

*Emmett P. Ryan*

**MANUAL FOR**  

---

**MISSIONARY  
CANDIDATES**



**AMERICAN BOARD OF  
COMMISSIONERS  
FOR FOREIGN MISSIONS**







American Board of Commissioners for  
Foreign Missions

---

---

# Manual for Missionary Candidates

AND FOR

Appointed Missionaries Before  
Entering Their Fields

---

---

REVISED EDITION, 1908

CONGREGATIONAL HOUSE  
BOSTON, MASSACHUSETTS

## CONTENTS

	PAGE
Kinds of Missionaries . . . . .	4
Time for deciding whether to become a Missionary . . . . .	4
Qualifications of Missionaries . . . . .	5
Time and Manner of Applying for Appointment . . . . .	8
Preparation of Papers . . . . .	9
Special Points for Women Candidates . . . . .	15
Care in Preparing Papers . . . . .	16
Approval, Appointment and Designation . . . . .	17
Correspondence after Designation . . . . .	18
Conference for New Missionaries . . . . .	19
The Commissioning Service . . . . .	20
Expenses, Salary and Mutual Responsibility . . . . .	20
What a Missionary has a Right to Expect . . . . .	22
Studies . . . . .	25
Debts . . . . .	26
Ordination . . . . .	26
Marriage . . . . .	27
Outfit . . . . .	28
Dentistry . . . . .	30
Life Memoranda . . . . .	31
Passport . . . . .	31
Farewell Visits to Friends . . . . .	31
Care of Health—Furloughs . . . . .	32
Handbook . . . . .	33
Rules and Regulations of the Board . . . . .	34



# MANUAL

---

THIS pamphlet is intended to be a manual for persons wishing to engage in missionary work under the direction of the American Board. In its preparation two purposes have been kept in view : the furnishing to such candidates as are seeking appointment instructions for the preparation of their papers ; and the setting before those who may be thinking earnestly of entering this work such considerations as may be necessary for their right understanding of the missionary's calling and the relations of the missionary to the Board. Candidates upon receiving appointment are referred to the *Handbook for Missions and Missionaries*, issued by the Board, for the more detailed instructions and regulations which should be thoroughly understood before missionaries enter upon their fields of labor. What is stated in this manual will serve instead of many written and verbal answers to inquiries, which must otherwise be proposed to the Secretaries or Treasurer. It will always be presumed that candidates have made themselves acquainted with the contents of these pages, and that nothing need be repeated to them which is herein contained.



## **I. Kinds of Missionaries**

Originally the Board restricted the term "missionary" to ordained ministers of the gospel. All others, whether men or women, who received appointment, were called "assistant missionaries." But owing to the greater specialization of the work, which has arisen in recent times, all who receive formal appointment of the Board are now designated as "missionaries." For convenience they are ordinarily classified as follows: ordained missionaries, medical missionaries, educational missionaries, industrial missionaries, wives, unmarried women. Occasionally business men are sent out, and also nurses. These may or may not be under appointment. In recent years the Board has been sending out a few instructors, for a term of years, to help in the educational work.

## **II. Time for Deciding Whether to Become a Missionary**

This question may be decided at any time, in view of providential indications, with the humble desire to act in accordance with the divine pleasure. "If the Lord will, we shall live, and do this or that." The reasons in favor of an early decision are briefly these:

1. An early decision is desirable, because of its bearing on the mind and conscience of



the student, and it will probably render him more efficient and useful as a missionary.

2. One who decides early to devote himself to the cause of foreign missions will be more useful to that cause during his preparatory studies than he otherwise could be, and will be spared the necessity of considering "calls" at home.

3. It may be added that an early decision to be a missionary will do no injury to one who may be providentially kept from engaging in the foreign service. If a man is actuated by love to Christ he need not fear the consequences of having it known that he is aspiring to the missionary office, even should he afterward find that his duty requires him to remain at home.

An abiding conviction in one's own mind, qualification for the work and the opportunity to engage in it, may be regarded as constituting a call to the foreign field.

### III. Qualifications of Missionaries

Of these some are indispensable for all candidates for the missionary work, while others are especially requisite in certain departments of that work.

The same general qualifications are requisite which are justly esteemed to be the conditions of success at home: an unimpaired physical constitution; good intellectual ability,



well disciplined by education, and if possible by practical experience; good sense; sound judgment of men and things; capacity for leadership, versatility, tact, adaptation to men of all classes and circumstances; a cheerful, hopeful spirit; ability to work pleasantly with others; *ability to yield to the will of the majority*; persistent energy in the carrying out of plans once begun—all controlled by a *single-hearted, self-sacrificing devotion to Christ and his cause*.

