goal and vision. See additional **COMMUNITY APOLOGIST** description.

CHAPTER FUNDRAISING: Support and lead the students' efforts to raise funds for their chapter to help pay for the cost of running the chapter on campus. Work with chapter leadership to take full advantage of university funds available to approved clubs. Follow up with students to make sure they are doing their assigned task. Offer creative ideas for raising funds for the chapter.

350.2 Project Manager Job Description

A Ratio Christi project manager works as a contractor to perform a function specified by Ratio Christi as necessary to its goals and mission. Job descriptions and evaluation and performance goals for a project manager will be developed at such time as they are needed on a case by case basis.

351.00 Contractor Evaluation of Performance to Qualify for Positions and Advancement

Criteria include, but are not limited to...

Successful completion of BobbyBuilders program

Successful completion of raising budget

Demonstrated ability to perform as a Master Apologist* Demonstrated ability to work independent of supervision Demonstrated ability in forming and running a Ratio Christi chapter Demonstrate ability to get chapter approved by university

Demonstrate ability in the election of student officers and the development of student leaders Provide evidence of meeting state rules for fundraising

Demonstrate knowledge and compliance with all federal regulation for fundraising and tax payments

Demonstrate a system of bookkeeping that will track all business expenses

Demonstrate oversight of chapter treasurer in follow through with university funding to clubs

Demonstrated success in running weekly meetings

Demonstrated success in the discipleship and spiritual growth of students by the end of the school year and/or student "career" with Ratio Christi according to the following criteria

Students demonstrate greater biblical and philosophical understanding, Christian commitment, effective evangelism, and spiritual discernment at the end of the year than at the beginning of the year.

Students are better equipped to share the Gospel of Jesus Christ and defend its truth claims against objections.

The students will have been lead through a challenging course of study in some area of Christian apologetics, worldview, evangelism, or Christian thinking that will better equip them to be leaders in the

Christian community.

Students will have a better understanding of the cultural milieu in which they live and better know how to engage that culture with love, respect, and humility.

Students will have a better understanding of the religious alternative in their community and in the world by investigating such items as various world religions, religious sects, and cults and know how to respond in an effective manner.

The students will be able to better defend the concept of truth, its nature, and its application against contrary claims.

The student will be able to better interpret the scriptures accurately using solid hermeneutical principles.

The student will be able to articulate the arguments for God's existence, the validity of miracles, the reliability of the Bible, the Resurrection of Jesus Christ.

The students will be able to apply scriptural principles of love, gentleness, and respect in engagement with non-Christians.

The students will be able to grow deeper into the Sacred Romance, resulting in a lifestyle commended by the Scriptures.

The students will be able to better integrate their thinking and lives in line with the Ratio Christi mission statement and the Historic Christian Faith.

The student will be able to identify some basic challenges in apologetics, focused on God, miracles, Christ, and the Bible. They will be able to defend the Faith from the challenges in these areas and be able to present a logical, systematic approach to apologetics.

By the end of the time in Ratio Christi a student will be better able to engage both Christian and non-Christian in conversation concerning humanities fallen nature and the provision of grace via Jesus' atonement on humanities behalf to all that trust into Christ.

By the end of the time in Ratio Christi a student should be able to show a heart of compassion to everyone whether believer or non-believer in the exercise of the evangelistic and apologetic effort and be able to skillfully apply God's grace and truth to areas of sin and misunderstanding both in their own lives and in the lives of others.

Chapter director should demonstrate success in putting on a minimum of one and maximum of two campus-wide apologetics event every year that effectively reaches a public audience at the university with a clear demonstration of the reasonable nature of Christianity.

Events are well planned and executed. An evaluation process is implemented.

Ratio Christi students are engaged in the process as leaders.

Demonstrated ability to build relationships with other campus ministries Demonstrated success in obtaining a host church

A satisfactory evaluation and validation of the work performed on behalf of Ratio Christi by a church leader at the host church and a local advisory board

Demonstrated success in working as a community apologist with at least one church and preferably more

Demonstrate success in training church leaders and recommending curriculum Demonstrate success in training parents with Ratio Christi Family program Demonstrated success in helping students raise money for chapter use

Demonstrated success in signing up students for further formal education/training opportunities with Ratio Christi ministry partners or other (e.g., Certificate in Christian Apologetics or similar).

Continuing Education toward a Master's degree in Christian Apologetics or other approved training. This requirement will be determined based on the apologist's current level of training.

