

Documents for Inclusion in MUP Japan Online Manual

January 2009

MUP Japan Fact Sheet 2009

MUP Japan Field Assignments 2009 Mind Map

Japan Field Response to Matters of Organizational Interest 2001-2006

 Japan Placement Policy

 Luke 10 Program

 Tentmaker Associate Program

 Dating Policy

 Overseas Sending Committee for Japanese Nationals Sent from Japan

New Arrival Checklist 2001, edited May 2008

Local Coordinator Job Description, adopted January 2007, updated 2007

Church Extension Roundtable Discussion 2006

Japan Member Care Pre-Conference Draft II 2007 *

Japan Member Care “The Way it Works” Post Conference Document 2007 *

“Coping With Contradictory Priorities & Difficult Decisions” Advisory to MC Workers 2007

Draft Policy of Election for Field Leaders 2005 – 2007

Holistic Ministries Advocate Working Definition 2004, edited 2007

Administrative Assistant to the Director Job Description 2007

Field Treasurer 2007

Sample Religious Worker Visa Request Letter

*Includes ITAG Member Care Privacy Statement

Mission To Unreached Peoples, Japan Fact Sheet 2009

Field Opened October 15, 1992

Area Director: Rev. Lonnie Dufty

Mission Office: Hasama-Machi 2-530-31, Funabashi-shi, Chiba-ken 274-0822. Phone: 81-474-69-7080.

Japan Website: www.mupjapan.org

Personnel: 25 adults & 9 children. Three Tentmaker Associates

Primary Ministries: Evangelism, pasturing, church planting, education & weddings.

Member of Japan Evangelical Missionary Association

Special points of Japan field:

* Less than 1% of Japanese profess to being Christian. Though granted freedom of religion, these few believers are spiritually embattled, socially marginalized and subject to work based discrimination.

* The vast majority of Japanese are woefully ignorant of the Gospel of Jesus Christ. The Japanese worldview makes it extremely difficult for the people to comprehend Biblical teaching and Gospel presentations.

* Although Japanese as individuals are unable or unwilling to declare themselves as understanding or believing in Jesus, there are very few structural impediments to Gospel proclamation. Immigration is extremely sensitive towards missionaries. Work permits, three year religious worker visas & permanent residency are much more easily obtained than in most other countries.

* Declining number of believers and pastors results in some missionaries being called upon to pastor existing churches.

* Social changes in Japan as the

WW II generation passes away and old prejudices/expectations disappear.

Field Philosophy and Processes

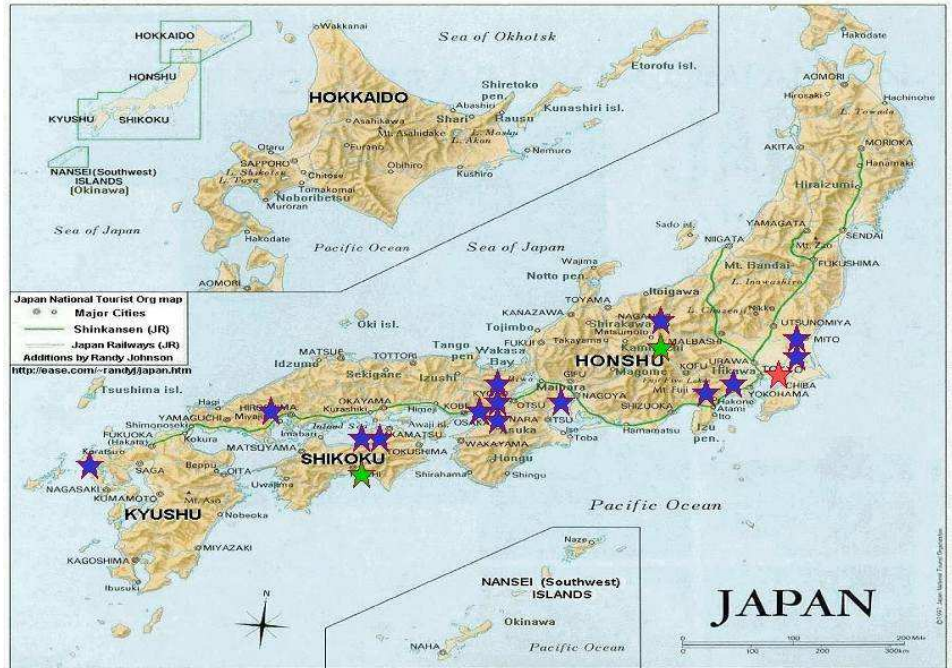
* The primary objective of leadership is to enable missionaries to live faithfully as believers in Jesus Christ and serve Him faithfully as our workers seek to live out God's calling.

