

Western Turkey Mission

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HANDBOOK
FOR
MISSIONS AND MISSIONARIES
OF THE
American Board of Commissioners for
Foreign Missions.

ADOPTED BY THE PRUDENTIAL COMMITTEE
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OFFICES: CONGREGATIONAL HOUSE, 14 BEACON ST.,
BOSTON.

Cable Address: FERNSTALK, BOSTON.

REV. JUDSON SMITH, D.D.,
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WOMAN'S BOARDS OF MISSIONS.

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American Board of Commissioners for Foreign Missions.

EXTRACTS FROM THE BY-LAWS.

I. OBJECT OF THE BOARD.

1. The object of the Board is to propagate the gospel among unevangelized nations and communities by means of preachers, teachers, Bible readers, other helpers, and the press.

II. THE PRUDENTIAL COMMITTEE.

14. . . . It shall be the duty of the Prudential Committee to carry into effect all resolutions and orders of the Board, the execution of which shall not have been assigned to some other committee ; to receive and act upon any matter submitted to the committee by the Treasurer or either of the Corresponding Secretaries ; to cause the more inviting fields for missionary enterprise to be explored ; to appoint the places where missions shall be attempted, and to determine the scale upon which they shall be conducted, and to superintend them ; to appoint, instruct, and direct all the missionaries of the Board ; . . . to appoint business agents and other agents at home and abroad with such powers and duties as they may think are demanded by the best interests of missions ; and generally to perform all duties necessary, in their

opinion, to promote the objects of the Board, provided the same shall not be contrary to any resolution or by-law of the Board nor to the Act of Incorporation.

15. *Corresponding Secretaries.* — The Corresponding Secretaries shall act for the Board in conducting its written correspondence, both foreign and domestic, except what relates immediately to the Treasurer's department; and they shall supervise official publications of the Board, dividing their duties between the foreign and the home department, under the advice and with the concurrence of the Prudential Committee.

The Secretaries to whom at any time is assigned the foreign department shall have the immediate charge and supervision of the foreign field; shall keep the Prudential Committee informed of the condition and needs of the several missions; shall present to the committee for its consideration and approval careful statements of all business relating to the work under their care respectively, and when any missionary or assistant missionary under appointment desires a personal interview with the Prudential Committee shall present to that committee his request. They shall also perform such other duties as the Board or the Prudential Committee shall direct.

16. *The Treasurer.* — It shall be the duty of the Treasurer to take the charge of all moneys paid into the Treasury of the Board and to give receipts therefor; to keep safely all the funds and moneys of the Board, and all notes, bonds, deeds, and other evidences of property; to keep fair and accurate accounts of all moneys received and expended; to make out annually a statement of receipts and payments and of the condition of the several permanent funds for the informa-

tion of the Board ; to invest and deposit moneys and make remittances and payments according to the direction of the Board or of the Prudential Committee ; to exhibit his books, accounts, vouchers, and evidences of property, whenever required, to the Board, the Prudential Committee, or the Auditors ; to conduct the correspondence relating immediately to his department, and perform such other acts as are necessary to the faithful execution of the duties of his office. He shall give bonds therefor in such sum as the Prudential Committee shall determine. The Prudential Committee shall appoint an Assistant Treasurer in case of the disability of the Treasurer, and he shall give bonds in such sum as may be determined by the Prudential Committee.

WOMAN'S BOARDS OF MISSIONS.

The Charter of the Woman's Board of Missions, Boston, provides that : " SEC. 3. The object and purpose of this corporation shall be to collect, receive, and hold money given by voluntary contributions, donations, bequests, or otherwise to be exclusively expended in sending out and supporting such unmarried females as the Prudential Committee of the American Board of Commissioners for Foreign Missions shall, under the recommendation of the Board of Directors of this corporation, designate and appoint as assistant missionaries and teachers for the Christianization of women in foreign lands, and for the support of such other female missionaries or native female helpers in the missionary work as may be selected by the Board of Directors, with the approbation of said Prudential Committee."

The Constitution of the Woman's Board of Missions of the Interior says :

"ART. 2. The object of this Board is to engage the earnest, systematic coöperation of Christian women in sending out and supporting female missionaries, native teachers, and Bible readers to heathen women, through the agency of the American Board of Commissioners for Foreign Missions."

The Constitution of the Woman's Board of Missions for the Pacific says :

"ART. 2. Its object is to engage Christian women in systematic effort to evangelize the women of heathen lands, by supporting female missionaries, native teachers, and Bible readers, through the agency of the American Board."

