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# POLICIES AND PROCEDURES

## MISSIONARY RETREAT FELLOWSHIP, INC.

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We thank you for your interest in Missionary Retreat Fellowship (MRF) and should the Lord direct you to one of our homes we will look forward to welcoming you.

Churches, individual believers, and volunteer helpers have made it possible for the Missionary Retreat Fellowship to provide fully-furnished homes to enable independent living for missionary families on home leave as well as other Christian workers. In scheduling of homes, preference will be given to families wishing to stay longer than three months, up to one year. Providing there is a vacancy, an extension of up to three months can be made, but no earlier than two months prior to initial departure date.

Receiving accommodation is based on subscribing to our Doctrinal Statement and being in accordance with the following priorities:

- Priority #1: Missionaries serving on the foreign mission field who are on regular or medical home leave.
- Priority #2: Approved missionary appointees on pre-field ministry.
- Priority #3: Home missionaries on regular or medical leave.
- Priority #4: Other Christian workers with evangelical organizations.

The Missionary Retreat Fellowship is a non-profit organization. Program services charged for our homes do not cover all the expenses of the ministry; the remainder is subsidized through donations by supporting churches and individuals. All utility charges are included in the rent. In addition to the monthly rent the following payments must be made:

- 1. A non-refundable deposit of \$100.00 must be paid before a final confirmation of a reservation will be made.**
  - a. The deposit will be applied to the first month's occupancy charge.
- 2. A security deposit of \$300.00, payable upon arrival, which will be held to pay for any unnecessary breakage, bills, or cleaning charges due after residents have left. Any balance will be refunded.**
  - a. MRF will not be responsible for any debts incurred by the residents during their stay at MRF, nor for personal property or commitments.

Our homes are thoroughly clean and must be maintained in a respectable condition during your residency and left in the same condition upon departure, thus enabling the next residents to move right in. **No pets allowed. This is a non-smoking campus, indoors and out.** Before your departure you will be presented with a checklist of what is expected regarding clean-up. A \$20.00 per hour fee will be charged for correcting unsatisfactory cleaning.

During your stay, you can expect that periodically a member of the staff may ask for an agreed-upon time to enter the home to confirm the home is being maintained in a respectable condition. Failure to agree to this admittance or failure to maintain the home in a respectable condition may result in the termination of your stay at MRF.

If for any reason the staff or board of directors of MRF finds it necessary to ask a person(s) to move to another building or leave the MRF campus, that person(s) will be given a five day notice. (except for emergencies)

All land and buildings are property of the MISSIONARY RETREAT FELLOWSHIP corporation. All decisions of the MRF board of directors are final.

Phones are not provided within the homes and no additional phone, data, or satellite lines may be run to the home. No communication device may be attached to the home or placed on the MRF property without permission.

Our mailing address is:

Missionary Retreat Fellowship  
63 Missionary Retreat Road  
Jefferson Township, PA  
18436

If granted residency, your own mailbox number will be issued.

Personal property is not insured by MRF. You may make arrangements for your own coverage if desired.

Since MRF is an interdenominational, evangelical organization ministering to missionaries of many mission boards, it is requested that those on our property observe our policy of refraining from making derogatory statements about churches, denominations, or individuals, and that there is no promotion of your denomination or interpretation of Scriptures which may be divisive and contrary to the Doctrinal Statement of MRF. Anyone bringing disharmony will be asked to leave immediately.

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# DOCTRINAL STATEMENT

## MISSIONARY RETREAT FELLOWSHIP, INC.

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1. We believe in the Scriptures of the Old and New Testaments as verbally inspired and inerrant in the original writings. They are the supreme and final authority in faith and life.
2. We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is true God and true man.
4. We believe that man was created in the image of God, he sinned, and thereby incurred not only physical death, but also spiritual death, and that all human beings are born in sin and totally depraved.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and all that believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, His ascension in heaven, His present life there for us as High Priest and Advocate, and His Second Advent.
7. We believe that all who receive by faith the Lord Jesus Christ are born again by the Spirit and thereby become children of God.
8. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

THIS ARTICLE MAY NOT BE AMENDED OR REPEALED IN ANY WAY, EXCEPT FOR THE PURPOSES OF CLARIFICATION, BY THE BOARD OF DIRECTORS.

# FEES FOR ACCOMMODATION

MISSIONARY RETREAT FELLOWSHIP, INC.

EFFECTIVE JANUARY 2017

- Rates are subject to change as deemed necessary
- Rates are for two occupants unless otherwise stated
- Additional person charges are for those over two years of age

	<u>Monthly</u>	<u>Weekly</u>	<u>Daily</u>
<b><u>Visits for less than one week</u></b>			
Full-time Christian workers	-----	-----	\$40.00
Other guests	-----	-----	50.00
Each additional person	-----	-----	4.00
<b><u>Residency for 1 week to 1 month</u></b>			
Full-time Christian workers	-----	\$200.00	pro-rated
Each additional person	-----	4.00	
Other guests	-----	300.00	pro-rated
Each additional person	-----	5.00	
<b><u>Residency over 1 month to 3 months</u></b>			
Units 1,2,3,5,9,10	\$660.00	pro-rated	pro-rated
Each additional person	20.00		
Unit 11	460.00	pro-rated	pro-rated
Units 6,7	675.00	pro-rated	pro-rated
Each additional person	20.00		
<b><u>Residency over 3 months</u></b>			
Units 1,2,3,5,9,10	\$650.00	pro-rated	pro-rated
Each additional person	15.00		
Unit 11	450.00	pro-rated	pro-rated
Units 6,7	675.00	pro-rated	pro-rated
Each additional person	15.00		

**Security deposit** (to be refunded if not needed for repairs/cleaning)

Less than 1 month: no deposit – contact will be made if necessary

1-2 month stay: \$200.00

3 months and over: \$300.00

\*Above fees include cost of utilities

\*For stays over a month, payment is due the 1<sup>st</sup> week after arrival and by the 1<sup>st</sup> week of each month thereafter

\*Should there be 2 months of non-payment, it will be necessary to seek alternate housing

**\*All our homes are smoke and pet free**

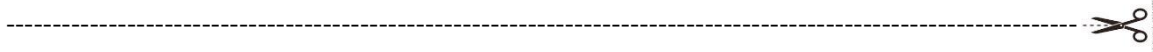
**Before a booking can be confirmed, the following must be submitted:**

- Application
- \$100.00 US, non-refundable, booking fee
- Signed agreements with:
  - Policies and procedures
  - MRF Doctrinal Statement
  - Fees for Accommodations
- Reference letter or contact number from your mission agency or home/sending church may be required

*\*We will contact you with application approval. Please do not assume confirmation until having heard from us.*

Policies and Procedures and Service Rate Fees may be revised as deemed necessary by the MRF Board of Directors.

Sign, date, and return this portion to the MRF office



**AGREEMENT:**

We (I) have read the foregoing Policies and Procedures, Doctrinal Statement, and Fees for Accommodation of the MRF, which we (I) thoroughly understand, agree to, and will cooperate with during our occupancy.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_