* Especially during the first four years of service, MUP Japan fosters an interdependent and cooperative team based ministry with Japan based

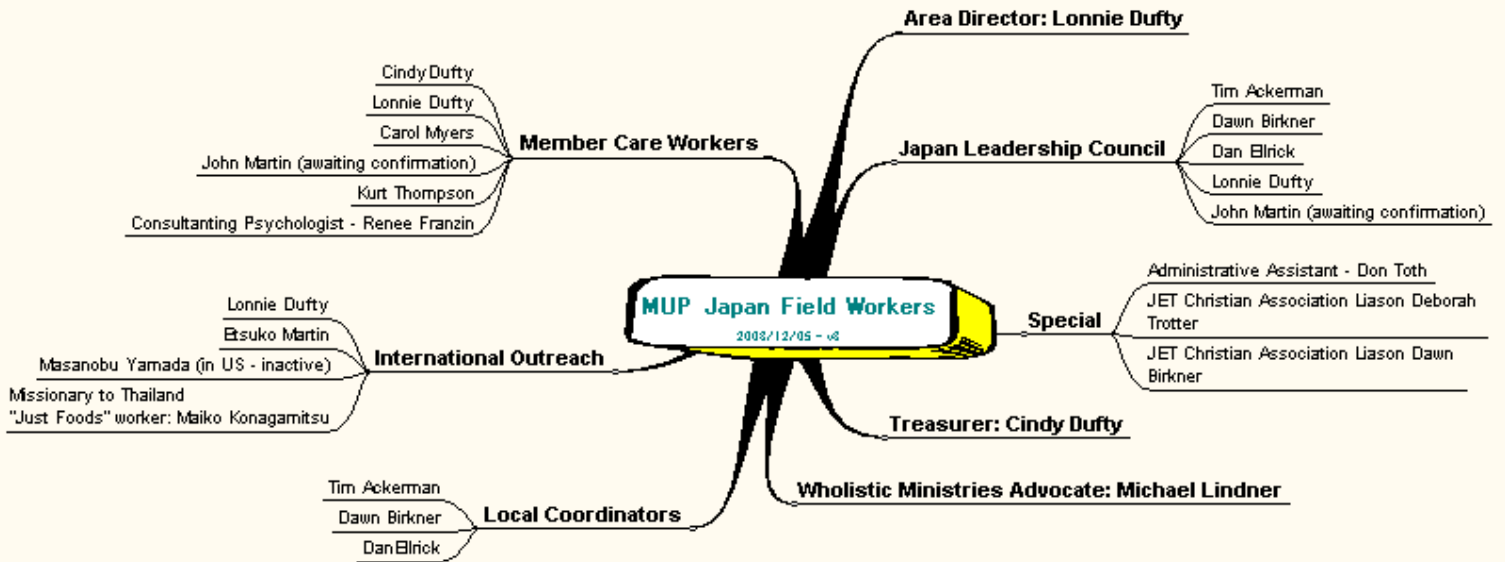
* The candidate and on-site supervisor work together to develop a job description and financial agreement. That agreement is then submitted to the Japan Area Director and to Seattle for approval after which the contents of the agreement are included in a missionary visa request to Japanese immigration.

* Finances: Most missionaries are bi-vocational ministers, combining support raising with income from teaching,

* Yearly conference & Ministry self-evaluation discussions with Member Care workers.



MUP Japan Members Serving in Specific Positions



Japan Field Response to Matters of Organizational Interest

Japan Placement Philosophy

September 2001

1. As a field, we will assist accepted members to find a position. However, we make no promises that a position will be found.
2. *We do not approve of people moving to Japan on a tourist visa with the assumption that placement and financial security can be worked out after arrival.
3. We assume no organizational obligation to assist in any way those who have not been formally accepted by the mission.

* Japanese immigration law imposes various restrictions upon what is allowable to those visiting the country on a tourist visa.

Luke 10 Program

September 2003

The Japan Leadership Council voted to participate in the Luke 10 program.

