

New Project Relations and Requirements Manual

INTERLINK MINISTRIES INC

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Executive Director

Mike Dunlap

Secretary of Ministry

Sue Dunlap

Board of Directors

Dan Hostetler – President
Ron Leatherman - Treasurer
Robert Miller
Matt Near
Dan Bishop
Scott Ferrell

Interlink Office Staff

Elizabeth Hicks – Administrative and Payroll Manager
Andrea Denning – Ministry Assistant and Website Manager
Laurel Leedy – Relations Coordinator

INTERLINK is a [501(C)(3) non-profit organization]

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Statement of Faith

We believe:

- That the Scriptures of the Old and New Testaments are divinely inspired and inerrant in the original writing, and 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 suffered and died as a surrogate 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.

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 enables others to pursue their God given vision for ministry. This includes Churches, other Christian organizations, individuals, long and short term independent missionaries and indigenous and national Christian workers.

We provide knowledge and assistance, which facilitate Christian sponsors in taking a proactive role in the support of these missionaries and projects. Ministries and projects of emphasis are those that present the Gospel or create the opportunity to do so in a clear and effective way. We place a high priority on work that establishes and strengthens nationally led churches.

INTERLINK is committed to facilitating ministry in a manner that is efficient and effective in the field and a source of spiritual vitality and growth for those sponsoring the work.

“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

Interlink Project Relationships and Requirements

The primary purpose of Interlink Ministries is; “To advance 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. However, we do provide services which require an initial approval of the successful project ministry and a continued relationship of accountability. The “Project Application” establishes the initial approval. These project requirements are for building and continuing a relationship of accountability.

Financial

Receipting, Activation, Reimbursement and Reporting

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 Interlinks 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.

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

All project expenses and reimbursement amounts will need to be listed on the “Project Expenses and Reimbursement Request” form. Reimbursements will be processed within 14 business days after we receive the required information. All qualifying expenses should be included with accompanying copies of receipts for those expenses. Expenses can be grouped under headings such as: meals, lodging, transportation, etc. However, dates are very important to include. Multiple dates can be included on one line in parentheses. Proposed expenses can be applied for by submitting a written proposal along with this form completed as indicated. Approval will be based on information submitted and subject to changes as determined.

All specific expenses should be indicated by name with receipt copy included. All expenses need to be converted to US \$ and items and notes translated to English. All exchange rates 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 provide names of volunteers/members participating in any project activity. A copy of the form “Project Expenses and Reimbursement Request” and original receipts should be kept by the project coordinator.

The project coordinator will receive a “Monthly Donor Contribution Summary” within a week of the end of each month funds were received. Please indicate on the signature page below how you wish to receive that summary.

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.

Annual Project Update

We **require** an “Annual Project Update” form be returned to Interlink office by October 15. If further information is needed, it will be requested. If the project 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 within ten days (October 25) of their due date, we will be forced to hold any expense reimbursements until the “Update” is received. If we have not

received this update within one month (November 15) of due date, we will be forced to terminate project (*see “Project Termination and Personnel Changes” 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 (January, April, and July) newsletter, prayer requests, and/or current ministry information must be sent to us as well as your donors. 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 “Membership Termination” below*). 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 ministry on probation and will require the project 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 and Personnel Changes” below*).

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

Interlinks Communication with Project Donors

Receipting

Interlinks 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 31st.

Project Termination and Personnel Changes

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” 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, a 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 & 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 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 relationship and requirements contained herein are defined by Interlink and are agreed to by the coordinator of each project as a condition establishing a working relationship. Interlinks purpose is to help facilitate, not manage a project ministry. Our desire is to have a reasonable degree of accountability that enables us to relate effectively and accurately to donors, coordinators, and governmental agencies. 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 relationship and requirements outlined in this document and understand and agree with its intent and purpose.</p> <p>Printed Coordinator Name _____</p> <p>Signature _____ Date _____</p>

ALSO:

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

___ mailed hard copy or

___ e-mail

Mailing Address: _____

E-mail address _____

INTERLINK MINISTRIES, INC.

P.O. Box 460, Apple Creek, OH 44606 – Phone 330-698-5465 – FAX 330-698-1910 – E-mail interlinkfamily@aol.com

Interlink Project Website Authorization

I give permission to have my name and contact information listed on interlinkministries.org

Yes _____ No _____

Project Name: _____

Project Coordinator (Print) _____

Signature: _____ Date: _____

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

Also:

I give permission to have a link to my ministry's website included on Interlinks website - *interlinkministries.org*

YES _____ NO _____

Your Website: _____

Name (Print): _____

Signature _____

Date: _____

SEND INDICATION AND SIGNATURES TO:

INTERLINK MINISTRIES, INC.
DIRECTOR
P.O. BOX 460
APPLE CREEK, OH 44606
or
e-mail reply to: interlinkfamily@aol.com
or
FAX to: 330-698-1910