

# Associates in Missions Global Missions United Pentecostal Church International



## Policy and Practice Manual 2016 Edition

Welcome to the wide world of missions and to an introduction of the policies, practices, and procedures of the short-term missionary programs of the United Pentecostal Church International, Global Missions. This manual posits the policies and practices that govern and guide our program operations. This manual is a work in progress and will be updated and revised on a regular basis.

We are here to assist you in any way we can as you embark on the journey that will forever impact both your life and the lives of those you will minister to in the far-flung areas of the world.

**Ready. Set. AIM. Go!**

## Vision, Purpose, and Objectives

The mission statement of Global Missions, United Pentecostal Church International articulates the foundational principles, purpose, and values of what we stand for:

*“To every tribe and nation  
JESUS  
send the message  
train messengers  
produce self-supporting  
self-propagating  
self-governing churches  
establish fellowship in truth and holiness”*

Further, our *Global Missions Policy Handbook* states:

“In the year 1945, two major Pentecostal organizations embracing the doctrine of the apostles united to form the United Pentecostal Church. The purpose of this church as stated in the Forward of the United Pentecostal Church International Manual is “to preach the gospel of Christ Jesus; to publish and distribute religious literature; to establish new churches; to send forth missionaries; to perform any other duties connected with religious work, and to help in any way possible to meet the needs of local churches.” The same document goes on to declare, “To this end we now pledge our prayer, our faith, our life and love, our earthly means of support, and our time, in the fear of God and for His glory alone.”

“The objective of the United Pentecostal Church in organizing Global Missions is to proclaim the whole Gospel to the whole world by sending forth God-called men and women in obedience to the Great Commission. “Go ye into all the world and preach the gospel to every creature” (*Mark 16:15*). It is further “the purpose of the United Pentecostal Church to seek out and to carry the Gospel to the whole world, and to help establish self-supporting, self-governing and self-propagating national churches” (Article XI, Section 1, Paragraph 1, United Pentecostal Church International General Constitution).

“The ultimate goal and aim is the preparing of the church for the coming of Jesus Christ as His bride, “That he might present it to himself a glorious church not having spot, or wrinkle, or any such thing; but that it should be holy and without blemish” (*Ephesians 5:27*). To this end it is the absolute responsibility of this God-instituted body to teach the oneness of the godhead in Jesus Christ, repentance from sin,

water baptism in the name of the Lord Jesus Christ for the remission of sin and the receiving of the gift of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance. Thereafter it is the responsibility of the ministry to teach all baptized believers that they must “follow peace with all men, and holiness, without which no man shall see the Lord” (*Hebrews 12:14*).

“It is imperative that every Global missionary (AIM included) of the United Pentecostal Church know and understand the objectives of Global Missions. For this reason these objectives are stated as follows:

- To send forth God-called missionaries into all the world to preach the Gospel of the kingdom to every creature.
- To train national workers and ministers that they might, in fulfillment of the Great Commission, be able to evangelize and give leadership to the churches among their own people and in the missionary outreach to other nations.
- To produce under God, self-supporting, self-propagating, and self-governing national churches in every country according to the apostolic pattern.
- To establish an international fellowship of the United Pentecostal Church. National churches shall be encouraged to maintain the closest fraternal fellowship with the United Pentecostal Church International, United States of America and Canada, and the United Pentecostal Church worldwide.
- To create, by the power of the Word of God and the working of the Holy Spirit, a love for truth, peace and holiness that will bind the church to the heart of God and produce the bride of Christ from among every nation, tribe, and tongue in the whole world (*Revelation 5:9*).

Being aware of the human impossibility of the task, we put our trust in God, His power and His work, and seek to establish a center of operations in every land from which national workers and ministers are sent forth. The missionary must be aware of the fact that he alone cannot fully accomplish that which must be done; therefore, he must pray and trust God to add to the church able nationals who will bring to completion the full evangelization of each country and thereby the whole world.”

### **How AIM and Short-term Missionary Programs Fit into the Big Picture**

In the office, behind the desk, of our present Director of Education/AIM you will find a large lighted sign declaring “The Whole Gospel to the Whole World.” A lot of history rests there. The sign hung on the headquarters building in the early 1950’s. From the time of the merger there have been a number of things that have changed with our organization. One thing remains unchanging. We have always been about taking the whole Gospel to the whole world! It’s in our DNA!

Associates in Missions (AIM) is the short-term missionary program of Global Missions, of the United Pentecostal Church International. It includes Next Steps, AIM, and Associate Missionary levels of missionary service at this time. Closely connected programs include the Advanced Global Educators and a host of those involved in the Associated Minister program.

Those approved under AIM are dedicated ministers laymen, young and old, working alongside fully appointed missionaries or national churches on a short-term continuing basis. This includes spiritual ministries such as preachers, Bible teachers, church planters, and pastors or those providing practical assistance in manifold areas.

### **Purpose and Goal**

The purpose and goal of the AIM program is to offer and provide needed assistance and skills to our fields, while at the same time, developing a greater burden and vision in the lives of the participants to gain insight for potential future missionary involvement. With this in mind we view AIM as the Boot Camp and training grounds of Global Missions. We are training AIMers today; preparing missionaries tomorrow.

### **Minimum Two Months Stay**

Occasionally, we receive a request from an AIMer asking for the release of funds to take a short trip to the field. Ironically, it's not always even to the field of his/her appointment. AIM appointments are for a minimum of two months and a specific field. Therefore, we do not release funds from AIM accounts at World Evangelism Center for periods less than two months or to fields other than the field of appointment.

For those wishing to travel to the field multiple times per year and not staying for a minimum of two months we have the Associated Minister program which is designed specifically for this type of ministry. This includes overseas evangelists, teachers of short-term seminars and intensified short Bible school courses, and so forth. Interested parties must have a ministerial license and complete an application process.

## **Categories of AIM**

The categories of Associate in Missions missionaries include:

1. Next Steps
2. Missionary helpers that are either fully self-supporting or partially self-supporting
3. Overseas evangelist, either fully self-supporting or partially self-supporting
4. Member of missionary family presently on the field, actively involved in missionary work, but beyond the age limit for support and desiring financial assistance.
5. Bible college student desiring to spend a short period of time abroad serving as a missionary intern. This could also be in conjunction with the Bible College as a summer internship or a semester abroad.
6. Missionary furlough replacement (with this stated clearly as the approved reason for appointment)
7. Associated Ministers
8. Associate Missionaries

## The AIM File

You may be wondering, “How do I receive an AIM application?” Good question; although if you are reading this manual you probably have already received an application. There are a couple easy ways to receive the necessary documents. You can write our office and request an application to be sent to you. E-mails should be directed to [pmorgan@upci.org](mailto:pmorgan@upci.org). Snail mail is also an option. The easiest way is to go to <http://www.aim2go.org/apply/>. You can start right there. Four documents can be downloaded: (1) application; (2) confidential recommendation form to give to your pastor; (3) insurance waiver; and (4) AIM policy (which will soon be replaced with this manual). If you are starting on your Next Steps journey a similar process is followed. Download the application from <http://www.nextstepsprogram.net/apply/>. If you are applying for associated minister status you will need to write our office for that application.

Here’s an overview of what you will find on the AIM “apply” page:

Instructions:

- Click each link on the page and print or download the corresponding forms out.
- Set aside the **Confidential Recommendation** form to give to your pastor. Prepare an addressed, stamped envelope for his/her convenience to return to Global Missions.
- Sign the **Insurance Waiver** and get someone to witness it for you (sign). Include this with your **AIM Application** for mailing.
- Fill out the **AIM Application** carefully. Use your best handwriting or use a typewritten format.
- Sign it.
- **Include** a brief resume including the following. This should be in a typewritten format and should not be in the individual’s handwriting:
  - Spiritual status
  - Physical condition
  - Financial condition
  - Occupational History
  - Educational background
  - Description of your interests, burdens and talents
- Obtain your pastor’s signature.
- Make a copy for your records.
- **Include** a recent photo of yourself.
- **Include** a \$100 processing fee (payable to *Global Missions*)
- **Include** your signed/witnessed **Insurance Waiver**.

### Mailing Checklist

- ✓ Application

- ✓ Recent Photo
- ✓ \$100 Processing Fee
- ✓ Signed Insurance Waiver
- ✓ Brief Resume
  
- Mail it to:  
Global Missions  
AIM Applications  
8855 Dunn Road  
Hazelwood MO 63042  
USA
  
- Familiarize yourself with the **AIM Policy**.

