

Y.E.S. MEMBER HANDBOOK

P.O. Box 700697
St. Cloud, FL 34770
407-867-9876
www.yeservants.org

Note: An updated copy of this document can be found at 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 the missionaries or their designated agent.

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

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

Receiving Donor Contributions

Financial donors must complete a New Partner Information form and return it to Y.E.S. with their first contribution. The form is available at www.yeservants.org.

Y.E.S. will accept credit card donations, which can be scheduled either on a monthly basis or as a one-time gift via our web site. There is an additional fee for credit card donations.

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 three (3) percent. Fees for direct deposit or credit card donations are additional.

Although Y.E.S. has discretion over the distribution of funds received by 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 on the Missionary Information form. The enrollment form is available on the web site.

Contribution Report

A report listing each donor and the contribution amount will be sent to the missionary either by mail or by email. Email helps keep our administrative costs low. For each contribution, a tax-deductible receipt is sent to the donor.

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.

Other Services

Email Address: Please provide us with an email address in which we can communicate with you when and/or if needed.

Donor/Prayer letters: To help missionaries inform their financial and prayer supporters, please send at least quarterly updates on your ministry. As well as to Y.E.S.

Speakers: When possible, our board members are available to speak at your church. We have mission training sessions for church leadership as well as presentations designed to inform and motivate the congregation

MISSIONARY RESPONSIBILITIES

Reports and Documentation

Y.E.S. does not assume responsibility for any missionary. In order to assure missionary status, Y.E.S. requires the missionaries 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 their mission by November 1st for the previous 12 months;
- complete the Y.E.S. application and all requirements stipulated on the application;
- As stipulated in the application, a 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 missionary hereby accepts Y.E.S. as the organization designated to handle the administration of their support for *all contributions to their ministry*.

Although Y.E.S. has many services to help a missionary raise support, it is the responsibility of the 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. 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 missionary.

MEMBERSHIP DURATION

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 or by any other registered delivery service.

NEW PARTNER INFORMATION

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

If you are supporting a missionary in prayer only, please submit this form directly to the missionary. If you are partnering financially, please complete the 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 700697, St. Cloud, FL 34770

Telephone: 407-498-5128 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.

Missionary or Project Name: _____ or **Where Most Needed** (*circle*)

Financial Partners:

(I/We) plan to provide financial support to the missionaries 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 3% of each donation to cover its members' common, administrative, and emergency relief expenses, and "seeding" new projects, activities, and services; and
5. Y.E.S. will provide (*me/us*) with a monthly statement 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