Mental powers and scholarly attainments of the highest order, executive ability and capacity for organizing and superintending find ample scope in the missionary fields. Power in public address is as desirable and as useful in the work abroad as at home. Though there are many helps to the acquisition of foreign languages not enjoyed by the early missionaries, facility in acquiring a foreign tongue is a valuable qualification; yet much depends on the persistent purpose to master it.

The candidate should sustain a *good character* among those who know him. Any gross neglect of duty, any transaction that has brought him under suspicion, is a disqualification, as it might, should he enter the missionary service, bring reproach upon the cause. His standing should be such that when his intention is announced, the common sentiment of those who know him



will be, that he is well qualified for the work.

Since the missionary should embody Christianity in all his ways, it should go without saying that he should be a person of culture and refinement, neat as to his person and clothing, and possessing the ordinary social graces.

As to the second class of qualifications; namely, special adaptations to a particular department of labor:—

Those who expect to be engaged mainly in teaching, should not only be thoroughly prepared by their scholarly attainments and intellectual discipline, but should have shown special fitness by their success in actual service, not only in the general work of teaching, but in *molding character*, shaping the minds and hearts of their pupils.

A *missionary physician* should have both a collegiate and a medical education, and this should be supplemented by at least one year's experience as interne or assistant in a hospital or its equivalent in actual practice. He should be prepared to make his professional knowledge and skill *directly subservient to the furtherance of the gospel*.

The foregoing qualifications are requisite in women, whether married or unmarried, so far as applicable to their sphere of labor and their peculiar circumstances. It is ordinarily expected that unmarried women mis-



sionaries who intend to engage in teaching or Bible work will have a full collegiate or normal course and also one or two years' experience in the schoolroom or in some form of practical religious work. Practical knowledge of music and of domestic work is often of very great value.

In all ordinary cases, it is expected that those who become missionaries will consecrate themselves to this service for life.

#### IV. Time and Manner of Applying for Appointment

If the candidate be in a theological seminary, a proper time for him to make his offer of service is at or near the commencement of the senior year. In other cases, it is desirable that it should be made six months at least before the candidate expects to complete his preparation.

The Secretaries frequently desire preliminary information in regard to a candidate before entertaining a formal application for appointment. A candidate's first letter should therefore express a willingness to go to the foreign field, together with an inquiry as to what steps should be taken in the matter. The first letter will also naturally state any particulars respecting the writer which he thinks the Board should know in deciding whether or not to encourage his application



—such as age, health, education, etc. Ordinarily all correspondence as to candidates is with the *Home Secretary*. If the request of the candidate is to be entertained he will be informed of that fact and the way will be opened for the preparation of the papers looking toward appointment.

## V. Preparation of Papers

A candidate's papers may most conveniently be described as consisting of four classes: 1. Preliminary Papers; 2. Life-sketch; 3. Testimonials; 4. Answers to Doctrinal and other Questions.

### 1. Preliminary Papers

●(a) *Health*. As the matter of health underlies everything else it is necessary first of all to obtain a thorough knowledge of the candidate's physical condition and history. A medical paper will be sent calling for replies to sundry questions which the candidate can answer himself. The same blank contains questions to be answered by a competent physician. If the candidate is to go to such a physician forthwith, he will be informed to that effect by the Secretary. Ordinarily, however, he is expected to return the blank to the Secretary for inspection before there is a medical examination. In that case he should mention the name of a reliable physician to



whom he would like to go. It is not always best to go to the family doctor, and where possible the Secretary will ask the candidate to go to one of the regular medical examiners of the Board. After the Secretary has examined the candidate's health statement, he will send it to the physician selected with special instructions, at the same time notifying the candidate of the fact and advising an early call upon the physician named. The physician will return the completed blank to the Secretary.

Should the medical examiner make any charges for his services, they will be borne by the Board in the case where a formal application is being considered. In the case of *preliminary* inquiries involving a medical examination the candidate is expected to bear the expense.

(b) *Photograph*. It is an essential part of the papers that a recent photograph of the candidate be sent early in the inquiry. This is not simply to acquaint the Secretaries and Prudential Committee with the appearance of the candidate, but also for the records of the Board in case appointment is received. Frequently more than one photograph is needed, as in cases where a half-tone cut is made for the *Missionary Herald*, or a duplicate is sent to one of the Woman's Boards. In that case the candidate will be so informed.