What to expect:

- Once we receive your application, insurance waiver, processing fee, and brief resume, we will hold everything in a packet until we receive the pastoral confidential recommendation. There are several options for the pastoral reference form: (1) the form provided on the website; (2) a letter could be sent on the church stationary or in an e-mail (which is probably preferred since it provides more personal information about the application than can be derived from a survey type form).
- Once we receive all parts of your application, your information will be checked, references contacted, missionaries and regional directors contacted as well to secure letters of invitation. This can take several weeks.
- Once the initial approval is given, we will forward a working budget to you so you may begin raising funds. Please don't hesitate to check with us if it seems like it's taking a long time.
- Do not begin fundraising until you have received information from our office that you have been approved. Beginning to raise funds before that time is indeed presumptuous on your part and will not be looked upon favorably on our part.
- Decide to purchase international insurance or country-specific insurance upon arrival (if available to foreign residents).
- Once you have your funds in place (we typically like AIMers to have roundtrip airfare and the bulk of funds in their account before departure), call us to give us a departure date. By this time you will have been corresponding with your supervising missionary.

- Do not depart for the field without having a departure orientation with our office approximately two weeks before you plan to leave.

## Application and Approval

So, once you receive an AIM application, fill it out, and send it in you are probably wondering what happens next.

The AIM office maintains a comprehensive hard-copy AIM file of pertinent documents related to the AIMer. The file also contains approved requisitions, correspondence to and from the AIMer, and his/her monthly reports. Additionally, electronic files are maintained. AIM files are separated according to application in process, active, and inactive.

The following components make up a completed AIM application file to be circulated among the OMT (Office Management Team) and the GMAC (Global Missions Administrative Committee). Some of this may be redundant since it is contained above but is repeated here for emphasis. I guess you could call it the twelve-step plan:

1. A completed application form signed by both the applicant and his/her pastor.
2. Current photo of applicant(s) must appear on the application.
3. A resume is required as part of the application.
4. An insurance waiver must be signed and witnessed.
5. An application fee of \$100.00 is required.
6. A recommendation from the applicant's pastor.
7. A recommendation from the prospective supervising missionary.
8. A recommendation from the field superintendent if different from the prospective supervising missionary.
9. A recommendation from the regional director.
10. A recommendation from the district superintendent or district board if the applicant is a licensed minister.
11. A recommendation from a Bible college official if the applicant is currently or recently a Bible college student.
12. Letters of recommendation or completed evaluation from personal references as indicated by the applicant.

It is strongly preferred that all the above components are satisfactorily completed before sending the file to the OMT (Office Management Team) for review and to the GMAC for approval. By policy the GMAC is authorized to approve Associate in Missions applications and to appoint candidates (as long as the term of service is twelve months or under and the annual budget is less than \$50,000.00).

### Extension of AIM Service

Approvals from the GMAC are always given for a specified period of time. Please note that it is the responsibility of the AIMer and the supervising missionary to initiate the extension process. It is imperative this process is followed if the AIMer intends to stay on the field longer than the amount of

time indicated on the approval letter. There is no such philosophy as “once an AIMer, forever an AIMer” operating within Global Missions. The following components make up what is needed for an extension of AIM service:

1. A letter from AIMer requesting an extension indicating the number of months.
2. A letter or recommendation from the supervising missionary asking for an extension and indicating, where appropriate, any change in job description or budget.
3. A recommendation from the regional director recommending the extension.
4. A recommendation from the field superintendent (if different than the supervising missionary).
5. A letter or recommendation from the pastor at home. If the AIMer is licensed with Global Missions, a pastoral recommendation is not required.

The AIMer’s file is circulated among the OMT (Office Management Team) and then the Director of Education/AIM can authorize the extension without taking this to the GMAC.

### **Change of Field**

Occasionally an AIMer desires to change field when his/her AIM service in the country is completed. The following components make up what is needed to process a change of field:

1. A letter from the AIMer requesting a change of field and stating reasons for the same.
2. A letter of evaluation completed by the supervising missionary which will be shared with the new proposed supervising missionary and regional director.
3. A letter, recommendation, or authorization from the AIMer’s pastor at home.
4. A recommendation from the prospective supervising missionary.
5. A job description and budget from the prospective supervising missionary.
6. A recommendation from the field superintendent if different from the supervising missionary.
7. A recommendation from the regional director.

### **Changing Pastors or Home Churches**

At the time an AIM application is submitted, a pastor’s signature and recommendation are required. Unless the applicant is a pastor himself/herself this protocol is always followed. Occasionally, somewhere between AIM approval and departure for the field of service, an AIMer, for one reason or another, opts to leave his/her home church to attend another.

When this is brought to the attention of Global Missions and the pastor informs the office of the desire to withdraw his/her pastoral recommendation, the file is referred to the GMAC (Global Missions Administrative Committee and the approval is rescinded for a lack of pastoral approval and recommendation. The AIMer involved is informed of this decision by the Secretary of Global Missions. He will request, on behalf of the GMAC, for a letter of recommendation from his/her new pastor.

Once a new letter of recommendation is received the application will be reviewed again before being sent to the GMAC for action. In the review it is understood the AIM office will likely circle back and re-confirm



the recommendations of the Regional Director, Supervising Missionary, and anyone else deemed necessary to consult.

Where possible, it is ethical and standard protocol for the AIMer to solicit and receive a letter of transfer from one church to another.

In the event the AIMer left his/her home church because of conflict, it is highly recommended and expected that the biblical approach to conflict resolution be followed and every effort made to resolve the conflict (even if the AIMer chooses not to return to his former church). Both conflict and resolution can be healthy if handled properly. Conflicts left unresolved typically are unhealthy, unnecessary and inappropriate “baggage” to carry on to the mission field.

Should an AIMer change churches or pastors when returning from an AIM assignment, and desire to return to the field, it will be necessary to receive a letter of recommendation from the new pastor in the extension or return to the field approval process.

### **Change of Marital Status while under AIM Appointment**

If marital status should change during the tenure of AIM participation it is important to let the AIM office know. Dependent on the circumstances involved the AIMer will be informed of any procedure that needs to be followed.

The typical scenario is a single AIMer marries. Perhaps, following carefully the AIM policy and guidelines, with the approval of the Supervising Missionary two single AIMers meet and eventually marry. Since the AIM office has files on both individuals, when notification is received, the AIM Roster will be adjusted to reflect the name(s) of the couple.

In the case that one of the parties involved is not already approved under the AIM program, an application should be submitted covering both individuals once the marriage has taken place.

### **Return from the Field**

AIMers are asked to notify the AIM office when they return from the field. It is our sincere hope that the AIMer will desire to return to the field. Should this be the case, it is important to let us know so the AIMers status can be noted and his/her file remain active. Such statistics are maintained on our monthly AIM Roster.

### **Reactivation of AIM File**

AIM files and/or status is considered to be inactive when:

1. The AIMer, returning to the homeland, notifying us they will not be returning to the field, places the file in an inactive status. PIMs are cancelled with the next billing.
2. The AIMer, returning to the homeland, not notifying us they desire to return to the field, by default could be placed in inactive status. PIMs are cancelled with the next billing.

3. The AIMer, once approved, but not on the field of appointment eighteen months after the approval of the application. It is important to keep the AIM office notified as to progress in preparation for departure to the field.
4. The AIMer, returning to the homeland, and notifying us of his/her intention to return to the field, yet after eighteen months has not done so. Send us periodic progress reports.
5. The AIMer, once embarking to the field, remaining on the field after the expiration of AIM approval, is in danger of being considered inactive if he/she does not fulfill the extension process.
6. An AIM account can be placed in inactive status at the discretion of the AIM office and/or Global Missions Administrative Committee.

The necessary components for an application for reactivation include:

1. It may be required that a new AIM application is filled out.
2. Current photo of applicant(s) must appear on the application.
3. A resume is required as part of the application.
4. An insurance waiver must be signed and witnessed.
5. A recommendation from the applicant's pastor.
6. A recommendation from the prospective supervising missionary.
7. A recommendation from the field superintendent if different from the prospective supervising missionary.
8. A recommendation from the regional director.
9. A recommendation from the district superintendent or district board if the applicant is a licensed minister.
10. A recommendation from a Bible college official if the applicant is currently or recently a Bible college student.
11. Letters of recommendation or completed evaluation from personal references as indicated by the applicant.

Normally, we waive the application fee when it comes to reapplication or reactivation of an AIM file.

A reapplication or reactivation file is routed through the OMT for review and GMAC for approval.

