



MACEDONIAN CALL FOUNDATION, INC.

JOYFULLY PROVIDING TRANSPORTATION FOR FURLOUGHING MISSIONARIES FOR OVER 40 YEARS

10101 Southwest Freeway, Suite 103
Houston, TX 77074
713-988-7459

Purpose Statement: Macedonian Call Foundation exists to support the ministry of Evangelical Missionaries who are on temporary stateside assignment by providing them with affordable transportation.

MCF LENDING POLICY

1. RESERVATION A reservation is made by filling out the application on-line at www.mcftx.org. MCF will accept applications up to nine months in advance of the requested loan date. Use of an MCF vehicle is limited to 12 consecutive calendar months. When the application is received at MCF a determination is made by MCF as to whether a suitable vehicle can be made available for the dates requested. If it is determined that MCF can meet the dates requested notification is immediately sent to the applying missionary (notification will also be made if there is currently no vehicle available for the requested time period).

2. DEPOSIT Once notified that a vehicle is available a **\$175.00 non-refundable deposit** is required in order to place the missionary's name on the reservation calendar. **The registration deposit must be received by MCF in order to reserve a vehicle.** The deposit can be made by check or through PayPal. The PayPal link appears at the top of the MCF website home page under the heading "Donations/User Fees"

3. CHECK OUT AND RETURN A firm appointment must be made to check out and to return a reserved MCF vehicle. Two businesses are conducted out of the office space that is being donated for use by MCF and time must be carefully scheduled for MCF activities. Appointments to check out and to return a vehicle are made for 11:00 AM and for 2:00 PM, Monday through Friday. No appointments can be made for weekends or holidays. **Only the missionary or spouse is allowed to check out or return the vehicle being provided.** Vehicles are checked out from and returned to the MCF office in Houston.

4. USER FEE The monthly user fee is \$325.00 for any MCF vehicle and includes liability insurance. The borrower will be expected to pay at least the first month's user fee when checking out the vehicle. MCF will accept cash or checks or PayPal (no credit cards) – see number 2, above.

Send all deposits,
user fees and inspection
reports to this address:

MACEDONIAN CALL FOUNDATION
10101 Southwest Freeway Ste 103
Houston, TX 77074

Founder

Rev. Harvey Kneisel

Board of Directors

Mr. Bruce Bond

Mr. Bill Caughman

Mr. Milton Fick

Mr. Robert Flesher

Mrs. Charlene Kneisel

Mrs. Catherine Miller

Mr. Mike Phillips

Mr. Willard Sims

Mr. Kevin Tucker

President

Mr. Doug Miller

5. **VEHICLE REPAIRS** Every MCF vehicle has been thoroughly inspected before it goes on the road and has had any necessary repair work done before being declared roadworthy. However, almost all MCF vehicles have been donated to the ministry and are usually high mileage. **No warranty** is made or implied by MCF regarding the serviceability of any MCF vehicle. There are some occasional repairs that may be needed while the vehicle is in the possession of a missionary borrower. The borrower is responsible for the first **\$600.00** of any needed repair. Any work estimate of more than \$600.00 must be approved by MCF before any work is done. If a repair is major – beyond \$600.00 - the borrower should try to get two repair estimates in writing to forward to MCF.
6. **ROUTINE MAINTENANCE** The borrower is responsible for all routine maintenance of the MCF vehicle, such as: lube, oil, and filter changes – every 3000 miles (be sure you have a sticker on the inside of the windshield which tells you and the next borrower when the oil should next be changed); frequently checking fluid levels; replacing wiper blades; maintaining tire pressure (keep at 35 pounds); checking belts and hoses, tire rotation, etc. Being diligent with routine maintenance helps insure best performance of the vehicle for both the current borrower and the next borrower. The borrower **SHOULD NOT** return the MCF vehicle with a list of repairs needed for the vehicle. It is the responsibility of the borrower to make repairs as needed while the vehicle is in his or her use so that the vehicle will be ready for the next missionary on the schedule. **If a vehicle is returned without necessary repairs having been made the missionary can expect to be billed for the cost of the repairs up to \$600.00.**
7. **AIR CONDITIONING** A properly functioning A/C system is of paramount concern. If the system begins to produce warm air turn it off immediately and have the Freon level checked. A low Freon level is the most common cause of a malfunctioning A/C system. Continuing to operate the system with low Freon may result in an expensive compressor replacement.
8. **VEHICLE OPERATION** Only the missionary and/or spouse may operate an MCF vehicle.
9. **TRANSPORTING PETS** Family pets are not allowed to ride in an MCF vehicle. Should a pet be allowed to ride in an MCF vehicle there will be a professional cleaning charge of \$50.00 imposed on the vehicle borrower.
10. **TRAVEL LIMITATION** MCF vehicles are generally limited in range to the states of Texas, Oklahoma, Louisiana, Arkansas, New Mexico and Missouri. Contact MCF if other arrangements are desired.
11. **TOLL ROAD FEES** Toll road fees are the responsibility of the vehicle borrower. It is strongly recommended that if the missionary is traveling at all that consideration be given to obtaining a toll tag. An administration fee of **\$30.00** will be charged if MCF receives an invoice from a toll road authority for toll roads used without the fee having been paid.
12. **REGISTRATION AND INSPECTION** Texas has recently changed the vehicle registration/inspection process. There is no longer an inspection sticker to be placed on the windshield. The process now requires that the vehicle be inspected **WITHIN 90 DAYS PRIOR TO THE RENEWAL DATE FOR THE VEHICLE REGISTRATION. THE VEHICLE USER MUST BE AWARE OF THE REGISTRATION RENEWAL DATE THAT IS ON THE WINDSHIELD STICKER.** The inspection must include both the safety part and the emissions part and a hard copy of the passing inspection report must be sent to the MCF office by fax, e-mail or mail. If the vehicle borrower is currently staying in a Texas county that does not require the emissions testing portion of the inspection (many counties do not) the safety only testing portion will be acceptable. If the registration is coming due and the vehicle is currently located outside the state of Texas either the vehicle must be inspected within three days after it re-enters the state or it can be inspected in the state in which it is located **IF** that state requires emissions testing. More information regarding this process can be obtained from the MCF office.
13. **TRANSPORTATION TO OR FROM THE MCF OFFICE** If given two weeks advance notice, and if provided the arrival location, flight number, date and time, a recent photo of the missionary(ies), the number of persons traveling and the number of bags, MCF will try to secure a volunteer to pick up and/or deliver the missionary or missionaries and family **FROM/TO:** Bush Intercontinental Airport, Hobby Airport, either downtown bus station or a local hotel. The following fee will apply for this service and will be paid in cash directly to the volunteer: \$40.00 for pickup at or delivery to any location.

