



## OFFICE OF MISSIONS MOBILIZATION REGULATIONS FOR MISSIONS CONFERENCES DISTRICT INFORMATION

### ANNUAL MISSIONS CONFERENCE:

While we encourage every church to weave missions into the DNA of their ministry strategy and priorities, we expect every Alliance church to conduct an annual missions conference, as required constitutionally. The District Office/Missions Mobilizer is encouraged to take the initiative to help serve, equip, and challenge the local church to make missions an all-year focus, and especially effective during their missions conference season.

The international workers who make up the conference tour team are assigned to the districts for missions conference tour by the director for the Office of Missions Mobilization (OMM).

The district superintendent arranges the dates and itinerary of the conference team with the churches on your tour. The district office is responsible to enter in CMS the tour schedules of all churches and international workers and styles of tours. The schedule for each international worker on your **fall** traditional district tour, Antioch Alliance weekend tour, Tour of Choice, and Freedom tours should be recorded in CMS by **August 1**. International worker schedules for the **winter/spring tours** should be recorded in CMS by **December 15**. Please send back-up schedules for CMS entries to OMM. The only international worker schedules the district office will not be able to enter are related to workers in creative-access countries. OMM will enter these schedules. In addition, OMM will enter Interdistrict Tour schedules as we administer these schedules.

Antioch Alliance Tours/conferences are arranged in concert with the district office and reported to OMM. Freedom Tour/conferences are arranged directly by the church, and arrangements are reported to the district office and OMM. Interdistrict Tours are administered by OMM, and churches on these tours deal directly with the director for OMM

### TOUR ASSIGNMENTS:

Whenever possible, international workers are assigned to one missions conference tour in their home district or where they are residing on home assignment. Due to the dire shortage of international workers available for missions conferences and the increased number of churches to service due to our church planting initiatives, we may not be able to schedule international workers in their home districts or where they are residing on home assignment. In regard to husband and wife assignments, even though it is our desire to assign them to the same tour or the same dates, we are not always able to do to. We have four goals in missions conference assignments:

1. Connect fields with partner churches
2. Provide large missions-minded churches with effective communicators.
3. Connect district international workers with district churches.
4. Grant requests for tour assignments from districts, churches, and international workers.

The district is responsible for all travel costs for district missions conference tours, including flights and ground travel in and out of the district. If OMM invites international workers from overseas to speak on district mid-term assignments, OMM covers overseas travel expenses. Districts vary in the way they charge churches to cover missions conference expenses. Freedom churches cover all related missions conference travel expenses. Interdistrict tour churches are invoiced by OMM and are not charged district-related missions conference expenses.

## **TRANSPORTATION OF INTERNATIONAL WORKERS:**

The district is responsible for reimbursing international worker travel from home to the first church and from the last church back home. The transportation of missions conference team members between churches on the tour is the responsibility of the churches on that tour. The pastors of these churches will make the arrangements for taking the team members from church to church. In the event that a conference team international worker has been authorized to use a car while on tour, the churches on that tour will reimburse the international worker for all tour-related transportation costs, i.e., gas and tolls. A church participating in the Antioch Alliance Tour should pay the international worker mileage if the international worker owns his own car. If an international worker is driving a missionary-on wheels vehicle, he should be reimbursed receipts only. Maintenance, repairs, and travel not related to tour are not the church's responsibility and therefore not reimbursable. PLEASE BE ATTENTIVE to ask about and reimburse the international worker for any appropriate out-of-pocket expenses while serving in your district.

## **CONFERENCE CANCELLATIONS:**

If a missions conference service or services are canceled by a local church, the expenses for travel, food, and lodging due to the cancellation will be assumed by that church.

## **LAUNDRY/DRY CLEANING:**

Reasonable expenses for dry cleaning and laundry are to be submitted to the district superintendent for reimbursement.

## **GREAT COMMISSION FUND:**

All cash and Faith Promise offerings for the Great Commission Fund should be sent to Finance/Operations at The Christian and Missionary Alliance National Office. Missions conference-related expenses are to be covered by an offering raised by the tour churches or by their church budgets. A local church may give toward "Approved Specials," as per policy stated in the *2007 International Ministries Handbook, Section G, A, 2, a, b*.

