

## Requirements Manual For Projects

### **Executive Director**

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### **Board of Directors**

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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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## Table of Contents

Mission, Purpose, and Vision Statements . . . . .	3
Statement of Faith . . . . .	3
Interlink and Project Relationship . . . . .	4
Financial . . . . .	4
Activation, Receipting, Reporting and Disbursement . . . . .	4
Assessment Fees . . . . .	5
Project Reporting Fees . . . . .	5
Project Communication . . . . .	5
Annual Project Update . . . . .	5
Communication Requirement . . . . .	6
Interlink’s Communication with Donors . . . . .	6
Receipting . . . . .	6
Project Termination . . . . .	6
Project Services and Liabilities . . . . .	6
General Comment and Signatures . . . . .	7
Interlink Project Website Authorization . . . . .	8

## 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.

**Do you affirm our “Statement of Faith”?** (Print yes or no) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Interlink and Project 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 "Project Application" establishes the initial approval. These 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.

Once the project has been approved by Interlink; the project coordinator must establish a separate bank account for receiving and administering project assets and expenses.

All new projects will be activated when a minimum of \$250 has been receipted by the Interlink office. If new projects are not activated within six months of acceptance or discussions have not been made with Interlink's office the project application will be revoked.

Once activated, if Interlink has not received donations for a period of six consecutive months the project will be terminated unless the office has received notice and/or explanation.

Donations received by Interlink are deposited and held until they are eligible for disbursement. A "Project Expense" form is **required** by the 15<sup>th</sup> of the following month in order for the held funds to be eligible to be released by the end of that month.

All expenses must be accompanied by receipts or signed verification indicating how the funds were used for the project. Expenses can be grouped under headings such as: meals, lodging, transportation, etc. However, dates are very important to include. All expenses need to be converted to US \$ and all notes translated to English. The exchange rate that month must be reported on this form. Each project coordinator will receive a sample form and they are encouraged to ask questions if there are concerns in completing this requirement. Also, please list, under the coordinator's name, the names of volunteers/members participating in this project's activities.

If the monthly "Project Expense" form is not received within 10 days of the due date, all held funds received for that month will be converted to income for the coordinator and they will receive a 1099 at the end of the year reporting the funds to the IRS as taxable income. If these forms are not received for three consecutive months the project will be closed and be changed to a membership and all support received will be taxable personal income.

A copy of the “Project Expense” form and original receipts should be kept by the project coordinator.

The project coordinator 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.

### **Assessment Fees**

Project ministry donations are assessed at five (5) percent of the gross income. A single donation of more than \$5000.00 will be assessed only on the maximum of \$5000.00. The amount over that amount 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..

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### **Project Reporting Fees**

Projects not receiving at least \$250 per month will be charged a “Project Reporting Fee”. This fee will not be more than \$12.50 each month (5% of \$250). If you receive a bill it will be 5% of the difference between \$250 and the actual amount of donations you received. For example, if you receive \$100 in actual donations, you will receive a bill in the amount of \$7.50. This bill will be e-mailed the 1<sup>st</sup> week of the following month and due the 15<sup>th</sup> of the same month. For example, January bill will be sent the 1<sup>st</sup> week in February and due February 15<sup>th</sup>.

### **Project Communication**

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 project coordinators to communicate with us as often as they desire. We will maintain a prayer network and are very interested in each 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 Project 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. At least, three times a year (April, July, and October) a 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, we will be forced to place your project on probation and will require the coordinator 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 project will take place. (see “*Project 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 donors 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>.

### **Project Termination**

If a coordinator of a project 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 their intent to end coordination of listed project and the desired effective date. Any further explanation or information should be sent as an attached document. If project is determined “non-sustainable” and no interlink approved coordinator can be established the project assets will be inventoried and will be dispersed as directed by the Interlink Board of Directors minus any indebtedness.

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, a lack of communication, negligence of required paper work, misuse of funds, or an act of misconduct occurs, the Interlink Board of Directors will decide the terms of termination. Those terms can include immediate action.

### **Project Services and Liabilities**

Interlink assumes no legal, personal or financial responsibility or liability for project activities. It is required by each project coordinator to secure their project’s liability responsibilities and their own personal protection. This includes providing an **annual** copy of their “**Insurance Declaration Page**” confirming their personal coverage regarding their specific project. A “**Project General Waiver and Release Form**” must also be completed and returned to Interlink Ministries. Both these requirements should be met before any project activity starts. With their signature each applicant agrees to hold Interlink harmless for any legal, personal or financial peril that may befall them or those that are assisting or participating in this project.

## General Comment

The requirements contained herein are defined by Interlink and are agreed to by the project coordinator as a condition establishing a working relationship. Interlink's purpose is to help facilitate, not manage a ministry. Our desire is to have a reasonable degree of accountability that enables us to relate effectively and accurately to both donors and coordinators. 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

Project Name: \_\_\_\_\_

<p>I understand the requirements outlined in this document and understand and agree with its intent and purpose.</p> <p>Printed Coordinator Name _____</p> <p>Signature _____ Date _____</p>
--

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

**Hard copy mailed**

Mailing Address:

Name \_\_\_\_\_

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

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

Or

**E-mail**

E-mail address: \_\_\_\_\_

# INTERLINK MINISTRIES, INC.

PO Box 460, Apple Creek, OH 44606 | Phone (330) 698-5465 | interlinkfamily@aol.com | www.interlinkministries.org

## Project Website Authorization

Project Name (Print): \_\_\_\_\_

I give permission to have my name and contact information listed on Interlink's website YES  NO

Project Coordinator's Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please give a brief description of your ministry as you would like it to appear on Interlink's website:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give permission to have a link to my ministry's website included on Interlink's website YES  NO

Your Website: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature \_\_\_\_\_