14. If a vehicle borrower is found by the insurance carrier(s) to be responsible for a traffic accident while using an MCF vehicle he or she will be responsible for the deductible portion of the liability coverage and/or the deductible portion of the collision coverage, if any.

RELEVANT PHONE NUMBERS AND ADDRESSES

Doug Miller, President
10101 Southwest Freeway
Suite 103
Houston, Texas 77074
713.988.7459
dougmillier@mctx.org

Bonnie Craig, Administrator
281.679.7504
inquiries@mctx.org
www.mctx.org

PLEASE REMEMBER WHEN USING AN MCF VEHICLE THAT THESE VEHICLES ARE NOT NEW AND MAY REQUIRE A GENTLE, CARING HAND; ALSO REMEMBER THAT THERE WILL BE ANOTHER MISSIONARY COMING BEHIND YOU TO USE THE SAME VEHICLE – LEAVE THAT BROTHER OR SISTER A THOUGHTFUL LEGACY...

DO THE FOLLOWING FOR SAFE AND ENJOYABLE TRAVELS IN THE STATES:

- 1.) DO check all fluid levels every time you fill up with gasoline.
- 2.) DO routine service every 3,000 miles i.e. change oil and filter, check belts, hoses, battery, brake fluid, transmission fluid level, wiper blades, etc. **Make sure** there is an oil change sticker on the windshield.
- 3.) DO replace tires when wear bands begin to show or tire is damaged while vehicle is in your possession. Good tires mean safe travel.
- 4.) DO make an appointment to check out/ return your vehicle request by email to: inquiries@mctx.org to set the appointment. A confirmation email will be sent with acknowledgement of the appointment.
- 5.) DO remember to confirm your appointment to return the vehicle 48 hours before you return vehicle. An assessment fee of \$25 will be charged if you fail to show up for the appointment on time or leave the vehicle without a close out conference.
- 6.) DO remember to drive with the vehicle's current vehicle I.D. liability insurance card with you.
- 7.) DO pay attention to the registration sticker and have the vehicle inspected when required.
- 8.) Do return vehicle cleaned (vacuumed) inside and outside, with a full tank of gas and current oil change.
- 9.) DO return the vehicle in a condition comparable to or better than when you received it.
- 10.) DO polish the vehicle to prevent rust and paint deterioration.
- 11.) DO upgrade the condition of the vehicle. You are investing in the ministry of the next missionary who uses it.
- 12.) DO help us find other donors. They will receive a tax credit and the donation will provide more automobiles to meet the needs of more missionaries on stateside assignment.

IN CASE OF A TRAFFIC ACCIDENT:

In the event that the MCF vehicle is involved in a traffic accident – whether it is the borrower’s fault or not – the State Farm Insurance form found in the glove box should be filled out completely and sent to MCF.

1. Once any injured individuals are attended to the borrower should notify the MCF office of the accident immediately.
2. The borrower should take pictures of any damage to either or both vehicles.
3. If the other driver is at fault the MCF borrower should report the accident to that driver’s insurance carrier.
4. If the MCF borrower is at fault he/she should report the accident to State Farm Insurance at the phone number that appears on the ID card which is in the glovebox.
5. If the MCF borrower is at fault he/she will be responsible for the insurance deductible as noted above.
6. The MCF borrower is responsible for the cost of towing the MCF vehicle to a location specified by MCF.

Thank you for reading our policy. We will be happy to answer any questions you may have.

We want to be of maximum service to you and to our Lord.

(revised 11Oct23)