Demonstrated cooperation with Ratio Christi to become part of our culture by; Participating in Ratio Christi's private Facebook for chapter directors

Attending an annual apologetics conference, and/or an annual Ratio Christi conference
Participating in Ratio Christi conference calls

Demonstrate good relationships with Ratio Christi staff and other chapter directors
Demonstrate good relationship with Ratio Christi strategic partners

Demonstrate good knowledge and relationships in the broader apologetics community

Demonstrate good technical and communication skills in line with new forms of media and online interaction

Demonstrate good use of RC chapter page on the RC web site.

Demonstrate use of chapter blog on Ratio Christi web site

Demonstrate use of RC chapter Facebook and Twitter accounts and any other social media tools as supplied by and trained on by the Ratio Christi organization.

Demonstrate mastery of eTapestry donor software

Success in continuing to raise the team of supporters for Ratio Christi

See the *Ratio Christi Statement of Faith* in Section 110

SECTION 360

300-21
EXAMPLE CONTRACTS

360.01 Example Contract for Supported Missionary

CONTRACTOR AGREEMENT

(Online version https://ratiochristi.org/resources/360.01-Supported_Missionary_Contract.pdf)

THIS AGREEMENT made as of the ____ day of _____, 2015, between **RATIO CHRISTI** and **<NAME OF CONTRACTOR> ("CONTRACTOR")**.

PURPOSE

The Parties to this Agreement desire to cooperate together in order to advance the cause of Christ through an apologetics ministry of RATIO CHRISTI, which is a ministry conducted primarily on the campuses of colleges and universities. The Parties have determined that CONTRACTOR's involvement in RATIO CHRISTI, utilizing the typical framework of a support-raising missionary, will most effectively and efficiently advance their mutual objectives and that such status is the most appropriate under IRS guidelines. This Agreement describes the specifics of the relationship, and the Parties' respective obligations.

AGREEMENT

In furtherance of the Purpose described above, the Parties agree as follows:

1. CONTRACTOR agrees to perform the following services on behalf of RATIO CHRISTI, and that in doing so CONTRACTOR shall:
 - (a) Represent RATIO CHRISTI's ministry in a manner consistent with RATIO CHRISTI guidelines and doctrine;
 - (b) Serve as chapter director at **<Name of University>** for RATIO CHRISTI's ministry, representing and promoting the RATIO CHRISTI ministry there, teaching in a manner consistent with RATIO CHRISTI guidelines and doctrine, forming a student club, recruiting students, coordinating weekly meetings, securing teaching resources, leading student's in raising financial support for the chapter's budget, organizing speakers for campus outreach events, training and discipling students to understand and defend the historic orthodox tenants of the Christian faith, and interacting with students, faculty, other campus ministries, and administration on behalf of RATIO CHRISTI and in a manner consistent with RATIO CHRISTI guidelines and doctrine; and as agreed in separate mutually **agreed Job Description (RC Section 350.1) and Performance Goals (RC Section 351.00)** that are subject to change.
 - (c) Serve as a resource, mentor and guide for potential RATIO CHRISTI chapters at other colleges or universities in the region;
 - (d) Act as a resource for RATIO CHRISTI with local churches to raise awareness of goals of RATIO CHRISTI and to coordinate ministry partnerships;
 - (e) Be available to teach and train at RATIO CHRISTI events. Be available to attend area conferences and events to represent RATIO CHRISTI at a "vendor table" or similar;
 - (f) Maintain effective and consistent communications with RATIO CHRISTI staff regarding ministry objectives, and provide periodic reports as may be requested;