Tentmaker Associate Program

September 2003

Japan will participate in the Tentmaker Associate program with the following conditions.

- a. Tentmaker Associates considered for placement with Japan workers must have undergone ITAG screening process including at least two satisfactory references.
- b. Tentmaker Associates must enter into a formal cooperative relationship with a specific Japan field worker, maintaining accountability as expected by field worker.
- c. Tentmaker Associates and Japan Field as a whole have no formal obligations to one another.
- d. Tom Rutherford appointed to serve as primary contact person for Tentmaker Associates.

Dating Policy

September 2004

Dawn Birkner appointed to assume responsibility to explicate organizational policy and respond to concerns voiced by leaders and workers affected by the policy.

Overseas Sending Committee

February 2006

Committee created by Area Director to facilitate sending of Japanese national Miss Maiko Konagamitsu to serve with ITAG approved "Just Food" in Chaing Mae, Thailand. Committee duties include review of application & references, approval of candidates, communication with potential receiving agencies, responding to concerns raised by supporting "C" agencies, member care support including yearly visit to worker & assistance with meeting support needs including financial.

NEW ARRIVAL CHECKLIST

For use by new workers, supervisors and Local Coordinators

Modified May 9, 2008 by Lonnie Dufty

This document applies to regularly appointed workers & Luke 10 workers. It is a listing of specific tasks that should be attended to by new arrivals to Japan and verified by supervisors and Local Coordinators. Other than those tasks required by the agency, it is expected only that the Local Coordinator verify the tasks have been accomplished. Due to geographical constraints it is expected that the immediate supervisor will assist new workers in these tasks.

Pre-Arrival Checklist

- Communicate with candidates assigned to you.
- As needed, in conjunction with field leader and home office staff, assist local agencies & newly appointed workers with information and documents necessary for obtaining visas.
- Verify that appropriate housing arrangements have been made by the supervising agency.
- Special medical concerns: High potential for hemorrhoids and allergies. Counsel the person to bring a good supply of high fiber cereals and supplements. People with a high risk of allergic reactions should stock up on medicine and arrange for future.

First Month Checklist

- Check that expense recording and saving of receipts is understood
- Local discount stores, food stores.
- Register address with post office.
- Postal & bank accounts.
- Discuss health condition, especially hemorrhoids and allergies.
- Local clinic or other medical facility.
- Knows local team and other key people.
- Worker visit to city hall and obtaining of Alien Registration card.
- Registration with national health insurance (may depend upon worker coverage and city policies).
- If available, copy of English guide to local community services. (usually provided by City Hall).
- Registration of residence in Japan at home country consulate.
- Re-entry permit stamp in passport from Japanese immigration (especially if new arrival has sick family members back home).
- Copies of visas, passports & other significant documents kept in a second location.
- Language study plan.
- Identify and understand payment method for electricity, phone, water, gas and other regular bills.
- Commit to regular fellowship times with Local Coordinator and primary work team.

- Familiar with local and if necessary, regional transportation systems
- Make an Inkan (Hanko) for stamping documents.
- Explain that first year Japan Evangelical Missionary Association (JEMA) directory and Japan Harvest is paid for by our agency.
- Introduce new worker to local Christian bookstores.
- Verify health issues.

Month Three Checklist

- Understands Japanese taxes and health insurance payment methods.
- Aware of local community services (libraries, health centers, etc).
- New arrival has adequate contact with field leader & home office
- Aware of recreational opportunities including good day trips. Take a trip with the Local Coordinator.
- Aware of fellowship opportunities such as local worker gatherings, JEMA conferences, professional seminars, etc.
- Possession of JEMA directory (2006 field conference authorized use of field funds to purchase directory and quarterly magazine the first year a new worker is on the field).
- Verify spiritual and physical health.

One Year Checklist

- Worker retirement options are understood (home office has primary responsibility.)
- Physical, emotional, spiritual, language study, recreational and material needs are being met in a reasonable fashion.
- Health of relationship with local supervisor. Local Coordinator should communicate directly with supervisor.
- Japanese tax payment system understood
- Level of satisfaction with quality/quantity of worker/LC fellowship opportunities. Adjust as needed.
- Language learning accomplishment and goals.
- Leadership development and personal vision.