In accordance with these provisions, the Woman's Boards make appropriations for persons or objects which are adopted by the American Board as part of its force and work; and the disbursements of the Woman's Boards are made through the Treasurer of the American Board.

MISSIONARIES.

All who receive regular appointment, whether men or women, are called missionaries.

RULES AND REGULATIONS FOR THE MISSIONS.

THE MISSIONS.

1. A mission consists of all missionaries under appointment by the Board, located within specified territorial limits, and organized for the transaction of business.

2. Each mission shall meet at least once a year — between March and September, if possible. Each station shall send one delegate to every meeting, and should there be more than five members connected with the station, it shall be entitled to an additional delegate. The traveling expenses of delegates shall be paid by the Board, the same to be separately stated in the annual estimates. Those members of a station who are not sent as delegates may attend the meetings of the mission at their own expense and participate in the deliberations. At such meetings every delegate present is entitled to vote. Each mission in meeting has authority, should it so desire, to extend the right of voting on any one question, or on all questions, to all the members present. This rule is also applicable to station meetings. On questions as to the expenditure of funds and the location or retirement of missionaries a two-thirds vote shall be required. In all other cases a majority shall decide. The mission shall keep regular minutes of its proceedings, copies of which shall be sent to the Secretaries of the Board immediately after each meeting, together with copies of all important documents presented at the meeting. Letters giving full explanation should be written to the Secretary in correspondence, regarding all points requiring action by the Prudential Committee.

? *art.*
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3. Each mission shall, at each annual meeting, direct the location and work of individual members so as best to promote the work as a whole. No new station shall be established or extended tours of exploration made except by vote of the Prudential Committee, on recommendation of two-thirds of the mission. No missionary work, whether literary, educa-

tional, or evangelistic, shall be undertaken or carried on by individual members unless approved by a two-thirds vote of the mission. The work of translating and preparing religious or educational books should not be undertaken by individuals without the consent or direction of the mission. No missionary should use a printing establishment of the Board for private work or for any missionary publications except under authorization of the mission; and no mission or member of a mission may 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.

4. Each station is required to prepare carefully a report of its work and submit it to the mission at each annual meeting, to be considered and forwarded to the Prudential Committee, with approbation or otherwise. Each missionary, also, is expected to make full and frequent reports of his labors to the Corresponding Secretary in Boston.

ESTIMATES AND APPROPRIATIONS.

1. At each annual meeting the mission shall carefully prepare and forward to the Prudential Committee plans and estimates for the work of the ensuing year. The regular mission estimates should include taxes, insurance, repairs, annual meeting, as well as everything absolutely necessary for the work of the year, and the amount should be distributed according to the relative importance of each object. An estimate may be prepared of additional objects and needs, arranged in the order of their importance, to

be provided for so far as the income of the Board may allow. Grants in aid of churches, schools, pastors, and helpers should not be continued from year to year on the same scale, but gradually reduced by laying more and more of the amount upon the people benefited, as they may be able to assume it.

2. The work thus approved for the year must not be enlarged at increased expense without the sanction of the mission and the approval of the Prudential Committee. After the estimates are sent to the Prudential Committee, special requests for grants cannot be entertained except in extraordinary circumstances. *No application of individual members of a mission can be considered by the committee;* the concurrence of the mission is required. If, however, a missionary shall feel aggrieved by the action of his mission, he may appeal to the Prudential Committee, a copy of such appeal being given to the Secretary of the mission at the same time. Missionaries are cautioned against putting private funds into mission enterprises in the expectation of reimbursement by the Board.

3. The Prudential Committee will make its appropriations annually, after due consideration of the estimates from the missions and its own estimate of the probable receipts of the Board, and will communicate its action to each mission before December 1, if practicable. In making its appropriations the Prudential Committee will carefully study the relative claims of the different missions in view of their peculiar necessities and development. If the appropriation for general work is reported to the mission in one sum, it must be understood that the amount stated in the estimates of the mission as required for the mis-

sion meetings must first be deducted and the remainder allotted to the other objects.