If possible the Board desires to have the photographs not only recent, but taken in such a position and style as to convey a clear impression of the person. A full or three quarters face view is better than a profile. A clear, sharply defined picture is greatly preferred to a vague, "impressionistic" one. Students frequently have pictures taken in academic cap and gown. We much prefer pictures without these accompaniments, as more desirable for permanent use, and as giving a better idea of the personality.

(c) *Certificate of Church Membership.* An essential part of the papers is a certificate of membership in some evangelical church given by the pastor or clerk of the church.

(d) *Certificate of Graduation.* In cases where the applicant is not known personally to the Secretaries, it may be necessary to secure a certificate of graduation from a theological, medical or technical school, vouching for the professional standing of the candidate. In this case the candidate will be so notified.

## 2. Life-sketch

It is not the custom of the American Board to furnish the candidate with an application blank containing detailed questions as to life history, educational course, religious experience, etc. We prefer to secure such infor-



mation in a more informal way, and hence request of each candidate a life-sketch; that is, a brief, informal statement of such facts as may constitute an introduction of the candidate to the officers of the Board and the Prudential Committee. We prefer to have the candidate use simple, direct language, such diction as belongs to a personal letter, rather than attempt anything rhetorical.

Remembering the need of brevity, the life-sketch should cover the following points :—

Birth—date and place.

Parentage and ancestry.

Early home life.

Educational course.

Religious experience.

Church membership.

Bible study.

Religious work.

Business and practical experience.

Musical ability.

Missionary interest and study.

Preference of field or department of work.

Facility in acquiring languages.

Attitude of parents.

Whether engaged to be married or not.

Financial obligation—are you in debt?

Are any near relatives to such a degree dependent on you, or likely to become so, that you are under obligations to make provision for their support?

Date when you could leave for the field.



### 3. Testimonials

The Secretaries of the Board and the Committee regard it as solemnly incumbent on them, before appointing any person as a missionary, to obtain as thorough a knowledge as possible of his character and qualifications for the work to which he aspires. For this reason a personal acquaintance with him is sought in all cases where it is possible. In any event, however, testimonials are secured from those who are in a position to know of the candidate's character and attainments. The candidate furnishes the names for these testimonials at the time the life-sketch is sent in. The names and addresses, *written with the utmost distinctness* should be sent on a separate sheet of paper.

Ordinarily we desire ten such names. The list should include men and women, and comprise persons who have known the candidate in different periods of life and in different relationships. The pastor certainly should be included, also college and professional school instructors, a business man, a woman of discretion, and a personal friend. *In each case it should be stated what relation the person referred to bears to the candidate,* as, for instance, pastor, instructor, fellow-student, relative, etc.

### 4. Answers to Doctrinal and Other Questions

Missionary candidates are requested carefully to answer the following questions re-



lating to doctrinal belief and other matters not included in the above inquiries :—

(a) What is your view of the Christian life, its origin, nature, sources of growth, characteristic experiences, etc. In answering this question we shall be glad to have you draw freely from your own experience.

(b) What are your views respecting each of the leading doctrines of Scripture commonly held by the churches sustaining this Board? An elaborate and technical theological statement is not desired, especially on the part of candidates who do not look to ordination. We desire as much brevity as is consistent with a clear setting forth of your attitude toward the leading truths of the religion of which you seek to become an exponent. We do not object to candidates referring to creeds of acknowledged weight, but what we particularly desire is to get his own point of view, and to know what truths will dominate his message. We wish under this inquiry positive rather than negative statements, beliefs rather than doubts.

(c) Have you any views at variance with these doctrines which would prevent your cordial co-operation with the missionaries of this Board?

(d) What is your attitude toward the non-Christian religions?

(e) Do you hold any views of church gov-



ernment which would prevent your cordial co-operation with the missionaries of the Board?

(*f*) What leads you to desire foreign missionary service?

(*g*) How do you regard hardship, suffering and peril incurred in prosecuting the missionary work; and to what extent are you taking them into account and preparing yourself to meet them?

(*h*) Is it your purpose to enter into the missionary work for life?

(*i*) Are you willing and ready to concede to your missionary associates the same conscientiousness in respect to plans and methods that you expect them to recognize in yourself?

(*j*) Do you assent to the rules and regulations of the Board, or is there anything in its organization or rules, or in the organization or manner of conducting its missions, of which you disapprove, or which would prevent your laboring cheerfully and happily under its direction, and in conformity with its regulations and those of the missions?