Local Coordinator Job Description

Adopted September 2001, necessary edits & updates January 2007 by Japan Area Director

"The Local Coordinator shall support the Japan field leader in the task of serving and assisting workers within the Japan area. The responsibilities of the Local Coordinator are derived from the office of the Area Director, as specified by the policy-making bodies of the parent organization. Specific duties may include but are not limited, to the following:

1. Depending upon local needs, gifts and comfort level of the affected workers, Local Coordinator support duties may include counseling, mentoring, offering of administrative assistance and sharing of information relevant to life and work in Japan.
2. The Local Coordinator shall serve as a member of the Japan Field Leadership Council.
3. The Local Coordinator shall be considered as eligible to represent Japan at International Leadership Council (as of 2007 Japan is authorized to send two voting delegates).
4. The Local Coordinator shall coordinate with new workers and supervising agencies to ensure that the New Arrival Checklist is completed.

Church Extension Roundtable Discussion

2006

Over the years our MUP Japan members have increasingly moved from working in support of existing churches into the church extension & church planting ministries. Sometimes it is difficult to state the difference between church support and church extension so I want to provide some (arbitrary?) definitions. Our purposes here today are not to discuss all five types of work but to restrict us to the first three concepts.

- A. **Preaching point**: Schedule, attendance and location variable. Could be special meetings or simply a site where attendance is very low & unpredictable.
- B. **Cell group**: Regular schedule and attendees but not necessarily focused upon the vision of becoming an organized church.
- C. **Church plant**: Weekly worship services, committed believers in regular attendance, offerings and communion, believers committed to the success of the work but doubtful survival in the event that primary leadership moves on. Modeling after Jesus calling of twelve disciples, I suggest a number of 12 people or more.
- D. **Established Church**: A group of believers able to stay together after the church planter(s) have departed, making use of whatever spiritual and personnel resources may be available to continue in the preaching & teaching of Jesus Christ and also the sacraments according to expectations of the church and/or denomination.
- E. **Legally Recognized Religious Incorporation**: Meeting certain standards related to taxes, membership, financial situation and meeting site. Application is made to the government and relevant documents are issued. May be accomplished as an independent body but much easier under an already recognized religious body.

Questions for Discussion:

1. Vision and method of church extension including description of co-workers.
2. Evaluation of progress thus far especially things that have worked well.
3. Evaluation of serious problems including difficulties with others, personal failings, probable spiritual attacks, community resistance.
4. Response to good and bad, proposal for addressing understood problems and moving ahead.
5. In terms of not total contacts--but specifically seekers, believers, and faithful attendees of church or regular outreach events, what have been the most significant means of initial contact? Least significant?

Japan Member Care (Draft II for submission to Japan Leadership Team January 2007)

In 1991 Rev. Lonnie Dufty & his wife Cindy applied for and were appointed to serve in the capacity of Field Pastors for the Japan Area of Mission To Unreached Peoples. Since that time much growth has occurred in the field. The basic vision for pastoring and mentoring mentors has continued but with growth comes the obligation to create a formal and easily understood process to ensure the continuing health of present and future missionaries. Following is a brief outline of our process.

Motto for Member Care in Japan: "Enable the victorious survival of all our workers."

Japan Field Recognized Member Care Personnel & Agencies

Field based workers: Lonnie & Cindy Dufty, Carol Myers

US based member care workers: Kurt Thompson & Tom Rutherford

Thailand based Member Care & facilities as determined by leadership or requested by members

Member Care Network of Japan Evangelical Missionary Association

Counselors made available free of charge to missionaries during Japan Church Planters Institute.

Japan Field Member Care Operations

Nomination by AD, confirmation by JLC followed by election by field conference.

Regular visits by primary MC workers (Duftys and Kurt Thompson) to members.

Yearly face to face formal self-evaluation process conducted with requested counselor.

Frequent phone communications (free calls for most of our Japan people).

Yearly Field conference emphasizes fellowship, prayer, body life & member care discussions.

Regional fellowship meetings attended by one or more member care workers attending.

Duftys in the Tokyo area and Myers in the Osaka area offer hospitality to members wishing to visit.

Counselor training, seminars and reading in areas related to MC (under development).

MEMBER CARE CONFIDENTIALITY STATEMENT

(copied from January 2005 Member Care document)

"Information shared with a member of the Member Care Network by email, phone call, during counseling, or face-to-face discussions will be kept confidential. However, if the Member Care Provider believes the information received to have a significant negative impact on a person's life or ministry they will strongly encourage that person to share that information with their direct supervisor. If after a reasonable time they haven't done so the member care provider will notify the individual first and then notify the supervisor of the issues involved."