4. In preparing the estimates for salaries of members of the mission the amount shall be based upon the cost of an economical and comfortable support, at their station, for a missionary and wife, adding thereto for each child under seven years of age five per cent, for each child over seven and under fourteen ten per cent, for each child over fourteen and under twenty fifteen per cent of the allowance for the parents so long as the children are dependent upon them for support and are under twenty years of age — the limit fixed by the Board — provided, however, that when a child is sent away from home for education, the parent may receive, on request, a grant of \$250 per annum for each child, in which case the provision in the annual salary of the parents for such child shall cease. As the term "salary" has not the same usage in all the missions, it is hereby defined as intended to cover all necessary living expenses, *viz.*, for food, clothing, House Fund, servants, and regular expenditures for health, recreation, books and periodicals, and necessary personal incidentals. Missionaries occupying, in whole or in part, buildings provided by any of the Boards shall pay to the House Fund an amount to be determined by the mission. Salaries in every case shall begin on the arrival of the missionaries at their station, and end when they leave it.

5. Each year the missions shall make careful estimates of the amount of money necessary for the House FUND, which shall include the rent of all houses, or missionary residences, hired from outside for occupancy; the ordinary repairs of all missionary

Insert on first line of page 8, before the words "must first be deducted," these words :

"as well as that portion of the House Fund which is not provided for by the salaries of the missionaries,"

residences and other buildings provided by the Board; taxes on the same, insurance, care, and maintenance. The sums necessary shall be stated in separate items:—

1. For missionaries of the A. B. C. F. M. whose salaries are not included in items 2, 3, and 4.

2. For missionaries whose salaries are provided by the W. B. M.

3. For missionaries whose salaries are provided by the W. B. M. I.

4. For missionaries whose salaries are provided by the W. B. M. P.

This estimate shall be put in a separate item as a distinct part of the total salary estimate.

When a missionary of one of the Woman's Boards occupies a house or building with a missionary of the American Board, the mission shall estimate the amount of the House Fund belonging to each, and shall put the right proportion in the estimates for each Board. When a house provided by one Board is occupied by a missionary of another Board, the house item shall be included in the estimates for the Board supporting the missionary occupying said house. The care of an unoccupied mission house shall be assessed upon the Board which provided the house.

A similar estimate shall be made for all school buildings, hospitals, etc.; that is, all buildings for whose maintenance the Boards are responsible, assigning each amount so estimated to the Board which provided the building and supports the institution. When a missionary resides in a school building or hospital, the mission shall estimate the proportion of said amount which should be included in the House Fund, adding

it to the estimates for the Board which supports that missionary, and deducting the same from the amount which would otherwise be asked for the whole maintenance, etc., of that building.

This HOUSE FUND shall be held in the mission at the credit of the Board, subject to such rules as the mission may make for its expenditure. Should the fund accumulate beyond the needs of any year, the balance shall be held at the disposal of the Board. It is expected that the missions will make the House Fund estimate no larger than is actually necessary for the expenses of each year.

6. All appropriations, except for salaries, are made with limitations, *viz.* :

(1) They are only for the current calendar year; but grants for buildings may be charged in full as soon as the work has been commenced, though not all expended during the year.

(2) Appropriations are not transferable from one department to another; but within any department, as from one church or pastor or teacher to another, a transfer, for cause, is allowed.

(3) It is always understood that while the appropriation is in no case to be exceeded, there should be a careful endeavor, by wise economy, especially in the erection of buildings, to accomplish the object for less than the amount appropriated.

7. All appropriations for the year's work unused at its close, December 31, shall lapse to the Treasury of the Board, and cannot be expended unless reappropriated by the Prudential Committee. All balances of grants for buildings charged to the Board, but not required, must be at once credited back to the Board.

AS TO SPECIAL DONATIONS.

Missionaries are requested not to make personal solicitations for missionary objects from churches, Sunday Schools, or friends in the United States, except when authorized by the mission and by the Prudential Committee. In case donations for special objects are sent to the Board they will be, if approved, formally appropriated by the Prudential Committee and acknowledged with other receipts. Each mission shall report to the Board yearly the amount of special donations received by each member, and the purposes for which they have been used. In case such expenditures are not approved by the mission, or the money cannot be used wholly or in part, the unexpended sum must be returned to the Treasurer at Boston, to be by him repaid to the donors, unless, by correspondence with them, permission is given for such other use of the money as may be approved by the mission. Personal gifts to missionaries, sent through the Treasurer from friends to promote the comfort and usefulness of the missionary, are, of course, excepted.

MISSION AND STATION TREASURERS.

1. Each mission shall annually appoint a Treasurer and Auditors, subject to the approval of the Prudential Committee; also station Treasurers, who must be approved by the mission Treasurer.

2. Mission Treasurers shall open an account to be called the "House Fund," to which shall be credited all amounts received for the same and charged with the expenditures mentioned in Section 5 of "Estimates and Appropriations."