## VI. Special Points for Women Candidates

In the case of unmarried women candidates it frequently happens that the preliminary correspondence and inquiries are with the officers of one of the Woman's Boards. In



such cases the *Home Secretary* enters into the process after it has been decided to prepare the papers for formal application for service. The steps outlined in the preceding section are those followed by the *Home Secretary*, and are additional to any steps which may be necessary on the part of the Secretary of the Woman's Board in seeking preliminary information. Throughout the process of preparing the papers of unmarried women candidates the correspondence will be conducted in co-operation with the Woman's Board.

In the case of wives, or women betrothed to missionaries, their papers are made out separately from those of their husbands or prospective husbands. Although it is highly desirable that missionary wives should be trained for some form of missionary service, and thus become efficient helpers of their husbands, it is not expected that they will devote themselves to the work at the expense of a proper attention to home duties. The establishment of a Christian home in a non-Christian land is itself one of the mightiest of missionary agencies. The papers of missionary wives need not be as technical and as thorough on doctrinal and intellectual points as those of other candidates.

## VII. Care in Preparing Papers

It will greatly facilitate both the preparation and preservation of papers if candi-



dates will observe strictly the following points :—

1. Write on paper  $10\frac{1}{2}$  inches long by 8 inches wide.
2. Write on one side only.
3. Leave a margin on the left, of at least one inch.
4. Write legibly.

### VIII. Approval, Appointment and Designation

After the papers of a candidate have been read to the Prudential Committee, if he is judged to be qualified for the work, the first action of the Committee is the “*approval* of the papers.” In the case of male candidates and wives this is usually followed immediately by *appointment*. It may happen, however, that considerable time elapses between *approval* and *appointment*, while uniformly in the case of unmarried women candidates, appointment is deferred until one of the Woman’s Boards has taken action looking to the adoption of the applicant and provision for her support.

It should be understood, also, that *appointment* and *designation* are two distinct things. *Designation* has regard to assignment to a particular mission, and for obvious reasons this determination cannot always be reached at the time of the appointment.



In the designation of missionaries to particular fields, the utmost care is taken to secure to each one just that place to which he is best fitted, where he is most needed, and where, all things considered, he may hope for the largest possible service to the cause of Christ. Regard is always had to the wishes and convictions of the candidate, and the conclusion in a given case is only reached after a full and free conference. The Prudential Committee never desires a missionary to go where he cannot labor cheerfully, and in accordance with his own convictions of duty and privilege.

Candidates should clearly understand that the Prudential Committee does not ordinarily designate to a particular station but to a mission. *It is left to the mission to decide where a newly appointed missionary can work to the best advantage.* At the same time it often happens that a mission has requested a worker for a given station or institution, so that the Committee has this particular work in mind in reaching a conclusion. The above statements apply to appointees supported by the Woman's Boards, as well as to those supported directly from the treasury of the American Board.

## IX. Correspondence After Designation

After missionaries have been *designated* to their field correspondence about date of



sailing, passage to the field, passports, outfit, etc., should be addressed to the *Foreign Secretary*. After designation the missionary's relations to the Board are through the Foreign Department, with the exceptions noted in this manual.

## X. Conference for New Missionaries

Every year the Board holds in the missionary rooms at Boston a seven days' Conference for newly appointed missionaries and candidates whose papers have been approved and who are likely to set forth within the year. This conference is of the utmost value, and attendance is required except upon an excuse being accepted by the officers of the Board. The program covers matters which will affect the missionary's usefulness in no small degree, and which cannot be understood except in this personal way. The acquaintance between the officers of the Board and the new missionaries, brought about by the conference, is found to be of mutual advantage and pleasure. The spiritual value of the meetings also is marked. Candidates should make their plans early with reference to being free for this Conference, which usually comes the last week in May. The Board expects to pay traveling expenses to and from the Conference, and will provide entertainment where necessary.



## XI. The Commissioning Service

The formal commission of the Board is usually bestowed upon the missionaries at a public service just before they sail. The home church is ordinarily selected for this purpose, but the wishes of the missionaries are consulted as to time and place. These services are very impressive in nature, and are of great value in developing a missionary spirit in the home churches. Arrangements for the Commissioning Service are made by the *Home Secretary*.

In this connection we would call the attention of candidates and appointees to the rare opportunity they have to enlist a new circle of friends in the work of the Board during their time of preparation. No opportunity of this kind should be lost. It often happens that the appointment of a new worker results in our securing sufficient new gifts to cover his support.

