

**First Baptist Enid**  
MISSIONS STRATEGY  
AND POLICY MANUAL

## FIRST BAPTIST CHURCH OF ENID, MISSION STATEMENT

Love God  
Equip disciple makers  
Serve others

### BIBLICAL BASIS FOR MISSIONS

#### 1.1 Scriptural Imperatives

The Bible is a book chiefly concerned with God's redemptive purposes in His creation. God's plan to redeem a people for Himself through His Son, Jesus Christ, is the message of the Bible. The Scriptures further teach that God's redeemed people will be from every tribe, tongue, and nation, and the Church's obedience to this missions mandate will serve as God's means in accomplishing this task. We take this mandate seriously, letting this focus influence all we do at First Baptist Church Enid, citing the verses below as our Scriptural imperatives to participate in God's global, redemptive purpose:

##### **Psalm 67:1-3**

*God be gracious to us and bless us,  
And cause His face to shine upon us-- Selah.  
That Your way may be known on the earth,  
Your salvation among all nations.  
Let the peoples praise You, O God;  
Let all the peoples praise You.*

##### **Matthew 28:18-20**

*And Jesus came up and spoke to them, saying, "All authority has been given to Me in heaven and on earth. "Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.*

##### **Acts 1:8**

*But you will receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.*

##### **Romans 10:14-15**

*How then will they call on Him in whom they have not believed? How will they believe in Him whom they have not heard? And how will they hear without a preacher? How will they preach unless they are sent? Just as it is written, "HOW BEAUTIFUL ARE THE FEET OF THOSE WHO BRING GOOD NEWS OF GOOD THINGS!"*

## **GENERAL STATEMENTS**

### **2.1 Purpose for Missions at First Baptist Enid**

Our purpose is to bring glory to God by equipping our congregation and missionary partners in accordance with the Scriptures for the purpose of evangelizing and discipling people from every tribe, tongue and nation.

### **2.2 Purpose of the Standard Operating Procedure and Strategy Manual**

To provide information that clearly states our motivations, procedures, and guidelines in pursuing our missions program.

To help us make consistent, objective decisions by providing guidelines that address our ongoing needs and requests.

To help us stay accountable to our established priorities and overall direction.

To serve our staff and entire Church Body by providing missions leadership and stated direction.

### **2.3 Definition of Missions**

We define missions primarily as proclaiming the gospel of Jesus Christ to everyone in every place (evangelism). What flows from gospel proclamation is the imperative to teach, baptize and nurture believers (discipleship). Missions is not limited to these activities (evangelism and discipleship), but it is never to be separated from them.

### **2.4 Scope of Missions**

With an Acts 1:8 focus, “...you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth,” the scope of our mission efforts will be built around the following areas:

- Local missions (Jerusalem)
- State missions (Judea)
- Missions within the United States (Samaria)
- Global missions (remotest part of the earth) These are ministries outside of this country, working with people of a different culture, language group, ethnicity, fundamental worldview, etc...

### **2.5 Flexibility**

Exceptions to these policies may be made at the discretion of the Missions Committee, and approval of the Pastoral staff, then communicated at the next scheduled Members Meeting.

### **2.6 Revision of Policy**

The Missions Committee will review this policy annually (at year end). Revised portions will be voted on by the church.

## MISSIONS COMMITTEE STRUCTURE AND RESPONSIBILITIES

### 3.1 Purpose of the Missions Committee

To provide management, oversight and leadership to all issues related to missions at First Baptist Church of Enid.

### 3.2 Selection of Missions Committee Members

Chairman: Selected and approved by the Missions Committee.

Other members: nominated by the Committee on Committees.

Ex Officio member: Pastor/staff

### 3.3 Term of Office

Terms shall be in agreement with FBC Enid constitution and bylaws.

### 3.4 Committee Member Functions

The roles listed below will be evaluated annually, giving committee members an opportunity to serve in different ways if they so choose, or as they need to be reassigned.

**Chairman**--prepare agenda, moderate meetings, delegate work, assist the pastor in developing, coordinating, and administering the overall missions program, be responsible for the annual missions budget, and be responsible for reviewing policies and recommending revisions. All other officers are elected by the Missions Committee.

**Secretary**--record and distribute copies of the minutes to committee members, prepare meeting notices at the direction of the Chairman, maintain the official minutes of the Missions Committee, and maintain an updated master copy of the Missions Committee Policy Manual.