3. Mission Treasurers are directly responsible to the Prudential Committee, and are required to furnish the Treasurer of the Board with semi-annual accounts in the form prescribed by him, duly audited, showing the moneys received by them from all sources and the disbursements of the same, together with a balance sheet showing the condition of the mission Treasury, June 30 and December 31 of each year. An explanation of any unusual debit amount in the balance sheet should accompany the statement. In making payments mission Treasurers will be governed by the appropriations, and they will be held personally responsible for all money paid in excess of the appropriations made by the Prudential Committee, or for objects for which no appropriation has been made; and also for all money paid to missionaries in excess of their salaries and personal allowances.

Mission Treasurers will be held responsible if they allow station Treasurers to violate the rules relating to payments, provided, however, that in cases of sudden emergency arising from sickness, or like urgency, the mission Treasurer may afford temporary relief if approved by the mission or the committee *ad interim*; or when this is impracticable, by the station. In every such case the mission Treasurer must immediately report the same to the Treasurer of the Board, at Boston, giving the authority for the payment, and the reasons therefor.

4. Drafts on Boston should be made in dollars (or in pounds sterling), not in piastres, rupees, or other foreign currency. They should always be numbered — a record book being kept — and advice of the amount, number, and payee's name promptly reported. The

commercial rate of the pound sterling varies. As the Board pays a commission of one per cent on each pound sent through London, the equivalent with the mission Treasurer will be \$4.92 U. S. gold.

Semi-annual accounts should be prepared and forwarded to the Treasurer at Boston as soon after June 30 and December 31 as possible. Nothing that can be avoided should be allowed to delay these accounts. Station Treasurers should furnish their returns to the mission Treasurers promptly. This is very important. Each account must bear the certificate of the Auditors' examination and approval.

5. Auditors are required to see that the accounts are properly vouched and correctly cast, and that each item of expenditure has been authorized, and to report accordingly in their certificate, which should always be written upon the accounts rendered, and should state the amount of the balance of the account as found by them, in U. S. gold and its equivalent in the currency of the country, stating the rate of exchange.

6. The Board's bills of exchange, sent as remittances, are not to be sold until the proceeds are needed for use, even though the rate of exchange may seem to make it desirable; and no large balance of cash should be kept in hand or on deposit. Deposits should only be made after the most careful inquiries and assurance of security; and then either in the name of the mission or of the Treasurer of the mission, not in the name of any individual. For obvious reasons deposits should not be made with native bankers. No funds of the Board shall be loaned under any circumstances—for the gain of interest, or otherwise.

7. It devolves upon the mission Treasurer to preserve all deeds of mission property and other legal papers belonging to the mission, or certified copies of the same, to keep clear and correct accounts of all receipts and payments, and to have vouchers for all disbursements. His books must be open to the inspection of any member of the mission at any proper time.

8. Mission Treasurers are responsible to the Prudential Committee for the correct interpretation of the terms of the appropriations. They are also agents for the Board to enforce any rules concerning the income derived from such sources as tuition fees, medical fees, earnings of the press, premium on exchange, and remuneration for services of missionaries temporarily employed in outside work. Such funds must be paid to them, and be by them credited to the Board. Station Treasurers are also accountable to the committee through the mission Treasurers. They are financial agents of the missions for their several stations, with powers and responsibilities in their locality similar to those of the mission Treasurers. They must submit accounts to the mission Treasurer as he does to the Board's Treasurer, such accounts to be open to the inspection of the members of the station. The mission Treasurer shall make reasonable rules to secure from the station Treasurer proper accounts, such rules to be approved by his mission. Station Treasurers should only keep small balances of funds on hand for current needs. All deposits should be held by the mission Treasurer, and if of large amount and not temporary should be transferred to the Treasurer at Boston.

9. All profits arising from the sale of the Board's

bills, or from the sale or use of property of any kind, must be accounted for to the mission Treasurer, to be by him credited to the Board in account with the Treasurer at Boston.

10. No Treasurer has authority to make advances on appropriations for the current expenditures of the mission, excepting when prepayment is unavoidable as in the renting of houses and like cases. For other advances the authorization of the Prudential Committee must be obtained. Salaries and personal allowances of missionaries must not be paid in advance, but at the end of the time for which payment is due. In cases of large, unforeseen expenses of missionaries, from illness or otherwise, applications should be made, if necessary, to the Prudential Committee and an appropriation obtained before any charge is made to the Board. The mission or station may, however, afford temporary relief.