## XII. Expenses, Salary and Mutual Responsibility

Candidates who have received their appointment cannot begin to draw upon the Board for their expenses until they actually, and by direction of the Committee, enter its service. The Board does not pay the debts of missionaries contracted before their appointment. Nor does it pay those which



they contract afterward, unless previously authorized by the Committee. It is a standing usage not to pay any part of the expenses incurred in the regular preparatory course of study for their professions as preachers, physicians, teachers, etc. No candidate should visit the Board Rooms expecting the Board to pay his traveling expenses, unless he has been expressly requested so to do ; nor should he, after his appointment, pursue any course involving expense on the part of the Board, unless expressly authorized.

Specific and fixed salaries are given in the missions, as the more economical and satisfactory method. The allowance for the support of a missionary in the foreign field is not to be regarded, in any proper sense, as COMPENSATION for labor performed ; nor is it graded to suit the varying abilities or success of different individuals, as in ordinary business occupations, in the marts of trade, and in civil life.

The salary asked by the missionary, and allowed by the Prudential Committee, is supposed rather to express simply what is necessary, in the way of pecuniary support, to his efficiency in his chosen field of labor. In reality it is a grant in aid, made by the churches at home, through the Prudential Committee. It is desired that the missionary should be free from anxiety in regard to means of living, so as to leave heart and



hands at liberty for the largest possible service in the cause of Christ. Compensation for this service he will find in the consciousness of engaging in the highest of all callings, and in the abiding presence of his Lord.

### XIII. What a Missionary has a Right to Expect

A missionary is understood to go to his mission field in the discharge of his own personal duty, because he believes his Lord and Saviour requires him to go as His servant and ambassador. He regards the churches, and he regards the Board in the light of *helpers* to carry out the benevolent purpose of his own independent self-consecration. A missionary engagement is not a contract between the churches and the missionary, in any such sense that he may cease to perform missionary labor and claim a pension after a certain number of years, and while he is yet able to labor. If this idea has sometimes been advanced by missionaries it has been when reasoning on the assumption that the work of publishing the gospel was committed by Christ to the Church as a society, or corporate body, to act as a principal in the matter, and as such, in the discharge of its own pre-eminent duty, to send forth and support preachers in all the world; whereas the command was given to individual disciples,



before an organized Christian church existed ; and whatever use was made of social organizations during the apostolic age, the work was always regarded as the discharge of *an individual and personal obligation*. *It is not less an individual and personal duty now*. Participation in the missionary enterprise is wholly voluntary, as well on the part of the missionary who goes abroad, as on the part of his fellow Christians who remain at home. They are co-workers and mutual helpers ; and the co-operation of the donor may be as essential to the prosecution of the work as the labors of the missionary.

This view of the subject is doubtless the only one that will comport with the successful prosecution of missions for a prolonged period of time, and on an extended scale. It is necessary for all parties to feel *that they are discharging only their own personal obligations—that they are performing only their own appropriate work*.

The above view being understood as expressing the underlying principle upon which the Board and the missionaries enter upon their co-operation, it should be said that the Board never allows a retired missionary to suffer for lack of proper care, the custom being to consider each case by itself.

The missionary's ecclesiastical relations, whatever they may be, are not affected by his appointment. The Board is not an eccle-



siastical body. It is a glorious fact that the points which constitute emphatically the message of missionaries to the non-Christian world are those in which all evangelical bodies agree.

The fact should never be lost sight of that the Board and its Committee and Officers have identically the same object in view and the same interest as the missionaries. Their object and their interest are nothing else than to render all the missions and missionaries in connection with the Board as useful as possible.

There is another fact, in this connection, of no small importance; which is, that the Board and its Committee and Officers sustain a common and equal relation to all the missions and missionaries. Their position is central with regard to all; they correspond with all; they know the condition and claims of all; and while they know the amount of means placed at their disposal by the Christian public better than the missionaries can know it, they are bound to see that the claims of all are impartially considered in the distribution of those means. The brethren in each of the missions may understand the circumstances, necessities and intrinsic merits of their own missions better than the Prudential Committee. They do not and cannot, however, know so well the state of the other missions. They cannot judge so well of the



relative claims of the several missions. They cannot know so well the general bearings of particular measures. Differences of opinion, when they have arisen, have generally been occasioned by difference in the view-points and range of observation. At the same time, the opinions of missionaries upon facts under their personal observation must ever furnish to the Committee a chief basis for their judgments in reaching their conclusions.