### **Processing Time for AIM Applications**

Our goal for the processing time of AIM applications is eight to twelve weeks from the time the completed application is received in our office. Occasionally, we need to send a second or even a third notice to a missionary or regional director in order to get a response. To ensure a speedy processing of your application make sure all segments of the application are completed, the application fee is included, the entire requested resume is provided, and the insurance waiver is signed. Once those steps are completed and we receive your application the clock starts ticking and the calendar starts flipping. While your application is being processed you will likely receive a letter from our general director and also from our secretary of global missions expressing our gratitude in your interest in global missions. These letters also inform you that the Director of Education/AIM and his staff are working on processing your application.

Again, do not begin fundraising or announcing on social media you are going on AIM or Next Steps until you have received notification from our office that your application has been approved.

### **Proposals and Presentation of AIM Needs**

To effectively recruit and send AIMers our office seeks proposals from our missionaries and fields. We endeavor to advertise these opportunities appropriately via websites, periodicals, and social media. A listing of some of the many opportunities around the globe can be found at: <http://www.aim2go.org/go-center/>.

Proposals normally include:

1. An overview description of the assistance needed or desired, specifying the types of ministry or skill required.
2. The duration of the proposed program (from two to twelve months).
3. The plan for accommodations and transportation of the AIMer. Provision for room and board of an AIMer should be made outside of a missionary residence.
4. The proposed budget including estimated roundtrip airfare, housing, food, travel/transportation, visa, language study, budget fee, health insurance, taxes, and administrative costs as applicable and where applicable.
5. A brief job description

### **Role of Your Pastor in the AIM Process**

We depend deeply on your pastor's recommendation, in addition to other information we seek for and receive, when it comes to considering your AIM application. Bottom line is this, we will not approve an AIM application without the positive recommendation of your pastor.

Your pastor's signature must appear on the AIM application. We also seek for and receive one of the following types of recommendation:

1. A short form asking the pastor to check in a box if he/she is in agreement with the applicant going on AIM.
2. A recommendation/evaluation form.
3. A detailed letter concerning the AIMer sent by e-mail, attachment, or regular mail. This is normally on church stationary or letterhead.

Our preference would be the second or third type of recommendation listed above.

Mike Long, an AIMer to France, suggests one of the first steps you should take, after God has birthed a dream in your spirit, concerning short term missions (*or any ministry involvement for that matter*), is to talk about it with your pastor.

The following blog (taken from <http://aimlong.ca/2014/01/29/include-pastor/> ) is used here with his permission. Here goes:

### My Experience

I can't express how much of a benefit it has been, to have my pastor both completely informed of and involved in, the application process, the progress of preparations and the communication of my burden. In my mind, the value of your pastor's role cannot be underestimated.

### 10 Reasons to involve your pastor

1. **His Responsibility:** Your pastor is accountable to God for the way he takes care of you, one of the sheep that God has entrusted to his care. For this reason, no major ministry-related decisions of any kind should be made without consulting him. If your desire is truly from God, chances are your pastor will not be surprised and will be glad to help you put feet to the dream.
2. **Objective 3rd party:** Your pastor is a great person to identify *errors* or *omissions* that could weaken your application. In my case, there was a contextual issue which, had I not qualified it, could've incited doubts or led to unnecessary questions in the minds of the men evaluating my application. He brought it to my attention and with the addition of a single paragraph, the occasion for confusion was alleviated.
3. **Points of doctrine:** Sometimes statements can be made which can come across to someone who doesn't know you well, as representing an error in doctrine. A poor choice of words could raise a major red flag, which, in the absence of clarification, could hinder your approval.
4. **Organizational knowledge:** Your pastor can provide insight into the normal workings of the departments or individuals on an organizational level: *what things need to happen before something else can occur* for example.
5. **Pitfall experience:** If your pastor has been around for any amount of time, he has likely seen applications (*whether for short term missions, district appointments, or others*) that have done very well and others that have fallen flat on their face.... or even fell on "*deaf ears*" because evaluators were missing key details. He can help you to not be another case of pitfall.
6. **Approaching other ministers:** Whether you have a formal ministry position or not, your pastor can be a great help in leveraging support, and/or contact, with other ministers, both in and beyond your district. Some pastors, because of ministerial ethics, will not be comfortable approaching you directly (*or being approached by you*), without first going through *your* pastor. They want to make sure everything is okay and above board – and this is a wonderful safe-guard.
7. **Impact on the local church:** Whatever the outcome of your application, there will be implications on the local church, more so of course, if you end up going on short term missions for a time. No pastor wants to be surprised about personnel or staffing changes, nor do they want to be surprised about the timeline. They have to work with remaining staff to ensure the smoothest possible transition and minimize any void left by your absence.
8. **No lone rangers:** There have been, in the past, somewhere between the north and south poles, lone rangers. These are people who, to escape a negative situation – whether personally, interpersonally or at a church level –*take off to the mission field*. Perhaps they feel they will "*finally*" be able to "*have a (recognized) ministry*" far away, where no one knows them. In the long run... lone rangers generally do not benefit the foreign field, nor do they represent the home

church or the kingdom of God well. You do not want to risk being associated with, or perceived to be, a lone ranger. Work with your pastor!

9. **Home church advantage:** You want to benefit from the full support of your home church in the following areas and your pastor is key to them all:
  - i. **Financial support:** unforeseen circumstances may require extra funding. If you have worked with your pastor throughout the process, he will be more inclined to bail you out with a cheerful and willing heart.
  - ii. **Prayer support:** No one knows your strengths (*and weaknesses*) like your home church. They are among the most equipped and the most inclined to stand by you in prayer.
  - iii. **Moral support:** There will be days when a care-package from home will be a welcomed treat. Chances are that someone in your home church spearheaded that effort.
  - iv. **Ministry support:** Times will arise when a word of advice or insight will make the difference in a *make-or-break situation*. Keep the line of communication open with those who know you best.
10. **He's still your pastor:** Just because you may find yourself on the other side of the world, does not mean that a father in the faith ceases to be your pastor. Your leadership structure may change, but your pastor should always be able to speak into your life or ministry.

## In Short

If you begin your short term missions journey walking in step with your pastor, there's a good chance that you'll benefit from his wisdom and resources throughout the entire process. Your overall experience will be greatly improved and the kingdom of God (*both in your life and in your missions experience*) will be advanced.

## Travel

### Travel Agents and Opportunities

UPCI Global Missions does not endorse any particular travel agent, airline, or website promoting or procuring tickets for your AIM travel. However, here are a few frequently or occasionally used. These have been recommended by our office personnel or those that have been on AIM.

### Cassis Travel Services Inc

Alan Farlowe has taken care of flight arrangements for the Next Steps program for several years. His contact information is as follows:

Alan Farlowe  
Branch Manager  
Cassis Travel Services Inc  
One Woodlawn Green, suite 350  
Charlotte NC 28217  
P-704-522-1419  
F-704-522-8199

[alan@travelcts.com](mailto:alan@travelcts.com)

[www.travelcts.com](http://www.travelcts.com)

"A Virtuoso Agency"

### **Menno Travel Service (MTS)**

For more than fifty years MTS has been working with missionaries and humanitarian workers going around the globe.

Menno Travel Service of Kansas, Inc.

717 N. Main Street

Newton, KS 67114

Voice: (316) 283-3950 / (800) 835-0106

Fax: (316) 283-2397

[www.mtstravel.com](http://www.mtstravel.com)

[kansas@mtstravel.com](mailto:kansas@mtstravel.com)

### **Fly for Good**

Another agency brought to our attention is Fly for Good (Your Good Travel Company) at [www.flyforgood.com](http://www.flyforgood.com). This appears to be a company that is geared at being helpful to those involved in humanitarian needs. Here is more information on them:

#### **E-mail**

[info@flyforgood.com](mailto:info@flyforgood.com)

[groups@flyforgood.com](mailto:groups@flyforgood.com)

[nonprofittravel@flyforgood.com](mailto:nonprofittravel@flyforgood.com)

#### **Phone**

877 FLY 4 GOOD

#### **Twitter**

[@flyforgood](https://twitter.com/flyforgood)

#### **Facebook**

[/flyforgood](https://www.facebook.com/flyforgood)

#### **Blog**

[flyforgood.com/blog](http://flyforgood.com/blog)

#### **Address**

You can come anytime, but we'll be around

8:30am – 5:30pm Monday – Friday CST

511 East Travelers Trail

Burnsville, MN 55337

All they need is to have a letter from their non-profit organization to show when you check in at the airport, or if a minister, show his/her Ministerial Card of Affiliation.

Most of the following have websites and mobile apps for hotels, flights, and car rentals. These are metasearch engines or online travel companies. To name a few (in no particular order of preference):

- [www.kayak.com](http://www.kayak.com)
- [www.priceline.com](http://www.priceline.com)
- [www.expedia.com](http://www.expedia.com)
- [www.travelocity.com](http://www.travelocity.com)
- [www.orbitz.com](http://www.orbitz.com)
- [www.onetravel.com](http://www.onetravel.com)

As we journey into the twenty-first century many are moving away from dealing with a travel agent or agency to travel companies selling directly to passengers. So, many travelers are using self-service internet travel websites. You can use one of the online travel companies or the website of the particular airline you plan to use.