11. Mission and station Treasurers are directed to give advice to returning missionaries as to the most economical routes, lines of steamers, etc., securing passage by such in advance by writing to Liverpool or elsewhere for the purpose. They are expected to do whatever they can to protect the Board from unnecessary expenditures, and to provide for the health and comfort of the missionaries on their journeys.

PROPERTY OF THE BOARD.

1. No property is to be purchased, or any building erected or rented, for the Board, and none of its property is to be mortgaged or assigned for any debt, without authorization of the Prudential Committee. All property given to the Board or purchased for its use

must be secured by title deeds, duly recorded in the manner required by the laws of the government where it is located. The care of all such property devolves upon the mission Treasurers, and a full record should be kept by each station Treasurer and the mission Treasurer, giving the number of lots and quantity of land (in acres or square feet) the latter estimated if not definitely known; the number of buildings and use made of each; the cost of land and buildings (if known) and estimated value; how the property is held, by deed, lease or otherwise; if by lease, the date, term and annual rental; if by deed, the date of purchase and in whose name the property is held. It is required that from these records an inventory shall be made by the mission Treasurers and sent to the Treasurer of the Board, accompanying the accounts of December 31, in so far as any additions or changes have been made during the year.

2. The property of the Board should always be held in its corporate name when the laws of the country allow such tenure, and if there are no serious disadvantages in so holding it. If such property stands in the name of individual missionaries, or others, such individuals should at once file with the mission Treasurer a deed of trust showing that the real owner is the American Board. The mission Treasurer should see, on the removal of the individual from the locality or mission, that the title is promptly and legally transferred to some resident representative of the Board before the departure of the title holder.

3. All buildings should be insured where, in the judgment of the mission, this can be done at a reasonable rate in safe companies, the particulars of such

insurance to be reported to the Treasurer at Boston. Where such insurance is not practicable the mission Treasurers are instructed to send to the Treasurer of the Board a description and valuation (the amount it would cost to replace the property) of all buildings and personal property of the mission (books, surgical instruments, presses, etc.) exposed to risk of "loss by fire, lightning, earthquake, and other casualties," to be protected by the Board by an insurance fund to be provided by setting aside an amount equal to one-half of one per cent per annum upon the valuation rendered.

4. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the missions on terms approved by the mission Treasurers and confirmed, in cases of real estate, by the Prudential Committee. The proceeds of such sales must always be credited to the Board at once, and not held for purchase of other property. Special grants will not be made by the committee because of such sales, but only on the merits of each application, irrespective of funds thus received.

5. No purchases of real estate should be made unless manifestly required for health or the most evident economy beyond a temporary saving of expense. Whenever suitable premises can be obtained by lease, on favorable terms, this is to be preferred.

OUTFITS AND REFITS.

1. The outfits allowed are : for a married missionary, \$500 on appointment, and \$150 at the end of the first year in the field ; for a single man, \$300 ; for a

single woman, \$250. Supplementary allowances are not to be paid by the mission Treasurers until reported by the Treasurer from Boston. If they are found to be needed, missionaries will write to the Treasurer to place them at their credit. The Board will pay freight and charges to destination, including duties where such are levied, when necessary, on any amount under six tons, measurement (equal to 240 cubic feet), for a married missionary's outfit, and for others (120 feet); also insurance to the extent of \$1,000, \$600, \$400, respectively. Beyond these amounts all expenses are to be paid by the owner of the goods.

2. Refits, after a full term of service, may be one-half of the amount of the original outfit, with payment of freight and other charges, proportionately as above.

3. Outfits being furnished for use in mission fields are to be regarded as the property of the Board, and in case of withdrawal of missionaries within five years from the time of purchase all articles of such outfits as were not for personal use are to be left at the station in care of its Treasurer, who shall at once send an inventory of them to the Secretary of the Board in charge, that they may be placed at the disposal of the new missionaries.

4. All surgical and medical outfits, in case of the retirement of the missionary physician from practice in the mission, are to be turned over to the mission Treasurer and held subject to direction from the Prudential Committee for use of another physician or otherwise. An inventory shall be made and sent to the Secretary of the Board for the information of the new physicians.

LOANS BY MISSIONARIES.

No missionary should borrow money of natives or foreigners in mission fields, either for himself or for his missionary work, the Board can in no wise be held responsible for such obligations, unless authorized by the mission in cases of emergency. Missionaries should avoid, as far as possible, all secular financial relations with natives and others in the country where they live.

EDUCATIONAL WORK.

