



Ministry Policies

I. Donated Funds

- A. A.C.T. Intl will be the only USA non-profit organization through which I will receive any and all my USA-donated funds. I understand that A.C.T. Intl expects that all funds donated to or generated by my ministry efforts and programs to be turned in and processed through the A.C.T. Intl Home Office. I understand clearly that this policy most specifically has to do with keeping clear lines of legal and financial accountability for the sake of the integrity of myself (as a ministry staff); and for the sake of clear communication to donors. Specifically that means being clear about which one specific organization stands responsible for my ministry's financial, legal, and spiritual oversight.
- B. Any and all revenue generated from product created or purchased with donated funds must be run through your ministry department of A.C.T. Intl.
- C. Other forms of revenue may be designated as revenue for your ministry department of A.C.T. Intl as long as that revenue stream is clear and consistent. For instance, you may teach private music lessons and choose to designate that revenue as a part of your ministry department as long as you run all of that revenue through A.C.T. Intl.
- D. All missionary & ministry staff & projects agree to have 10% of all funds raised for their ministry efforts go into the A.C.T. Intl Home Office ACTION Team general fund [001] to help cover costs of the general Home Office administration of the A.C.T. Intl ministry. The 10% administrative contribution will be on the first \$120,000 that comes in for any particular associated missionary, minister, ministry or project —after which—in that calendar year—the administrative contribution will drop to 5% on the next \$120,001 to \$500,000; after which—in that calendar year—the administrative contribution will drop to 2% for any other donations above \$500,001 for the remainder of that calendar year.
- E. The 10% administrative contribution does not cover the "employer's portion" of Social Security taxes nor any other government required taxes related to the ministry worker's compensation. All such expenses come out of each staff's ministry fund.
- F. Any missionary & ministry staff & projects involved with ministry outside the US and Canada, will contribute an additional 0.5% (i.e. one-half of one percent) directed into the missionary emergency fund [002] to be used by the A.C.T. Intl Home Office to take proper action in the event their being taken hostage, being arrested, or their death on the field.
- G. Funds that are donated through a credit card will be assessed an additional fees charged by the Credit Card company.
- H. Funds that are contributed to a specific minister, missionary, or project are considered *Designated Contributions*

- I. All donated funds will be distributed in line with the donor's designation; or, if a donation is made for a non-approved ministry project or person, the donation will be returned.
 - J. In the event the A.C.T. Intl project or associate ever becomes oversubscribed (which has not yet happened in the history of A.C.T. Intl), or the missionary or ministry associate for whom the support is designated is no longer associated, the donation will be used for the ministry, or that A.C.T. Intl person or project, most nearly approximating the designation.
 - K. *First Residuals Policy*: Contributions received by A.C.T. Intl that are not specifically designated for a particular missionary, ministry, or project will be designated to the fund of the minister or missionary who first contacted that donor.
 - L. Concerning the funding of overseas projects: A.C.T. Intl commits to steward its' involvement in only those overseas projects where accountability from those international leaders, partners, associates and/or branches has been established and with A.C.T. Intl
- II. Affiliation Recognition
- A. Identity and branding are important for the growth and integrity of any organization, plus it brings a validation to your own ministry department, therefore, we ask that you abide by the following guidelines as you communicate your affiliation with Artists in Christian Testimony Intl.
 - B. Upon acceptance with A.C.T. Intl, your ministry efforts become a *Ministry Department* or *Ministry Project* of A.C.T. Intl. You are therefore a *Staff Minister* or *Missionary* of A.C.T. Intl.
 - C. You agree to state your affiliation with *Artists in Christian Testimony International* on all ministry materials, brochures, and publications, etc., that you produce and at all ministry events in which you participate.
 - D. It is important that you include the full name, Artists in Christian Testimony International (or Intl), at least once on any given form of communication, because A.C.T. alone does not inform anyone of who you are if they do not know what the acronym stands for.
 - E. Also, when speaking or writing our acronym, do not say or write "ACT," instead say each letter and include a period after each letter when writing it - A.C.T. Intl.
 - F. Finally, we desire to communicate our continued commitment to and increasing impact in world missions, therefore, we have begun including "International" or "Intl" in our organization's name.
 - G. If for some reason it is prohibited or strategically it is prudent not to communicate the "Christian" aspect of our ministry on particular materials or at specific events, you may be permitted to use the name *Artist for Community Transformation*, which uses the same logo and acronym. However, this must be discussed with Larry Moshell, Director of Staff Development, before proceeding.

