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# Requirement Manual For Members

## **Executive Director**

Mike Dunlap

## **Secretary of Ministry**

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## **Board of Directors**

Dan Hostetler–*President*    Matt Near–*Vice-President*    Scott Ferrell–*Treasurer*  
Blaine Budd and Tom Weygandt

## **Interlink Office Staff**

Elizabeth Hicks – Administrator  
Andrea Denning– Office and Website Coordinator  
Laurel Leedy – Relations Coordinator

**INTERLINK is a 501(c)(3) non-profit organization**

*“And this gospel of the kingdom will be preached in the whole world as a testimony to all nations, and then the end will come.”    Matthew 24:14*

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## **Mission Statement**

We desire to facilitate and administer missionary funding for the purpose of sharing the Gospel of Jesus Christ worldwide.

## **Purpose Statement**

“Linking those who need to share the Gospel, with those who need to hear the Gospel”

## **Vision Statement**

Interlink provides services which enable others to pursue their God given vision for biblically based ministry through accountability, transparency, and integrity.

Interlink is committed to facilitating ministry in a manner that is honest, efficient, and effective in the field and a source of Godly service and growth for those sponsoring, doing, and receiving the work.

## **Statement of Faith**

### **We believe:**

- that the Scriptures of the Old and New Testaments are divinely inspired and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- in one God, eternally existing to three co-equal persons: Father, Son and Holy Spirit.
- that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
- that man was created in the image of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word and deed.
- in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present ministry for us as High Priest and Advocate.
- in the personal and imminent return of our Lord and Savior, Jesus Christ.
- that Jesus Christ died as a substitutionary sacrifice for our sins and all who receive Him by faith are born again of the Holy Spirit, and thereby children of God.
- in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- that the spiritual unity of all true believers comprise the true Church.
- in the commission of Jesus Christ to take the Gospel to every tribe, tongue, people and nation.

## **Interlink and Member's Relationship**

Interlink desires to facilitate and administer missionary funding for the purpose of sharing the Gospel of Jesus Christ worldwide. We promote the advancement of the Kingdom of God and work to Finish the Task by enabling, educating and encouraging others to be involved in the Great Commission. Interlink assumes no role in the management or direction of the ministry activities of our individual members. However, we do provide services which require an initial approval of the successful applicant's ministry and a continued relationship of accountability. The "Membership Application" establishes the initial approval. These membership requirements are for building and continuing a relationship of accountability.

## **Financial**

### **Activation, Receipting, Reporting and Disbursement**

Interlink attempts, whenever consistent with its charitable purposes and budget, to honor preferences expressed by the ministry's financial partners regarding the use of their gifts. However, Interlink at all times maintains full control over all funds donated to Interlink Ministries, and ultimate discretion as to their use, so as to ensure that they will be used to carry out Interlink's religious, educational, and charitable purposes, as required for contributions to be tax-deductible in the United States. Receipts are issued to the donor for the amount of the gift in accordance with IRS regulations that govern 501(c)(3) non-profit organizations. Disbursement of received donations is generally made at the end of each month.

New members will be activated when Interlink's office has received donations totaling \$250. If new members are not activated within six months of acceptance or reasons "why not" have been discussed with Interlink's office, the membership application will be revoked.

Existing members not receiving any donations for six consecutive months will be terminated unless the Interlink office has received notice and explanation.

Members will receive a "Monthly Donor Contribution Summary" (MDCS) within a week of the end of each month. If you are expecting to receive donations and do not receive a MDCS by the 7<sup>th</sup> of the next month; please contact the Interlink office. Please indicate on the signature page below how you wish to receive that summary.

### **Taxes and the IRS**

By January 31<sup>st</sup> an IRS Form 1099-MISC will be mailed to US members, reflecting their income. An end of year (EOY) donation summary will be sent by January 31<sup>st</sup> to the donors. Interlink, each February, will list the amount of income given to each member as part of our tax reporting to the IRS. The member assumes total responsibility for their tax obligation to the US Government or any tax liabilities in the country in which they serve. It should be noted that the member is not an employee of Interlink. Thus, according to IRS rules, a "Housing Allowance" will not be issued. The individual member's relationship to the IRS should be listed in the category of "Sole Proprietorship." We highly recommend you contact a tax professional to discuss the implications on tax obligations for 1099-MISC filings. Tax obligations may include self-employment taxes such as Social Security, Medicare, State and Federal income taxes.

## **Assessment**

All personal income is assessed by Interlink Ministries Inc. at the rate of five (5) percent of the gross income. A single donation of more than \$5,000 will be assessed only on the maximum of \$5,000. The amount over will not be assessed. The assessment funds will be applied to the organizational and administrative cost of Interlink. The Interlink Ministries Board of Directors will designate the use of any excess funds and approve any exceptions to the assessment.

## **Projects**

At the request of a participant, Interlink will create a "Project" account. This is generally done to meet an extraordinary need which is directly related to the ministry objectives of the participant. The purpose is to identify donations for the specific need so that the participant may apply them properly and report them to Interlink. A participant may request a "Project" by submitting a "Project Application". Upon approval, they must adhere to the requirements outlined in the "Requirements Manual For Projects" available on Interlink's website.