1. The educational work of the Board is subordinate to the evangelistic work, and cannot be sustained by the time and strength of the missionaries and the funds of the Board unless it is clearly auxiliary to the preaching and teaching of the gospel and the preparing of a Christian native agency. No schools of any grade shall be established or carried on in which there are restrictions upon the presentation of the gospel. No grants from local governments should be sought or accepted if made with conditions prohibiting or hampering the missionary purposes of the Board. The Board does not establish and sustain Industrial Schools as such; but it favors the employment of pupils in proper industries for their pecuniary support while in training, and as an aid to their future usefulness.

2. Each mission shall make report to the Prudential Committee annually of all grants received from local governments for educational work, with the exact terms and conditions attached to them.

OUTSIDE WORK.

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.

KNOWLEDGE OF THE VERNACULAR.

The Board regards the ability to write, but especially to speak, the native language as an indispensable qualification for missionary service. To aid in securing this the several missions are required, through a competent committee, to examine new missionaries at the close of the first and second years of service, and at such other times as the mission may deem wise, as to their knowledge of the native tongues, and report the result to the Secretary of the Board in charge of the correspondence with the mission. No exemption from such examination shall be made without the consent of the Prudential Committee.

LIFE INSURANCE OF MISSIONARIES.

The Board does not recognize any obligation on account of life insurance policies of missionaries. It cannot make provision for the payment of premiums on such in fixing the salaries of missionaries. Missionaries having policies which they can provide for otherwise than from their salaries, can leave them, if they wish, in the care of the Treasurer at Boston, who will pay the premiums and charge to the personal account of the missionaries.

MISSIONARY PHYSICIANS.

1. Medical missionaries laboring under commission from the Board are to be regarded as the physicians of all missionary families within their reach, and are to render service to them without charge.

2. Missionary physicians are required to render to the Prudential Committee, through their mission Treasurer, an annual account (December 31) of all professional receipts and expenditures, together with an annual inventory of the medicines and instruments in their hands. Their receipts—for services and for medicines—after deducting cost of medicines, incidental expenses and those attending professional visits to missionaries, are to be paid to the mission Treasurer, to be credited to the Board.

MEDICAL EXPENSES OF MISSIONARIES.

Missionaries residing at stations not within reach of the mission physician and incurring unusual expenses for medical service may ask, with the approval of the mission, to have such expenses met wholly or in part by the Board, in the appropriation for salaries.

PURCHASES AND MONEY ORDERS.

1. The Treasurer of the Board is authorized to make purchases for its missionaries on receiving orders from them—the cost and all charges, including freight, to be deducted from the salary of the missionary. A careful estimate of the cost of all such orders for goods must be sent to the mission Treasurer, to be recorded by him, and forwarded with his approval to the Treasurer of the Board, provided the account

of the missionary will allow it, or there is reasonable expectation of meeting the charge when due. If missionaries desire to have payments made in the United States, they should obtain a draft of the mission Treasurer on the Treasurer of the Board for the remittance. *Missionaries and station Treasurers should never send their own drafts on the Treasurer of the Board.*

2. The Treasurer of the Board is authorized to receive and transfer funds handed to him for the private use of missionaries.

FURLOUGHS.

1. No uniform time for furloughs can be fixed upon ; but it is suggested that in ordinary cases eight years be regarded as the minimum length of the first period of service, and ten years as the minimum length of later periods. But for single women it is recommended that seven years be the uniform minimum term of service.

2. When leave of absence is granted, the Board will defray the expenses of the journey, by the most direct and economical route consistent with health, from the mission station to the missionary's home in this country. These expenses include freight only on personal effects necessary to be brought. All other freight, also duties on curiosities, etc., must be paid by the missionary. Expenses of delays on the way, unless absolutely required by health or otherwise unavoidable, are not to be charged to the Board. Salaries of missionaries cease on leaving their station, and they will receive funds from the station and mission Treasurers for the expenses of the journey, such funds to be charged to the Treasurer of the Board and at

once reported to him, to be accounted for by the missionary on arrival home. Missionaries leaving the mission should always bring a certified statement of their account from the mission or station Treasurer as settled up to the time of their departure, or a draft on the Treasurer at Boston for the balance due the missionary, so that their accounts with the mission may be closed.

3. Furloughs in all ordinary cases are for one year only, in addition to the time required for a direct journey from and to the mission fields. The time of leaving, therefore, should be fixed with reference to a return at a suitable season of the year. It is expected that furloughs will be spent in this country. Tarrying in foreign countries should not be planned for except for urgent reasons, and after special permission has been obtained.

