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globalmissions

NEW DIRECTOR TRAINING

SCHEDULING &HOSTING

GLOBAL MISSIONS UPCI

SCHEDULING

MISSIONARY CONNECTIONS

SCHEDULE (MISSIONS DATES) 12 MONTHS IN ADVANCE
- Obtain permission to schedule services/hostings without every pastor signing off on each one.
- Will probably require the district board's approval if this is not already the case in your district.
- In order to have 5-6 services scheduled each week they are in the district, you will want to schedule about 8 (4 services, 4 hostings or offering only connections). You will inevitably have a cancellation or change.

PRAY ABOUT IT
- Pray about it and pray for the people it involves - and God will help you with the rest!
- You don't want to let the missionaries coming to your district, HQ, or your district down.
- PRAY ABOUT IT, PRAY FOR THE PASTORS, PRAY FOR THE MISSIONARIES ETC...
- God will help you if you are determined to make a difference for the missionaries and you pray!

A SYSTEM THAT WORKS
- You will need a system to keep the missionaries, pastors, HQ and district leadership all on the same page.
- Scheduling System (Mitch Sayers & Daniel Kyle)
- Use this system or come up with something similar.

INNOVATION
- Be innovative and think outside the box! (Our world and churches are rapidly changing and so is the way we support our Global Missions program.)
- Find what works the best for your district. (Take the good ideas you get and use what works, leave out the rest).
- GREAT COMMUNICATION with pastors will work well in any district.
- Find out how each pastor likes to be communicated with?
- Texting, Phone Calls, Emails, FB Messenger, Website Page, Flowpage, etc...

SCHEDULING
MISSIONARY CONNECTIONS
CONTINUED

BE ORGANIZED
- It pays to be organized.
- (You probably got elected to the DGMD position because you are organized, or because you know how to get administratively organized people on your team).
- Over Communicate, it's annoying, but necessary.

IDEAS AND RESOURCES
- Scheduling Software via Microsoft Access for schedule / communications.
- Flowcode / Flowpage - Easy to set up, easy to use.
- Jotform - Easy way to allow pastors to see and pick missionaries/dates.
- Online Giving Link from District Website/App Etc.. - For Pastor's & Churches to send offering only in quickly.
- Christmas Cards (Printed), Short Mission Trips, Faith Promise Promotion
- Can use Cash App (or other) to receive offerings from pastors without fees.
- Wurkin Stiffs, socks, Hand Made mugs, tie perfects, soap from Buff city, books, gift cards, candles, bags of coffee.

RESOURCE LINKS:

flowcode.com (Landing Page for links)
subsplash.com (Website/Media)
jotform.com (Electronic Scheduling)
kyupci.org/globalmissions
https://subsplash.com/u/kentucky-district-upci/give
https://cash.app/ (For offerings without fees)
https://wurkinstiffs.com/?sscid=91k7_oc1nb& (Wurkin Stiffs)
Collar / Dress Shirt Accessories
https://southernsocks.com/ (Socks)
https://buffcitysoap.com/ (Soap Loafs cut for you)

HOSTING

MISSIONARIES IN YOUR DISTRICT

COMMUNICATIONS
- Respond to their confirmation letter. (Acknowledgement)
- The month before (at least 2 weeks) before they arrive - send them their schedule, as well as instructions for your district.
- Email and text with them to work out any issues in advance.

LODGING / HOSTING
- **Lodging** - Try to get them into one location for lodging if possible during their stay in your district. (Evangelist Quarters, Hotel, AirBnB, etc..)
- **Hosting** - can get offering credit just for opening up their EQ or Hotel.
- **Meals** - Pastors not having a "service" can meet with the missionary and take them out or have them over for a meal...and hopefully give them an offering, and/or a PIM.
- **P.I.M.** - Pastors can give P.I.M.'s with or without having the missionary in service...a good way for this to happen is at any district/sectional events that you can have the missionary attend.
- **Offering Only** - Pastors can send a one time offering to help the missionary with expenses they have on deputation. For $100, they can have offering credit for one service. (Most missionaries expenses are more than $100 a day, but if they are staying in an EQ or Hotel that is already paid for, then this is helpful so the finances to cover "off-days" don't have to come out of their missions account).

MONEY TRANSFERS
- Every district will have their own policy, work with your board.
- **Offering Only** - We have "offering only" offerings sent to KY Global Missions, via paper check, or online through our district website. We have also used Cash App or PayPal to collect offerings.
- We do this because many times pastors who are not having a missionary in service are forgetful about getting their offerings in before or during the time the missionaries are in your district.
- Once you have the offering only offerings in your account - you can then communicate with the missionary on how they would like to receive them.
- **Booking Fees** - The missionary can then either send a check (or money order) to our P.O. Box, or they can give them online at our district webpage.
- **Reporting** - It is important to communicate who is giving what amounts to the missionary so they can report it in their D&O. (Double check their D&O to make sure the report is accurate).