



2024

Revised: 18 Apr 2024

The background features a teal-colored world map. Overlaid on the map are white silhouettes of various global landmarks, including the Christ the Redeemer statue, the Eiffel Tower, the Leaning Tower of Pisa, and a Ferris wheel. A dashed white line with an airplane icon at each end curves across the map, suggesting a global journey.

ASSOCIATE *Guidebook*

ASSOCIATES IN MISSIONS and
ASSOCIATE MISSIONARY PROGRAM

.....

Global Missions
Short-Term Missions Community
36 Research Park Court
Weldon Spring MO 63304

.....

A ministry of the United Pentecostal Church International



Welcome TO THE TRIBE

SHORT-TERM MISSIONS

@_gmstm
gmshorttermmissions

GLOBAL CONNEXTIONS

@globalconnext
globalconnexions.org

ASSOCIATE PERKS

1. Be part of the "AIM Forum" private Facebook group, a crowdsourcing group that helps answer questions and build connections between STM associates and advocates in the office.

2. Receive the *Short-Term Missions Update*, a quarterly newsletter with information like newly approved STMs, articles written by staff or associates, major events, and testimonials from the field.

3. Receive the *Global Missions Director's Communique*, a monthly update which includes a message from the director, important dates, and more.

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PREPARATION

Everything you need to know to continue on this course and then some. QR codes are your link to all the details. We've got you covered.

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FUNDRAISING/DEPUTATION

Know what's required of you when fundraising or deputizing at a church in a UPCI District. We've simplified it for you, so **you can do this!!**

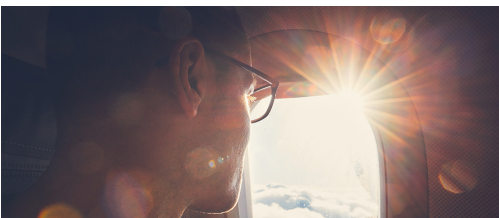
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ON THE FIELD

Find important details about your arrival, making your relationships work in a new culture, communication, and finances. Your experiences may be unique, but you don't need to arrive unprepared.

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TRANSITION

Whether returning home, filing for an extension/change of field, or upgrading to the next level of service, your next move requires planning.

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APPENDIX

Samples of all the forms and links to them, all in one place. Simple!

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Director of Short-Term Missions

Taglines, mottos, acronyms, and vision statements all have a way of creating culture and expressing what an organization or team stands for. In Short-Term Missions, we are “empowering others to serve.” Our team and this Associate Guidebook exist to help you succeed in your calling and missions endeavors. We are “creating a community of laborers.” In changing times, we remain consistent in our desire to take “the whole gospel to the whole world by the whole church.” We are also resolute in “providing a pathway to the harvest.” An enormous harvest calls for more workers and multiple ways to reach out to the world. We are empowering you to reach the world. That’s our culture. Welcome to the community. See you in the harvest!

jpoitras@upci.org

MEET THE STM TEAM



ANGIE CLARK

Executive Assistant
aclark@upci.org

Assists the director of STM with program development and office management, coordinates the STM online presence, Next Steps program and annual TEFL/TESOL Certification course.



RACHEL ZEHR

STM Office Rep
rzhem@upci.org

Rachel is your lifeline while on the field. As Brother Poitras' secretary, she processes all AMP applications, requisitions, Extension/Change of Field Requests, and outbound orientations.



LEXIE LEAMAN

GiveSmart Rep
lleaman@upci.org

The go-to person for all things GiveSmart, Lexie also processes all AIM applications and takes care of Next Steps and Apostello application processing too.



DOMINIC KASSNER

CME Rep
dkassner@upci.org

The one you need for any of your GM education-related questions, in particular, for those of you upgrading who need to complete CME credits.



MISSIONS COACHES

As we position ourselves for a great outpouring of the Holy Spirit, our growing team of missions coaches and Regional STM Representatives are connecting those with an interest in the harvest to those with a need.

Shop Talk

As with any organization, there are words we use a lot that you should know about. Below is a key to the most commonly used words and our definitions. At right are acronyms that help us short-hand longer named programs and places.

GM Project/Account: Your Global Missions ID (usually matches one's ministerial ID). Share this number with potential supporters so they can make sure their dollars are allocated for you. You'll also need this number when it's time to withdraw funds for a disbursement.

Requisition: An online form one fills out to request funds as available from their GM project.

Disbursement: Release of available project funds from an assigned account. A disbursement follows the approval of a properly submitted requisition form (see above).

Deputation: A step beyond the fundraising AIMers typically do, in that an AMPer is scheduled by a DGMD to speak at churches in a district (beyond one's home church). One would typically receive an offering and/or funds to be deposited directly into one's GM Project/Account. Deputation for an AMPer is potentially a three-month process every two years. Deputation is not available for AIMers.

Appointment Comparison

AIM

Entry level
2-12 months
Extension Possible
Max budget \$50,000*

AMP

Upgrade from AIM
12-months
Auto renewed
2 CME/license required
Max budget \$60,000*

INTERMEDIATE

Upgrade from AMP
4-year term
Employee of UPCI
2 CME/license required

*plus travel to/from the field

List of Acronyms

AIM

Associates in Missions

AMP

Associate Missionary Program

CME

Continuing Missionary Education

DGMD

District Global Missions Director

GMAC

Global Missions Admin Committee

GM

Global Missions

GMB

Global Missions Board

PIM

Partners In Missions

RD

Regional Director

STM

Short-Term Missions

WHQ

World Headquarters

SEVEN REGIONS

AFR

Africa, RD: Randy Adams

ASI

Asia, RD: Lynden Shalm

CAC

Central America/Caribbean,
RD: David Schwarz

ENA

Eurasia/North Africa,
RD: Ken Cantrell

EUR

Europe, RD: Nathan Harrod

PAC

Pacific, RD: Roger Buckland

SAM

South America, RD: Mike Sponsler

Read this page. Date: __/__/__

Associate Guideposts

At right is a collection of important stops on your journey to the field. For a complete list, see the **Quick Start Checklist on page 7**. Let these guideposts keep you moving along your pathway to the harvest.



Approval

Within approximately 4-8 weeks after submitting your application, you will be notified of your approval and receive your **approval packet**.

GiveSmart

Sign up for the online giving and **text-to-give fundraising** option.

Chats with the Missionary

Start a **conversation** via email, FaceTime and/or ZOOM with the missionary about travel, preparation and more!

Fundraising

Get creative with fundraisers. Send out **letters**, host fundraising **campaigns**, and pray that God will **equip** you. More ideas at aim2go.org/fundraising.

Booking Your Flight

Confirm dates with your missionary host before booking your **roundtrip** tickets. See page 13.

Passport, Insurance and Visas

Ensure travel **documents** and medical insurance (including medical evacuation and repatriation) have you covered!

Emergency Training

Discover best practices for **safety and security** through a mandatory training.

The Adventure Begins!

Head to the field for a **life-changing adventure** as you bless the missionaries and are blessed in return.

Outbound Orientation

Complete the online **Outbound Orientation form** and phone call with the STM Office Rep.

Monthly Newsletters

Share the **God moments** you experience while on the field with STM and your supporters.

Return and Debrief

After notifying the office of your return and filling out a **departure survey**, set up a debrief with your **pastor** to discuss your future missions involvement. Let this experience truly be life-changing.

Global Christian

Actively live with missions as part of your mindset. Be a **Global Christian** everywhere you go!

Apply for an Extension

After talking with your pastor and the missionary, **fill out the Extension/Change Of Field Request form**.

Repeat

Repeat AIM terms for as long as you feel God is calling you to do so.

Upgrade to AMP

If you wish to make missions a more permanent part of your life, consider **upgrading** to the **Associate Missionary Program**!

QUICK START *Checklist*

APPROVAL PACKET RECEIVED

- ☐ **Review contents** of this guidebook with a focus on the **PREPARATION** section.
- ☐ Contact your supervising missionary to **personally introduce yourself** if you haven't made contact yet.
- ☐ Memorize your GM Project/Account number and become familiar with how to view your account (pg 9).
- ☐ Become familiar with these web pages: aim2go.org/give (for donors) and aim2go.org/appointment (links to all STM forms are here).
- ☐ Acquire a GiveSmart account or PIM form file if needed (pg 8-9).
- ☐ Familiarize yourself with the **culture and language** of the country to which you are going.