H. A few examples of how to communicate your affiliation:



A Ministry of Artists in Christian Testimony Intl
www.ACTinternational.org



A Minister (or Missionary) of Artists in Christian Testimony Intl
www.ACTinternational.org

III. Properties Purchased

- A. Any property I purchased with ministry funds is irrevocably dedicated to religious purposes, and no part of the net revenue or assets of ministry funds donated to my ministry efforts shall ever inure to the benefit of a director, officer, or associate of this ministry corporation, or to the benefit of any private individual;
- B. Upon the winding up and dissolution of my affiliation with this ministry corporation, after paying or adequately providing for the debts and obligations of my ministry's activities and projects out of my ministry fund(s), the remaining assets shall be distributed, as I and my Ministry Accountability Team recommend to the A.C.T. Intl Board;
 - 1. to a nonprofit fund, foundation, or corporation organized and operated exclusively for charitable and/or religious purposes and that has established its tax-exempt status under Internal Revenue Code Section 501(c)(3)
 - 2. to yourself or another individual resulting in the value of the those assets being considered and reported as taxable compensation or income to you or that person

IV. Ownership of Creative (Intellectual) Properties

Concerning any creative (intellectual) product I develop with donated funds given to the A.C.T. Intl ministry department(s) I oversee while in association with A.C.T. Intl:

- 1. I will own the copyright of that creative (intellectual) property, but will lease the ownership of that property to A.C.T. Intl [specifically to the A.C.T. Intl department(s) I oversee] for \$1.00 per year as long as I am in association with A.C.T. Intl
- 2. All revenue derived from creative (intellectual) property "products" I develop will go through the A.C.T. Intl ministry department(s) I oversee, as long as I am in association with A.C.T. Intl
- 3. If & when I leave association with A.C.T. Intl, A.C.T. Intl will disburse the assets of the A.C.T. Intl ministry department(s) and product(s) I oversee in line with it's regular policies and procedures
- 4. A.C.T. Intl will terminate and release back to & return to me the copyright ownership of any creative materials I produced while on staff with A.C.T. Intl, and where there is clear value to those properties, A.C.T. Intl will issue at the years end to me and to the US Government a proper 1099 declaration of that value as "in kind" compensation given me by A.C.T. Intl

V. Liability Insurance

I am required to carry sufficient liability insurance and accident insurance to cover all staff and volunteers leading the project, those participating in the project, and whatever may be required by any facilities being used or any organization with which I am partnering.

VI. Ministry Department Funding

- A. The A.C.T. Intl minister, ministry or missionary is hired under the agreement that they will open and oversee a "ministry department" for A.C.T. Intl, and will raise all the costs required to operate that ministry department.
- B. The specific needs of individual A.C.T. Intl missionaries and ministries may be divided generally into four categories:
 1. Basic compensation: salary (and housing allowance, if the staff is an ordained, licensed, or commissioned minister of the Christian Gospel). This is what would cover a household's food, housing, utilities, personal transportation, income taxes and such. What most call 'take-home' pay.
 2. Benefits: funds that will adequately cover the staff's household health insurance, disability insurance, life insurance, & retirement costs. Full-time Staff Ministers and Missionaries are required to obtain or have a specific plan to make provision for all of these essential benefits.
 3. Ministry expenses: all expenses associated with the operation of your particular ministry department, such as travel to and within the country or ministry assignment area where the missionary is working, costs of communicating with financial and prayer partners, the "employer portion" of Social Security tax, expenses for employing administrative workers to help in ministry work, training, work, supplies, equipment and study/research resources required in the ministry.
 4. Supplemental living expenses include things like extra housing costs or extra transportation costs, unusual medical expenses and/or educational expenses for children (e.g. boarding school for those living outside the USA).
- C. Staff and projects that do not receive adequate monthly contributions (equaling their projected compensation and ministry spending plans) can only receive those funds available in their ministry fund.