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# MANUAL

OF THE

BOARD OF FOREIGN MISSIONS

UNDER THE DIRECTION OF  
THE SYNOD OF THE

Reformed  
Presbyterian Church  
in North America

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1918

## FOREIGN MISSION MANUAL.

This manual is prepared for the guidance of the Foreign Mission Board of the Reformed Presbyterian Church in the administration of the Missions entrusted to its supervision, the government of the missionaries in their work on the fields, and the instruction of the churches at home.

### FOREIGN MISSION BOARD.

#### CONSTITUTION AND OFFICERS.

The Board consists of an indefinite number of ministers and laymen of the Reformed Presbyterian Church, the appointees of Synod, and has authority to choose from among its members a President and two Vice-Presidents, one of whom shall occupy the chair in the absence of the President, or at his request when he may wish to address the Board; a Recording Secretary whose business it is to keep accurate minutes of the Proceedings, and after they have been approved to transcribe them into a Book

for preservation; and a Corresponding Secretary who is the executive of the Board acting under its instructions in official correspondence with the Missions, and in the preparation of an Annual Report of the work to Synod, as well as in preparing and sending out circulars, appeals for special funds, calls for laborers and any other matters attention to which a wise administration of the Missions may seem to demand. The Treasurer, who holds his office by special appointment of Synod and makes a formal report to the Court at its yearly meeting, has charge of all moneys except funds contributed for permanent investment, and is required to present to the Board at its stated meetings a statement of all receipts and expenditures during the previous two months and, as occasion requires, a statement as to the condition of temporarily invested funds under his control. The members of the Board hold appointment during the pleasure of Synod, and serve without remuneration, except that the Treasurer is entitled by action of the Court to receive \$500 annually for necessary expenses. The cler-

ical expenses incident to the work of the Corresponding Secretary are also paid by the Board. No grant is made from the General Treasury for purchase of land, erection of buildings, furnishing of rooms or kindred objects, but for money for these purposes direct appeals are made to churches and individuals.

#### MEETINGS.

The Board meets the second Tuesday of alternate months, beginning with January, and is opened and closed with prayer. After the reading and approval of the minutes the Treasurer presents his financial statements which on vote of the Board are embodied in the Records. Then follow, in this order, unfinished business, reading official letters, the transaction of any business the correspondence may bring up, and the discussion of questions relating to the Missions.

#### MISSIONARIES.

##### APPLICANTS.

Every missionary must be in full communion with the Reformed Presbyterian Church. Any ordained minister who

has shown a passion for souls during his pastoral work at home is eligible. Licentiates have to furnish, in addition to certificates of licensure, letters from their professors and written testimony from others, that during their seminary course they showed an aptness and love for evangelistic work. Physicians and nurses have to lay before the Board not only diplomas and certificates of training, but also testimonials or references as to Christian character, professional skill and readiness of address on gospel themes. Young women, in offering their services as teachers, should be able to give evidence of educational and normal training, though not necessarily holding a degree from any college, aptness to teach, love for children and a desire to win them in their youth to Christ. All applicants, when at all practicable, must have a personal interview with the Board and must answer either orally or in writing the following questions:

On what do you rest your own hope of an interest in Christ as the Mediator of the new covenant?

What evidence have you that you

have been called of God to foreign missionary service?

What preparation have you made from a spiritual point of view for the work to which you wish to consecrate your life?

It is assumed that every honest man must have the Christ-desire to save souls, thorough loyalty to the denomination he represents, and a settled belief in the basal principles of Christianity, and that without these qualities he can have no real success, whatever other endowments and acquirements he may possess.

It is desirable that applicants shall not be more than thirty years old, but that is not a fixed rule, other considerations being allowed to aid in determining the age limit. Men and women are called for under that age, that they may more easily master difficult languages and have, humanly speaking, a longer period for active service. They must, however, present, as a measure of precaution, a certificate of their physical condition from a physician or surgeon, to be designated by the Board, on a blank furnished

by the Corresponding Secretary, and they must sign a formal agreement that if they retire from the service in less than five years, unless failing health, on the certificate of a doctor chosen by the Board, makes retirement imperative, they will repay into the Mission Treasury the full amount of outfit and traveling expenses to the field. Due regard will be had in the adjustment of this claim to the services that have been rendered, and no demand shall be made that is not equitable.