#### XIV. Studies

It is not deemed expedient by the Committee, nor by the missionaries already on the field, that the regular course of preparatory or theological studies should be neglected or curtailed, with a view to prosecuting studies more especially adapted to some contemplated field of missionary service. The furnishing and disciplining of the mind, effected by the ordinary course of education, is not less important for the preacher abroad than for the preacher at home ; while the peculiar preparation required for a missionary in a particular country may be much more advantageously made in that country than at home. Should it be deemed of great importance, however, that time should be given to this form of preparation in the United States, it should be attended to after the regular and usual course of study shall have been completed. Where



appointed missionaries are obliged to delay their departure for a foreign field, and they can have competent personal instruction, it is well to make all possible acquisition, meanwhile, of the languages which they are to use.

The experience of the Committee leads them, in all ordinary cases, to question the expediency of an ordained missionary taking the time necessary to attend medical lectures. Nor would they encourage a physician to delay his departure for a long time, that he may pursue the study of theology. For educational missionaries a course in pedagogy and school organization is often of great value.

## XV. Debts

It has been already stated that the Board does not pay the debts of those who receive appointments as missionaries. Candidates will, of course, be allowed the time and opportunity required for liquidating their debts before going abroad; and they should be scrupulously careful to see that all claims against them are cancelled before they leave the country. They are expected to devise their own plans for paying their debts. It is exceedingly desirable that they should owe as little as possible.

## XVI. Ordination

The clerical missionary having received official notice of his appointment by the



Committee, it is left with himself and his friends, or with the church or ecclesiastical body with which he is connected, to make arrangements for his ordination. Care should be taken that the time, place, manner, and all the circumstances, be such as to give no just cause for dissatisfaction in any quarter, and be such as to promote, in the highest degree possible, the interests of the missionary cause.

## XVII. Marriage

The matter of marriage is of such intimate and personal interest to the parties concerned that any suggestions respecting it must be made with great hesitancy. On the other hand missionary candidates will appreciate that the efficiency of the missionary may be so enhanced or curtailed by the health, tastes or abilities of the woman chosen to be a wife that it is a matter with respect to which the appointing Board cannot be indifferent. Some general considerations are accordingly adduced.

It is very desirable that a man going as missionary should be married. Good health is very important in the wife, though sometimes women of moderate vigor, but of unimpaired physical constitution, have been quite as well abroad as at home. No minister at home needs higher qualifications in a wife than he would on the foreign field,



where she is almost his only companion and adviser. Early engagements are seldom desirable. They are more apt to be judicious when formed at a later period; and there is less danger of a failure in health before the parties are ready for marriage. On the other hand it is obviously not well to defer all attention to the subject till near the time of departure from the country. As a rule, marriage should be deferred by missionaries until the time of their departure for their missionary field is fixed and near.

## XVIII. Outfit

The outfit of a missionary includes the clothing, bedding, etc., for his use on arriving at his place of destination, together with a select private library and the necessary furniture for housekeeping.

Some portion of the furniture can ordinarily be procured in the country to which he is going. Should it resemble the furniture used by the natives, so much the better, if it can be rendered convenient, as that will make both him and his home more attractive to them.

Necessary traveling expenses preparatory to embarkation, and the cost of passage, though paid by the Board, are not included in the outfit. The Treasurer is not authorized to pay the freight of outfit to the place



of destination beyond six tons ship measurement, forty cubic feet to a ton, for a married missionary, or one half that amount for a single missionary.

It is desirable that the relatives and personal friends of the candidate should, so far as they are able and disposed, aid in furnishing the outfit. Of course those parents who would have aided their children with funds to commence housekeeping, had they been married with a view to residing in this country, will not withhold their aid because their children become missionaries. Missionaries now are quite generally supported by local churches, societies or individuals. In such cases the supporting constituency should be encouraged to provide for the outfit as well as for the salary. The missionary should report to the Board any aid he may receive in such ways.

By the rules of the Board a married missionary may receive aid from its funds when the assistance is needed for outfit, to the amount of \$500; a single man, \$300; and a single woman, \$250. One year after the date of reaching his destination a married missionary may receive an additional outfit allowance of \$150 on application to the Treasurer of the Board. At least \$50 of the outfit allowance should be reserved, to be expended after reaching the mission field. The missionary should, in no case, begin to



draw his outfit from the treasury till near the time of his departure.