The following responsibilities/roles will be assigned as needed by the Missions Committee:

**Missionary Relations:** This person would serve as the link between our missionaries and the church. He or she would be responsible for gathering and responding to emails and newsletters, as well as maintaining current contact information for our missionaries.

**Administrative:** This person would sort, direct and file the missions related mail we receive as a committee. He or she would also be responsible for the taking and distribution of minutes for our monthly meetings.

**Hospitality:** This person would serve in the hosting of visiting missionaries or missions related speakers. Also, they would coordinate hospitality at any committee related functions.

**Prayer:** This person would inform both the church and committee of specific prayer needs as they relate to missions.

**Finance/Budget:** This person would serve as a liaison between the finance office and the committee, informing us of the current state of missions offerings, communicating needs to those processing and routing checks, and generally dealing with the financial issues of missions as they arise.

**Publication/PR:** The church office will work in helping with the PR of the Missions Committee.

### **3.5 Committee Member Qualifications**

Committee members must be members of FBC and in agreement with the Baptist Faith and Message 2000. They are required to maintain a deep interest in missions, and display an earnest attitude for missions. Further they are to exhibit an agreement and understanding of this policy. If a member is serving on staff or volunteering with an organization that they recuse themselves from any discussions concerning that organization.

### **3.6 Committee Member Responsibilities**

Members of the committee should regularly participate in Missions Committee meetings. Committee members are responsible for forming and submitting the annual missions budget to the Finance Committee. They will take part in reviewing and modifying the FBC missions policy annually. They should also be a consistent and vocal advocate for missions among the wider FBC body. They should also participate in missions events.

### **3.7 Frequency of Meetings**

The committee should make efforts to have a monthly scheduled meeting. More or less frequent meetings can be held at the discretion of the chairman.

### **3.8 Approval of Items**

The committee should have a minimum of 60% of active members present when approving business. Business decisions will be approved by a 2/3 majority, but every effort will be made to establish consensus. Consensus can only be achieved when everyone on either side of an issue has been fully heard and fully understood by the committee.

## **FINANCIAL POLICIES**

### **4.1 Missionary Support**

Participation through the Cooperative Program and special SBC offerings at global, national, state and local association levels will be our primary avenue of missions support. Our church members are invited and encouraged to give to missions through the church, and the monies they contribute will go directly to the recipient(s) they designate. Therefore, the burden of funding is placed squarely on our people—the church.

### **4.2 Budget / FBC Missions**

There will be an annual operating budget for the committee to oversee. This budget will be used to fund the promotions of missions, local outreach efforts, subsidize church sanctioned short term

and vision trips, summer missionaries from our church, and cover committee expenses. The committee has approval of the church to spend up to \$1000 at a time. If an expense exceeds that amount the committee would seek church approval at a regular members meeting. This expense would be for mission or evangelism expenses.

The church has designated .5% (line item #5220) from our annual budget for the Missions Committee. This .5% will be regularly transferred into designated account #3329 FBC Missions for the committee's use.

Honorarium for speakers for mission conferences and other meetings sponsored by the Missions Committee will be allocated to the missions' account #3329 (FBC Missions). The amount given will be in accordance with the established budget policy.

The Missions Committee may provide expenses for approved delegates to attend acceptable mission conferences.

#### **4.3 General Missions Funds**

Sometimes individuals in the congregation will contribute to general missions. These gifts will be placed in the World Missions Offering account #3324 that is separate from the line item account in the budget. These monies have been designated (approved by the church) to be divided among the following SBC offerings:

Lottie Moon Offering for International missions account #3326: 45%

Annie Armstrong Offering for North American missions account #3327: 20%

Edna McMillan Offering for Oklahoma State missions account #3328: 15%

FBC missions account #3329: 20%

#### **4.4 Financial Support to Volunteer Missionaries**

One of the goals of the FBC Missions Committee is to facilitate the participation of as many members as possible on short term missions activities and trips. Most of these trips will be organized and partially funded by First Baptist Church of Enid as part of their mission vision and strategy. The church has been generous to have us on the budget and because the church is already helping to support church members, we request that church members not do personal fundraising within the church.

For financial requests for mission trips the following criteria shall be followed and the request must receive the approval of a Pastor and the Missions Committee:

1. The applicant must meet 2 of the 3 following requirements:
  - a. Be a member of FBC Enid for a minimum of 1 year.
  - b. Be an active member of a Sunday School class at FBC Enid.
    - i. Active shall be defined as having attended or served as a worker and/or teacher for at least 50% of the time over the previous 6 months.
  - c. If applicant is attending college in another city or state, he/she must be active in a local Baptist church and Sunday School class in that community.