BEFORE DEPARTURE TO THE FIELD

- ☐ Read the ENTIRE Associate Guidebook.
- ☐ Obtain a **passport**. If you already have one, make sure your passport will have at least six months left after your AIM appointment ends. If not, apply for a replacement.
- ☐ Check **entrance visa** and **ETIAS** requirements and apply as needed (worldvisatravel.com). Feel free to confirm with your supervising missionary.
- ☐ Contact your supervising missionary to **arrange an arrival date** BEFORE purchasing your **roundtrip refundable** tickets.
- ☐ Buy **insurance coverage**. It must cover emergency medical evacuation and repatriation while on the field. We know of a great option to consider (pg 12).
- ☐ Complete **Fort Sherman Traveling Saint Online Safety Course** (pg 12) and send a PDF of the certificate you receive to the **STM Office Rep**.
- ☐ Have at least **50% of your total budget raised** with the full balance pledged. For those going only two months, we suggest having 100% of the budget raised.
- ☐ Consult with your supervising missionary about the following: 1) phone, 2) dress code, 3) social media, 4) packing, 5) arrival details (date, time, flight numbers), and 6) visas and residence permits.
- ☐ Complete the online **Associate Outbound Orientation form** and call with the **STM Office Rep** (pg 13). If a **licensed minister**, and going for 6+ months, your license will be transferred to the GM district (pg 9).

WHILE ON THE FIELD

- ☐ Upon arrival, notify the **STM Office Rep** and regional director of your arrival on the field.
- ☐ Upon arrival, **US citizens** should **register** with the Department of State; **Canadian citizens** should **fill out** the online form: Registration of Canadians Abroad.
- ☐ Shortly after arrival, meet with your supervising missionary to go over your **job description**.
- ☐ **Review Guidebook sections On the Field and Back Home**.
- ☐ Arrange and **pay monthly tithes to the Field Fellowship** as set up in your monthly budget. Food and personal expenses have a 10% tithe built in (pg 16).
- ☐ Send the first monthly newsletter to the **STM Office Rep** **approximately 30 days after arrival**. You may also want to send the same newsletter to all your supporters and prayer partners. Continue doing this at the end of each month you are on the field.

DEPARTURE FROM THE FIELD

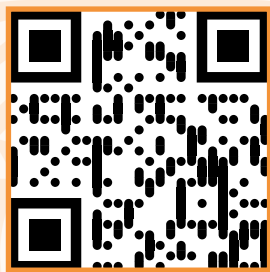
- ☐ **At least a month before departure**, if planning to extend, or extend with a change of field, with approval from your pastor, fill out the online **Extension/Change of Field Request** form (pg 23).
- ☐ Send an email to the **STM Office Rep** to **confirm your departure from the field date**, including any info about plans you may have to return to the field within 12 months.
- ☐ **Requisition needed travel funds** still available in your project account BEFORE leaving the field.
- ☐ **Notify any PIMs** of your return from the field so they can cancel/suspend their support.
- ☐ Complete the online **Departure Survey** (pg 24).
- ☐ Upon arrival home, if not sooner, **schedule a meeting with your pastor** for a debrief of your time overseas.

MY GM PROJECT # IS:

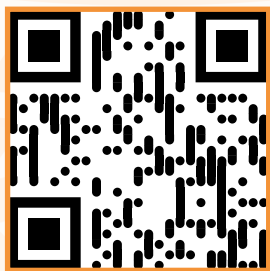
QR CODES

In the rest of the guidebook, find supporting documents and quick links to resources through the use of QR codes. Tapping them will activate the link and using the camera app on your phone will too.

FUNDRAISING



BROWSE GIVESMART



MAILING ADDRESS

GLOBAL MISSIONS
STM SUPPORT
36 RESEARCH PARK CT
WELDON SPRING MO 63304

Every associate receives a budget and it is expected that he/she live within the confines of that budget as much as possible while on the field. There are various ways to raise one's budget, track funds, as well as procedures for sending, reporting and managing those funds.

What's included in the budget?

Included in an Almer's approval packet is an official breakdown of their budget. Each budget is made specifically for the individual associate and may differ due to job description while on the field, skills of the associate, and/or the specific host country's cost of living. See the sample **BUDGET PROPOSAL** in the Appendix (pg 27).

About Your GM Project Number

Associates need a strategy to raise funds, and a place to put those funds once they're raised. Enter, the GM Project Number. This is the place for supporters to send funds, and a way for associates to retrieve funds as available while on the field. Each associate is assigned a GM Project Number which is often referred to as a GM account number.

- This number is included in your approval packet. Please make note of it, share it with potential supporters, and use it when requisitioning funds while on the field.
- All funds sent to WHQ will be directed to this account. The address to use is below in the section at left.
- Checks sent by a donor to your GM Project should be made out to **Global Missions** and include your GM Project number in the memo line.
- You may not contribute funds to yourself. Any personal funds you plan to use during your appointment, please hang onto them, deducting that amount from the total you need to raise.
- DO NOT deposit funds you intend to send to WHQ into your personal bank account first (cannot contribute to yourself). However, please convert cash to a money order before sending.

GiveSmart

As part of an associate's fundraising strategy, one may consider setting up an online giving option for potential donors through GiveSmart, a non-profit online and text-to-give fundraising platform. Funds given through GiveSmart go directly to an associate's GM Project with limited fees (which may be covered by donors), and are considered tax-deductible contributions receipted by GM.

- Send your request to get started to the **GiveSmart Rep.**
- See contributions online under your GiveSmart keyword as well as online through the upciministers.com portal (pg 9).
- Important: You cannot give to yourself.
- Important: You may not use this to collect money from the sale of items.
- Beware: other third-party money collection platforms (Paypal, Cash App, Go Fund Me, etc.) do not issue tax-deductible receipts.
- You will be issued a 1099-Misc income form reporting how much you requisitioned from your GM project, **which is considered income by the IRS.**

PIM Forms

If approved for longer than two or three months, in addition to direct donations and offerings, associates may consider raising monthly support using the Partners In Missions (PIM) program. These donors make a commitment to support an associate financially on a monthly basis. PIMs may set up their monthly giving through Global Missions via credit card, ACH drafts routed through their bank account, or check.

- To get personalized PIM forms, from the Associate Portal, submit the online **STM PIM REQUEST FORM**. A PDF will be emailed to you for printing and distribution.
- Associates are not allowed to fill out PIM forms on behalf of donors. Donors must sign the forms personally. Any received without a donor's signature will not be set up.
- If you collect forms from donors—which is a good idea—send them in a packet to Global Missions, ATTN: PIM Secretary using the address at the bottom of page 8.

For quicker enrollment, you may also consider getting donors to enroll online at aim2go.org/give/enroll. (QR Code included at top right). **These are to be submitted by the donor, not the STM associatel**

Missions Services

If you are an associate who is traveling to churches to fundraise, it's imperative that you follow the proper protocol with District Global Missions Directors (DGMDs) as outlined in the **FUNDRAISING/DEPUTATION** section (pg 14). If you're simply offered the opportunity to speak in your home church, you will not need to file any paperwork.

Administration, IT and Credit/Debit Fees

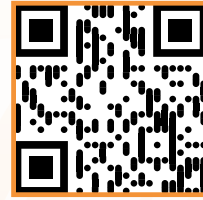
As with any non-profit, it's important to remember a 10% administrative deduction is taken from all monies received through GM for your project number. These funds are what make it possible for us to administrate the associates programs for GM. It is not a "tithe." For the amount, note item 8 on the **BUDGET PROPOSAL** which is included in your acceptance packet.

Additionally, a monthly projected data processing fee, averaging \$30/month, is built into the budget (see itemized area) unless an associate is fully self-supporting with no funds coming through Global Missions. This fee covers general account maintenance as well as any credit/debit card fees incurred when donors or churches pay via credit card (over the phone) directly to WHQ.

UPCI Ministers - GM Project Details

Associates may put those admin fees to good use by tracking their progress online at upciministers.com. Associates may access their project giving info by logging on using the email provided during the application process, and UPCITEMP plus the current year (i.e. **UPCITEMP22**) as the temporary password. From here one can see the project listing, donor support, and project details. Monitoring this will help keep track for budget and tax purposes and will help with acknowledging/thanking donors. A tutorial video is available via the [associate portal](#) as well as via the QR code at right.

PIM ENROLLMENT

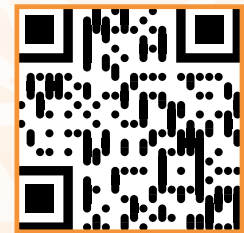


PIM FORM REQUEST



FOR DONOR USE

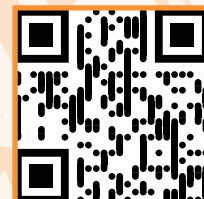
ASSOCIATE PORTAL



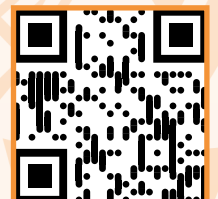
MINISTERIAL FEES?

If you're a licensed minister and plan to be on the field for more than six months, your license will be transferred to the GM district. Once transferred to GM, you have the option to request your license fee to be paid via your GM Project (it is built into your budget on line 5). To request this, contact the **STM Office Rep** after you receive confirmation of the transfer from WHQ. Upon returning home, you'll need to switch your district again. See the **TRANSITION** section for further details (pg 24).