4. In exceptional cases and for satisfactory reasons, and with the consent of the Prudential Committee, a furlough may be extended; but at the end of the time agreed upon, if the consent of the Prudential Committee is not given for a longer absence, all grants to the missionary will be discontinued; and at the end of the second year the connection of the missionary with the Board may be terminated, after correspondence.

5. In returning to the field after a furlough, the Board will pay traveling expenses as on the first journey out, and make a refit allowance, if necessary.

6. Accounts of traveling expenses to the missions should be kept, and on arrival at destination rendered by the missionary to the Treasurer of the Board (not to the mission Treasurer), and the balance not needed

for the journey should be placed at credit of the Board with the mission or station Treasurer, whose receipt for same should accompany the account to Boston. Expenses of "sight-seeing," and of delays for such a purpose, are at private charges. The most direct route should be taken, unless health or economy require otherwise.

7. When missionaries leave their mission stations for the United States, the mission Treasurer should charge all moneys advanced to and for them for traveling expenses to the Treasurer at Boston (not to the missionary's account), and advise the Treasurer at once of such advances, carefully stating the amount of cash to be accounted for by the missionary on his arrival in the United States. He should also make separate items of payments to and for the missionary. In case of missionaries of the Woman's Boards, the Treasurer at Boston needs to know at once, on their arrival in the United States, the date to which their salaries have been paid; also the total cost of their return expenses, as this is to be collected of the Woman's Boards.

If possible, the missionary's account with his mission should be settled before he leaves, and a draft given him on the Treasurer at Boston for any balance due; or the balance at his debit charged to the Board, and reported to Boston.

ALLOWANCES TO MISSIONARIES ON FURLOUGH.

An allowance, if needed, will be provided for missionaries on leave of absence, to date from their arrival at destination in this country, the amount not to exceed \$900 per annum for a husband and wife, \$450

[Insert under "Furloughs," on page 25.]

8. Prior to the authorization of the return of any missionary to his or her field after a furlough, the vote of the mission on the question of such return shall be secured, and such vote, whenever practicable, shall be taken at the annual meeting of the mission which follows the beginning of such furlough.

for an unmarried man or woman ; for each child of a missionary under seven years of age, \$100 ; for each child over seven and under fourteen, \$150 ; and for each child over fourteen and under twenty, \$250, while dependent upon the parents for support. No extras are to be provided for. In cases of unusual or urgent needs, especially in the case of illness, supplementary grants may be made.

AS TO REMUNERATION FOR SERVICES IN THE UNITED STATES.

Missionaries receiving an allowance from the Board are expected to avail themselves of every suitable opportunity to promote the work of the Board at home and abroad. They will render such service as is consistent with due care of health and with recuperation for an early return to their fields, under direction of the Secretaries, in addressing public meetings and raising funds for the general work of the Board. If such services are not called for, they may often supply pulpits or take temporary charge of a church, in which cases they will account to the Board for all income from such sources while they are drawing the appointed allowance from the Board.

DISMISSION OR RECALL OF MISSIONARIES.

1. 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, where

the missionary has actually been named in any of the official publications of the Board as having been received under its patronage and direction, the individual so dismissed shall have the privilege of submitting his case to the revision of the Board at an annual meeting.

2. 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.”

DISABLED MISSIONARIES.

1. No pensions are provided under any circumstances ; but if missionaries, when aged and infirm, remain in the field, with the Board's consent, their salary shall be continued, because of such service as they may be able to render and the good influence of their Christian example and counsel.

2. Should they for cause return to the United States, with the consent of the Board, suitable provision shall be made for them.

MISSIONARIES' CHILDREN IN THE UNITED STATES.

1. 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.

2. 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, provided the return of the child to this country has had the approval of the Prudential Committee.

HOMES FOR MISSIONARY CHILDREN.

By the kindness of friends homes have been established for such missionary children as cannot be placed with relatives or others—one at Auburndale, Mass., and one at Oberlin, Ohio. These are held and controlled by trustees, not by the Board. Children received are expected to pay for their board and clothing at cost price, and will receive the best of Christian care and nurture. Parents or guardians will have the entire charge and responsibility of the finances of their children, in correspondence with the Trustees of the homes.

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MISCELLANEOUS.

1. REMITTANCES should be acknowledged by the first mail.

TRAVEL.

2. TICKETS TO THE FIELD. — All tickets from the home of the missionary to the field will be furnished by the Treasurer in Boston; but ample time should be allowed in order that the most desirable accommodations may be secured.