The missionary's *private library* should be eminently *select*. Its nature should depend on his particular profession. A large library is desirable for but few missionaries. In some countries it is exceedingly difficult to preserve books from the ravages of insects. In uncivilized countries they will be exposed to numerous casualties, and will often suffer for want of the care it is impossible to render. Should it happen that necessary books are not taken when the missionary goes out, they can be sent for and received by mail or otherwise.

Missionaries, previously to leaving this country, should not directly, or through their friends, order books, periodicals, or any other articles to be sent to them at the expense of the Board.

The Purchasing Agent of the Board will furnish detailed information in regard to outfit, method of purchasing, packing, etc., when designation is made to a particular field. He will also assist the missionary in making his purchases, if desired.

## XIX. Dentistry

A short time before sailing all needed dental work should be attended to by a competent operator.



## XX. Life Memoranda

Before sailing the missionary should make out the blank forms furnished by the *Home Secretary*, entitled "*Life Memoranda*." This is of the utmost importance, and under no circumstances should be neglected, as it supplies information in regard to relatives to be notified in case of sickness, accident or death and other matters which the Board desires to have in brief and authoritative form for ready reference.

## XXI. Passport

A passport, obtained from the *Secretary of State* at Washington, is indispensable to missionaries going to some Eastern countries, especially Turkey and China. Missionaries are requested to consult the *Foreign Secretary* on this matter a month at least before their departure. Naturalized Americans should apply for registration to the American Consul immediately upon their arrival at their port of entry.

## XXII. Farewell Visits to Friends

It is not wise to take a long time for these. Experience has shown that short visits are much more satisfactory. It is better for the health of the missionary and his wife and for all concerned that they should be short. It is painful to see persons come to the place of



embarkation wearied out, with their health perhaps materially and permanently affected by a succession of long-continued, exhausting farewells. The Committee, however, aims to give missionaries as early notice as may be in their power of the time of departure.

The missionary, from the time of his appointment, should be sure to keep the Secretary who has the correspondence with him informed where letters will find him in the shortest possible time. This may be of great importance to him, as his designation and departure may, by various means, be unexpectedly hastened or delayed.

Public instructions are not often given to missionaries on leaving the country. These are not now regarded as essential. Yet public statements of plans and principles, on occasion of the departure of missionaries, are useful to the cause; and the custom will no doubt be continued, so far as time, health and other circumstances shall permit, particularly on the occasion of the Commissioning Service.

### **XXIII. Care of Health—Furloughs**

Missionaries are expected conscientiously to care for their health, taking such rests and vacations in the vicinity of their missionary fields as are necessary for this purpose. Occasionally, also, a visit to the United States



is desirable. No uniform time for furloughs can be fixed upon. In ordinary cases eight years may be regarded as the minimum length of the first period of service, and ten years as the minimum length of later periods. For single women seven years are considered the minimum term of service.

On leaving his mission, a missionary's salary is discontinued, and his necessary traveling expenses to the United States by the direct route will be defrayed by the Board. On reaching his friends or former home in this country an allowance will be provided till the expiration of the furlough, the amount to be fixed after conference, and on a missionary basis, in accordance with the rules of the *Handbook*.

#### XXIV. Handbook

The rules and regulations of the Board for the conduct of the missions and the relation of the missionaries while on the field to the mission and the Board are found in the *Handbook*. Every missionary upon appointment should acquaint himself with the *Handbook*, as frequent reference is made to it in correspondence and at the business meetings of the missions. For consideration on the part of missionary candidates some of the more important rules of the Board are printed herewith.



## RULES AND REGULATIONS RELATING TO MISSIONARIES

1. Every person received by the Prudential Committee as a candidate for missionary service is expected to hold himself at the direction of the Committee, both in respect to the field of his future labors, and the time of his going forth; it being understood, however, that his inclination, as well as his particular qualifications and other circumstances, shall be kindly and attentively considered.

2. The missionaries are regarded as having an equitable claim upon the churches in whose behalf they go abroad for an economical support while performing their missionary labors; and it shall be the duty of the Board to see that a fair and equitable allowance is made to them, taking into view their actual circumstances in the several countries where they reside.

3. No missionary shall engage in any employment other than that of the regular work of the mission, without the approbation of the mission and of the Prudential Committee. In case of work so approved, all remuneration received therefor shall be paid to the mission treasurer for the Board, when received, or semi-annually.

4. A majority of missionaries in any mission shall, in their regular meetings, decide all questions that may arise in regard to their proceedings and conduct, in which the mission is interested, the decision being subject to the revision of the Prudential Committee, and subject, also, to the rules and regulations of the Board.