UPCIMINISTERS.COM



PORTAL



TUTORIAL

DRESS CODE

Supervising missionaries may have additional input. This code reflects the Articles of Faith issued by the UPCI.

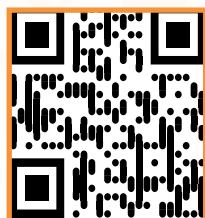
Gentlemen

1. No extremely short sleeves.
2. No tight fitting trousers, or shorts of any kind.
3. Modest necklines.
4. No long hair below the collar or reaching over the ears or down in the eyes. No outlandish hair styles are acceptable.
5. No facial hair.
6. No jewelry of any kind except a wedding ring.
7. Platform Guidelines: No denim. Long sleeve shirts and a tie are to be worn. A coat is recommended. (Exception: when casual attire is allowed by the missionary, ties and suit coats are optional, and sleeves should be to the elbow.)

Ladies

1. No extremely short or capped sleeves.
2. Modest necklines, front and back, not low cut.
3. Hem length is to be below the knees, both while standing and sitting down. Splits in the skirts must end below the knee. Skirts should completely cover the knees (even when seated).
4. No attire that immodestly draws attention to the body by being too tight fitting. No sheer material that immodestly exposes the body.
5. Hair should be uncut and fixed in a neat fashion.
6. No jewelry of any kind except a wedding ring (and in some locations an engagement ring).
7. No make-up, no colored fingernails/toenails.
8. Platform Guidelines: No denim. Sleeves to the elbows.

FRIEND
RAISING
BOOK



Associates are not just ambassadors for Global Missions, they are ambassadors for Christ. As such, spiritual preparation is vital! Do not wait for spiritual training; start right at home.

Spiritual Disciplines

The Word

Spend time daily in the Word. Don't just read the Bible, but meditate, memorize and study. If this is a new concept, start with a chapter first thing in the morning and increase to a handful of chapters as you get into it. Try memorizing Scripture in a pattern that revolves around missions, personal needs, and/or doctrinal positions. Use the Word to your every advantage!

Prayer

Make prayer a priority as a way to intentionally connect daily with Jesus. The journey of AIM doesn't begin when you get on the plane; it begins when you say, "Yes!" If you haven't embraced this practice, or if you've struggled with it in the past, first, make a non-negotiable commitment. Then, start with a short time slot. As that becomes easier, extend your time as you grow this area of your relationship. Think quality over quantity.

Fasting

Cultivate a routine for fasting. You may want to begin fasting once a week on a specific day or for a certain meal. However you decide to fast, know it is an essential discipline if you want to be effective in any type of ministry. It's one of the best ways to position yourself to hear from God, and it is a great reminder that your life is not about yourself. Take time to build a strategy that works for you and continue tweaking it while overseas. You may find it helpful to get someone to fast with you.

Action

Get involved in your local church. This can be as simple as greeting people on Sunday mornings, helping with Sunday school, or cleaning the church. Don't wait to take action until you arrive on the field! Get experience at home so you can be useful as soon as you arrive. As with the other disciplines, start now!

Friend Raising

It is important to look at fundraising not just in monetary terms, but as a partnership with donors, churches, and the public in general. These partners in your missions journey can last longer than an AIM/AMP term, if you cultivate the relationship. In many cases, building a partnership with someone goes beyond a one-time-donor situation. Donors don't just give funds, they are investing into the associate. **Investors are long-term, forward-looking folks who are continually blessed for the finances, time, or whatever they invest in an AIMer/AMPer.** Associates can add to the blessing investors receive by fostering a good relationship with them. It is a mindset of raising friends, not just funds.

STM recommends the book [Friend Raising: Building a Missionary Support System That Lasts by Betty J. Barnett](#) (available from Amazon.com) to explain this concept further.

Associates (and their appointed fields) benefit from prayer and advocacy just as much as they do from finances. These “friends” can become prayer partners and advocates for the cause. It is important that associates learn how to communicate these types of needs to their supporters and prayer partners. For more information on communicating, see **ON THE FIELD: Communication** (pg 19).

Student Loan\$

This topic may not pertain to you, but if it does, please read on. **If you're an associate with student loan debt, don't let it hold you back from answering your call.** While STM does not currently allow for an official budget to include a monthly repayment amount, it is possible to find friends or family who would be willing to help cover this expense while on the field; ones who do not want or need a tax-deductible receipt.

- If you have this kind of debt, try to cover it by matching it with donors who are content to gift funds directly to you for this purpose, without the need for a receipt, and do not forward those funds to your GM project.
- Another alternative would be to use personal funds to cover the payments while you're away.

Why not send Student Loan repayment funds to your GM project?

- Once someone gifts you this type of funds (no receipt), the money belongs to you and you cannot contribute to your own GM project.
- As a student loan payment is not a field expense, GM project funds cannot be used.
- If you sent the funds anyway, when you pull them out for use, it would create an unnecessary tax liability (considered income) for you.

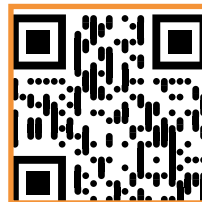
Con\$umer Debt

As associates are making financial plans, it's good to include having a plan to pay off, or cover, consumer debt while on the field.

- If you find you're living beyond your means at home, we highly suggest making a budget and practice living within it before you depart for the field.
- You will need to live within your approved budget while away, so getting some practice beforehand will make it easier later.
- Deal now with any extra weight and stress of a consumer debt burden to keep it from being a potential distraction for you while you're away.



If you need help in this area, please contact Katie Rhoads for inspiration and information that may help you realize financial peace. Katie Rhoads, an Associated Minister and former AIMer to Brazil, is a finance coach with David Ramsey's FPU. You may reach out to her on Instagram for more info. (@katie2291996)



BAGGAGE ALLOWANCE

Check with your air carrier for baggage allowance details. Usually two checked bags, a carry-on and personal item are allowed for international travel, but not always.

***Check your bags all the way through to your final destination!**

PACKING LIST

THE BASICS

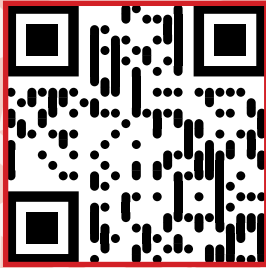
- ☐ Dress clothes: 2 sets
- ☐ Casual clothes: 6 sets
- ☐ Work clothes: 1-2 sets
- ☐ Shoes: wear 1, pack 2
- ☐ Sunscreen
- ☐ Prescription medications
- ☐ Over-The-Counter Meds
- ☐ Personal care items
- ☐ Light rain jacket
- ☐ Bible
- ☐ Laptop or Tablet
- ☐ *Carry-on only
- ☐ Camera
- ☐ *Carry-on only
- ☐ Plug adapters
- ☐ *TYPE: _____
- ☐ Small umbrella
- ☐ Travel iron
- ☐ Spending money/ATM Card
- ☐ Thank you cards
- ☐ Small snacks

OPTIONAL ITEMS

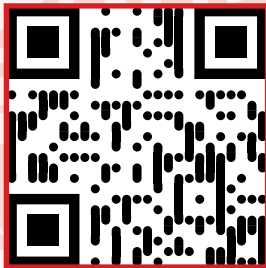
- ☐ Daily devotional
- ☐ Non-drowsy Dramamine
- ☐ Heavy Coat
- ☐ Small gifts for the missionary and other STM workers

*Ask the missionary if there is anything you can bring. If two suitcases are allowed for international travel, consider packing one for you and one for the field.

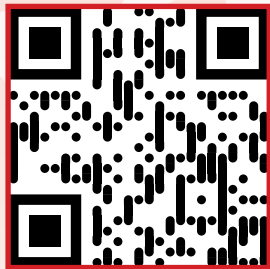
SECURITY TRAINING



ONLINE SECURITY



QUICK INSURANCE QUOTE



Fort Sherman Academy Security Training

All associates are **required** to go through an emergency training course online before traveling overseas through any associate program. This is for all associates regardless of the country to which they are appointed. Please find directions below for the online course:

1. Navigate to fsa.thinkific.com.
2. Click on the Traveling Saint Level A course – the first course in the list.
3. Once the page opens, click on the “Buy \$48.00” button.
4. Create a new account by listing name & email and creating a password. Click on “Sign Up.”
5. You will be taken to a checkout page. VERY IMPORTANT – Click on the blue hyperlink that says “Have a Coupon?”
6. Enter “shield365” in the “Coupon Code” field and click on “Apply.” This will give you the partner **discount rate of \$29**. You then need to enter your credit card information to complete the purchase.
7. Click on “Enroll Now” and then on “Start Learning.” You are now ready to begin the training.

Upon completion of the course, you will receive a link to a Certificate of Completion via email. Please forward your certificate as a PDF (not the link) to the **STM Office Rep**.