- (g) Promote RATIO CHRISTI to potential supporters, and facilitate the distribution of information about RATIO CHRISTI to potential donors;
 - (h) Provide other services as may be mutually agreed upon by the parties during the term of this Agreement;
 - (i) Raise support and a team of support partners for RATIO CHRISTI;
 - (j) Maintain various technological tools provided by RATIO CHRISTI for the benefit of the chapter and students including, but not limited to chapter website, blog, email, Facebook, and Twitter accounts;
 - (k) Attend annual RATIO CHRISTI conference and participating in other regular or unscheduled online meetings as may be needed to maintain good communication; private Facebook group for Chapter Directors; and
 - (l) Live in a way honoring to Christ.
2. The Parties intend that an independent CONTRACTOR relationship be established through this Agreement, and that CONTRACTOR shall not be considered an employee of RATIO CHRISTI for any purpose. CONTRACTOR is free and, in fact, encouraged, to perform services for other clients when not doing so for RATIO CHRISTI. CONTRACTOR shall be responsible for performing the services and accomplishing the agreed upon objectives for RATIO CHRISTI using his own equipment, tools, etc., and upon his own schedule (provided that predetermined time constraints, such as scheduled deadlines, are satisfied). The CONTRACTOR is free to perform the duties pursuant to this agreement or to engage the services of others to perform or assist in the fulfillment of such duties. RATIO CHRISTI shall not be responsible to provide to CONTRACTOR any benefits or insurance whatsoever.
 3. While RATIO CHRISTI reserves the prerogatives of defining the outcomes and requiring reasonable efforts by the CONTRACTOR, the CONTRACTOR and his support team will determine the ways and means to best address the needs on the individual campus chapters. After plans are established, the CONTRACTOR will confer with RATIO CHRISTI.
 4. The term of service under this Agreement shall be from _____, _____ for a period of one year, or until said services are deemed by RATIO CHRISTI to have been completed, whichever occurs first. Upon the expiration of this initial term, the Agreement shall continue on a month-to-month basis until either terminated or superseded by a new agreement between the Parties. Either Party may terminate this Agreement without cause on thirty (30) days prior written notice to the other Party, and unless and until this Agreement is so terminated, it shall remain in effect.
 5. CONTRACTOR shall be responsible for raising prayer and financial support for RATIO CHRISTI, including financial support intended to provide compensation for CONTRACTOR as a RATIO CHRISTI endorsed missionary. Such activity shall be done in coordination with RATIO CHRISTI in order to ensure legal compliance and consistency in donor communications. RATIO CHRISTI will assign a support account number that will be associated with the CONTRACTOR's RATIO CHRISTI's ministry at the campus where CONTRACTOR is located. Gifts to RATIO CHRISTI designated to provide the funding necessary to provide compensation and other expenses in relation to CONTRACTOR's work with RATIO CHRISTI will be credited to this support account, and

expenses relative to CONTRACTOR's services will be charged to this account. At any time, RATIO CHRISTI has the right to withdraw endorsement and terminate this contract with the CONTRACTOR.

- (a) This support account is merely an accounting entry to keep track of contributions raised and expenditures made in relation to a local ministry of RATIO CHRISTI. All RATIO CHRISTI funds are placed in a general operating account. The balance in this support account does not represent the CONTRACTOR's funds. Any donations credited to this account must be donations to support the ministry of RATIO CHRISTI, not the CONTRACTOR. For contributions to be tax-deductible by donors, CONTRACTOR acknowledges that it is important for donors to understand that RATIO CHRISTI has full discretion and control over all contributions.
 - (b) If the total amount of the donations recorded in the account is less than the maximum amount budgeted for payment to CONTRACTOR under this Agreement, only the amount available will be paid. If the total donations recorded are more than the amount budgeted for maximum payment to CONTRACTOR under this Agreement, at the discretion of RC, the surplus may be used to make up prior shortages and used for current compensation payments.
 - (c) Excess balances which may accumulate in a CONTRACTOR's support account may be reallocated to another chapter or project at the sole discretion of RC.
6. If CONTRACTOR is unable to raise the support necessary, as (and if) stipulated elsewhere in this contract, to perform the services under this Agreement and/or this Agreement is terminated for any reason, RATIO CHRISTI may use any funds raised by CONTRACTOR for RATIO CHRISTI as RATIO CHRISTI deems best. CONTRACTOR is not entitled to receive these funds, nor are the donors entitled to their return.
7. In consideration of the performance of the Services by CONTRACTOR, RATIO CHRISTI shall pay to CONTRACTOR a sum based on the predetermined needs of the CONTRACTOR within approved guidelines, and paid in a 12 month period, which shall be paid out of support raised by CONTRACTOR on behalf of RATIO CHRISTI, as outlined above. For the sake of clarity, CONTRACTOR acknowledges that such support shall be in the form of charitable contributions made payable to RATIO CHRISTI, and that CONTRACTOR has no entitlement to such funds or to a specific percentage of the same. RATIO CHRISTI will make every effort to make as much funding as possible available for missionary ministry activities, while also covering expenses relating to those activities. To that end, RATIO CHRISTI will retain no more than 12% of the funds raised for RATIO CHRISTI's administrative expenses and for expansion and growth of RATIO CHRISTI. Other fees directly related to the account may be deducted from the account such as merchant fees, and a donor base access fee.
8. Payments shall be made by RATIO CHRISTI through direct deposit or by mailing a check to CONTRACTOR on a regular schedule established by RATIO CHRISTI, or as otherwise mutually agreed, during the effective term of this Agreement. RATIO CHRISTI's gross payment to the CONTRACTOR from money raised will include a predetermined amount that will cover the entire cost of the CONTRACTOR's services up to a maximum amount per month plus business expenses up to a maximum amount per month according to a pre-established reimbursement policy.
9. All letters, documents, records, notices, demands, requests, consents and reports required to be delivered to any Party pursuant to this Agreement shall be sent to the intended recipient at the address as follows:

