

# USER'S MANUAL

For Pastors and  
International Ministry Mobilizers



2011 - 2012

***"Lost people matter to God.  
He wants them found."  
(Luke 19:10)***

## QUICK START GUIDE: Three EZ Steps for Churches

1. **CHOOSE.** Your church should make the following choices for the coming tour year by June 1:
  - ❖ International ministries emphasis you wish to employ (see sample options p. 4)
  - ❖ Preferred dates to accomplish the chosen emphasis
  - ❖ International worker you want to minister in your church on those dates
  - ❖ Method of support for the Great Commission Fund (see sample options p.4)
  
2. **SCHEDULE.** The scheduling of active international workers will be completed online.
  - ❖ The district will e-mail the scheduling link and the “live” date for online scheduling of active international workers
  - ❖ *WPA Choice Tour* churches will be given a scheduling window of opportunity before such opportunity is given to other district or non-district churches
  - ❖ After November, scheduling opportunities will be given to other district or non-district churches.
  - ❖ Scheduling retired international workers living in the district and participating in the *WPA Choice Tour* should be made via e-mail/phone.
  
3. **PAY.** The church is responsible to:
  - ❖ Pay the district tour fee one time each conference year (July 20XX-June 20XX). The rate is currently \$100.00 per year. A bill will be sent July 1 to each church for the tour year, to be paid upon receipt.
  - ❖ Provide the international worker (IW) an honorarium/love offering as well as travel expenses (IRS rate—currently \$0.50/mile). This should be given directly to the international worker. The district has provided the IW with a mileage reimbursement form to be given to the church upon arriving.

Contact Lynette at [choicetour@cmawpa.org](mailto:choicetour@cmawpa.org) for assistance AT ANY POINT IN THE PROCESS of planning or implementation.

# ***Western Pennsylvania Choice Tour***

## **USER'S MANUAL**

(02/11/10)

### ***The WPA Choice Tour***

- **Tour of Choice for Churches**
  - **Tour of Choice for International Workers**
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- ✓ Churches have *choice* of dates, international workers, type of emphasis (with minimal requirement) and will be responsible for speaker's expenses and annual tour fee.
  - ✓ District seeks international worker families each year to reside in the district as our Choice Tour international workers. Half-year Choice international workers will be initially available to district WPA Choice churches for 10-18 weekends, while full-year Choice international workers will be initially available to district WPA Choice churches for 28 weekends. District will seek to provide automobile, to locate housing, to furnish the housing, and to provide assistance with utility costs.
  - ✓ Churches may also utilize other Alliance speakers as needed such as: international worker retirees, international worker candidates, or short-term Alliance mission trip participants from other Alliance churches.
  - ✓ Benefit to international workers: will not serve two seasonal tours away from family; will often have weekdays available to themselves [unless requested by church for a special service (e.g., AW luncheon, AM breakfast or extended international ministries emphasis plan).] (Acceptance is at the discretion of the international worker.)
  - ✓ District responsibilities: recruit international workers to district; assist pastors and churches to be proactive in planning and implementing their annual (or more often) international ministries emphasis.
  - ✓ Similar models are already being utilized by several U.S. districts.
  - ✓ National Office personnel have given their enthusiastic blessing to the *WPA Choice Tour*.

## **CHURCH RESPONSIBILITIES**

- The church shall pay the district tour fee one time each conference year (July 20XX – June 20XX). The rate is currently \$100.00 per year. This fee is required even if one of the international workers assigned to the tour is not used.
- The church is responsible for any travel expenses which the international worker incurs in serving your international ministries emphasis. Reimbursement is at the established IRS rate for business mileage.
- The church shall provide the international worker an honorarium or love offering, the minimum of which shall be no less than the Sunday AM pulpit supply *for each service* for which the international worker was the speaker.
- The church may choose to provide overnight accommodations for your international worker (as needed) or to allow him/her to drive home following a service, depending on what is time or cost effective.
- The church should furnish all meals for the international worker while he/she is serving your church.

## **OPTIONS FOR INTERNATIONAL MINISTRIES EMPHASIS THAT COMPRISE A CHOICE TOUR**

1. Minimally: Each district church shall conduct annually at least two (2) high-impact, congregational events with an Alliance international worker. (The district office strongly encourages a weekend conference.)
2. Weekend international ministries emphasis plus additional services (congregational, women's, men's, youth, kids').
3. Weekend international ministries emphasis with events scheduled during weekdays before or after.

## **OPTIONS FOR SUPPORTING *THE GREAT COMMISSION FUND***

1. Utilize the Faith Promise method and/or set a church goal for giving to the GCF.
2. Choose to provide all or a portion of the funds necessary to keep an international worker family on the field.
3. A combination of the above.
4. Other, as long as minimum (see #1 above) is fulfilled.

Please promote and give opportunity for your congregation to contribute to special offerings for the GCF throughout the year.