Online Security

STM strongly suggests using a secure email service while you are overseas, especially if working in a high risk area. In addition to secure email, we suggest each associate use a VPN connection on their phone and computer while under appointment. In many places this is becoming a required minimum level of secure access to the Internet. Using a VPN (Virtual Private Network) such as NordVPN creates a secure tunnel to the Internet for browsing, searching and checking your secure email. For more info and quick links, use the QR code at left.

Insurance Requirements

Associates must **verify** their health insurance provides overseas coverage. **Required components** to look for, which few companies pay, are **emergency medical evacuation** and **repatriation**.

- **Required:** a short-term policy to cover you internationally and provide medical evacuation and repatriation.
- STM recommends Gallagher Charitable International Insurance Services (travelwithgallagher.com).
- Get a quote at purchase.imglobal.com/Quote/partner_link_plan
- A secondary recommended option is Allianz Travel (allianztravelinsurance.com).

Outbound Orientation

Associates are required to complete an Outbound Orientation before leaving for the field. See red column on page thirteen (pg 13) -->.

Booking Your Round-Trip Flight

GM does not endorse any travel agent, airline, or website promoting or procuring tickets. Each associate's itinerary and situation is different, so the associate is encouraged to use the best option according to his/her circumstance. **Be sure to book a Round Trip Ticket.**

- Contact the supervising missionary to determine the best arrival date and time.
- The supervising missionary may also advise which airline is best for travel or deals in the destination country.
- The missionary can verify the correct airport code. For more help with booking round-trip flights, check out the QR code at right.

Travel Tips

Passport

A passport is required for all travel outside the US and Canada. It is an internationally recognized travel document that verifies citizenship and identity. **A passport should be valid for a minimum of six months from the end of the appointment term.** This ensures that in case the associate would need to stay for a period up to six months after the term has ended, his/her passport would still be valid to leave the country. Most immigration services will not let anyone enter the country without this qualification.

Visa

Many countries require an entrance visa. Depending on the location, visas may be purchased in the airport of the destination country, or procured in the home country ahead of time. Consult with your supervising missionary for details. It is important to consult specifically about what should be listed as the **purpose of the visit** on the visa application. Associates should begin this procedure early as some visa procurement processes can take weeks, and sometimes, months. For visa info and help with processing, check out worldvisatravel.com.

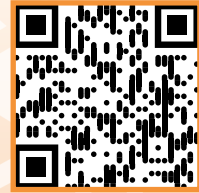
For those staying longer than three months, obtaining a residence permit may be required before or soon after arrival. Check with your embassy website for further details.

Vaccinations

Many countries are now requiring proof of COVID vaccination. Unvaccinated associates who wish to travel to a country that requires it for entry have a serious decision to make. To research one's options, STM suggests reaching out to a visa processing service for advice or google the COVID policy for your field. If you are vaccinated, you may need proof of vaccination with you (the card you received when vaccinated).

In addition to COVID vaccination, some countries also require visitors to show a "Yellow Card" (International Certificate of Vaccination) or proof that the visitor has had the appropriate vaccinations. Visit the Center for Disease Control and Prevention online (wwwnc.cdc.gov/travel) to see what vaccinations are recommended for the host country, then check with the supervising missionary and primary care physician.

BOOKING YOUR FLIGHT



OUTBOUND CHECKLIST

STEP 1: Read through the Associates Guidebook one more time.

STEP 2: Complete the FSA safety course and email a PDF of the certificate to the **STM Office Rep**.

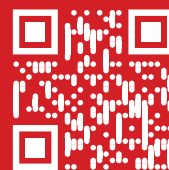
STEP 3: Discuss your arrival details (date, time, flight numbers) with your supervising missionary before purchasing your ticket.

STEP 4: Purchase international health insurance (pg 12).

STEP 5: Submit the **ASSOCIATE OUTBOUND ORIENTATION** form from aim2go.org/appointment (QR code below).

STEP 6: After submitting the form, email the **STM Office Rep** to schedule your Outbound Phone Orientation.

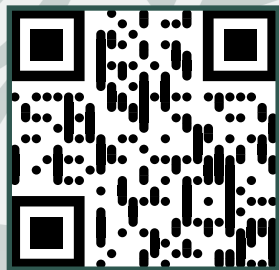
OUTBOUND ORIENTATION



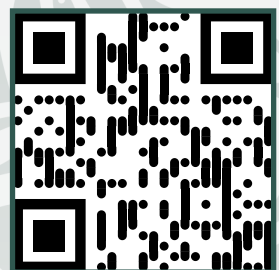
To be completed two-three weeks before departure by newly appointed STMs and those returning who have been home for an extended time.

14 FUNDRAISING/DEPUTATION for Associates

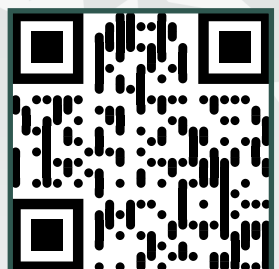
OVERVIEW VIDEO



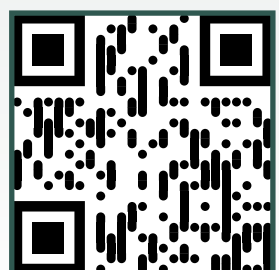
DEPUTATION AVAILABILITY



DGMD LISTING



DIST SUP LISTING



Overview

For many years in our organization, deputation was reserved for Intermediate and Career missionaries only. Short-Termers did “fundraising,” and missionaries did “deputation.” Now that Short-Term Missions facilitates an Associate Missionary Program, DGMDs are helping to educate pastors of this new level of appointment. We are grateful that DGMDs are allowing “deputational” travel in their districts by AMPers who follow the proper protocols. While deputation is not offered for AIMers see **AIMers Who Fundraise** (pg 15) for info about fundraising in a district.

Deputation Availability Form

AMPers are provided the possibility of three months of scheduled deputation every two years. To request deputation time, an AMPer (or AIMer upgrading to AMP who has applied for the upgrade already) would need to submit the online **DEPUTATION AVAILABILITY** form three to six months before returning home. From there, if and when there is availability, a GM Promo Team member will contact the AMPer for more info, then will contact DGMDs to assist with placement--AMPers will only be contacted if/when something is available. On occasion, a deputation schedule may be provided by a DGMD. Otherwise, AMPers may proceed with contacting DGMDs for permission to self-schedule in a home or surrounding district.

Filling Out STM District & Office Reports

All deputizing AMPers and fundraising AIMers who speak at a church, other than their home church, and receive an honorarium and/or GM project funds are required to fill out a **STM D&O REPORT** form.

- Fill out one report per district. If you visit two districts in a week, prepare two forms.
- In advance, request two checks from the church. One is for any speaking honorarium and expense reimbursement made payable to you. The other is for a contribution to your GM Project made payable to Global Missions.
- A 10% booking fee is to be paid on all honorariums. Follow the instructions on the **STM D&O REPORT**.
- Expense/Reimbursement checks should be entered in the corresponding column and the expense noted in the Other Expense column.
- Send the GM Project funds to GM. STM suggests sending a group of checks together from travel in a district. Follow instructions on the **STM D&O REPORT** form.
- Up-to-date DGMD and District Superintendent lists are available at the associate portal or via the QR codes at left.
- Send in **STM D&O REPORTs immediately** following travel in a district. If traveling in a district two separate times, submit a form for each time.
- Send in reports **immediately**, especially in June, as that is our fiscal year end and all reports are needed for accurate reporting.

Deputation Offering Receipts

Associates are to send offering receipts and a thank you note to each church. The **STM D&O REPORT**, along with receipts, should be emailed to the DGMD, with a copy to the District Superintendent, and to the Promo

Team at depreports@upci.org in a timely manner.

Receipts: only fill these out for honorariums and gifts that are specifically given for deputation expenses; not for funds that will be sent to WHQ for your GM Project (these will be receipted by GM). The purpose is to award giving credit for donations made by churches that do not come through WHQ.

Hosting Form

In addition to the offering receipts, it is a good practice for associates to send a link to the online **HOSTING** form to each pastor or church secretary so the church may be awarded giving credit for hosting expenses they incurred (meals, motel, etc.) while you were with them.

AIMers Who Fundraise

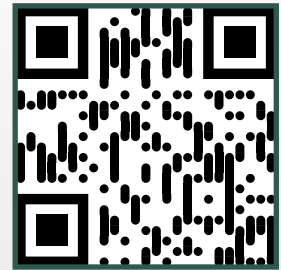
On occasion, AIMers may request permission from a DGMD to raise funds in a church **outside of their home church**. What a great opportunity! When permission is granted, AIMers should be careful of four things:

1. Be careful to honestly identify as an AIMer, rather than a missionary when introducing yourself. While an AIMer may function as a missionary on the field, organizationally AIMers should identify as an AIMer until upgraded to AMP. There is a difference in these terms organizationally.
2. Be careful as an AIMer to engage in "fundraising," not deputation. Yes, it's semantics, but using the proper terminology helps keep the AIM program in good standing with district leaders.
3. It may be tempting, but be careful not to fundraise in a church outside of your home church without obtaining permission from a DGMD first. Thanks in advance for helping us keep our reputation intact by being careful in this area.
4. And finally, be careful to complete the required paperwork. Read and understand the section on **Filling Out STM District & Office Reports** (pg 14). If you have any questions, please contact the Promo Team Rep after having watched the Overview Video.