- i. Active shall be defined as having attended or served as a worker and/or teacher for at least 50% of the time over the previous 6 months.
  - ii. Submit a letter of written support from your Sunday School teacher or director.
2. The applicant must complete and submit a **FBC Missions Application** for short term missions. (See Appendix 1)
3. The applicant must complete and submit a FBC Missions **Application for Missions Support**. (See Appendix 2)

Financial support for an FBC Enid led and organized mission trip shall be limited to 25% of the total cost per person, up to a maximum of \$1000.

Financial support for a **non-** FBC Enid led and organized mission trip shall be limited to 25% of the total trip with a maximum support of \$500.

## **MISSIONS STRATEGY**

### **5.1 Implementation of Strategy**

***Prayer Alignment:*** The fuel of missions is prayer, therefore the key to implementing our priorities and strategy is through consistent and broad based prayer support. We desire that our priorities are intentionally and specifically lifted to God in prayer.

***Ministry Integration:*** Missions must not be only a priority to our missions committee, but for our church to be aligned in our strategy, it must become a priority to all our ministries. The goal is for all of our adult, youth, and children’s ministries to interface with our mission priorities at some level.

***Publicity and Publications:*** Through the production of various publications and our church bulletin and website we will continually be making the priorities and needs of missionaries known to our people.

***Annual Conferences:*** We will host a mission’s event as opportunity/need arise and promote the Cherokee Strip Baptist Association or state mission conferences.

***Short Term and Vision Trips:*** We will attempt to engage in an increasing number of short term and vision trips with our strategic partners. Short term trips will be done through partnership with an agency or field workers, and we will look to those entities to communicate their needs, and then address how we can possibly meet them. Vision trips will be for the purpose of examining how we can engage in areas where we have never had “boots on the ground.” They will also be used to expose participants to a cross-cultural context of which they are not familiar.

**Monthly Missions Spotlight:** On Sunday mornings, once a month, we would like to interview or feature one of our missionary partners with a 5 to 10 minute video, interview, or prayer emphasis.

## **SHORT TERM MISSIONS POLICY**

FBC Enid utilizes short term mission trips as a means for the body of believers to engage in missions for a brief period of time.

### **6.1 Purpose of Short Term Mission Trips**

1. To lead people to a saving knowledge of Jesus Christ
2. To grow disciples
3. To build up the church and local missionaries/workers/pastors
4. To assist FBC Enid in being obedient to the Great Commission
5. To provide humanitarian aid in appropriate settings

### **6.2 Requirements for Mission Team Participants**

1. Faithful follower of Jesus Christ.
2. Active member of FBC Enid or a church similar to the faith and beliefs of FBC Enid. (Statement of faith available at: [www.fbценid.com](http://www.fbценid.com))
3. Great Commission minded.
4. Willing to share the gospel.
5. Able to attend most team meetings and/or training sessions prior to departure, unless the team member lives out of town. In that case, he/she should communicate regularly with the team leader via e-mail and/or phone and be able to fulfill any requirements that are deemed necessary by the team leader.
6. Able to financially absorb the entire cost of the mission trip prior to departure. In the event there is an unpaid balance on a participant's account prior to departure, the team member will not be able to accompany the team on the trip. Each trip has a schedule for payments to help the participants reach the total on time. It is important to meet the payment schedule. For information about financial support from FBC Enid, please see the 4.4 Financial Support for Volunteer Missionaries in the FBC Missions Policy.
7. Team member must be 16 and over, unless otherwise indicated by the Team Leader. Team members under the age of 16 must be accompanied by a parent or legal guardian on the trip, unless it is a mission trip designated for students entering 6-12<sup>th</sup> grades. Parental or guardian permission is required for team members who are under 18 years of age.

### **6.3 Required Documentation**

1. Completed Application for Short Term Missions (Appendix 1)
2. Criminal Background Check if 18 yrs+ (In the event that an individual has a history of criminal activities, the Missions Committee and a Pastor will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of FBC Enid.)
3. List of 10 prayer partners



4. Copy of passport and/or visa for international trips
5. Notarized Waiver (Appendix 3)
7. Proof of overseas insurance

#### **6.4 Requirements for Team Leaders**

1. Faithful follower of Jesus Christ
2. Active member of FBC Enid
3. Great Commission minded
4. A servant leader who is willing to effectively lead his/her team into difficult and unknown situations
5. Shares the gospel on a regular basis
6. Able to train team members in evangelism, culture, religious beliefs, language, etc.
7. Team leader must be 21 year of age or older

#### **6.5 Policies for Team Behavior and Attitudes**

Individuals participating on FBC Enid sanctioned mission endeavors are reminded that they are ambassadors of Jesus Christ (2 Corinthians 5:20). As teams go on mission they not only represent Him, but FBC Enid, the United States, and the supporting mission agency (if applicable). For this reason, FBC requests that each team member seek to be above reproach in his/her actions and attitudes.