if to RATIO CHRISTI, at: 2150 Elmwood Avenue STE 2, Lafayette, IN 47904

if to CONTRACTOR, at: <address>

- (a) Either Party may from time to time change its address by written notice addressed to the other.
- (b) **Both parties agree to accept signed, digitally-transmitted documents in execution of this agreement in lieu of original documents and for the notices required above, should they so choose.** If the CONTRACTOR wishes to have a written document and signatures in place of the online document and digital signatures, please send a request for the document to aaronmarshall@ratiochristi.org

10. CONTRACTOR acknowledges that any work, such as a written material, artwork or other original expression fixed in a tangible form of media, created in relation to his services as specifically assigned by RATIO CHRISTI under this Agreement shall be treated as commissioned by RATIO CHRISTI as a “work made for hire”, as defined by copyright laws of the United States. RATIO CHRISTI shall be the sole and exclusive owner and copyright proprietor of all rights concerning the commissioned work. CONTRACTOR agrees that, to the extent that any such works are deemed to be “works made for hire” for any reason, CONTRACTOR hereby irrevocably assigns to RATIO CHRISTI all rights, title, and interest in and to such works. All rights in any trademark or trade name used in relation to services provided under this Agreement shall also be the sole property of RATIO CHRISTI. CONTRACTOR acknowledges that upon leaving RATIO CHRISTI, RATIO CHRISTI has the right to copy, use, and distribute any materials created for the RATIO CHRISTI chapter that has been shared, copied, or distributed to students or other RATIO CHRISTI staff for their use during the CONTRACTOR’s work for RATIO CHRISTI.
11. CONTRACTOR acknowledges that RATIO CHRISTI owns all online accounts and online content that are used for RATIO CHRISTI communication and content whether or not the accounts were set up by RATIO CHRISTI national staff or by the CONTRACTOR or by the students. This includes, but is not limited to, websites, Facebook pages, Twitter accounts, any other social media accounts, web tools, email accounts, email systems, and other electronic accounts set up for the use of the university chapter of RATIO CHRISTI. Furthermore, CONTRACTOR acknowledges that RATIO CHRISTI owns the emails, contact information of all students, ministry partners, affiliates, churches, faculty, university staff, and any other contacts that were collected and used throughout the duration of the CONTRACTOR’s tenure with RATIO CHRISTI for any purpose related to RATIO CHRISTI regardless of whether that information was stored on RATIO CHRISTI electronic servers or on the CONTRACTOR’s personal computer, online storage location, or other. CONTRACTOR agrees that should this agreement with RATIO CHRISTI end for any reason that all account information, passwords, login information, names and contact information, emails, electronic content, correspondence, marketing materials, books, curriculum, software, or any other resources will be given to RATIO CHRISTI within one week without copying, editing, defacing, deleting, or otherwise manipulating the online account or content.
12. CONTRACTOR acknowledges that they have read the RATIO CHRISTI **Youth Protection Policy (in RC Section 800) and Sexual Harassment Policy (RC Section 401.00)** and agrees to observe them faithfully. CONTRACTOR understands that if they fail to follow these policies, this agreement may be terminated at the discretion of RATIO CHRISTI. RATIO CHRISTI has the right to modify these policies with or without notice to CONTRACTOR and that the modified policies supersede the policies that may have been in effect. For convenience these policies may be found at these links:

- (a) [Youth Protection Policy](#)
- (b) [Administrative Handbook](#)