## **Yearly Budget**

Each year members will supply Interlink with a ministry update reviewing current year and looking ahead for the upcoming calendar year. Two totals are required:

- Personal Living Expenses - This is what it costs you to meet the normal needs of your family and live in the area you are serving.
- Ministry Expenses - This is what it costs to operate your ministry (including communications with constituency and all travel cost) and a brief description of what the projection of ministry is for that year.

These budgets may be submitted with as much detail as possible. Interlink reserves the right to request further detail that would be necessary to maintain a proper relationship of accountability.

## **Member's Reports**

Interlink is a family of ministries. As the closeness of a family is dependent upon the knowledge they have of each other, so it is with us. We encourage members to communicate with us as often as they desire. We will maintain a prayer network and are very interested in each member's ministry. We need to pray for others and be blessed by how God is working in our personal lives and ministry.

However, since there are different perceptions of adequate communication, we have to set a minimum standard. Interlink's need for information concerning members and their ministry is for three purposes:

- That we may provide effective prayer support.
- To maintain a relationship of accountability.
- To answer inquiries.

## Annual Ministry Update

We **require** an “Annual Ministry Update” form be returned to Interlink office by October 15<sup>th</sup>. If further information is needed, it will be requested. If the ministry update is not completed in a timely manner, it will interrupt the flow of funds to this ministry. Please contact us if for any reason there are conditions that would delay this form. If we have not heard from you or received the update by October 25<sup>th</sup>, we will be forced to hold October ministry funds and any additional support checks received will not be deposited until the update is received. If we have not received this ministry update within one month (November 15<sup>th</sup>) of due date, we will be forced to terminate membership (see “*Membership Termination*” below).

## Communication Requirement

Please add our e-mail address, interlinkfamily@aol.com, to any general donor communication you provide. A quarterly newsletter, prayer requests, and/or current ministry information **must be sent to us** and preferably, to your donors as well. A lack of communication will leave us and your donors, with the impression, ministry is not taking place. Therefore, if we do not receive this communication requirement at least four times a year, we will be forced to place your membership on probation and will require the member to e-mail monthly praise and prayer reports (three each) for a period of 12 months to remove probation status. If probationary requirements are not met, then termination of membership will take place. (see “*Membership Termination*” below).

A visit to the Interlink office whenever possible would be greatly welcomed.

## Interlink’s Communication with Donors

### Receipting

Interlink’s primary communication with a supporter is in relation to receiving and receipting financial gifts on behalf of the project. After receiving a gift, we respond, with the following:

- A Tax exempt receipt for the amount of the gift, with coupon attached.
- An addressed envelope for their next gift.
- A letter at the end of the year from the Director thanking them for their participation and a word of encouragement.
- An End-of-Year statement indicating contributions for the year, will be mailed by January 31<sup>st</sup>.

## Membership Termination

If a member wishes to terminate their relationship with Interlink, they may do so by writing a letter addressed to the Interlink Board of Directors. It should state your intent to end the relationship and the desired effective date. Any further explanation or information should be sent as an attached document. Interlink will receive and disburse to the departing member incoming funds for a period of three months after the date of termination. After that period of time, all received funds will be returned to the donor with a letter of explanation.

If Interlink wishes to terminate a relationship, a letter of notification with explanation and effective date will be mailed and/or e-mailed. It will be three months (or such time as is adequate in the given situation). In the unlikely event that a breach of trust, lack of required communication, negligence of required signature forms, or an act of misconduct occurs, the Interlink Board of Directors will decide the terms of termination. Those terms can include immediate action.

## **Personal Services & Liabilities**

Services, such as health insurance, retirement, furlough funds, etc., are solely the responsibility of the individual member. It is encouraged that you establish an emergency fund for evacuation and/or health emergencies. Interlink will not be held responsible in providing expedited emergency funds for these potential needs. Interlink assumes no legal, personal or financial responsibility or liability for members or their ministry activities. With their signature each applicant agrees to hold Interlink harmless for any legal, personal or financial peril that may befall them.

## **Single Spouse Membership**

A married couple is one, and as such their individual suitability for a particular ministry and/or membership in Interlink is inseparable, even as a marriage before God is to be. Therefore both spouses must be acceptable for membership and the reason for one not to be a member needs to be one of practicality in the pursuit of the ministry.

## **General Comment**

The guidelines contained herein are defined by Interlink and are agreed to by the member as a condition establishing a working relationship. Interlink's purpose is to help facilitate, not manage a member's ministry. Our desire is to have a reasonable degree of accountability that enables us to relate effectively and accurately to both donors and members. We are operating in good faith and mutual trust which is based upon a personal relationship with Jesus Christ.

Working Together & Serving HIM,  
Mike Dunlap, Executive Director

## Member Signature Page

I understand the relationship outlined in this document and agree with its intent and purpose.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Spouse Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Please indicate how you wish to receive your **Monthly Donor Contribution Summary**:

**Hard copy mail**

Mailing Address:

Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Or

**E-mail** E-mail address \_\_\_\_\_