Japan Member Care – The Way it Works

January 22, 2007

Statement by Japan Area Director

The Japan Leadership Council and field conference meeting in 2007 conducted extensive discussions regarding member care in Japan. As a result, the Japan ITAG membership requested that I make special effort to make known to the broader ITAG community the processes by which this field seeks to address member care needs of our members. This document is not intended as field policy or theory. It simply describes the way in which member care needs are being addressed within Japan.

1. The use of Japan field funds is prioritized with expenses for Member Care being of primary importance and other types of expenses ranked according to their perceived degree of importance (see use of funds statement).
 - i. Member Care travel and training
 - ii. Japan Evangelical Missionary Association dues & expenses of delegates attending yearly meeting
 - iii. Assisting delegates to attend ILC conferences
 - iv. Certain administration, hospitality & recruitment activities carried out by field office.
 - v. Japan Field conference including scholarships.

2. Ability of field fund to cover necessary expenditures. The Japan field account has never been adequate to cover expenses. All of us who work in and on behalf of this field draw on our personal MUP accounts and/or tentmaker income to subsidize our field-related ministries.

3. Regarding a yearly pledge to Member Care. Though approving my placing Member Care as the number one priority vis a vis the use of field funds, and affirming my intent to increase funding for Kurt Thompson and add our field elected Japan based MC workers to the list of people able to receive funds, the field council and members attending the conference were strongly opposed to making a specific dollar pledge for Member Care.

4. Visiting Member Care Worker: Kurt Thompson makes occasional visits to the Japan field. As a field, we encourage his visits and are committed to assisting him financially as per his request and our ability. I have conveyed this sentiment to him via a recent email exchange.

5. Use of field funds outside of Japan. I proposed contributing some field funds to needs outside of Japan. This proposal was rejected. The primary reason members expresses was difficulty in explaining to supporters why funds designated to Japan ministry were being sent outside the field.

6. Field Recognized Member Care Workers. The Japan field recognizes the impossibility of a single individual or couple providing continuous & adequate Member Care. In order to provide for a higher level of care that might otherwise be possible, the field leadership has established a process to identify and elect from within the field those members who express a special burden and aptitude for addressing member care needs experienced by various segments of our membership.

7. Process for electing field based MC workers.

- i. Field leaders observe potential MC workers over a period of years to discern giftings.
- ii. Field director proposes potential worker to Japan Leadership Council.
- iii. At least 4/5 vote from JLC required for approval.
- iv. Field director brings field council approved person before conference for discussion and vote. A simple majority in favor is sufficient to pass but both field elected workers received 100% approval in conference.

8. The relationship of Mission-appointed Member Care Workers to Japan-elected Member Care. The ultimate authority regarding Member Care resides in the head of Member Care as appointed by ITAG. Understanding this to be the case, we invite review of our processes and welcome specific guidance.

9. Ministry Self-Evaluation form. ITAG requires a yearly evaluation process for every member. The practice of the Japan field is face to face interviews (phone calls are acceptable if need be). The deadline for turning in documents to an authorized reviewer is the last day of December. Members are encouraged to designate the desired interviewer. Should a worker wish NOT to speak with field designated personnel, he or she is free to send the self-evaluation directly to appropriate Seattle staff or to the head of ITAG Member Care. Field designated reviewers include Lonnie & Cindy Dufty, Kurt Thompson, Tom Rutherford and Carol Myers.

10. Member Care visits. The Japan MC team will work together with field members, Thailand based staff and approved alternatives so as to ensure that ITAG Member Care objectives are reached within this field (our understanding is at least two face to face contacts a year).

11. Member Care Privacy Statement is that which was developed by ITAG Member Care. The field membership requested leadership to make every effort to inform new members and remind current members of the statement.

Information shared with a member of the Member Care Network by email, phone call, during counseling, or face-to-face discussions will be kept confidential. However, if the Member Care Provider believes the information received to have a significant negative impact on a person's life or ministry they will strongly encourage that person to share that information with their direct supervisor. If after a reasonable time they haven't done so the member care provider will notify the individual first and then notify the supervisor of the issues involved.