There are several secrets of getting a great ticket price:

1. Your AIM budget should give you a fair idea of what the supervising missionary anticipates as the cost of airfare. (However, at times this does not take into consideration exactly where you are departing from in North America).
2. Book in advance. The early bird sometimes catches the best flight and deal. Travelers waiting for a better deal may become disappointed when prices continue to escalate. Some recommend buying tickets four months before one plans to travel. Airlines do not usually release cheaper fares before that time. When cheaper seats are released they are purchased quickly.
3. Compare prices found on the metasearch engines, online travel companies, with various airlines.
4. Write down the lowest airfare you find. Historical information will help you know when you have found a price worth grabbing.
5. Check multiple times. Prices change from day to day. Airlines literally bounce fares up and down.
6. Check for sales. Remember, they come and go quickly. Sale tickets are usually released on Monday night. So, purchasing on Tuesday or Wednesday may work well. No promises.
7. Compare prices based on different days of departure and return.
8. If you live in a smaller town or city it may be advisable to depart and return to a bigger airport in your state or province.
9. Obviously, during peak seasons airline tickets are higher. This may be unavoidable depending on when you need to arrive and depart on the field.

It would be advisable to check with your supervising missionary before booking your flight. First of all, you will need to confirm your arrival date of the field is acceptable to those on location. Secondly, you can ask

which airlines best service the nation and would be likely to offer you the best deals. Thirdly, you will want to ensure you have the correct airport name/location.

In booking your flight double-check the spelling of your name, date of departure, date of arrival, date of return, enough transition time between flights, and that you have the correct airports for your departure from home to the field and return.

Once your flight is booked send your itinerary to your supervising missionary and to the AIM office. Be sure to receive confirmation the missionary has received your itinerary. You would not want to arrive in Timbuktu, Mali or some other far-flung location and find the missionary is not at the airport or not aware of your arrival.

As the date of your arrival draws nigh you may want to remind the missionary of your arrival date, airline, and time of arrival. Never just send the arrival date and time. Multiple flights arrive at the same time in some places. When flights are delayed and so forth the missionary will want to be able to track what is going on.

### **Needed Documents for Travel**

#### **Passport**

A passport is a must for traveling outside the country and coming home. A passport is an internationally recognized travel document that verifies your citizenship and your identity. Generally speaking your passport should be valid for a minimum of six months from the start of your AIM tour.

Remember the six month validity rule. This rule is in place so that if for some reason the visitor to a country would need to stay for a period up to six months his/her passport would be valid to leave the country. Your passport should be valid for more than six months before you would be permitted to enter a country.

If you plan to drive overseas you may need an IDP (International Driving Permit). Check with your supervising missionary to know if your driver's license is acceptable in the country you are going to.

Make photocopies of your travel documents. Leave one set at home and maintain another in a separate piece of luggage or in a separate location from where you keep your original documents. Such photocopies should include:

- ✓ Passport ID page
- ✓ Itinerary
- ✓ Driver's license
- ✓ Credit cards
- ✓ Foreign visa (if applicable).

#### **Money**

Check with your supervising missionary to ascertain how much money you should bring with you. Ask:



1. Is there anything to keep in mind in bringing cash? Larger bills? Newer bills? (Sometimes larger denomination bills attract a better exchange rate. Sometimes only newer bills are accepted).
2. Are credit cards commonly used in the host nation? Which card is preferred?
3. Are ATM machines available and considered a safe way to get money?
4. Is it advisable to change money at the airport upon arrival? If so, how much?

Many countries require you to declare how much cash you are bringing into the country. Be careful never to discuss financial matters in public. Keep your money out of sight and avoid counting it in public.

### **Vaccinations**

You will need to know what type of vaccinations, if any, are required by your host nation. Some countries require visitors to have a “Yellow Card” which is an International Certificate of Vaccination (or other proof you have had the appropriate vaccinations).

### **Visa Services**

Many countries require visas to enter. Sometimes these can be purchased at the airport in your host country. Other times these need to be procured in your home country. You will need to find this out from your host supervising missionary. Consult with your supervisor to get an understanding of any details concerning the visa application. Ask what you should put for the purpose of your coming into the country.

### **World Visa Travel**

Randy Gunawan  
Telephone: 202-289-6251  
1411 K St NW  
Ste 700  
Washington, DC 20005

<http://www.worldvisatravel.com/>

### **Passport and Visas**

Nicole Kennedy  
Operations Mgr Washington DC  
Passports and Visas.com  
1701 Pennsylvania Ave NW, Suite 300  
Washington, DC 20006  
202-800-0236

[nicole@passportsandvisas.com](mailto:nicole@passportsandvisas.com)

<http://www.passportsandvisas.com>

### **Health Insurance**

Verify your health insurance covers you while overseas. Very few companies pay medical evacuation which can easily cost above \$10,000.00 depending on the location and the condition of the patient. Consider purchasing a short-term policy that covers you while abroad and provides medical evacuation.

### **Medication**

If you are on medication the best scenario is to have enough to cover your entire time on AIM. However, that is likely not possible.

Keep in mind:

1. Pack your medications in your carryon in their original packaging or containers.
2. Ask your doctor for the generic equivalent name of your medication so you can purchase it in your host country.
3. You may need a letter from your doctor explaining your medication if you are questioned along the journey and to show a physician in your host country to determine the equivalent there when the prescription needs to be refilled.
4. If you wear glasses you may want to bring along an extra set of glasses on your trip.

### **Travel Insurance**

You will need to know what your travel insurance will cover. Some policies cover everything from the loss of credit cards to medical evacuation. Do research before selecting a provider. For health, you may need to look specifically into travel medical insurance.

Gallagher Charitable International Insurance Services has been providing complete insurance services for International Missionaries and Mission Sending Agencies since 1980.

#### **Gallagher Charitable International Insurance Services**

Serving Those Around the World

PO Box 5845, Columbia, SC 29250-5845

Telephone: (803) 758-1400 Fax: (803) 252-1988

Toll Free Client Services Line: (800) 922-8438

On the Web: [www.travelwithgallagher.com](http://www.travelwithgallagher.com)

### **Packing**

1. Use covered luggage tags to avoid observation of your identity and nationality.
2. Avoid packing identification, tickets, and pertinent documents in backpacks or outside pockets of rolling carryon luggage that you cannot see at all times.

What to leave at home:

1. A photocopy of your passport and other pertinent documents.
2. A copy of your itinerary
3. Any credit cards you do not intend to use

4. Jackknife, penknife or any sharp object that looks like it could be a weapon

### **Baggage**

Most airlines allow two bags maximum of fifty pounds each. Check this out with the airline involved. Normally it is best to check your bags, when possible, all the way through to the final destination.

### **Arrival in Country**

Find out who will meet you at the airport upon arrival. It is good to have the individual's contact information. Many times this is needed for arrival information on immigration and customs forms.

## **Mail**

### **Global Missions AIM Mail**

Inform our office of your e-mail address, mailing address, and any other contact information you feel would be pertinent to know if we needed to get in touch with you. Remember to let us know when these items change so we can update our records.

1. Whether you are overseas or stateside, please keep us posted as to your mailing address, email addresses, phone number changes, etc. We can set a permanent mailing address or we can have your mail on hold and send at your request.
2. All mailings will be charged to your AIM account directly through our mailing software system. If you're in an area of uncertain privacy, etc., we can use either FedEx or DHL but they are much more expensive than the United States Postal Service.
3. It is always better to use email for informational communication. My mail in-box is my to-do list. As long as your request is open, it is in front of me. If I receive only a phone call, it is much more likely to be lost, forgotten, etc. If you are not in a position to email, by all means call me but always follow up with an email as soon as possible. Mailing information must come from you to me. I don't always have the benefit of internal communication.
4. Don't know what to do or who to talk to? You can always call or write. If we can't provide the solution for you, we'll know who you can contact to get it done—forms, mail, special items, and so forth.

Contact Information: Tom Harding; [tharding@upci.org](mailto:tharding@upci.org).

### **Arrival on the Field**

Once an AIMer arrives on the field the following is expected:

1. The AIMer should inform our office of arrival and provide any needed contact information or mailing instructions.

2. The host supervising missionary should conduct an orientation introducing the AIMer to different aspects of the field: expectations, ministries, culture, and so forth.
3. A detailed job description should be provided to the AIMer and also sent to our office for our files.