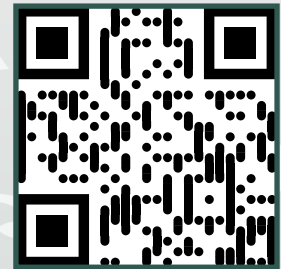
Tracking Expenses

To offset your 1099-Misc/TD-1 income while fundraising/deputizing, associates are encouraged to track mileage, meals, and other related travel expenses. Consult your tax preparer for further information.

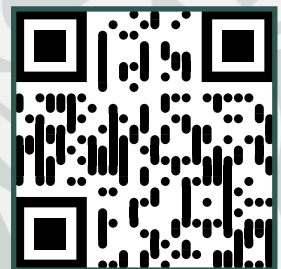
D&O REPORT



OFFERING RECEIPTS



HOSTING FORM

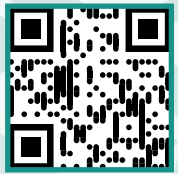


GM Promo Team Rep

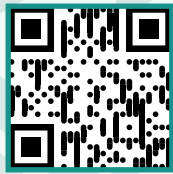
The GM Promo Team is responsible for promoting the missions effort in North America with the help of DGMDs. After watching the overview video and reading through this material, if you have ANY fundraising/deputation questions, please reach out to the rep listed below. Deputation is a privilege and a responsibility; we want to make it as painless and enjoyable for you as possible.

Jason Crumpacker: jcrumpacker@upci.org

EXPAT REGISTRATION

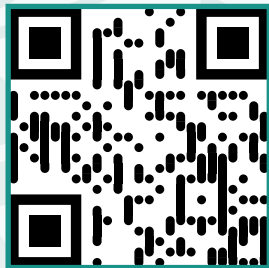


US CITIZENS



CANADIANS

CULTURE SHOCK

Next Steps Training
Curriculum Excerpt

PERSONAL MAIL

Do not use World Headquarters as your mailing or permanent address while overseas. Arrange for a family member or friend to assist you in managing your mail.

Meet with the Missionary

Shortly after an associate's arrival on the field, he/she should expect to meet with their supervising missionary to go over their job description. Associates are not expected to know everything about the field, culture and work upon arrival, so use this meeting as a time to ask any remaining questions you might have.

- Should you discover you've agreed to do too much or too little, please initiate a conversation with your supervisor, understanding a reevaluation of the original job description may be necessary.
- If your supervisor fails to meet with you to go over a job description, please don't hesitate to initiate the conversation.

For Your Safety

As soon as possible after your arrival, please take a few moments to complete registration with your home nation's traveler enrollment program. This will allow you to receive notices and other important communication from your home country while you're away. QR Codes at left.

Tithes to the Field Fellowship

The Field Fellowship account is used for field-related expenses and operating costs. In fields of two or more missionaries, missionaries typically pay their tithes to the missionary field fellowship. Thus, AIMers should follow suit. In fields where there is no missionary field fellowship, the supervising missionary can advise where to pay tithes. Be sure to arrange payment of **tithes on your food and personal/miscellaneous** budget line items. We built in a 10% overage to cover this expense so you won't be short the needed funds. Your contribution will be a blessing!!

Prepare for Culture Shock

Culture shock is real! Associates may experience culture shock if staying in a host country for longer than eight weeks, sooner if the culture is very different from North America. There are five levels of culture shock listed below. Be aware of them and ask for help when needed.

5 Levels of culture shock

1. Honeymoon - everything is wonderful and interesting
2. The Shock A - easily stressed, everything is on your nerves
3. The Shock B - hard to find something good to say about the culture
4. Adjustment - enters a bi-cultural stage, accepting, but not necessarily adopting the new culture
5. Mastery - able to get around independently, bi-cultural stage (keep one's identity vs. going native)

How does one know they're experiencing culture shock? Here are a few ways. Experiencing sadness, loneliness, insomnia or sleeping too much, idealizing home culture, overwhelming homesickness, questioning the decision to move, anxiety, feeling left out or misunderstood. For more info, see our Next Steps training content provided with the QR code at left.

How to acknowledge and move on? Accept you may need help, learn the language, make new friends in the host culture, maintain bits of your home culture, and celebrate little wins well!

With Your Supervising Missionary

These guidelines are expected when mentoring or counseling the opposite sex and in other similar relationships:

The relationship must be guarded to avoid the appearance of evil.

Emails or correspondence should be copied to the spouse if applicable.

1. It is inappropriate to expect to travel with the missionary (of the opposite sex) alone to activities.
2. Never be alone, at the same time, in the same car or office. Always keep a third party.
3. Keep physical distance.
4. Keep conversations and mentoring to appropriate topics only.
5. In some cultures, assignments may be received best from a missionary or senior short-term worker of the same gender.
6. Correspondence may come from the missionary of the same gender on behalf of the supervising missionary, if needed.

With Your Pastor

While on the field, it is expected you will continue to submit to the standards of your local church and pastor while away. Prayer, moral support, and pastoral advice are still able to be received, in most cases, even over long distances.

With Your Supporters

Effective partnership with supporters calls for effective and consistent communication concerning activities and progress. This can be done through newsletters, social media, ZOOM hangouts, postcards, text messages, brief videos or any combination of these.

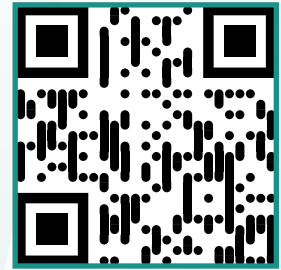
With Other Short-Term Workers

Protocols, Etiquette and Code of Conduct

It is important for associates to maintain proper etiquette and a code of conduct in every relationship. Note the following beatitudes of relationship building:

1. Be friendly: Friendship is a two-way street. "A man that hath friends must shew himself friendly; and there is a friend that sticketh closer than a brother" (Proverbs 18:24).
2. Be caring: Like the saying goes, "People don't care how much you know until they know how much you care." Margaret Mead said, "Never believe that a few caring people can't change the world. For, indeed, that's all who ever have."
3. Be helpful: Go out of your way to be helpful. Don't wait to be asked to help. Cultivate a culture of helpfulness.
4. Be respectful: A little respect goes a long way to accumulating some. It is imperative that associates respect their fellow workers on the field, as well as their supervising missionary, other missionaries, national leaders, and others to whom they are accountable. Additionally, respect the laws of the land.
5. Be courteous. Practice humility and think of others first. Act on it.
6. Be trustworthy. This means being reliable. Do what you say you are going to do.

CONFLICT MANAGEMENT



Next Steps Training
Curriculum Excerpt

7. Be appreciative. Be sure to find the time to say thank you through words and actions.
8. Be sensitive: Consider the thoughts and feelings of others. "Before you speak: THINK. T: Is it true? H: Is it helpful? I: Does it inspire confidence? N: Is it necessary? K: Is it kind?"

General Guidelines

1. Be friends showing no partiality.
2. Never be alone with someone of the opposite sex, regardless of their age or status.
3. Be careful when/where you entertain guests – never in a private area.
4. Stay in groups as much as possible.
5. Always keep at arm's length.
6. If you encounter problems in relationships, consult with your supervising missionary and take his/her advice.
7. Gestures and communications among Americans can be interpreted differently by those in the host country.

Dating as an Associate

Dating or becoming romantically involved while serving as an associate is discouraged without the approval of the supervising missionary.

What Happens if I Get Married?

Change of Marital Status While Under Appointment

If marital status should change during the tenure of participation, associates must notify STM. The associate will be informed of any special procedures.

General Guidelines:

- When marrying a person not previously approved for short-term service: submit a family application which will cover both individuals once the marriage has taken place.
- When two associates marry: dating on the field is only allowed with the approval of both supervising missionaries. When STM is notified of the status change, the associates' files, including budgets and finances, will be combined into one. The husband's project number will be the number to use going forward. With regard to PIMs: if the wife's account had PIMs, she is encouraged to immediately contact those donors after the marriage, asking them to switch their support to the combined account. Otherwise, those PIMs may be cancelled.

Working with Nationals

Associates should be accessible to whatever degree is accepted practice in the host culture and among the local missions community. Some nations are "nationalized" with fully self-supporting church government systems that operate without the direct hand of the missionary. Above all, associates should follow the direction of their supervising missionary and learn to trust and submit to him/her.

Associates should always communicate wisely concerning the associate's position and positively reflect the missionary to nationals. For example, an associate should avoid conversations regarding perceived wealth of the missionaries in comparison to the host culture. If the associate should encounter a disgruntled national speaking against the work or missionary, he/she should not engage in debate, but speak in love and always reflect positively on the missionary.