## FREQUENTLY ASKED QUESTIONS

1. Do we have to be on the *WPA Choice Tour* or can we keep doing international ministries conference as we always have?

*A WPA Choice Tour church may choose, however, to continue to do what they have always done, provided there are international workers available on the desired dates.*

2. How does the *WPA Choice Tour* differ from the traditional spring/fall district tour?

*The WPA Choice Tour differs from traditional district tour in that it provides greater flexibility to the church. Instead of being assigned, the church may now choose its types of international ministries emphasis, dates, and international workers.*

3. Will our international ministry conference continue to be when it has always been?

*A church may choose to schedule their annual international ministries emphasis “when it has always been” provided they can schedule an international worker for those dates.*

4. How and when do we know, and when will we be able to contact a Choice international worker?

*The international ministries tour year should no longer be thought of as “spring tour” and “fall tour” of a given year. Instead we will think in terms of a tour year, generally, July 20XX – June 20XX, etc. In this scenario, the district office will notify churches in advance of the tour year a listing of the Choice international workers and where each will be residing. The district will advertise the respective scheduling dates for each Choice international worker.*

5. What does this new tour model cost the local church?

- *The local church will be responsible for all the international worker’s expenses related to ministry for your church (i.e. the current IRS business mileage rate, meals, lodging, etc.).*
- *The local church will be responsible for the district tour fee, currently \$100 per church.*
- *The local church will be responsible for any other expenses related to conducting their mission emphasis.*
- *The church shall provide the international worker an honorarium or love offering, the minimum of which shall be no less than the Sunday AM pulpit supply for each service for which the international worker was the speaker.*

6. If the local church is picking up all of the expenses for its international ministries emphasis, why is the church also required to pay a district tour fee?

*The district tour fee helps the district to assist the Choice international worker with furnishings for the home, a vehicle, and assistance with utilities. It may also offset any transportation expenses which fall to the district.*

7. Will the church still receive the international ministries Kit? If so, when?

*The international ministries Kit is mailed out by the National Office to each local church in early Fall of each year. Each church receives theirs at approximately the same time regardless of the time or type of conference being planned.*

8. What about receiving Faith Promise cards?

*Faith Promise cards are mailed to all churches in the early Fall. The number a church receives is based on the church's response to the line, "literature/quantity requested" on the Annual Report form.*

9. Our church does not use the Faith Promise cards. Why do we still receive them?

- *It is both easier and less expensive to send literature to all the churches than it is to determine and to keep track of the churches which do not desire it.*
- *It is true that the Great Commission Fund budget is not determined by the Faith Promise responses. The value of the Faith Promise method is found in its use as a discipleship tool. Use of the card challenges the giver (1) to focus on God as one's Provider, including what one keeps and of what one gives, and (2) to learn to trust God for one's enablement, not depending on one's own ability.*
- *The Faith Promise method provides a unique opportunity for parents to model and to teach both their children and teenagers to be involved in giving to the Lord's work and specifically to worldwide international ministries in a consistent and systematic manner.*
- *If in some churches not everyone makes use of the Faith Promise card, the cards should be made available to any who DO DESIRE to use them, even if users are in the minority.*

10. How will the new tour model bear upon the Faith Promise year?

- *The Faith Promise year may require a one-time adjustment (either extending the current Faith Promise year or shortening the current year so as to begin a new Faith Promise year sooner).*
- *If a church's primary international ministries emphasis date varies year by year, the Faith Promise year may have to be customized annually.*

11. If our Choice international worker has school-age children, will the entire family be available for our international ministries emphasis?
- *When there are pre-school or school-age children in the international worker's home, the National Office does not require the wife to go on tour. This enables the children to remain in a more consistent church and, perhaps, youth group environment.*
  - *The above being true, the church may invite the international worker wife and school-aged children to accompany the speaking international worker. A church will be appreciative if the family responds positively to its invitation and will be gracious and understanding when the family is unable to do so.*
  - *It is also appropriate to invite the international worker wife and mother (who has children in the home) to attend and to speak rather than the husband on a weekend or on another occasion, if the church so desires. (Acceptance will be at the discretion of the international worker.)*
12. Why should we provide our Choice international worker with a love offering or honorarium when we pay all of his/her expenses and while he/she receives an allowance through the Great Commission Fund?
- *International workers have great expenses in returning to the field. While their home church may assist them, assistance given may not be enough.*
  - *International worker allowances are at the bare minimum. Additional funds are very helpful and much appreciated. Currently, international worker allowance is below the WPA district minimum salary package for pastors.*
  - *Biblical giving is not so others may be eased and you burdened, but as a matter of fairness, by your abundance another's need is supplied. It is not a matter of duty but of grace and generosity. It is an opportunity to demonstrate the reality of one's faith. (See 2 Corinthians 8 & 9)*

13. How can we supplement Choice Tours?

We encourage you to utilize other options for promoting international ministries emphasis including but not limited to: Alliance Video Magazine, skype calls and contacts with international workers, local Alliance short-term international ministries speakers, etc.

14. Where can we get our questions answered, or obtain help to plan or to implement our international ministries emphasis?

*Feel free to contact the District Office and ask for Lynette. The office number is 814-938-6920. The email address... [choicetours@cmawpa.org](mailto:choicetours@cmawpa.org)*