## **EMERGENCY TOUR RELEASE:**

In the event that a missions conference team member must be relieved from tour ministries, permission must be obtained from International Ministries and then from the district superintendent. The director for OMM also must be notified. A conference team member may be relieved from tour for the following reasons: personal sickness, serious illness in the immediate family that requires the international worker's presence, death in the immediate family, or a specific request from the National Office.

## **ADDITIONAL PERSONNEL EXPENSES:**

If a church desires to use additional international worker personnel during the conference, the expenses and honorarium become its responsibility.

## **LOVE OFFERING/HONORARIUM:**

While this is not to be considered a mandatory regulation, it is recommended that a love offering or honorarium be given to the international workers for their missions conference ministries in local Alliance churches. While on home assignment in North America, C&MA international workers receive an adequate living and rental allowance. In addition, they receive a very modest \$5 per diem paid by the district while on their home assignment tour ministry. However, these funds are basically intended for their support while back in the

homeland and do not take into account the funding necessary for return to their mission field. Since international workers are not permitted to make personal appeals for vehicle, outfit, or project moneys while ministering on tour, unless authorized by the local pastor, (see “Approved Specials”), love offerings and honorarium are an appropriate way of showing appreciation for their ministry, as well as providing for their return to the field.

### **APPROVED SPECIALS:**

In addition to giving to the Great Commission Fund, interested donors have the opportunity to contribute to specific projects called "Approved Specials." An updated list of the “Approved Specials” is available to churches and interested individuals at this web site address: <https://www.cmalliance.org/give/approved-specials.jsp> Gifts designated for items on the published list should be sent to Operations/Finance at the National Office. Churches in an official partnership with Alliance workers/fields may be exempted from the 15% fee. For conditions under which the Ministry Support Fee can be waved, contact the Office of Ministry Partnerships at 719-265-2182 or e-mail at [hankinsr@cmalliance.org](mailto:hankinsr@cmalliance.org). Tax deductible receipts are issued to the donors.

International workers are urged to encourage the members of the constituency to direct their primary giving through the Great Commission Fund. However, “Approved Specials” are also critical to the ministry of the work on the field. During speaking engagements international workers may solicit donations for Approved Specials, only after receiving prior approval from the local pastor.

Because the primary fund-raising goal of the annual missions conferences is focused on the Great Commission Fund, international workers may not initiate appeals for any “Approved Specials” until after the regular offerings and Faith Promises have been received or at a time agreed upon by the local pastor.

Although many of the “Approved Specials” relate to special projects and programs of the overseas church (i.e., theological schools, literature centers, radio studios, etc.), only international workers of The Christian and Missionary Alliance may make direct appeals for these funds. In rare cases and after approval by Church Ministries, an overseas church member may be permitted to make direct appeals to American congregations of the Alliance.

### **CHURCH PROFILES:**

The National Office will provide each district a church profile to be given at their discretion to pastors and international workers. This information will enable pastors and international workers to assimilate pertinent church trends.

### **INTERDISTRICT TOUR CRITERIA:**

- ◆ Request for placement on the Interdistrict Tour can be made through the District office and in consultation with OMM.
- ◆ The church requesting a place on Interdistrict Tour, the primary church, should meet the following criteria:
- ◆ Giving to the Great Commission Fund of \$40,000 or more annually.
- ◆ Average Sunday morning attendance of 200 or more.
- ◆ The missions conference team assigned to an Interdistrict Tour will be ministering in a primary church concurrently with a designated partner church. This partner church will be designated by the District Office. Rotation of team members will be handled by the participating pastors. Consideration for Interdistrict Tours

will be made on the basis of the requesting church's agreement to share the conference with a partner church.