**EQUIPMENT AND SALARIES.**

All salaries shall be paid half-yearly in advance, beginning with the date of departure. Married men, whether ministers of the gospel, physicians or teachers, shall receive an annual salary of ~~\$1200~~ with an allowance of \$500 for outfit. Unmarried ministers, physicians, teachers and trained nurses shall receive ~~\$600~~ with \$200 for outfit. At the expiration of five years each missionary shall receive an advance of five per cent. on the original salary, at the expiration of ten years another advance of five per cent. on the original salary, and at the

expiration of fifteen years an additional advance of ten per cent. on the original salary, thus making a salary of ~~\$1440~~ <sup>\$1800</sup> for married missionaries, ~~\$720~~ <sup>\$920</sup> for single ministers, physicians, teachers and nurses. ~~No allowance~~ <sup>\$100</sup> for an outfit is made to those going out for only a short term. During the remaining years of service the salaries shall be fixed at these amounts unless exceptional circumstances should demand an increase.

An allowance of \$50 a year will be made for every child until 10 years of age; of \$100 a year from 10 to 14 years; of \$150 a year from 14 to 18 years, this allowance, however, to cease at any time the child becomes self-supporting. Between the ages of 18 and 21 the allowance of \$150 a year may be continued by action of the Board, upon application of the missionary and assurance that the child is in school and making satisfactory progress in his studies.

An allowance shall be made, as circumstances require, for surgical instruments, which shall be the property of the Board, and in the absence of a medical missionary the Treasurer of the Mission

\$1500  
850  
J. A. V.  
\$1350 + outfit allowance \$150

shall become the responsible custodian of these articles, and shall send a list of them as soon as practicable, with a description of their condition to the Treasurer of the Board.

Allowances shall be made for medical supplies on the application of the medical missionary, and all fees that he receives for professional services shall be reported in his quarterly statement to the Treasurer of the Board and covered into the Mission Treasury, and cannot be used for any other than medical and surgical purposes without the express sanction of the Board.

#### TRAVELING EXPENSES.

The traveling expenses of all missionaries, including railroad and steamship tickets, Pullman berths, hotel and other road expenses and baggage express, shall be paid from their home to the field by the most economical route compatible with safety and comfort, parlor car service for day travel at their own expense. Freight, but not custom dues, shall be paid on three measured tons of goods for a married missionary, one-half ton for a child, and one and a half

tons for a single missionary on going out for the first time or returning at the close of service. On coming home on furlough and returning, freight shall be allowed on one measured ton for a married missionary and half a ton for each child, and for a single missionary, half a ton. Missionary societies and individual members of the church, in sending goods of any kind through the Board's shipping agent, to their friends in the fields should remember to prepay all charges.

#### FURLOUGHS.

After a missionary has served for a certain term of years, the Board makes provision for a furlough of one working year. As the usual summer vacation season is also included in this, it makes a period of fourteen months, exclusive of the time needed for reaching home and returning. The term of service is as follows:

#### IN THE LEVANT.

Male missionaries (and wives) 7½ yrs.  
Unmarried women missionaries 6½ "

#### IN CHINA.

Male missionaries (and wives) 6½ yrs.  
Unmarried women missionaries 5½ "

These rules are for general guidance and particular cases may require modification. Serious illness may make it necessary for one to be invalidated home earlier. In other cases the exigencies of the work may make it necessary that one remain longer than the usual time. One year before his furlough is due the missionary should so notify the Board and secure its approval of his taking it at that time.

Upon return home the missionary should seek competent medical examination and advice with a view to making the furlough as beneficial as possible, and before returning each missionary shall be examined by a physician to be designated by the Board.

In every case the missionary shall study economy, meeting personally the cost of all side trips and taxing the Treasury only with the expense that would have been incurred by taking the most direct route.

The purchase of tickets and the transportation of goods, to and from the field, shall be conducted through the transportation agent of the Board. (See agent's circular for details.)

While on furlough the missionaries shall receive their salary in full, unless they stay unnecessarily over the limit agreed upon, when payment of salary shall be discontinued. They will be expected, as opportunity offers, to tell the churches the story of their work, their traveling expenses being met by churches and societies inviting them to such services.