1. Team members must submit to the team leader's authority and leadership
2. Political uncertainty is always of great concern while a mission team of FBC is serving on the international mission field. Therefore, FBC requests that team members refrain from expressing political opinions and comments.
3. Refrain from profanity, alcohol, the use of tobacco products, illegal drugs, gambling, immorality, and any other activities that do not align themselves with Scripture.
4. All team members must adhere to the behavioral guidelines for each specific team set by the team leader and the missionary agency with consideration towards the culture to which the team is going.
5. A team leader reserves the right to ask an individual whose behavior is unacceptable on the field to return home. Any cost incurred as a result of this action will solely be the responsibility of the team participant.

#### **6.6 Insurance**

All FBC Enid mission teams participating in international mission travel are required to have travel insurance. Travel insurance is usually purchased through Gallagher Charitable International Insurance Services (aaintl.com), and is included in the total trip cost for each team participant. The safety and health of each of our team members is important, not only to the team participant but also to his/her family and FBC Enid. In the event that there is a health emergency while on the field, FBC wants to make certain that proper care and treatment can be administered immediately and without delay. Granted, anything can happen while serving on the mission field, but we must be proactive and have a plan of response in the event that an emergency occurs.

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## Appendix 1 Application for Short Term Missions

### Personal Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

City and State where issued: \_\_\_\_\_

Name as it appears on passport: \_\_\_\_\_

Beneficiary (for insurance purposes): \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Marital Status: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced

\_\_\_\_\_ Engaged \_\_\_\_\_ Widowed

Spouse's Name: \_\_\_\_\_

Names and ages of children: \_\_\_\_\_

\_\_\_\_\_

**Additional Information**

In an effort to serve the FBC Enid community as well as the world faithfully, we must take into account the following information:

1. Do you have a criminal record of any kind? If yes, please explain:

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2. Do you have, or had you any problems with alcohol/drugs/substance abuse that could affect your participating on a mission trip?

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3. Have you been involved in the occult or anything similar that could still be a burden in your walk with the Lord?

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**Emergency Contact**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

**Health information**

Do you have any medical restrictions or disabilities that require special provisions? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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Allergies to medications, food, pollen, etc. \_\_\_\_\_

\_\_\_\_\_

Has your reaction ever required emergency care? \_\_\_\_\_

\_\_\_\_\_

Please list any major illnesses or surgeries that you have had within the past 5 years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you under the care of a physician or healthcare provider for a chronic medical conditions (such as a heart or lung problem, diabetes, high blood pressure, etc.)

\_\_\_\_\_

\_\_\_\_\_

Please list any prescription medications you are taking:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Personal Testimony**

Please provide a brief testimony (2 minutes or less) of how God saved you. Also include why you felt led to go on a mission trip and how you feel God will use you in this specific mission endeavor. Keep in mind that basics of a personal testimony: when, where, what circumstance, why and what a difference it has made in your life personally.

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## Appendix 2 Application for Mission Support

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Church / School / Agency: \_\_\_\_\_

Location and Duration of the trip: \_\_\_\_\_

Briefly describe the Purpose of the trip: \_\_\_\_\_

Number of Participants (if known): \_\_\_\_\_ Total cost per Participant: \_\_\_\_\_

What do you anticipate will be your role in serving the people to whom you are being sent? \_\_\_\_\_

When do you anticipate sharing your experiences with FBC Enid upon your return? \_\_\_\_\_

Are you a member of FBC Enid? \_\_\_\_\_ How long? \_\_\_\_\_ What Sunday School: \_\_\_\_\_

If a college student away from Enid, what church are you currently attending: \_\_\_\_\_

Sunday School: \_\_\_\_\_

- active member is having attended or taught for at least 50% over the past 6 months
- A letter from your Sunday School teacher/leader is required to confirm your active *status*

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Financial support for a non-FBC Enid led and organized mission trip shall be limited to 25% of the total trip with a maximum support of \$500.