- ◆ Once accepted/placed on an Interdistrict Tour, the primary church and its partner church will share two international workers for their conference time.
- ◆ A seven to eight-day conference format, Sunday through Saturday or Sunday, is to be followed: the conference programming will be established by the pastor and/or missions committee. In as much as the conference team is chosen on the basis of ability to communicate well, it is to be expected that they will be well utilized regularly throughout the duration of the missions conference. They should be adequately briefed on their speaking duties as relates to their audience, as well as the objectives for each public ministry.
- ◆ The conference should be well promoted through the local news media.
- ◆ While this is not a mandatory regulation, it is recommended that a love offering or honorarium be given to the missions conference ministries in local Alliance churches. While on home assignment in North America, C&MA international workers receive an adequate living and rental allowance. In addition, they receive a very modest \$5 per diem while on their home assignment tour ministry. However, these funds are basically intended for their support while back in the homeland, and do not take into account the funding necessary for return to their mission field. Since international workers are not permitted to make personal appeals for vehicles, outfit, or project moneys while ministering on tour, unless authorized by the local pastor (see "Regulations for Missions Conference Tours for Pastor," "Approved Specials"), love offerings and honorarium are an appropriate way of showing appreciation for their ministry while in the church, as well as helping provide financing for their return to the field.
- ◆ The Interdistrict Tour church will be invoiced for the Interdistrict Tour fee. Check for same should be made payable to The Christian and Missionary Alliance "Interdistrict Tour Expense" referencing the invoice, and credited to the Office of Missions Mobilization account.
- ◆ The Interdistrict Tour churches will be evaluated periodically in order to determine their adherence to the above-stated criteria and regulations. In the event that the church does not comply with the program, it may be dropped from the tour at the discretion of OMM, in consultation with the District Office, in favor of another church able to meet the regulations.

DS:JB; 12/12/2011

Ftour2010/forms/regs/district tours, 2010-2011.doc

## ANTIOCH ALLIANCE SUPPORT SYSTEM

### GUIDELINES and PRINCIPLES

1. The number of churches an international worker should work with over a period of a year on home assignment is 28
2. The number of churches an international worker should work with over a period of half a year on home assignment is 10 in the fall and 18 in the winter/spring.
3. Missions conferences should consist of a three-day conference, Friday through Sunday.
4. The district should initiate when a church has a conference and cluster churches together in geographical locations. Possibly an international worker could be gone for two to three weeks and then go home for two weeks. That way an international worker could avoid driving long distances every weekend. A district

needs to become more proactive in scheduling. The district can have a contact person responsible or a lay person can take charge of scheduling.

5. Regarding wives and children, it is unlikely the family will attend every weekend as children generally enjoy being home attending their own Sunday school class and youth group. However, hopefully the wife will go sometime during the year to attend an Alliance Women's gathering. Possibly, the family can attend VBS or a family night where the church give presents to everyone in the international worker's family.
6. A international worker needs a month after arriving in the U.S. to see family, get set in a home, purchase a car, get the kids enrolled in school, etc.

Antioch Alliance Support System/Guidelines and Principles  
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## FREEDOM TOUR

A church can request permission from the district superintendent to conduct a Freedom Tour Missions Conference. In this case, the church plans its own Missions Conference.

It establishes the dates, invites the international workers, arranges their travel, and covers all financial expenses for the Conference. A Freedom Tour Conference can be a week-long event; four Sundays a month; two, three, or four weekends each year; or what the church designs. An international worker speaker on Sunday morning does not constitute a Missions Conference.

The church reports to the district superintendent the details of the Conference: dates, speakers, giving, etc.

To acquire international workers serving on overseas assignments for two or four years, the church needs to request permission from International Ministries at the National Office. After their approval, the church should contact the international worker's regional director and the field director for approval. Then an invitation can be extended to the international worker to participate in this Freedom Tour Missions Conference.

### One-Week Break For International Workers On Tours Extending Longer Than Six Weeks

The intention to provide a one-week break for international workers on tours extending longer than six weeks is to connect international workers separated with spouses and children back home.

A district or the Office of Missions Mobilization is responsible for covering expenses for this air or ground travel back home. If the international worker does not want to go back home due to not having family back home, a district or the Office of Missions Mobilization may consider requests for workers to travel to visit extended family members or special situations. Reimbursement may be given up to the cost of travel back home. Reimbursement is for travel to a destination. The intent of the break is to connect with families not to take a vacation at GCF expense.