**Y.E.S. ASSOCIATE MISSIONARY HANDBOOK**

PO Box 770308

Orlando Florida 32837

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[www.yeservants.org](http://www.yeservants.org/)

**Note: An updated copy of this document can be found at** [www.yeservants.org](http://www.yeservants.org/)**.**

**Y.E.S. SERVICES**

**FINANCIAL SERVICES**

Y.E.S. agrees to comply with all federal and state laws as the administrator of the funds and agrees to file all documents required by law. Y.E.S. agrees to make its financial records available for reasonable review by its associate missionaries or their designated agent.

Y.E.S. will provide the following financial services to the associate missionaries.

* Receive donor contributions.
* Disburse contributions to associate missionaries
* Report on contributions and disbursements to donors and associate missionaries respectively.

Receiving Donor Contributions

Financial donors must select between Debit, Credit or Bank (ACH) Donation and/or Mail-in Donation by completing the appropriate form at https://yeservants.org/donate/. If the donor selects the Mail-in option they must return the completed form to Y.E.S. with their first donation.

Note: There is an additional fee for credit card donations which can be paid for by the donor.

Disbursement of Funds

Being a non-profit organization established in compliance with Section 501-C(3) of the Internal Revenue Code, Y.E.S. will charge an administrative fee for expenses not covered by non-designated receipts. Current administrative fee is ten (10) percent. Fees for direct deposit or credit card donations are additional.

Although Y.E.S. has discretion over the distribution of funds received from donors, it is the policy of Y.E.S. to honor donor designations to the maximum extent feasible. Y.E.S. maintains funds received in a federally insured financial institution.

By the 5th day of the month, the disbursement will be sent via direct deposit or by check to the address as designated within the Y.E.S. Associate Missionary Application.

Contribution Report

A report listing each donor and the contribution amount will be sent to the associate missionary either by mail or by email. For each contribution, a tax-deductible receipt is sent to the donor.

Note: Email is the preferred method as it serves to keep our administrative costs low.

**Banking Services**

Y.E.S. members are eligible to open an account with the Evangelical Christian Credit Union. For information about the services and benefits available, see the ECCU web site at [www.eccu.org](http://www.eccu.org/).

**Other Services**

Personal Web Page: Y.E.S offers a personal web page to introduce the associate missionary's ministry to

potential partners.

Speakers: When possible, Y.E.S. board members are available to speak at your church.

**ASSOCIATE MISSIONARY RESPONSIBILITIES**

**Complete Y.E.S. Associate Missionary Application**

The Y.E.S. application and all requirements stipulated on the application must be completed and approved by the Y.E.S. board of directors.

**Reports and Documentation**

Y.E.S. does not assume responsibility for any associate missionary. However, in order to maintain associate missionary status with Y.E.S. the associate missionary agrees to:

* submit an annual budget to Y.E.S. that shows both ministry and personal/family expenses by November 1st for the following calendar year;
* submit to Y.E.S. a document stating the progress of the their mission by November 1st for the previous 12 months;
* As stipulated in the application, an associate missionary must have a sending church that has completed the sending church application form. These churches are responsible for the spiritual oversight and training of the missionaries.

**Contributions**

The associate missionary hereby accepts Y.E.S. as the organization designated to handle the administration of their support for all contributions to their ministry. The associate missionary will use the "NEW PARTNER INFORMATION FORM" (see attachment 1) when establishing contributions/support with their donors. It is the responsibility of the associate missionary to raise sufficient funds for both personal/family and ministry expenses.

**Taxes**

If you are a U.S. citizen, Y.E.S. will prepare a form 1099 showing the amount of funds distributed to you. This form is sent to the Internal Revenue Service. Associate missionaries are responsible for filing their own tax return annually, **even if they are outside the U.S.**

**Oversight, Training and Safety**

Y.E.S. is not responsible to provide training or spiritual oversight, nor are they liable in any manner for the safety and well-being of the designated associate missionary.

**Associate Missionary Duration with Y.E.S.**

Associate membership has no specified termination date, but can be terminated by either party by providing at least sixty days notice before desired termination. Notice of termination will be deemed to have been provided when sent, in writing, via certified mail, email or by any other registered delivery service.

**(Attachment 1)**

**NEW PARTNER INFORMATION FORM**

Thank you for partnering in God’s work through your support of Y.E.S. associate missionaries around the world. If you would like to know more about any of our associate missionaries, go to www.yeservants.org or contact us at info@yeservant.org.

If you are a new partner supporting a missionary in prayer only, please complete the "Your Contact Information" and "Prayer Partners" portions of this form and send it to info@yeservants.org. If you are partnering financially, please complete the "Your Contact Information" and "Financial Partners" portions form and mail it along with your donation to the address below**. You will receive a tax-deductible receipt along with an envelope for any additional donations.** Credit card donations are available for select missionaries. Check the website for more information.

**Yielded Evangelical Servants, Inc. (Y.E.S.)**

*PO Box 770308, Orlando Florida 32837*

*Telephone: +13213379413 Website: www.yeservants.org*

**Your Contact Information:**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prayer Partners:**

□ I commit to pray for you and your mission and would like to be added to your Prayer Partner mailing list.

**Associate Missionary Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Financial Partners:**

**Associate Missionary/Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or **Where Most Needed** *(circle)*

(I/We) plan to provide financial support to the missionaries as prescribed below. I understand:

1. donations will be made payable to **Yielded Evangelical Servants, Inc.** and per IRS regulations the missionary’s name should not be written on the memo line of the check but included separately;

2. Y.E.S. is a qualified 501(c)(3) organization that has control over the distribution of funds so donations may be deductible in accordance with IRS regulations;

3. it is the policy of Y.E.S. to honor donor designations to the maximum extent feasible;

4. Y.E.S will retain 10% of each donation to cover administrative activities; and

5. Y.E.S. will provide (me/us) with a monthly statement (or yearly as desired) that shows the total amount of donations for the calendar year upon request.

**Financial Support Information:**

Donation Duration: □ Yearly □ Monthly □ One-Time Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*It is the policy of Y.E.S. to honor donor designations to the maximum extent feasible.*

***Enabling the Saints to Serve***