Monthly Newsletters

Associates are required to send a brief monthly newsletter to the home office. Pictures enhance the newsletter and increase the likelihood of content being used to help promote STM. These may be sent via email or through apps such as, but not limited to, MailChimp or Constant Contact.

Beginning 30 days after arrival, each monthly newsletter should be sent to one's supervising missionary, pastor, and the **STM Office Rep** who will then distribute it to all other required parties. Newsletters are also uploaded to the gmstm.net/reports page, sent to the **STM Update** editor, and to STM promotions for possible inclusion in e-publications. *Those working in sensitive nations are required to send a monthly newsletter but need not worry about their report being shared online.*

Monthly newsletters are archived in each associate's file. These and any other updates during an associate's tenure are considered whenever an associate expresses interest in an upgrade of service. STM supplies the GMAC with monthly newsletters as they evaluate an associate for upgrade. STM also provides a recommendation for a candidate's appointment as a missionary – a recommendation that partly comes from reading monthly newsletters and seeing proof of a faithful associate. **Social media updates do not take the place of monthly newsletters that are required to be sent to the home office.**

Home Office

In addition to monthly newsletters, each associate is responsible for providing updated contact information throughout their entire AIM/AMP appointment, **including when an associate returns home from the field**. This includes name, permanent North American address, email address and other general information.

Social Media

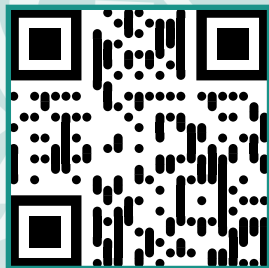
Associates should:

- Post responsibly while on the field. Letting people see your daily life and share in some of your experiences is great, just be careful of how you present the host culture, the work, and workers...especially while you're experiencing culture shock.
- Tag in with your missionary to get further clarification about what you should/should not post.

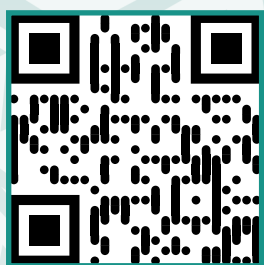
NEWSLETTER TIPS

- ❑ It is a good idea to send a monthly newsletter to sponsors and prayer partners. Associates may consider using or adjusting the newsletter sent to the **STM Office Rep**.
- ❑ If sending via email, STM suggests using the BCC option (Blind copies keep individual emails private).
- ❑ Be sure to include details of how one can send support at the end of the newsletter, especially if it's going to supporters.
- ❑ Including a few photos is encouraged, if not working in a sensitive nation.
- ❑ For those working in a sensitive nation, consider sharing stories of your daily life and provide photos that would be safe to share.

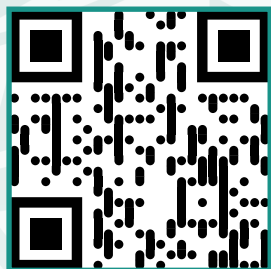
REQUISITION FORM



EXPENSE TRACKER



TAXES (W-9/TD-1)



***ATTN US citizens! If not from Missouri, you will need to file two State returns: one for your home State and one for Missouri as a non-resident.**

1099-MISC

As funds are requisitioned from an associate's GM Project, a tax record is being generated to show disbursements as income. It's different for US and Canadian citizens, so please see the details located via the QR code above. Associates are encouraged to track expenses to offset their tax bill.

Employment on the Field

Some associates go overseas for employment or use a side job to help cover some of their budget. In cases where the associate is working for a local employer, it is understood that the job is the associate's first priority. AIM/AMP work is done as the job allows, not the other way around. Being a good employee is a great witness. If conflict should arise with the balance of employed and missionary work, associates should speak with the supervising missionary to make any needed adjustments.

Requisitioning Funds from your GM Project

Funds for associates held at WHQ are released as requisitioned and as funds are available according to the approved budget. Funds may be requested shortly before departing for the field (for flight, travel insurance, and other travel-to-the-field related expenses), or while on the field. When returning home, associates are only able to requisition funds for field and travel expenses within thirty days of their return.

Going for Three Months or Less?

For associates going to the field for three months or less, please requisition funds as needed using the online requisition form (QR code at left) at aim2g.org/requisition.

Going for Four Months or More?

For associates staying longer than three months, a scheduled release of funds will be confirmed during the **DEPARTURE ORIENTATION** process. A monthly amount will automatically be deposited into an account of your choice on a funds-available basis. Funds are available by the first of each month.

IMPORTANT: We observe a \$50,000 budget withdrawal cap for AIMers and a \$60,000 budget withdrawal cap for AMPers (not including travel to/from the field). These caps are enforced on a rolling twelve-month basis. If an associate attempts to withdraw an amount above the cap in a twelve-month period, it will be denied.

Please note: any personal pledges made by an associate to various ministries will not be paid from funds held at WHQ.

Unused Funds

Funds left in an associate's account for four to six weeks after they've returned home will be rolled into the general STM account. In short, associates may not use overseas funds for anything other than overseas expenses. If a UPCI-licensed associate anticipates continued overseas ministry involvement for less than two months after returning home, one may consider applying to the Associated Minister program (pg 26). If an associate plans to continue as an associate within twelve months of returning home, the **STM Office Rep** (pg 24) must be notified in order to keep the account open.

Upgrading to AMP

The Associate Missionary Program was added to give recognition and benefits to dedicated, long-term AIM personnel. The AMPer works under a supervising missionary and is still considered a volunteer; however, there are certain financial, networking, and responsibility benefits to this status. Appointments are for one-year increments and are automatically renewed annually by the GMB.

Requirements:

- Previously approved under the AIM program, having served for a minimum of twelve months on the field. (Nine months of AIM service are required before an associate may *apply* for the upgrade.)
- In good standing with the current supervising missionary.
- Licensed minister with the UPCI.
- Completed and passed or comp'd two CME credits. For program details, visit gatsonline.org/cme.

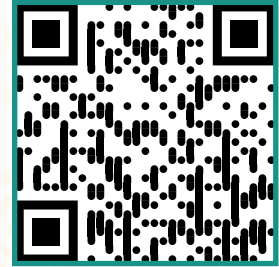
Benefits:

- Potential deputation after submission of the **DEPUTATION AVAILABILITY NOTICE** (pg 14).
- Budget increase up to \$60,000+ travel to the field in any 12-month period (not calendar year).
- Elevated responsibility and recognition .
- Included on the annual GM missions map.

AMP Upgrade Process

1. Procure authorization from the Regional Director to proceed.
2. After nine months of service **on the field** as an AIMer, submit the appropriate single or family online **AMP UPGRADE REQUEST**. The application will be held for processing until closer to the twelve-month service requirement.
3. During processing, recommendations will be requested from one's North American pastor, regional director, previous supervising missionary, future supervising missionary (if different), and any other necessary references. All recommendations must be favorable to be eligible for an interview with the GMAC.
4. Complete an interview with the GMAC (which is arranged once an AIMer has served twelve months on the field). The GMAC may then approve the upgrade request and will communicate the decision to the applicant.
5. AMP approval must be ratified by the GMB which meets three times per year (February, May and September). A notification will be sent by the director of Education/Short-Term Missions of an official AMP status once the upgrade has been ratified by the GMB.
6. Time served as an AMPer will begin to **accrue from the time of GMAC approval and the AMPer is back on the field** (if not already there).

AMP APPLICATION



Promotional Photos

All associates upgrading to AMP are required to upload a promotional photo at the time of application as well as for the **DEPUTATION AVAILABILITY FORM** (pg 14). The type of photo we're looking for is commonly known as a head shot. Please go through the check list below to secure the best photo possible. This photo will be used for the annual GM map, on PIM forms and various other means of promotion.

PHOTO REQUIREMENTS:

- ☐ White/light background only (like what's required for a passport).
- ☐ Head shot (from about mid chest up).
- ☐ Men, wearing a tie and sports coat/suit jacket.
- ☐ Single or couple photos only (no family pics needed at this time).



Upgrading to Intermediate Missionary from AMP

Upon completing eight months as an AMPer, an associate may **apply** to upgrade again, moving from volunteer to employee status as an Intermediate Missionary. This may be done so with the understanding that twelve months on the field are required before consideration for upgrade. Note the process overview below.

AIMers should expect to upgrade to AMP before upgrading to Intermediate.

Process Overview

1. Complete and pass two CME credits.
2. Request an application from Stephenie Drury (sdrury@upci.org).
3. Complete and return the application to Stephenie.
4. RD Review
5. Submit to background and credit checks.
6. GMAC Review
7. Recommendations from: Director of STM, RD, and field leadership.
8. Provide at least ten personal references.
9. Host a home visit by RD if on the field, or a GMB member if at home.
10. Job description prepared by RD
11. Meet the GMB in person
12. If recommended by the GMB, final approval is given by the General Board.
13. Receive commissioning certificate

Pastoral Transition

Sometimes an associate opts to leave his/her home church or the pastor changes during the time the associate is fundraising or abroad. If the pastor informs the STM office to withdraw his/her pastoral recommendation, the associate's file is referred to the GMAC, and the approval is rescinded for a lack of pastoral approval and recommendation.