### ON THE FIELD. COMMISSIONS OF SYNOD.

In each of our fields there is a commission of Synod which is made up of the American ministers and Elders on the ground. The missionaries are not amenable to this Court, being subject only to the Sessions and Presbyteries with which they are identified in America, but they meet at regular intervals for consultation and action in regard to any matters that concern the spiritual welfare of the native congregations and native workers, sending the minutes of their meetings through the Board to the Synod in America for preservation in its Records.

### MISSIONS.

There is also at each central station a regularly organized Association, com-

posed of all the missionaries, men and women alike, who meet once or twice a year to take counsel and devise plans for the more efficient management of the work. On these occasions papers on missionary methods and kindred topics are read and discussed, while once a year a report of the work done during the year is prepared for the Board containing detailed information from all parts of the field and full statistics.

In the Mission in China it has been found advisable to designate some one, naturally qualified, who shall familiarize himself with the actual transacting of business in dealing with the native people, and the office of business manager has been created under the following provisions:

1. The Mission shall appoint some one to be business manager, which appointment shall be subject to the approval of the Board.
2. The business manager shall transact all the business affairs of the Mission.
3. In the purchase of lands and supplies, the erection of buildings, etc., he

shall, under the direction of the Mission, transact the business and report to the Mission, which report shall be transferred to the Board.

4. When the business manager feels that the work can be better performed in an outlying station by someone located at that point, the Mission may grant him the power to appoint such a one who shall report to him. In case of the absence from the Mission of the business manager, the Mission shall appoint his substitute.

#### DISTRIBUTION OF FORCES AND WORK.

The aim of the Board is to reach men through native agencies under the direct oversight of American missionaries. With this in view it is expected that a minister in each field will conduct a class for the instruction and training of a native ministry, and shall devote his time and energy to this department of service. As far as practicable, with the forces at command, there shall be preaching of the gospel every Sabbath at stations and sub-stations.

The school work is in charge of the



Mission and under the Mission's direction is conducted by competent male or female missionaries, and under their supervision native teachers will conduct classes, in all of which instruction in the knowledge of Christ and His religion must be the outstanding feature. The boarding departments are, as far as possible, in form and spirit, Christian homes. No pupil, whose parents are resident in the town or city where the schools are located, shall be admitted to boarding privileges without meeting all expenses in full, and day pupils must pay tuition fees. Only in exceptional cases, that must be left to the judgment of the Missions, shall boys or girls from outlying villages be enrolled as boarders without payment in full or in part. Their actual condition must be the deciding factor in every case.

In addition to the religious features, which are to take precedence of all others, the curriculum is not ordinarily to include studies in languages foreign to the people, but such common branches as shall fit pupils for intelligent usefulness and work in their various com-

munities. Prayerful effort is also to be made to inspire in pupils the desire to make known in their homes and villages what they have learned; and furthermore to seek to awaken in gifted young men a desire to make preparation for preaching the gospel of Christ, and in young women for teaching in the schools, shall be one of the great aims of the educational work.

The medical missionary, who is expected to have made himself familiar with the nature and treatment of tropical diseases, shall regard the hospital as a church, where expositions of the truth, combined with holy speech and conduct, shall win away from sin and the world the souls of those who come merely in search of bodily healing. He will open his clinics with the reading of the Scriptures, a gospel address and prayer.

#### STUDY OF THE LANGUAGES.

All newly appointed missionaries will make it their special work to acquire the language, and at the close of the first and second year they shall be examined by a competent committee appointed by the Mission, and the Mission shall report re-

sults to the Board. Missionaries are not at liberty to employ personal teachers at the expense of the Board for a longer period than three years, unless on the report of the Examining Committee they should require special instruction for another year. The Board can recall a missionary at any time for sufficient reasons, and is under no obligation to retain in the service of the church any one who is unable, in a reasonable time, to acquire a working knowledge of the foreign tongue.

This manual is not meant to state even in outline the policy of the Board, but simply to indicate the relation existing between the Board and the Missions, regulate their intercourse and thus prevent misunderstanding. It is subject to revision at any time.

Adopted by the Board at its regular meeting in Philadelphia, Pa., Tuesday, January 15, 1917.

FINDLEY M. WILSON,  
Corresponding Secretary.

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