13. This Agreement and the rights, benefits and obligations arising under it, may not be assigned.
14. The Parties expressly agree that in all respects pertaining to this Agreement and its subject matter their rights, obligations and remedies shall be governed exclusively by the terms of this Agreement and that this Agreement supersedes any prior understandings and agreements between them with respect to its subject matter. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the Parties other than as expressly made in this Agreement.
15. CONTRACTOR may not represent RATIO CHRISTI, claim to be affiliated with RATIO CHRISTI, or use RATIO CHRISTI's trademarks, branding, and other intellectual property except in keeping with RATIO CHRISTI policy or unless receiving express written authorization.
16. CONTRACTOR shall not have the right to bind RATIO CHRISTI, whether directly or indirectly, to any agreement with a third party or to incur any obligation or liability on behalf of RATIO CHRISTI, whether directly or indirectly, except as the Parties may agree in writing.
17. The Parties agree to indemnify and hold harmless one another from any claims or demands against either party made by:
 - (a) a third party because of any act or omission by a party to this Agreement, whether or not in violation of this Agreement; or
 - (b) made by the Commissioner of the Internal Revenue Service or any other governmental authority requiring a party to pay any tax or other amount (including related charges, taxes and penalties), or withholding in respect thereof, in respect of any payments made under this Agreement.
 - (c) CONTRACTOR agrees to comply with all federal, state and local laws and regulations concerning fundraising and charitable solicitations requirements.
18. Parties agree to take all actions necessary to effectuate this Agreement. Any dispute or unresolved issues in the relationship arising from this Agreement shall be settled through confidential, binding, private arbitration, pursuant to the procedural rules of the Association of Christian Conciliation Services, if available, or a similarly constituted body. Any arbitration award may be entered and shall be fully enforceable as a judgment in any court of competent jurisdiction. Relief through the court system will not be sought on any level. Notwithstanding the foregoing, the parties shall have the right to conduct discovery and the right to seek injunctive relief in any court of competent jurisdiction.
19. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina and the laws of the United States applicable therein.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first written above.

RATIO CHRISTI

By: _____ Corey Miller, President

Date: _____

<NAME OF CONTRACTOR>

By: _____

Date: _____

SECTION 370 FUNDRAISER TRAINING & TOOLS

370.10 Training for Fundraising

Ratio Christi apologist/missionaries must attend a training session prior to starting their assignment with Ratio Christi. We have chosen to work with Support Raising Solutions to train our apologist/missionaries on support raising. See <http://www.supportraisingsolutions.org/training/boot-camps>

Introduction to Support Raising Solutions (from Support Raising Solutions web site)

Support Raising Solutions is a non-profit, non-denominational, para church organization that seeks to mobilize and build up the Body of Christ. We provide training for many different ministries, churches, and denominations in the U.S. and overseas. Our objective is to provide each group and individual vision and equipping to help them be more effective in fulfilling the Great Commission.

Jesus said the harvest is plentiful but the workers are few. Support Raising Solutions was created not out of a desire to start another organization, but out of our desire to see more workers sent to the harvest. Our seminars, publications, and consulting were created out of necessity to fill a gap in the Body of Christ. We are not in the business of doing seminars or writing books. Our business is to do the most with the ideas and strengths the Lord has given us and to share them with others.

Support Raising Solutions is all about assisting other ministries and Christians, building them up in particular areas so that they will be able to serve God more fully. In the end, it all comes back to our ultimate desire to see every tribe, tongue and nation hear the Gospel and come to know Christ and glorify Him. We do that in our ministry, not by going out into the tribes, but by equipping and enabling others to do what they do better, so that they might play their role in the Great Commission.

Our mission is to provide each group and individual vision for their ministry and equip them with the essentials to be more effective in fulfilling the Great Commission.

A key verse that defines our mission is Ephesians 4:12: "And He gave some...for the equipping of the saints for the work of service, to the building up of the body of Christ."

Personal Support Raising Boot Camp is an intense two-day training seminar to help Christian workers get to their ministry assignment quickly and fully funded. Whether you are just starting out or are a veteran in support raising, God can use a Boot Camp to change your perspective and approach in this critical area. We want to help you avoid the pitfalls and put to rest your doubts, fears, and questions. We have served over 400 ministries, and by God's grace, we believe we can help you!

Seminar Overview

After you've done your 24+ hours of preparation, we cram 18 hours of intense training into your mind and heart! It is a fast-paced, paradigm shifting two days of lecture, multimedia, Q and A, small group discussion, and more. Boot Camp will move you to tears, laughter, reflection, and finally to action.

Introduction

We help everyone identify the fears, obstacles, and questions they have before we begin. We all have struggles and doubts in this critical area. Let's admit it, and get started!

1. The Biblical Basis of Support Raising

We do a thorough overview of the vast amount of Old and New Testament teaching and modeling regarding this concept of asking others to invest in our God-given vision.