The associate will be notified by STM, and a letter of recommendation will be requested from the associate's new pastor. Once the new letter is received, the associate's application will be reviewed again by the GMAC. In the review, it is understood the STM office will re-confirm the recommendations of the regional director, supervising missionary, and anyone else deemed necessary to consult.

When possible, it is standard protocol for the associate to solicit and receive a letter of transfer from one church to another. This can be achieved by requesting this from the pastor. In the event the associate left his/her home church because of conflict, it is expected that the Biblical approach to conflict resolution be followed and every effort made to resolve the conflict (even if the associate chooses not to return to his/her former church). See Conflict Management (pg 17).

If an associate changes churches/pastors when returning from the field and plans to return to the field again, a letter of recommendation from the new pastor is required for the extension or return to the field approval process.

Extension

Term approvals from the GMAC are given for a **specified length of time**. It is the responsibility of the associate and supervising missionary to **initiate the extension process no less than one month before the end of a term**. It is imperative that the process below is followed if the associate intends to stay on the field longer than the previously approved term limit.

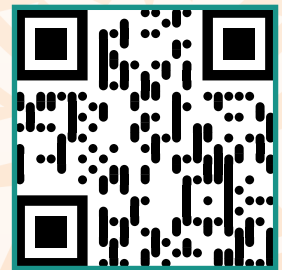
To request a term extension and/or change of field go to: aim2go.org/extension and fill out the **EXTENSION/CHANGE OF FIELD REQUEST** form using the missionary's @iag.email address(es). QR Code at right.

Change of Field

If an associate wishes to change fields (either during or when the term is complete), it is the associate's responsibility to initiate the process by communicating with the supervising missionary and the new (depending on the new field) supervising missionary. If the associate wishes to change fields while still on the field, it is important to begin this process early.

The steps to request a change of field are the same as applying for an extension. Go to: aim2go.org/extension and fill out the **EXTENSION/CHANGE OF FIELD REQUEST** form. QR Code at right.

EXTENSION/CHANGE OF FIELD

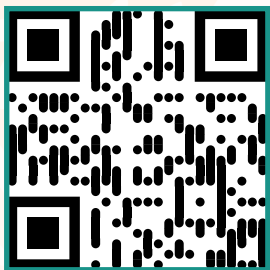


MINISTERIAL FEES?

As a licensed minister who has been an associate for longer than six months and is not planning to return to the field soon, you'll need to transfer your license from GM to your home district. To do this, contact the representative in Church Administration who handles ministerial credentials and dues to request your license be transferred out of GM. Provide them with your name, home district, and North American mailing address.

IMPORTANT: Once a licensed associate returns home, licensing fees can no longer be paid from their GM Project.

ASSOCIATE DEPARTURE SURVEY



Returning Home

Project/File Closure

Files and projects of associates are flagged as inactive within four to six weeks after returning home from the field. At that time, PIM pledges will be cancelled and any remaining funds will be transferred to the general STM account. Therefore, if an associate intends to return to the field **within twelve months**, STM needs to know in order to keep the GM project open. In other words, without a term extension, change of field, or request to keep your project open, it will be closed within 4-6 weeks of returning home. ***It is imperative for associates to notify the STM Office Rep when they return home.***

Once a file is closed, a new application must be submitted should the associate decide to request appointment at a later time.

An associate's status is inactive when:

1. A returning associate notifies STM they will not be returning to the field. PIMs are canceled with the next billing.
2. The returning associate does not communicate their plans to return soon with STM. PIMs are canceled with the next billing.
3. The returning associate notifies STM of his/her intention to return to the field within a few months, but does not submit an **EXTENSION/CHANGE OF FIELD REQUEST**. The associate should send periodic progress reports while at home between two overseas terms where he/she remains active.
4. A **newly approved** associate does not travel to the field within eighteen months of approval notification. It is important to keep STM notified of progress towards departure.
5. The associate remains on the field after the approved term length but does not complete the extension process.

Short-Term Missions and/or the GMAC retains the right to move an associate's account to inactive status and transfer any remaining funds to the general STM account, even if none of the previous requirements are met.

Departure Surveys

All associates are evaluated by their supervising missionary at the end of their term. This **DEPARTURE SURVEY** form is sent directly to the Short-Term Missions office (not the associate) to be placed with the associate's file. Likewise, associates are also given the opportunity to submit a **DEPARTURE SURVEY** of their overseas experience. These surveys are a way for us to get feedback about the AIM program in particular. We take feedback from this form and use it for promotion as well as program improvements. QR code at left.

Being a Global Christian

Personally

Part of being a Global Christian means that wherever you are in the world – overseas or North America – you are actively involved in reaching souls with the gospel and discipling them in the faith. Oftentimes we hear, "I don't know where to start." The most logical way might be to start at home and work your way out into the world.

In the Local Church

Here are some questions to ask to get ideas on where to start once you arrive home – 1) Are there any people attending my church that need or want a Bible study? 2) Are there young people that would like a Bible study in my church? 3) Do I have friends that I can speak to about the gospel?

In the District

Every district has a District Global Missions Director (DGMD) who is often looking for help. Are you the help he's been waiting for? Get in touch with your DGMD, with the approval of your pastor, as soon as you return to offer any skills as a way to be involved. If you don't know who he is, look him up using the DGMD Listing (pg 14).

As a STM Ambassador

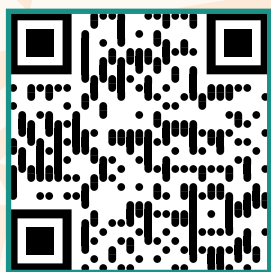
There are events held nationally and in every district that gather various groups of people together. Ladies/Men's conferences, kids/youth camps, conventions, and so on. We are looking for associates who return home to become STM Ambassadors for recruitment of Next Gen missionaries.

Are there any you plan to attend? Would you like to help promote STM in some way? If so, make the arrangements with the event coordinators, then contact STM staff for materials. Be sure to give us as much notice as possible so we will be able to get the materials to you when they're needed. We need first-hand experts like you to help us get the word out about programs now available through STM.

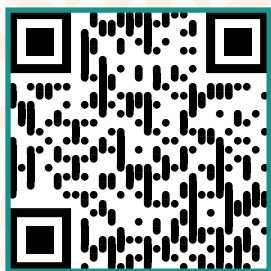
NEED STM MATERIALS FOR AN EVENT?

- ☐ Contact Sam Dearmon
sdearmon@upci.org.
- ☐ Give us a few weeks or more notice so we can easily get the materials to you.

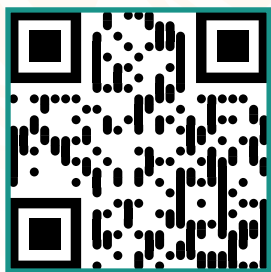
GLOBAL CONNEXTIONS



TESOL CERTIFICATION



ASSOCIATED MINISTER



Staying Connected

STM is committed to creating and fostering a missions community. We want to stay connected with our associates, even if one's GM journey ends after taking part in one of the associate programs. Missions is life-changing and staying connected to STM helps that life-changing effect live on even louder like, "yes, and amen."

STM is at many national events (e.g. North American Youth Congress, UPCI General Conference, CMI Awakening, and more) promoting or supporting ministries. Find us and hang out with our tribe!

Additionally, keep up with us through social media and the gmstm.net website. STM hosts many events where you can volunteer or, in some cases, host. These events include: Global ConNEXTions Weekend, GoNEXT Seminars (in districts), GoNEXT Kids, and TESOL Certification.

Global ConNEXTions

All associates are encouraged to experience a Global ConNEXTions Weekend! It's a place where we inform, inspire and instigate missions in a very hands-on way. Held biennially on even years (not NAYC years), it makes planning to attend much easier. Visit our website for more info, previous weekend archives, and registration link. QR code at left.

GoNEXT Seminars

Held in odd years (same as NAYC), these seminars are hosted in districts to promote recruitment and build networks. Though they may only span 24 hours, they provide a unique opportunity for bonding and building strong ties with the STM tribe. Info and registration links are available on the main Global ConNEXTions website. Want one in your district? Contact your DGMD to express your interest in hosting one!