Coping With Contradictory Priorities & Difficult Decisions

There are times when a person exercising pastoral care will be faced with seeming contradictions, the violation of either one of which can be interpreted by outsiders as ignoring Scripture and/or dereliction of duty. In such situations the Member Care worker is faced with the burden of leadership – making a decision which may potentially impact upon another person's fate and his or her own reputation as a Member Care worker. Following are some Scripture passages which may help (or complicate) the decision making process. In preparing this for your consideration, I make no assertion other than “decision making can be tough.”

Wisdom from Proverbs

“A prudent man keeps his knowledge to himself, but the heart of fools blurts out folly.” Pro 12:23

“A gossip betrays a confidence, but a trustworthy man keeps a secret.” Pro. 11:13

“For lack of guidance a nation falls, but many advisers make victory sure.” Pro 11:14

“He who puts up security for another will surely suffer, but whoever refuses to strike hands in pledge is safe.” Pro. 11:15

“He who covers over an offense promotes love, but whoever repeats the matter separates close friends. A rebuke impresses a man of discernment more than a hundred lashes a fool. An evil man is bent only on rebellion; a merciless official will be sent against him.” Pro 17:9-11

“The one who is slack in his work is brother to the destroyer.” Proverbs 18:9

“Acquitting the guilty and condemning the innocent-- the LORD detests them both.” Pro. 17:15

Apostolic Wisdom

1. If you enter into temptation or a situation that is too difficult for you, REFER. Gal 6:1-2
2. Do not enable and sustain people in ongoing activities that are clearly contrary to Biblical standards and/or to the mission covenant they promised to respect. Ephesians 5:1-11
3. Avoid gossip, foolish discussions and useless controversies. 1 Tim 6:20; 2nd Tim 2:16 ff.
4. Accept the possibility of failure in counseling & be willing to act accordingly. Titus 3:10~11
5. Never forget the danger of exercising judgment without mercy. James 2:12
6. Recognize the responsibility and blessing of turning brethren from sin. James 5:19
7. Seek the wisdom of the Holy Spirit to understand and decide correctly. James 3:17~18
8. Value the ministry of turning people from folly and sin to the right. James 5:19-20

prepared by Lonnie Dufty, January 2007

Draft Policy for Election of Japan Field Leaders

(Working draft based upon decisions made in 2005, 2006 & 2007 Japan Leadership Council meetings)

Field Leader Term of Service

1. Term of service is three years.
2. Excepting in the case where a waiver is approved by field conference vote, the number of CONSECUTIVE terms is two terms, after which the individual is required to sit out for at least one term.
3. Waiver of the term limitation. A motion to grant a waiver, properly seconded, to consider a waiver can be entertained. Should 75% or more of regularly appointed adult career missionaries physically present at the field conference business meeting vote in favor of the motion to waive term limitations, waiver is granted for the individual to stand once again for election.

Field Leader Election

1. Election will be announced one year in advance at field conference.
2. During the year preceding the election the Japan Leadership Council will solicit nominations from field membership and contact nominees to ensure their willingness to stand for election.
3. Venue of vote will be next Japan field conference in which 50% or more of field members are present.
4. Method of voting will be by secret ballot, to be counted by two field members who are not members of the Leadership Council.
5. Members eligible to vote are regularly appointed missionaries, to be defined as career missionaries appointed by official ITAG sending agencies (Luke 10 workers, Tentmaker Associates & short-term workers are not considered regularly appointed missionaries).
6. Candidates presented for election will be two nominees selected by the field leadership council. First candidate presented before field conference shall be voted upon. Should that candidate receive 2/3 of conference approval, the second nominee need not be presented; a new field leader has been elected. Should the first nominee fail to receive 2/3 vote the second candidate shall be presented for vote. In the event that the second candidate fails to receive 2/3 approval the Japan field council shall appoint an interim candidate to serve out the year while the field council seeks to arrive at an acceptable nominee.
7. In the event the field leader is unable to fulfill his or her term of service the Japan Leadership Council will select an interim field leader to fill out the remainder of time preceding the next field conference.

Questions for discussion during next leadership council meeting

1. Does point six need of further discussion and modification?
2. Scope of this document to include local coordinators, members of the JLC and other workers?