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Below is for the Missions Committee to complete:

Approval date: \_\_\_\_\_ Committee members: \_\_\_\_\_

Pastor: \_\_\_\_\_





## **Appendix 3 Waiver**

First Baptist Church, Enid --- 401 W Maine St, Enid, OK 73701 --- Phone: (580) 234-1133

### Hold Harmless, Waiver of Liability, and Emergency Medical Care Authorization

First Baptist Church of Enid, Inc. (hereinafter “FBC”) is offering the opportunity for a mission trip to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ (hereinafter referred to as the “Trip”). I, \_\_\_\_\_, of Enid, Oklahoma, in consideration of the opportunity to participate in the Trip, and in consideration of other obligations incurred, hereby agree as follows:

1. I fully understand that I may be traveling or staying in areas of the world which may have unstable political, economic, and security situations where acts of war, potential danger from lack of control over local population, terrorism, or violence could occur at any time.
2. I fully understand that I may encounter difficult climates and living conditions; that risks are present concerning means of travel, food, water, diseases, pests, and poor sanitation and other health related situations. Medical or emergency medical treatment may be inadequate or not available.
3. I accept and assume all responsibility for my personal actions and any and all risks of property damage or personal injury which occur during or as a result from my participation, including potential injury while working.
4. With the above in mind, I fully understand and agree that FBC and all of its entities, their staff members, successors, assigns officers, agents, representatives, ministry divisions, mission trip leaders, volunteers and other participants shall not be responsible or liable in any way for any accident, loss, death, injury or damage to myself or my property, in connection with the Trip or any portion of the Trip even if said injury or action is due to the alleged negligence of FBC or such other participants. Further, I do hereby agree to indemnify and unconditionally hold FBC and such other participants harmless against and from any and all liabilities, damages, claims, suits, judgments and associated costs and expenses (including, without limitation, reasonable attorney’s fees) or whatsoever kind in connection with the Trip or any portion of the Trip. Further, I make this agreement on behalf or my heirs, agents, fiduciaries, successors and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the Church or such other participants related to the Trip, even if any such claim or right of action is caused by FBC’s negligence.
5. I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during the Trip I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize emergency medical care decisions to be made on my behalf, and I specifically release FBC, in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the results of FBC’s alleged negligence.
6. I have carefully read the foregoing and I understand that my signature herein holds FBC, its officers, employees, mission trip leaders, volunteers or other agents or representatives of

any nature, harmless for any liability for injury, damage, loss or accident as outlined herein, and for any loss or damage related to any scheduling delays or interruptions.

- 7. This document does not release FBC or such other participants from gross negligence.
- 8. I have read carefully, agree to, and intend to be legally bound by all terms of this hold harmless, waiver of liability, and emergency medical care authorization.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**SUBSCRIBED AND SWORN TO** before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public, State of Oklahoma

## Appendix 4

### Sample Support Letter

Current Date:

RE: Haiti Mission Trip, June 2020

Dear Family and Friends:

I hope that you and your family are doing well! God has recently provided an amazing opportunity to join a team from my church, First Baptist Church of Enid, on a mission trip to Haiti.

Haiti is a country of natural beauty and beautiful people who have unfortunately suffered the ravages of years of brutal dictators, natural disasters, poverty and disease. However, God is bringing beauty from the ashes in places like Jubilee Blanc where homes are being built, children are attending school, malnourished kids are being fed, and hope is being restored.

FBC of Enid will be sending its first team this year to Gonaives, Haiti on June 2-9, 2020. We will be ministering in Gonaives as well as Jubilee Blanc, its impoverished suburb. I will be assisting a medical team as well as helping local children through a daily feeding program and other ministries. We look forward to building friendships and serving God in Jubilee.

The total cost per team member for our mission trip is \$1500 (due March 27<sup>th</sup>). Would you prayerfully consider donating to help offset the cost of this trip? If you cannot give, I would greatly appreciate your prayer support. Prayer is so important, and we appreciate everyone who is willing to pray on our behalf. You can send a tax-deductible donation in any amount to 401 W Maine, Enid, OK 73701. Make the check payable to First Baptist Church of Enid and enclose a note with my name and "Haiti 1" written on it. **Please do not write this on the memo section of the check.**

I am looking forward to serving the people of Gonaives and Jubilee, but more importantly, having the opportunity to share the hope of Jesus. Thank you so much for your support and prayers!

For His Glory,  
John Johnson