## Next Steps and AIM Dress Code

It is anticipated that all those involved in the Next Steps or AIM program would obey and teach the Articles of Faith of the United Pentecostal Church International. To delineate our standards of righteousness we have provided a dress code for participants in our programs.

The Next Steps and AIM Dress Code must be followed all times during the trip, including while traveling, sightseeing, and attending church services. Specific guidelines are included for those who are involved in platform ministry. Supervising missionaries may have additional requests. Following are generally accepted guidelines:

### Dress Code for Men

1. No extremely short sleeves.
2. No tight fitting pants, 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 wedding rings.
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.)

### Dress Code for 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 fixed in a neat fashion. If you have cut your hair in the past, it must be fixed to look uncut if possible.
6. No jewelry of any kind except wedding rings (and in some locations engagement rings).
7. No make-up, no colored fingernails/toenails.
8. Platform Guidelines: No denim. Sleeves to the elbows. You are to be modest even when raising your hands.

## Finances

### Budgets

Budgets are provided for a purpose. We ask each AIMer to live within the stipulations of the budget provided as much as possible. Funds for AIMers held at World Evangelism Center are disbursed on a funds available basis. However, this does not entitle one to empty their entire account just because funds are there. Funds should be disbursed in alignment with the budget that was provided.

AIMers are not to depart to the field until fifty percent of the budget is in hand or in the account, with the remaining funds firmly pledged. This is to be verified in the departure orientation required before an AIMers departure to the field.

### Third Party Fundraising Options and Issues

Our Global Mission's office frowns upon using third party fundraising options. For example:

Paypal – you will link your personal bank account to the PayPal function – which will trigger taxable income to you and because you are not a qualified charitable organization, the donor will not receive an income tax receipt. UPCI can receipt only when the donor's funds came direct to WEC; we cannot issue receipts when money went to another person/entity and not to WEC.

GoFundMe – if you read the fine print, this organization makes it very clear there is no assurance that funds given via this means qualify as a charitable contribution. The receipt issued by GoFundMe is not a charitable contribution receipt (it leaves out multiple elements required on a charitable contribution tax receipt). And again, because the funds did not come direct to UPCI, there is no way to get a charitable receipt issued from WEC to a GoFundMe donor.

There is nothing worse for a donor to make a contribution via these various third party entities; claim the "donation" as a charitable contribution; be audited by the IRS and then ask UPCI to provide a tax receipt. We get multiple upset donors every year that did something like this. . .there is nothing we can do for them.

Likely other third party fundraising options will be created in the future. The information above provides some guidance.

If you choose to use one of these options you must make a very clear statement in the newsletter, web site, and so forth that has a GoFundMe or PayPal link that if a donation is made by these means, the donor will not receive a tax receipt; that such a donation is simply deemed a non-deductible gift. Then, if donors still go ahead and give via these means, send them a thank you letter, again stating the donation is not tax deductible. Some donors don't need/want a tax receipt because they will not itemize deductions. That said; these folks don't care whether the money came to headquarters or went direct to your bank account. They simply want to give to your ministry. The disclosure statements about forgoing a charitable contribution should be sufficient to alert a donor that intends to itemize his/her donations.

However, do recall that monies raised toward your AIM tour are supposed to be channeled through Global Missions. It would be easier and better to just have funds sent through the regular channels established by the UPCI and Global Missions.

### **Why Send Support through Global Missions, UPCI?**

Global Missions policy calls for sending funds raised for Associate Missionary, AIM, Next Steps, and Associated Minister statuses to Global Missions. We will deal specifically with AIM here but the same holds true for other levels of status in our short-term missions programs. The possible exception to this requirement is when one is contributing personal finances to the budget.

You might ask, “Why send funds through Global Missions?” Although it is not typically good to answer a question with a question, one comes to mind. That is, “Why not?” Reasons go beyond ten percent of income coming into Global Missions to support the administrative costs of running the program. Here are a few of the many other reasons:

1. It builds up your reputation in Global Missions and makes the staff more aware of your desire and dedication to the global missions cause. You will be working closely with this staff not only in completing your AIM assignment but in fulfilling your mission’s burden and vision in any area of appointment or endorsement with Global Missions.
2. It builds up your support base. This becomes the foundation of support for higher or further levels of appointment. For example, if you were to apply for status as an Associate Missionary or as an Intermediate Missionary, you already have a basic level of support in the system. Often, the support level achieved under AIM is studied to ascertain the candidate’s ability to raise financial support to assist with one’s mission’s ministry.
3. The fellowship of the United Pentecostal Church International is very familiar with sending monthly PIM (Partners in Missions) support for their missionaries through Global Missions, UPCI. Our short-term mission’s programs also have PIM-related accounts. Forms are provided to approved AIMers (and so forth) so they can solicit monthly partners from their family, friends, and those they fellowship.
4. Global Missions and UPCI have a proven track record of integrity established through the years. Additionally, it augments one’s integrity when support provided for a short-term missions endeavor is sent through the established procedure of the organization.
5. Receipts usable for income tax purposes are provided to donors sending their donations through Global Missions, UPCI.
6. When documentation of funds is received from donors, but not sent to Global Missions, missionary offering credit is provided but no receipt can be given. The reason is, Global Missions, UPCI did not actually receive the money.
7. It increases one’s relationship and level of accountability when funds are sent through Global Missions, UPCI.
8. Occasionally, Global Missions is called upon to issue a Letter of Guarantee for visa or immigration purposes in/for your host country. This letter, many times, guarantees financial support for the

trip is available. Global Missions cannot ethically release such a letter if we are not able to readily ascertain the availability of the funds.

9. Global Missions policy requires fifty percent of the budget to be available at the time of departure and the other fifty percent firmly pledged. Global Missions can easily verify compliance with this policy by checking the appropriate (AIM) account.
10. Sending funds for the budget through Global Missions, UPCI is a quick, easy way to charter progress in raising the budgetary needs.

## Accessing Financial Information

The new computer system (2015) at World Evangelism Center (WEC) continues to be updated and developed. As of July 2015 here is a portion of the letter that was sent out to missionaries including AIM personnel:

We have deployed Project Reports to the [upciministers.com](http://upciministers.com) website. Please note that you cannot use your old upciministers.com bookmark or the page will not come up. You will need to type in the [www.upciministers.com](http://www.upciministers.com) URL and then save that as a new bookmark for it to work. Everyone should now be mapped and synched to your personal PIM account. If there are any issues with access to your account, please let us know and we will adjust this for you.

In order to view transactions from before April 1, 2015 you will need to login at <http://old.upciministers.com/MS/general/emailVerification.aspx>. When you log onto the new website, you should see a menu option for "Missionary Services" with a drop-down menu of "Projects."



There are four project reports that should be listed on the menu:

1. *Project balance* – This is a summary report of your project balance as of the most recently posted information. This is the report you likely will be most interested in and will need the most. Please keep in mind that transactions are flowing through the system daily, and your balance will reflect the changing status of the project balance as the transactions are posted to their final status. Some projects may have back logged transactions for various reasons, but if you have any questions about the balances, please let us know.
  - a. This will show your .01 balance as well as your .02 balance
  - b. The .01 is now listed as "1000" series
  - c. The .02 is now listed as "2000" series

2. *Project listing* – This is a list of all projects of UPCI. Each project name starts with a two character designation for the division of UPCI that manages the project. Global Missions projects begin with “GM.” For many of you this will not be useful but the information is there nonetheless. Also, the fact that you can see a listing of all projects does not mean you have access to all of the projects.
3. *Donor Support* – This is a list of your donors that have pledged monthly support to your project. This list includes the donor contact information, the amount of the pledge, and the last time the pledge was paid. It also tells you how many monthly donors subscribed and the total monthly pledge support. Future enrollments are not shown until the month they are activated.
4. *Project details* – This report gives the detail transactions related to your project. This is the most comprehensive information pertaining to your project and may take several minutes to run based on the date ranges and criteria selected. It is recommended that you use narrow date ranges (e.g. one month) to expedite the report processing time. You may also need assistance in interpreting some of the information, so below is a general description and sample report to illustrate the various aspects.
  - a. The project detail report consists of three sub-reports for each sub-account: 1) balance information, 2) posted transactions, and 3) donor gift detail.
  - b. The posted transactions are what make up the sub-account balance.
  - c. The donor gift detail includes both posted and pending transactions, and therefore, may be greater than the posted transactions total. This allows you to see funds that are actually at WEC, have been entered into the system but not yet made it through the full posting process.
  - d. Additionally, the posted transactions will reflect the original gift less any rate of exchange for foreign currency and the administrative allocations charged against the donation.
  - e. Note: the start balance will be \$0.00 as the new system had no balances to bring forward. However, just below you will notice a “transfer” line which reflects the balance of your PIM account that was brought forward into the new system.