TEFL/TESOL Certification Course

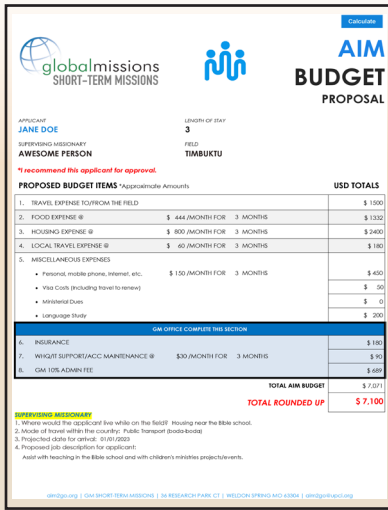
Teaching English can be an unexpected gateway into a community—at home or abroad. Associates are welcome to join our summer certification course for a very reasonable fee, taught by qualified instructors, and hosted at WHQ by GM. Find out more at aim2go.org/tesol. QR Code at left.

Associated Minister

If you're licensed with the UPCI and not remaining on the field, consider joining the growing ranks of Associated Ministers. AMs take periodic international ministry trips lasting less than two months—often two or three weeks. Applying is free and travel funds are exempt from the 10% admin fee. To join, find out more via the QR Code at left.

Note: Associated Ministers planning to stay on location more than eight weeks should consider applying for an AIM appointment. An AM cannot maintain AM status and Associate status at the same time.

Click or use the QR code to see larger versions of the thumbnails below.



globalmissions SHORT-TERM MISSIONS

AIM BUDGET PROPOSAL

APPLICANT: JANE DOE
SUPERVISING MISSIONARY: AWESOME PERSON

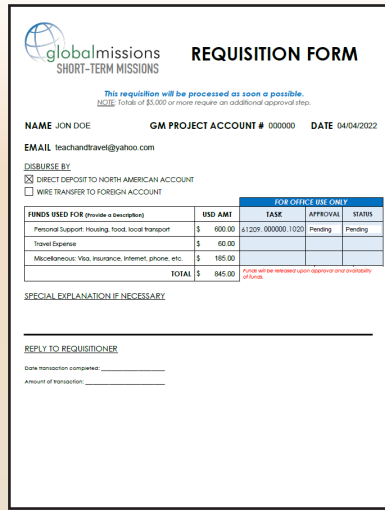
LOCATION or City: 3
FIELD: TIMBUKTU

***I recommend this applicant for approval.**

PROPOSED BUDGET ITEMS	USD TOTALS
1. TRAVEL EXPENSE TO/FROM THE FIELD	\$ 1,000
2. FOOD EXPENSE @ \$ 444/MONTH FOR 3 MONTHS	\$ 1,332
3. HOUSING EXPENSE @ \$ 600/MONTH FOR 3 MONTHS	\$ 1,800
4. LOCAL TRAVEL EXPENSE @ \$ 60/MONTH FOR 3 MONTHS	\$ 180
5. MISCELLANEOUS EXPENSES	\$ 400
• Personal, mobile phone, internet, etc.	\$ 50
• Visa Costs (including travel to return)	\$ 0
• Miscellaneous Dues	\$ 0
• Language Study	\$ 350
6. INSURANCE	\$ 180
7. WIGGLE SUPPORT/ACC MAINTENANCE @ \$30/MONTH FOR 3 MONTHS	\$ 90
8. GCM 10% ADMIN FEE	\$ 588
TOTAL AIM BUDGET	\$ 7,001
TOTAL ROUNDED UP	\$ 7,100

ASSOCIATE BUDGET

1. Where would the recipient live while on the field? Housing near the Bible school.
2. Mode of travel within the country: Public transport (bus/boat).
3. Proposed date for arrival: 01/01/2023
4. Proposed job description for applicant:
Assistant teaching in the Bible school and with children's ministry projects/teams.



globalmissions SHORT-TERM MISSIONS

REQUISITION FORM

This requisition will be processed as soon as possible.
(NOTE: Total of \$1,000 or more require an additional approval step.)

NAME: JON DOE GCM PROJECT ACCOUNT #: 000000 DATE: 04/04/2022

EMAIL: teachandtravel@yahoo.com

DEBIT BY:
☒ DIRECT DEPOSIT TO NORTH AMERICAN ACCOUNT
☐ WIRE TRANSFER TO FOREIGN ACCOUNT

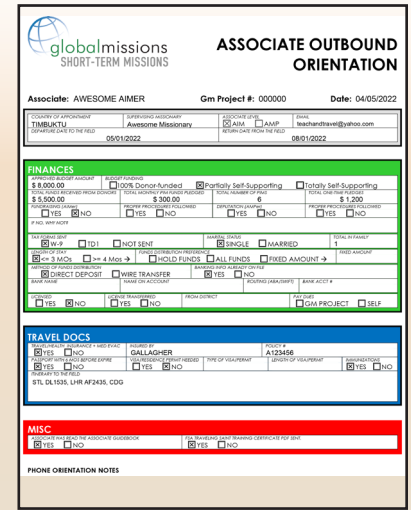
FUNDING USED FOR (provide a description)	USD AMT.	DATE	APPROVAL	STATUS
Personal Support: Housing, food, local transport	\$ 600.00	4/1/2022	000000, 1020	Pending
Travel Expenses	\$ 60.00			
Miscellaneous: Visa, insurance, internet, phone, etc.	\$ 180.00			
TOTAL	\$ 840.00			

Funds will be released upon approval and availability of funds.

SPECIAL EXPLANATION IF NECESSARY:

REPLY TO REQUISITION:

Date transaction completed: _____
Amount of transaction: _____



globalmissions SHORT-TERM MISSIONS

ASSOCIATE OUTBOUND ORIENTATION

Associate: AWESOME AIMER Gcm Project #: 000000 Date: 04/05/2022

LOCATION OF ORIGIN: TIMBUKTU SUPERVISOR: Awesome Missionary GCM AIMER: teachandtravel@yahoo.com

DATE OF DEPARTURE: 05/01/2022 DATE OF RETURN: 06/01/2022

FINANCES

FINANCIAL SUPPORT: ☐ 100% Donor Funded ☒ Partially Self-Supporting ☐ Fully Self-Supporting

FINANCIAL SUPPORT: ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO

FINANCIAL SUPPORT: ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO

FINANCIAL SUPPORT: ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO

TRAVEL DOCS

TRAVEL DOCS: ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO

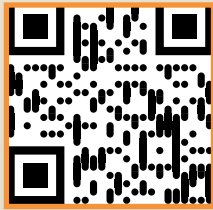
TRAVEL DOCS: ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO

MISC

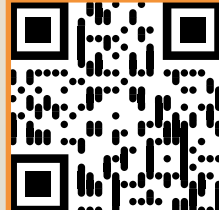
MISC: ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO ☐ YES ☒ NO

PHONE ORIENTATION NOTES

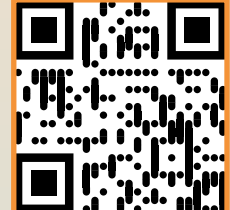
ASSOCIATE BUDGET



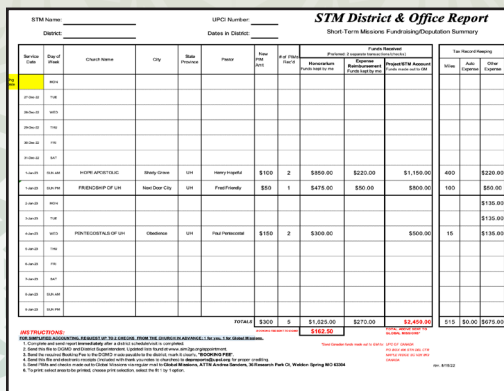
REQUISITION FORM



OUTBOUND ORIENTATION



Fundraising/Deputation



STM District & Office Report

STM Name: _____ UPGC Number: _____

Station: _____ City: _____ State: _____

Station	City	State	Station	City	State	Station	City	State	Station	City	State
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PHOTO: Greater Works, Madagascar, Summer 2022



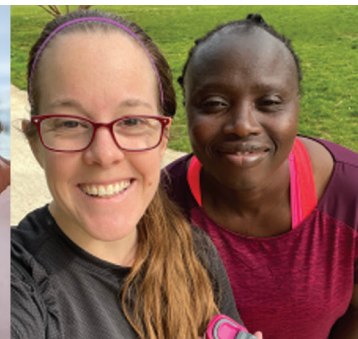
Director: Amber Martin
gwscamps@gmail.com

GREATER WORKS

SPREAD THE WORD

Born in the heart of Amber Martin during a 2019 Next Steps assignment, **Greater Works** is our newest STM program under development. It offers short "camps" to assist with opening new communities to the gospel and expanding the reach of local churches through active engagement.

It's a little out of the box, but it's working! Amber is currently scheduling soccer camps for the rest of 2023 and 2024, so if you're interested, talk with your supervising missionary soon about the possibility of hosting a camp in your nation. If you're curious about hosting a different kind of camp, please drop Amber a line for more info.



gmSTM
SHORT-TERM MISSIONS

LIKE OUR VIDEOS & SUBSCRIBE TODAY!

You Tube
gmshorttermmissions

Did you know? Short-Term Missions has a YouTube channel! On our channel you can find videos from AIM Training, Global ConNEXTions, Next Steps, and more!