

HOW TO SCHEDULE AN INTERNATIONAL WORKER FOR YOUR

Missions Conference

1. Determine speaker and possible dates for your conference. Refer to the schedule at cmawpa.org under Missions Resources, International Worker Schedules.
2. Sign-in and schedule your international worker.
3. You will need:
 - Password as Mission Mobilizer: This has been sent to you if you are on the MM list your pastor indicated.
 - Contact person, phone and email address.
 - Your first choice of international worker and weekend.
 - Request for additional days (Friday and/or Monday).
 - Second choice of speaker and weekend. (This is in case your preceding choice is unavailable.)
4. A confirmation e-mail will be sent within 2-3 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 Tour churches will be given a scheduling window of opportunity and first come first serve.
 - 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 \$0.67/mile). This should be given directly to the IW. Please download the travel reimbursement form from the district website and have it filled out with a check already made for the IW. The honorarium could be a separate check if there is an offering being taken. Please take the initiative for the IW will not ask for it.



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