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## Standards, Responsibilities, and Opportunities

The Ministry Associate (MA) alliance with Joni and Friends (JAF) provides mutually beneficial collaborative opportunities between JAF and people who desire to be involved in disability ministry.

The cornerstone of the Ministry Associate program is the relationship between the person's opportunity to serve and the support they may choose to raise as an independently self-employed part time or full time Christian Worker/Minister/Missionary. The MA may choose to develop a donor basis of support that provides for his/her salary, and/or ministry operational expenses, and business related expenses. Through a Memorandum of Understanding (MOU) also called an Annual Ministry Plan of Cooperation (AMPC), that is related to this Ministry Associate Program Description as noted below, JAF provides an opportunity for the MA to have a focused, direct, and results-oriented impact in the disability community through Joni and Friends' name recognition and reputation for ministry excellence, and through one or more opportunities via an array of JAF programs, projects, ministry resources, training opportunities, conferences, seminars, and printed materials. **First**, a Ministry Associate applicant must fulfill requirements as detailed in an initial Ministry Associate Introductory Letter (MAIL). **Next**, the Ministry Associate Program Description: Standards, Responsibilities and Opportunities document (MAPD) - must first be signed by the MA applicant and the Joni and Friends Vice President of Administration and Managing Director of Field Services for the MOU and this relationship to be formalized.

## Employee Category

A Ministry Associate is not an employee of Joni and Friends, but rather is a self-employed or employed Christian Worker, Minister or Missionary who is credentialed or authorized as such through a duly authorized Christian non-profit who serves as the MA's fiscal agent and spiritual/corporate covering. All wages and tax related issues are between the MA and their fiscal agent and the IRS, including meeting all IRS regulations such as annually filing a form 1099 or other appropriate tax documents. The MA merely collaborates in alliance with Joni and Friends (JAF) his/her ministry activities through a Memorandum of Understanding as detailed in the following.

## Ministry Associate Requirements

- Complete requirements as detailed in a Ministry Associate Introductory Letter (MAIL), and any additional requirements including a possible probationary period that may be required by your Joni and Friends primary designee/contact - Area Ministry or Program Director.
- Credentialed by or authorized by and be in good standing with a duly recognized Christian Ministry as a Christian Worker, Missionary, or Commissioned, Licensed or Ordained Minister.
- Said credentialing Christian Ministry and its Statement of Faith must be approved by JAF and consistent with the Statement of Faith of JAF. The approval by JAF doesn't mean an "endorsement" or that we are responsible for any actions or policies of said credentialing Christian Ministry, as the agreement between the MA and the credentialing ministry/fiscal agent/spiritual-corporate covering organization is strictly between the MA and said organization. The MA must fully apprise himself/herself of the said organization and must take full responsibility for any agreement or actions between the MA and said organization.
  - Agrees to and supports the Statement of Faith of JAF.
  - Agrees with and supports the JAF Vision Statement and Mission Statement. Think about your background and limit distractions.
- Must be accountable, preferably to a local church and pastor or pastoral designee, or to a Christian ministry, e.g. Missionary Organization or Parachurch ministry, recognized by JAF.



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- Agrees to participate in and support at least one of the following programs either through the JAF International Office in Agoura Hills, CA, or through a JAF Area Ministry or other JAF approved ministry: *Family Retreats, Wheels for the World, Special Delivery, Church Outreach*. This ministry participation agreement will be stipulated in the Ministry Associate's Annual Ministry Plan of Cooperation (AMPC), also referred to as a Memorandum of Understanding (MOU). The applicant's MA status is not official and complete until both parties sign this MAPD document and the MOU.
  - The AMPC must be reviewed annually, renewed, and mutually drafted by the MA and the JAF designee (National Program Director, Area Director, and or his/her designee). The MAPD and AMPC must be signed by the applicant, the JAF designee, the Managing Director of Field Services, and the VP of Finance and Administration in order for this ministry relationship to remain current and valid. Unless otherwise stipulated in the AMPC the annual review and signing of the parties must take place after August 31st but no later than October 15th of each year following the year of the initial signing date.
  - Agrees to adhere to and seek high ethical and moral standards in all matters of ministry in keeping with the Holy Scripture.
  - This MAPD document, as well as the AMPC, can be revoked by either party in writing, effective upon the date of the notice or date given in the notice.

**Joni and Friends will provide the Ministry Associate with:**

- Accountability and encouragement through JAF designee as noted in the AMPC.
- Regular communications through the JAF AMPC designee.
- As available through the JAF designee, training opportunities and education resources in order to assist the Ministry Associate with ministry challenges and opportunities.
- Ministry opportunities.
- Prayer support.
- As available through the JAF designee, interaction with other disability ministry professionals, Ministry Associates, JAF Area Directors and staff members, JAF Charter Ministries and Affiliate Ministries.
- Printed, video, and electronic resources at a reduced rate.
- Joni and Friends' assortment of brochures and public relations materials.
- In some cases JAF may provide for ministry expense reimbursements, e.g. travel, telephone, e-mail, postage, mileage, meals and similar items, when the MA carries out mutually agreed upon ministry activities on behalf of JAF.
- While the MA will maintain his/her ministry in his/her name, the MA will be given permission to use the words "Associated with Joni and Friends" once he/she has met the requirements for a Ministry Associate, and has received a letter from the Managing Director of Field Services or the VP of Finance and Administration verifying the applicant has been approved as a Ministry Associate.

**For more information, contact:**

Jen Lopez, Executive Assistant to the Vice President, Field Services at  
818. 575.1729 or [jlopez@joniandfriends.org](mailto:jlopez@joniandfriends.org)