2. Gaining Perspective on Support Raising

How we view God, our ministry, ourselves, and our donors will make us or break us. Half the battle in support raising is in our own mind. We must have the right perspective!

3. Planning and Preparation for Support Raising

We don't let you begin half-cocked. You must do a substantial amount of preparation and planning before you launch out to raise support. If you're going to do it, do it right!

4. The Phone Call, Appointment, and Follow up

We take you through a role play of calling for the appointment, the face-to-face ask, and follow-up call for a decision. You then practice it all with other seminar participants.

5. Maintenance and Cultivation of Your Support Team

We cover the keys to helping you develop a healthy and vibrant support team that will stick with you as long as you minister. It's a lot of work, but the benefits are fantastic!

Boot Camp Cost

Total Cost (Individual): \$389

Non-refundable registration fee (paid online): \$189 (includes *Funding Your Ministry & ViewPoints*) Seminar fee (paid at seminar by cash or check): \$200

Preparation Discount: \$100 (If you complete all of the preparation, including raising \$100 *specifically* for this seminar from at least two donors, you will receive a \$100 discount on your seminar fee.) You will turn in the \$100 you raised at the seminar.

Total Cost (Couple): \$589

Non-refundable registration fee (paid online): \$289 (includes *Funding Your Ministry & ViewPoints*) Seminar fee (paid at seminar by cash or check): \$300

Preparation Discount: \$150 (If you complete all of the preparation, including raising \$100 *specifically* for this seminar from at least two donors, you will receive a \$100 discount on your seminar fee. If your spouse reads the textbook, you will receive another \$50 off.) You will turn in the \$100 you raised at the seminar. \$50 will remain to be paid.

*You will be responsible for your own transportation, food, and lodging.

Alumni Cost (Individual): \$189 Alumni Cost (Couple): \$289**About the Cost:**

Steve Shadrach, our seminar trainer, receives no compensation for his services. He has raised his full support. We charge to help you understand the importance and value of this training, and to encourage you to raise the required funds, fully invest yourself by doing the preparation, and come ready to apply what you've learned.

Similar training with other organizations can cost \$750 or more.

Where does the money go? We use the money we make from our Boot Camp seminars to produce materials, videos, and websites that can help Christian workers around the world fully fund their visions.

Student Preparation Before the Seminar

Download and complete the [Preparation Packet](#) (requires 24+ hours).

You will receive two textbooks (*The God Ask* by Steve Shadrach and [ViewPoints](#) by Steve Shadrach) in the mail as soon as you register. Please begin working on the assignments as quickly as possible.

Raise at least \$100 of the seminar fee from at least two donors in face-to-face meetings. Find an accountability partner.

This person needs to be someone who will boldly and consistently hold you to your weekly fundraising goals until you reach 100%.

Hint: Recruit the most black and white, hard core, goal-oriented person you can find. You will never regret it!

Make your travel and lodging arrangements.

Make arrangements for childcare (if needed). Children are not allowed at the training (this includes nursing babies).

During the Seminar

The seminar begins at 8 a.m. and ends at 6 p.m. both days. You must arrive on time and stay until the seminar is over to be eligible for the discount.

The seminar is 18 hours of intense lecture, multimedia, Q&A, role play, and small group discussion.

Bring all completed homework (all Bible studies, worksheets, names lists, etc.).

Come prepared for a mock support appointment on the second day of the seminar.

On the second day, men need to wear a coat/tie and women a dress or skirt/slacks & blouse so you will be dressed for the mock support appointment.

Meals will be on your own. One meal on the second day will be reserved for your mock support appointment (please bring \$5/person to help cover the cost of the meal).

At the end of the seminar, you'll be asked to fill out the [accountability checklist](#) to determine whether or not you are eligible for the discount (it's completely on the honor system).

After the Seminar

Fill out an accountability sheet on time spent support raising each week until you are at 100% support. Record how many phone calls, appointments, follow-ups, and letters are sent each week.

Mail or e-mail this information to your accountability partner, followed by a phone call. Ratio Christi Specific Training

Prior to or just after Boot Camp an apologist/missionary must be trained in specific Ratio Christi fundraising policies and procedures. It is the intention of Ratio Christi to help you build a team of lifelong supporters for Ratio Christi and your ministry with Ratio Christi.

"The will to win means nothing without the will to prepare."

Juma Ikangaa,
Tanzania
Winner of the 1989
New York City
Marathon

