

HOW TO SCHEDULE AN INTERNATIONAL WORKER FOR YOUR MISSIONS CONFERENCE

1. Determine speaker and possible dates for your conference. Refer to the schedules on the IW Profile page.
2. Sign-on and schedule your international worker.
3. You will need:
 - Username and password: Use the same one that was sent to your church to log-in to the district website.
 - Contact person, phone and email address.
 - Your first choice of international worker and weekend.
 - Your second and third choice of speaker and weekend. (This is in case your preceding choice is unavailable.)
 - Request for additional days (Friday and/or Monday and/or Friday and Monday).
 - A confirmation e-mail will be sent within 3-5 business days of completing these steps.

EZ STEPS TO SCHEDULE AN INTERNATIONAL WORKER (IW)

- A. SCHEDULE: The scheduling of active IWs will be completed online.
 - WPA Choice Tour churches will be given a scheduling window of opportunity before such opportunity is given to non-district churches.
 - Scheduling retired IWs living in the district and participating in the WPA Choice Tour should be made via email/phone.
- B. PAY: The church is responsible to:
 - Pay the district tour fee one time each conference year (July 20xx-June 20xx). The rate is currently \$75 per year. An invoice will be sent July 1 to each church for the tour year, **to be paid upon receipt**.
 - Provide the IW an honorarium/love offering as well as travel expenses (currently \$0.25/mile). **This should be given directly to the IW.** The district has provided the IW with a mileage reimbursement form to be given to the church upon arriving.