3. TICKETS FOR HOMEWARD JOURNEY. — In procuring tickets in all cases the best discounts allowed to missionary travelers, both by steamer and rail, should be secured. Tickets *via* the Pacific should not be secured beyond the port of entry, namely, San Francisco or Vancouver, where better rates can be secured. The Mission or Station Treasurer should provide each missionary with two certificates (the blanks for which will be placed in his hands), which will secure the usual railroad concessions in America, the duplicate copy to be retained by the missionary for emergencies on his journey.

At points where the journey is necessarily broken, as Hong Kong, and points in Japan and England, immediate engagements should be made for the next stage in the journey, provided engagements cannot be made in advance by post or telegraph.

4. BAGGAGE. — Steamships across the Atlantic allow one-half cubic ton, or twenty cubic feet for each full fare. Steamships across the Pacific, 350 pounds. Railroads east of Chicago, 150 pounds. Railroads west of Chicago, 350 pounds on trans-Pacific tickets. Railroads in Europe allow irregular and limited amounts.

Any excess over the Board's allowance is a personal charge, and it is therefore important that at the beginning of the journey the baggage shall be weighed, and the amount of excess noted on the travel account when rendered.

All personal baggage should arrive on the same steamer with the passenger, to avoid Custom-house complications. Missionaries expecting to travel across the continent of Europe should take only sufficient baggage for the journey, sending the remainder by freight several months in advance.

5. ARRIVALS IN AMERICA. — It is desirable that information should be given, wherever possible, of the steamer upon which the traveler expects to arrive in American ports, in order that due preparation may be made to facilitate the passage of baggage through the Custom-house, and to provide suitable entertainment during delay at port of entry.

6. FUNDS. — Funds for the entire journey of outgoing missionaries will be furnished by the Treasurer of the Board; funds for the entire journey of returning missionaries will be furnished by the Mission Treasurer.

7. Mr. Sydney S. Bagster, 6 Clarence Terrace, Wansdyke, Bath, England, is the Board's Agent for any business connected with its Mission to West Africa, to which he has for many years rendered valuable service without charge.

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PURCHASES AND SHIPMENTS.

8. All orders for goods to be purchased and forwarded by the Board should be addressed to the Treasurer, and always sent on a sheet containing no other business. Orders should be very clearly written, and on full sheets of strong paper, with margins. Do not refer to previous orders for information, but repeat what is necessary to make each order complete in itself. Never order on a postal card. Do not send orders directly to dealers, but through the Treasurer of the Board.

9. Orders for periodicals should also be **ON A SEPARATE SHEET FROM OTHER ORDERS**, and should annually be received in Boston **BY THE MIDDLE OF NOVEMBER**. All subscriptions will be discontinued unless annually reordered.

10. **CUSTOM-HOUSE BUSINESS.**—Household and personal effects of a returning missionary supposed not to be dutiable (*i. e.* which have been owned and in use a year or more) should be packed separate from new goods presumed to be dutiable. When goods are shipped, mail to the Treasurer a bill of lading together with a statement of the contents and value of each package. These goods will be admitted free of duty only on production of the owner's oath, who must be in the United States when he executes the oath. In forwarding dutiable goods always send with the bill of lading an itemized list of the contents and values. *If the total value of dutiable goods equals or exceeds one hundred dollars, a consular invoice and certificate is indispensable.*

Consign goods to "The American Board of Commissioners for Foreign Missions," instead of consigning to an individual, and mark packages "A. B. C. F. M." or some other short mark, and number each package. Let the invoice of contents conform to the numbers on the packages. Never include in the mark on the packages the name and location of the party in the United States to whom the goods are to be forwarded upon arrival. Let all such particulars be included in the letter of advice when the bill of lading and invoice is mailed.

Consign all shipments to Boston instead of New York. If the steamer is bound to New York, ship goods in bond to Boston.

11. **INSURANCE.**—All goods shipped to missionaries are insured. Whenever a vessel is lost or the cargo so damaged that insurance should be collected, the Mission Treasurer, the consignee, or some other responsible person, should, as soon as the facts are fully ascertained, send a full statement of the case to the Treasurer of the Board, naming the boxes by their numbers on the invoice, and when the loss is but partial, giving the amount of damage. It is well to have this statement attested by the general agent of the Boston insurance companies, if there is such an agent at the port, by the American Consul, or other government official, or (in lack of these) by the captain of the vessel, or the person to whom the cargo is consigned.