### **AIM Disbursement Procedures**

The following paragraphs summarize the procedures for handling disbursements to those serving under the Associates in Missions program of the Global Missions, United Pentecostal Church International. The Division must comply with requirements set down by provisions of the Internal Revenue Code and Canada Customs and Revenue Agency in addition to the opinion of the headquarters' independent auditors. It is felt these procedures are in the best interest of all AIM workers concerning each one's obligation under the tax laws of the United States and Canada.

***U.S. Citizens on AIM.*** Disbursements made direct to an U.S. citizen AIM worker will be considered non-employee compensation reportable on Form 1099-MISC at the end of each calendar year. All tax obligations, including but not limited to self-employment taxes, federal income taxes and state income taxes, are the personal obligation of the U.S. citizen AIM worker. Global Missions is not responsible for any taxes on amounts disbursed that are deemed non-employee compensation. It is recommended that an U.S. citizen AIM worker set aside sufficient funds from each disbursement to cover his/her federal and state tax obligations.

Amounts disbursed will be handled according to instructions on file, i.e., direct deposit to your stateside bank account, sent to you through the mail via a check, or wire transferred to the field. Please note that direct deposit is the preferred method of disbursement. Any other arrangements for handling disbursements must be clearly identified prior to time of departure to the field. AIM disbursements are processed once per month between the 2<sup>nd</sup> to last business day of each month. Additional time must be allowed for the actual crediting to a bank account, and/or mailing of the check or wire transfer process. We ask that you minimize requesting funds during the month.

**FORM W-9/TD-1.** Global Missions must have a completed W-9 (or TD-1 Form for Canadian citizens) in the AIM file prior to processing any disbursement. A Form 1099-MISC will be issued at the end of each calendar year and mailed to the address of record provided on the form. This form identifies the amount

of non-employee compensation paid by the United Pentecostal Church International to the AIM worker for the calendar year. This includes payments to IMG for group insurance, any expense “reimbursements,” payments to a 3<sup>rd</sup>-party travel company and any payments to the AIMer. Form 1099-MISC reflects the amount of income each AIM worker must report on his/her personal income tax return.

**Canadian Citizens on AIM.** In compliance with the joint venture agreement in operation between the United Pentecostal Church International and the United Pentecostal Church of Canada, all disbursements made direct to a Canadian citizen on AIM will be attributed as gross wages received subject to proper Canadian Pension Plan withholdings. All CPP taxes associated with Canadian Citizens will be funded from your AIM project through the United Pentecostal Church of Canada for remittance to the government. Disbursement of funds Canadian citizen AIM workers’ is handled the same as referenced in the **U.S. Citizens on AIM** section above.

Form TD1 will be supplied to you from the office of the Director of Education and Associates in Missions. This form must be completed and returned to us prior to the disbursement of compensation funds. Form T-4 will be issued by the United Pentecostal Church of Canada at the end of each calendar year advising of your gross wages and CPP taxes withheld. It is important that you keep the office updated with a current address to assure this form reaches you once prepared.

Specific questions concerning Form TD1, Form T-4 and Canadian tax return preparation should be addressed to:

Rev. Albert Foster, CGA  
United Pentecostal Church of Canada  
P. O. Box 406  
Maple Ridge, BC V2X 8K9 CANADA  
Telephone/Fax: (604) 466-5000  
E-mail: albert@afcga.ca

Questions pertaining to any of this information may be directed to Global Missions or Brother Albert Foster as appropriate.

### **WEC/IT Charges**

We build in \$20.00 into all budgets unless an AIMer is fully self-supporting and funds do not come to WEC. This pays for the IT charges we receive for data processing on each account.

### **Raising Project Funds**

Raising project funds for various needs on the field is typically limited to missionaries under full appointment.

### **Tithing**

AIM and Associate Missionary tithes should be paid to the missionary field fellowship, whether the money was raised and sent through global missions or not. (Our preference is that all AIM funds should be sent to Global Missions. The exception may be where the Aimer is contributing personal funds to the AIM tour.

It is required that all funds for associate missionaries be sent through Global Missions).

Tithes are paid on personal support. Housing, air fare, car/travel are sometimes excluded as work-related and work-necessitated items.

With funds sent through GM there is a ten percent administrative deduction on all funds except love offerings. This is not tithes. Missionary accounts also pay the same. This is how GM pays for its administrative operation.

If an AIMer is traveling to churches raising support it is advisable to pay the tithe on the personal offering received to the GM District Director. Additionally, it is required of associate missionaries to tithe to the Global Missions District Director when traveling in a district.

### **Ministerial License Fees**

Those approved AIMers holding a ministerial license are expected to transfer their license to Global Missions if they are going to be out of the country for more than six months. Once the AIMer returns home the license should be transferred to the district where the AIMer will reside. If intending to return to the field the license can remain with Global Missions.

While on the field the ministerial license fees can be taken from the AIM account and paid to UPCI – Church Administration as long as there are funds available in the individual’s AIM account.

Once the AIMer returns to the homeland the ministerial license fees cannot be covered through the AIM account.

### **Disbursement of Funds when AIMer Returns Home**

When an AIMer returns to the homeland all disbursements from the AIM account cease and funds should not be requested. AIM funds are kept for on-the-field or getting-to-the-field expenses. Exceptions would need the approval of the GMAC.

Expenses in leaving the field and traveling to the homeland would need to be requested in advance of departure or if the situation merits it and funds are available, within thirty days of arriving in the homeland.

## **Communication**

Effective communication is important in any relationship. It is required in every situation of life where people interact. It is essential and plays a key role in success. Communication can easily be overlooked but it is important in carrying out your God-given dream or vision. Involvement in missions necessitates partnership. The very word “partnership” implies participation, association and joint interest. The old French word implied “part holder.” We, in Global Missions, have a vested interest in you and the fulfillment of all God wants to accomplish through you on the mission field. We care about you and want you to succeed. But, in order to care, and help in any way we can, communication must take place. We

need to hear from you. We want to share in your vision. Cooperating together advances our mutual interest in reaching the globe with the gospel. It's a partnership and we want to do whatever possible to put wind in your sails to achieve your maximum potential in missions.

### **Partnership with Global Missions Administration**

We expect and require each approved AIMer to send a concise, brief monthly report. Bullet points of your activities are fine. Pictures enhance. Your monthly reports sent to [pmorgan@upci.org](mailto:pmorgan@upci.org) are shared with your regional director, director of promotion, director of education/AIM, secretary of global missions, and the general director of global missions. You should copy your supervising missionary in sending your report or correspondence to us. As a courtesy it is good to also copy other members of your field's missionary team. Additionally, reports are uploaded to our website and sent to our AIM newsletter editor for possible inclusion in the next edition.

A hard copy of your monthly reports is maintained in your file at the World Evangelism Center. Should you ever make application for Associate Missionary, intermediate or career appointment as a UPCI missionary then our office supplies the Global Missions Administrative Committee and the Global Missions Board with verification that monthly reports were faithfully done. We are also asked to provide a recommendation for the candidate's appointment as a missionary. This is difficult to do if we do not know the person involved. How do we get to know you? That's easy. We build a relationship through monthly reports and getting to interact with you.

We enjoy reading your blogs, looking at your Facebook postings and pictures, and getting your tweets. All are wonderful but these do not take the place of your required monthly report.

In communication with the office, concerning questions and administrative matters, we would prefer not to receive these via direct messages (DM) on Twitter or through Facebook. It helps us more efficiently keep track of correspondence if it is sent to us via e-mail or snail mail. Your incoming and outgoing correspondence is e-filed and pertinent items placed in your hardcopy personnel file.

We usually try to get together with AIMers in attendance at each general conference and also at the North American Youth Congress. We have booths set up at both venues. Don't be afraid to introduce yourself. And, when you visit the World Evangelism Center, please come by and see us. You are part of our extended family.

We also need to hear from you two weeks prior to your departure to the field for your departure orientation. This can be accomplished by telephone. Notify us once you have arrived on the field. We need to process an extension for you if you decide to stay longer than the time approved. When you return to North America please let us know. If you intend to return to the field we will need to know this in order to keep your AIM account open. Otherwise, your account will be placed inactive and any partners in mission's pledges coming to Global Missions will be cancelled.

Like us on Facebook: @AIM2go. We have an AIM Forum.

Follow us on Twitter: AIM2go

Instagram: aim2go

Check us out on the Web: aim2go.org

Next Steps also has social media accounts.