5. As the Prudential Committee, in making the annual appropriations, aims to give to all the missions and missionaries a just proportion of the



means at its disposal, and distributes according to estimates carefully prepared, and duly submitted to it by the different missions, it is incumbent on all missionaries to accept the arrangement made by the Prudential Committee, and not to make special appeals for objects outside of the appropriations. Exceptions to this regulation should be made only on consent of the mission and the Prudential Committee.

6. No missionary should borrow money of natives or foreigners in mission fields, either for himself or for his missionary work, and the Board can in no wise be held responsible for such obligations, unless authorized by the mission, and in cases of emergency.

*is Contract  
no debt-*

7. When any missionary, for health, or any other reason, desires to return to the United States, the approval of his mission should be obtained, and wherever practicable, this approval should be submitted to the Prudential Committee for its action in the case, without which action, return is not permissible.

*2*

8. When it becomes apparent that a missionary who has returned from his field of labor cannot resume missionary work, arrangements shall be made for his suitable release from his connection with the Board.

9. Whenever any missionary has, in the judgment of the Prudential Committee, violated the instructions given him, whether before or after entering the field of his missionary labors, or has failed to perform any duty reasonably required of him, they are authorized to dismiss him, in case they deem it expedient, from the service of the Board. In all cases, however, every missionary, having been in full service, shall have the privilege of submitting his case to the revision of the Board at an annual meeting.



The following resolution was adopted by the Board at its annual meeting in Salem, October, 1871 :—

*Resolved*, That in order to secure the harmony and efficiency of action essential among our missionaries, at the several missionary stations of this Board, whenever the Prudential Committee shall become satisfied that an individual missionary, for any cause, is unable to work in harmony with his brethren, or to exert such influence as is deemed truly promotive of the cause of Christ, or as to warrant his continuance in that field, it is held by this Board to be their duty, alike to the individual missionary, to his brethren in the same field, and to the churches which support him, to recall such missionary, making such provision for him and his family as may be deemed equitable, in view of his necessities and period of service.

10. When superannuated or disabled missionaries return to this country with the approbation of the Prudential Committee, it shall be the duty of the Committee to make such grants toward their support as the circumstances of each case shall require, and as shall best comport with the missionary character, and the interests of the missionary cause, it being understood,

(a) That no pensions or annuities are to be settled on any person, and that no grant is to be made, except in extraordinary cases, for any other than the current year.

(b) That, except in extraordinary cases, after the lapse of a year from their return, no grant is to be made to returned missionaries who are neither superannuated nor disabled by sickness, and yet are not expected to resume their missionary labors.

(c) That missionaries who return on account of sickness, and recover their health, and remain in this country, are no longer to be regarded as



having claims upon the Board for pecuniary assistance.

(d) That missionaries who return on account of sickness, and partially recover their health so as to attend to the ordinary business of life for a number of years, are not to be regarded, when they again lose their health, as having the same claims upon the Board as they had when they first arrived.

11. The Board will pay the expenses of the journey of the children of missionaries to the United States, whose coming, for education or health, on an application of their parents, has been authorized; but it does not engage to pay the expenses of their return to the mission after the age of twelve years. Children of missionaries are not ordinarily expected to be sent to this country under the age of twelve.

12. When the children authorized to come shall arrive in this country, the Prudential Committee will see that they have a suitable conveyance to the places where they are to be educated or to reside. To meet the extra expenses of residence here grants will be made, if needed (on application of parents or guardians), of \$250 annually, from and after the twelfth birthday until the age of twenty years is reached.

13. Children who are left orphans, and without a suitable home in the mission, or a responsible guardian, will receive the immediate and kind consideration of the Prudential Committee, who will make an arrangement for their return home, and provide for them the best guardianship in their power.

14. The rule is applicable to all missionaries and agents of the Board that real estate shall not be purchased at the expense of the Board, nor money loaned belonging to the Board, without the express permission of the Prudential Committee previously obtained.



15. In general, the object of the printing establishments connected with the missions of the Board shall be to exert a direct influence upon the surrounding native population. It is not expected that a member of a mission, shall print any letter, tract or appeal, at these establishments, at the expense of the Board, with a view to its being sent to individuals or communities in the United States, unless the proposal is endorsed by the mission.

16. In proceeding to or returning from their fields of labor, missionaries should take the most direct route, keeping in mind both reasonable comfort and economy; and all expense that would not be incurred in the choice of such a route should be borne by the individual.















PASLID