Holistic Ministries Advocate
Japan Field
Position Created September 2004

In 2004 the Japan Leadership Council created the position of “Holistic Ministries Advocate” and presented Michael Lindner to the field conference as the first candidate for that position. The field conference voted approval of Mr. Lindner and since that time he has been serving as the social conscience for the Japan field. Though as yet no specific job description has been created, the following paragraphs represent the commission Mr. Lindner has received from the Japan Leadership Council.

Holistic Ministries Advocate Commission

1. Definitions. Holistic Ministries can be defined as “Acknowledging and seeking to respond compassionately to needy people, specifically the poor, the distressed, the lonely and disadvantaged.” The Holistic Ministries Advocate is tasked to make Japan field workers aware of such needy people and motivate us to compassionate response.
2. Exercise of Responsibilities.
 - a. Network with ITAG workers in other fields regarding special needs that might be helped met through cooperation with Japan field workers and associated agencies. Inform Japan workers of those needs.
 - b. Represent the special needs of groups within Japanese society. Demonstrate practical steps by which we might help meet those needs.
 - c. Yearly presentations to field conference informing, encouraging and showing through examples how to minister holistically.

Administrative Assistant to the Area Director

Japan Field

Position Created January 2007

The 2007 Japan Leadership Council created the position of Administrative Assistant to the Director. The intent of the JLC in creating this position is to enhance the service of the agency to workers by releasing a resource person into the field who is able to research and communicate helpful information as spelled out in the job description. The operative word is COMMUNICATE. The Administrative Assistant is not accountable to the agency for lack of response on the part of workers.

Duties

1. Excluding yearly self-evaluations and work performance evaluations, liaison with sending offices so as to understand and communicate to field workers documentation requirements.
2. Research and present information relating to retirement planning, investment and health care options
3. Support raising consultant for workers.
4. Assist with special administrative projects defined by field leader and/or Japan Leadership Council.
5. Inform field leader of situations where administrative needs of either home office staff or field workers are not being met in a timely manner by responsible parties

Field Treasurer
Japan Field
Position Created January 2007

In 2007 the Japan Leadership Council created the position of Field Treasurer and presented Cynthia Dufty to the field conference as the first candidate for that position. The field conference voted in approval of Mrs. Dufty. Though as of yet no job description has been created, the following paragraphs represent duties as envisioned by the Japan Area Director.

Duties

1. Submit claims for disbursement and advise field leader of status of field fund.
2. Present yearly account report regarding use of field funds to field conference.
3. Advise workers regarding methods to transfer funds and use of Denari to track their personal accounts.

SAMPLE VISA REQUEST

March 2, 2007

Japan Immigration Department

Re: Donald George Toth

Greetings! As the Home Office Director of Mission to Unreached Peoples, I respectfully request that a Three-Year Religious Workers Visa be granted to:

NAME _____

US Passport # _____

ADDRESS _____

Mission to Unreached Peoples is an official not-for-profit Christian agency, registered in the state of Washington. We were originally incorporated on December 2, 1982 as Gooddeeds. The name was changed on February 23, 1987 to Mission to Unreached Peoples. Our major work is promoting and carrying out holistic ministry such as community development, emergency assistance, and spiritual ministry, primarily within Asia.

(APPLICANT NAME) is a regularly appointed Christian missionary assigned to service to Yokohama, Kanagawa-ken, Japan. His primary responsibility is (WORKING IN COOPERATION WITH "X" ORGANIZAION UNDER DIRECTION OF "X")

It is expected that APPLICANT will remain in Japan for (one or three year period or longer if probable). APPLICANTS specific responsibilities will (approximate job description as follows: include training people in the Bible and the teachings of Jesus Christ, cooperating with _____ in various ways as requested by church leaders and members, teaching English, studying Japanese language and ETC ETC).

APPLICANT has visible means of support to cover his daily living expenses within Japan. We guarantee APPLICANT will not be a financial burden on the Japanese Government. Our agency guarantees APPLICANTS adherence to the laws of Japan. In the event that repatriation is deemed necessary by the Japanese government our agency will cover transportation fees.

We request your kind consideration in the issuance of a three year religious workers visas for APPLICANT. Your efforts are greatly appreciated by Mission to Unreached Peoples.

Thank you for your kind consideration.

Respectfully,

James Springfield

Home Office Director

% Japan Office: Rev. Lonnie Dufty

Sakashita Christian Center, Hasama-machi 2-530-31, Funabashi-shi, Chiba-ken 274-0822

Tel: 0474-69-7080