We publish a bimonthly newsletter and look forward to articles you would like to send. This newsletter should be sent directly to you through e-mail. Make sure the office has your current e-mail address.

### **Partnership with the Supervising Missionary and Missionary Team**

Maintaining communication with your supervising missionary is imperative. This can begin right away. Do not hesitate to ask questions before departure and even after arrival. No one expects you to arrive on location knowing everything about the field, culture, and work. So, ask! If in doubt about any activity or assignment, ask. Hopefully, upon arrival you will be given an orientation and a detailed job description. If you do not, respectfully ask for one.

If you feel like you are asked to do too much or too little, communicate this, in the right spirit, to your supervising missionary.

Be careful to always communicate wisely and positively to nationals concerning your leadership.

### **Partnership with Financial Supporters**

In this manual you will find another section on raising financial support so this will not be covered here. Effective partnership with your supporters calls for you to communicate with them concerning your activities and progress. This can be done through newsletters, monthly reports, tweets, blogs, Facebook postings, postcards, text messages, brief videos or any combination of these.

### **Partnership with the Public and Prayer Partners**

Caution should be exercised in the use of social media. Remember, "As cold water to a weary soul, so is good news from a far country" (Proverbs 25:25, NKJV). Avoid negative remarks or statements that could be viewed as mocking the culture or country. Comments should be uplifting and sensitive to the thoughts and views of those that may read them. People from all over the world are joining social media. Your postings should reflect the honor and stature provided to a short-term missionary of the United Pentecostal Church International.

The public along with your prayer partners look forward to your reports and pictures. Everyone enjoys good news. Be positive.

### **Social Media and AIM**

Please note we do check social media accounts for our AIM and Next Steps applicants in order to gain a little more knowledge and understanding of the type of person submitting an application to us.

Those involved in Next Steps and AIM are considered missionaries on a field. Be careful that your social media always reflects and exemplifies that role. Avoid making negative statements concerning your host country or culture.

Remember, “As cold waters to a thirsty soul, so is good news from a far country” (Proverbs 25:25).

## Relationships

### Protocols, Etiquette, Code of Conduct, and Simply Good Manners

It is disturbing to treat someone for lunch or dinner, or bring someone a gift, and never hear an expression of gratitude. The old Andrae Crouch song says, “How can I say thanks for the things You have done for me?” It is necessary to maintain an attitude of gratitude throughout the year and not merely on some day designated as “Thanksgiving.” Ghanaian culture suggests saying “thank you” a number of times, then getting a friend to express thanks on your behalf. It was typical to hear statements like, “When you wake in the morning, and hear the rooster crowing, remember it is me, knocking at your door, to say ‘thank you!’”

Why express thanks?

1. It motivates both in life and in work.
2. It expresses the giver has value.
3. It makes the heart sing.
4. It even melts hardened hearts.
5. It is a common courtesy and currency.
6. It recognizes the giver had a choice. The recipient was not entitled to the gift or the act of kindness.
7. It signifies respect. It is a way to acknowledge our relationship with the giver.
8. It indicates we care for the other person.
9. It shows you understand the giver made a sacrifice.

How and when to express thanks?

1. Be sincere. Don't overdo it.
2. Be specific.
3. A verbal “thank you” is sometimes sufficient. This can be done face-to-face or by a telephone call.
4. Send a “thank you” note. A written note is special.
5. If an e-mail place “Thank You” in the subject line.
6. Place a special message or acknowledgement on social media.
7. Make your own digital “thank you” greeting card.
8. If texting use the person's name to make the message sound more personal.
9. Be prompt (within twenty-four hours).
10. Be personal.
11. Do it yourself. Don't delegate the task to others.

12. Spice it up a little. Say thanks in different languages. Give your gratitude the missionary touch.

Which form of saying “thanks” works best? Let me answer a question with a question: “Which method of thanksgiving works best for you?” Realistically, saying “thank you” in any form is much better than saying or doing nothing at all.

One might think, “I am thankful. The giver should know that already.” Remember, “Silent gratitude isn’t much use to anyone.” (G. B. Stern)

Relationships you encounter in missions live forever. They are special, unique, and life-changing. Sometimes relationships built on the field are closer than family ties. Such relationships are priceless treasures. They are investments where you need to take the initiative.

Note the following beatitudes of relationship building:

1. **Be friendly:** Friendship is a two-way street. Ralph Waldo Emerson said, “The only way to have a friend is to be one.” The Bible puts it this way, “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.” Remember small details about people. It indicates you care enough to notice.
3. **Be helpful:** Go out of your way to do little things 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 you respect your supervising missionary, other missionaries, national leaders, and others to whom you are accountable. Add to that; please respect the laws of the land.
5. **Be courteous.**
6. **Be trustworthy.**
7. **Be appreciative.**
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?”

Once in a while, on location, you may experience conflict in some relationships. Like one porcupine said to another, one cold afternoon, “We need each other. We needle each other!” Conflict is an opportunity for clarification and can be a relationship builder rather than a relationship destroyer. There are ways to avoid conflict and biblical ways to resolve conflict. The golden rule to live by is still, “Do to others as you would like them to do to you” (Luke 6:31, NLT).

“Only by pride cometh contention: but with the well advised is wisdom” (Proverbs 13:10, KJV).

## Dating

Many AIMers are single. It is generally agreed, both by missionaries and Global Missions, that dating or becoming romantically involved while under AIM appointment should be avoided. Dating on the mission

field has usually turned out to be eventually disappointing, inhibiting the effectiveness of the AIMer, a worry to the supervising missionary, and in some cases, totally disastrous to the persons involved. One needs to be careful in the area of relationships. Any exception would need the approval of the supervising missionary.

Here are a few guidelines to follow:

1. Be friends with all showing no partiality.
2. Never be alone with someone of the opposite sex, regardless of their age or status.
3. Be careful when and where you entertain guests. Such should never be done in a private area, especially your bedroom even if that's the only area assigned specifically to you.
4. As much as possible always stay in a group. This is for your own safety as well as that of your reputation. If someone calls on you to visit, talk or even pray, be prepared. Take them to a public area like the living room, front porch, etc. where others are likely to be nearby or present. If possible, call the supervising missionary or someone responsible to join in the visit, prayer, or witnessing session.
5. Always keep at arm's length. Shaking hands should be your only physical contact with the opposite sex.
6. If you encounter problems in the area of relationships, be sure to consult with your supervising missionary, taking his/her advice.
7. Remember some of the common gestures and communications among Americans can be interpreted quite differently by those in your host country.

If you are single, and you meet someone you think you could be seriously interested in, discipline yourself to stick to your commitment until your tour of service is over. Be determined to let nothing interfere with that commitment. However, when your tour is over, you can ask permission of the supervising missionary to make the necessary contacts to further investigate your interest.

### **Mentoring and the Opposite Sex**

It is usually easier to mentor those of the same gender. However, with a lot of young ladies involved in missions' ministry it is important to have an understanding of mentoring/mentee relationship between the missionary and the AIMer. Some of these guidelines are the same as you might expect in counseling the opposite sex and relationships of any kind. There are a number of things to keep in mind:

1. The relationship must be guarded to avoid appearance of evil.
2. E-mails or correspondence perhaps should be copied to the spouse as well.
3. It is inappropriate to expect to travel with the missionary (of the opposite sex) alone to activities.
4. Never be alone, at the same time, in the same car or office. Always keep the third party rule.
5. Remember nationals can't sometimes adequately tell the difference between one American and another. To some, we all look the same. For example: it is easy for them to think that an AIMer is actually your wife.



6. Keep physical distance. For example: a man hugging a lady only when the spouse is present (generally).
7. Topics are restricted. You cannot discuss everything.
8. Assignments may best come from the missionary of the same gender (wife or a single missionary of the same gender).
9. Correspondence may come from the missionary of the same gender on behalf of the missionary supervisor.

## Conflict Resolution

This section has been provided by Missionary Nicky Sisco. Most people do not enjoy conflict. It is something we avoid at all cost because of the negative images and emotions that often come to mind when we think of conflict. Yet, conflict is inevitable in most every relationship.

Paul wrote, “Be angry, and do not sin: do not let the sun go down on your wrath” (Ephesians 4:26, NKJV). Anger is a God-given emotion that indicates someone or something has crossed our personal boundaries. We will become angry at times and we should understand that this is not a bad thing. It is how we choose to embrace this emotion of anger that determines whether we will sin or glorify God. You see, conflict always provides an opportunity to glorify God.

“Every time you encounter a conflict, you will show what you really think of God” (Ken Sande, 2004, p. 33). So what is conflict?

**DEFINING CONFLICT:** Conflict can be defined as “a difference in opinion or purpose that frustrates someone’s goals or desires” (Sande, 2004, p. 29).

- ✓ When you are not able to agree with someone else over a particular issue, problem or situation, conflict happens.

How we view conflict is important because it will determine how we handle conflict. “The Bible teaches that we should see conflict neither as an inconvenience nor as an occasion to force our will on others, but rather as an opportunity to demonstrate the love and power of God in our lives” (Sande, 2004, p. 31).

### Conflict Provides an Opportunity to Glorify God

When someone has a different opinion than you or when someone does not do what you want done do you become angry with them? If so, you need to ask yourself “why?”

- ✓ Why am I reacting this way?
- ✓ Is my anger justified? Or more importantly, “Am I expressing my anger in a way that is pleasing to God?”

When we have a biblical view of conflict we understand that conflict cannot be avoided. It is normal.

When modelling God’s love and pleasing God becomes more important than pleasing our carnal lusts and holding onto worldly things then it becomes more natural to respond to conflict graciously, wisely, and

with self-control. A biblical view of conflict demonstrates that we are not Christian in word only but we are Christ-like in action.

A biblical view of conflict reminds us that our focus is on bringing glory to God.

- ✓ It is not about getting in the last word.
- ✓ It is not about being right.
- ✓ It is not about winning the argument.
- ✓ It is about glorifying God.

A great way to keep yourself focused on the Lord during conflict is to ask yourself two questions:

- 1) How can I please and honor God in this situation?
- 2) How can I bring God praise by showing he has saved me and is changing me?

#### **Four Main Causes of Conflict**

When you are facing serious challenges, seeking to please and honor God is the key to bringing Him glory through your conflict. As a spiritual leader we need to know why conflict happens. Here are four main causes of conflict.

- 1) Misunderstandings due to poor communication
- 2) Differences in values, goals, gifts, calling, priorities, expectations, interests, or opinions
- 3) Competing for limited resources
- 4) Many conflicts are caused by sinful attitudes and habits that lead to sinful words and actions.

#### **Three Main Responses to Conflict:**

When it comes to conflict, there are three main responses: escape, attack, and peacemaking. Each response has several types of behavior and can be shown on this diagram referred to as the slippery slope.

##### **1) ESCAPE RESPONSES:**

- 1) Denial
- 2) Flight
- 3) Suicide

This approach is very common because many believe that all conflict is wrong or dangerous. Because many think Christians should always agree or fear that conflict will damage relationships, people will usually deny that there is a problem or run away from the problem. These types of responses are known as “peace-faking”.

##### **2) ATTACK RESPONSES:**

- 1) Assault
- 2) Litigation
- 3) Murder

Whatever the reason may be, this approach uses aggression as a way to pressure people into doing what they want.

**3) PEACEMAKING RESPONSES:** Peacemaking and resolving conflict is something God expects from his children, especially spiritual leaders and teachers. These six responses are commanded by God and there is a natural progression from one to the other.

- (1) Overlook an Offense:** Many disputes or disagreements are really not all that serious. So they should be quietly and deliberately overlooked (Proverbs 19:11; 12:16; 17:14; Colossians 3:13; 1 Peter 4:8).
- (2) Reconciliation:** If an offence is too serious to overlook or has damaged the relationship, we need to resolve personal or relational issues through confession, loving correction, and forgiveness (Matthew 5:23-24; Proverbs 28:13; Galatians 6:1; Matthew 18:15).
- (3) Negotiation:** Even if we successfully resolve relational issues, we may still need to work through material issues related to money, property or other rights. This will require open, honest discussion where the two people negotiate until a suitable solution is reached and agreed upon by both sides (Philippians 2:4).

When a conflict cannot be solved by one of these three “personal peacemaking” responses, God then calls us to use one of the next three peacemaking responses known as “assisted peacemaking.” These three responses require the involvement of other people from our church or Christian community.

- (4) Mediation:** If two people cannot reach an agreement in private, they should ask one or more objective outside people to meet with them to help them communicate more effectively and explore possible solutions (Matthew 18:16).
- (5) Arbitration:** When you and an opponent cannot come to a voluntary agreement on a material issue, you may appoint one or more arbitrators to listen to your arguments and give a binding decision to settle the issue. In 1 Corinthians 6:1-8, Paul shows us that this is how Christians should resolve even their legal conflicts with one another.
- (6) Accountability:** If a professing Christian refuses to be reconciled and do what is right, Jesus commands church leaders to formally hold him or her accountable to Scripture and promote repentance, justice, and forgiveness.

“And if he refuses to hear them, tell [it] to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.” (Matthew 18:17, NKJV)

Direct church involvement is often looked at negatively among Christians today, but when it is done lovingly and in a way to restore relationships, it can save relationships and bring about justice and peace.

**Conclusion:** Our goal is to practice the three “personal peacemaking” responses. This is most pleasing to Christ. However, as we move from the left side to the right on the slippery slope, our responses move from being private to being public. When we are not able to resolve conflict privately, then more people become involved in order to settle the dispute.

Our goal must always be to glorify God in the middle of every conflict so in the end, we do not bring a reproach upon the name of Christ nor ruin our testimony as a Christ follower. Conflict provides an opportunity to glorify God.

**Reference:** Sande, K. (2004). *The peacemaker: A biblical guide to resolving personal conflict (3rd ed.)*. Grand Rapids, MI: Baker Books.

### **Closing Words from the Director of Education/AIM**

Recently I was asked by a pastor friend to write a letter or words of encouragement to his son who was feeling his call into ministry. My words would be coupled with those of other leaders into a special book for the young man’s upcoming birthday celebration. Here’s what I wrote provided in hopes it will strengthen you in your ministry journey as well.

My rendition of an old cliché says, let me put a “be” in your bonnet or a “be” in your cap. No mistake there. I actually meant “be” instead of “bee.” If you were wearing a hat and a bee flew into it, you’d be focused on that bee. It would—excuse the pun—really be “bugging” you. It would immediately become something you were passionate about. You wouldn’t be able to get it out of your mind and off your head. It would become your number one obsession and intricate part of your mission in life. It would be something you want and by all means you would do just about anything to get it. Now. Perpetually. A lifetime goal!

But, I’m not talking about a “bee” but “be.” The same applies. When you decide you want to “be” something for God it becomes paramount; your one burning desire. It is your focus, passion, and mission. You won’t be able to get it out of your head, your heart, or your spirit. It will consume you. So, life becomes a little like what Shakespeare said in *Hamlet*, “To be, or not to be: that is the question.”

Some spend a lot of time on where God wants them to “go.” They are concerned with “location.” Some spend ample time on what God wants them to “do.” They are grappling for a “vocation.” Both are important and have their place in God’s plan. However, I suggest the majority of time should be poured into what God wants us to “be.” Often we view “calling” as what we ought to do when “calling” is more about what we ought to “be.” When the people of Antioch studied the believers, they called them “Christians.” It had little to do with their location or vocation, but a whole lot to do with their lifestyle. They had **become** Christ-like!

After serving God for more than thirty-five years I have a burning, daily desire to “be” on the inside what I profess to “be” on the outside. I’m not talking about letting up on outward standards of righteousness and holiness. God forbid. But, it seems easier to have everything right on the outside and yet still struggle with the battle on the inside. God is interested in character; what we are when no one is watching. With the Apostle Paul I pray for you “...to be strengthened with might through His Spirit in the inner man”

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(Ephesians 3:16, NKJV). Win the battle. It takes a daily sacrifice. When you fall and fail, get up again, brush yourself off, and keep moving on the journey.

I don't like to hear or use the word "hypocrite" and I most certainly don't want to "be" one. A hypocrite is a fake, counterfeit, and someone that pretends. It comes from the Greek and refers to play-acting; someone that hides behind a mask. "Be" genuine, vulnerable, and the real deal. Practice what you preach. Better still, preach what you practice.

Scrolling down through Titus 2 I am amazed with the number of times "be" is mentioned. Here's just one: "Likewise urge the young men to **be** sensible; in all things show yourself to be an example of good deeds, with purity in doctrine, dignified, sound in speech which is beyond reproach, so that the opponent will be put to shame, having nothing bad to say about us" (Titus 2:6-8, NASU).

An unknown author mentioned, "'Your task...to build a better world,' God said. I answered, 'How? The world is such a large, vast place, and there's nothing I can do.' But God in all His wisdom said, 'Just build a better you.'" That is a journey that takes a lifetime.

This *AIM Policies and Practices Manual* has been provided to assist you on this part of your journey of a lifetime. Following it will guide you to a better experience. We trust your time on AIM will mold you into a better "you", will extend God's kingdom, and will leave an impact on your corner of a lost world.