

# IPHOC world missions

## ITINERATION PROCEDURES GUIDE

Preparing Missionaries for Dedicated Service

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# WELCOME!

We are so thrilled that you are starting your missionary journey with IPHC World Missions Ministries (WMM). There are many opportunities coming your way.

## **What is Itineration?**

Itineration is a wonderful experience that gives you an opportunity to meet many people. This guide will help you to begin developing relationships and creating *partnerships*. Therefore, working together with your partners in ministry, both you and your donors have a tremendous impact on the people that God has called you to reach.

## **Fundraising is a Tool**

Fundraising is a major component in raising a budget for your field assignment. Understanding fundraising concepts, principles, and ideas will help and enhance your efforts in raising the monthly support required for your departure to the field. These are proven principles and methods that, when applied, will excel and develop healthy support accounts.

## **Developing Partners is Top Priority**

During your itineration, scheduling church services and meeting with individuals will be a major part of the basic structure in obtaining funds for your departure. The more people you meet and connect with the higher number of partners praying for you, supporting you, and rallying together for your purpose on the mission field. It is a team effort and blessing to those you minister to on the field, you as the missionary, and to the local church as whole.

**Again, welcome to the WMM family and thank you for your commitment to the Great Commission.**

# FUNDRAISING

## Definition of Terms

1. **Itinerating Missionaries:** Missionaries approved for their first assignment and raising funds for their field budget.
2. **Furlough Missionaries:** Missionaries who have raised sufficient support, served at least one term on the field and have returned to the States. They update supporting churches and raise any additional funds needed for their next term.
3. **Itineration:** The general term used to describe the action of fundraising, scheduling services, meetings, etc.

## Before You Fundraise

Candidates applying for Career or Missionary status must meet with the World Missions Ministries Council to be approved for their appointment and field assignment. Two basic things are needed prior to meeting with the WMM Council:

1. Job description
2. Financial package (budget for the field)

Once approved, the following items must be in place before itinerating:

1. Support account number
2. Faith Commitment/Prayer Cards

## Overview

It is the missionary's responsibility to raise his or her support, and you find many helpers along the journey. One's attitude determines if this process will be meaningful, productive, or burdensome. Remember, God is your source. Donors are willing conduits that God's financial blessings flow through.

1. **Don't quit your day-time job, yet!**

Before you quit your job, resign your pastorate, or sell your home, be sure to speak with the Director of Missionary Care regarding financial assistance from WMM. The Director of Missionary Care must approve the placement of a missionary on salary. There must be a consistent flow of sufficient monthly income (donations) to cover any salary agreement.

2. **Faith Commitment**

Raising your support by the Faith Commitment method has been proven by WMM's structure and system from the beginning of our organization. The system works if you work the system – it is challenging work and a 7-day a week effort!

Times have changed, and there are diverse sources of possible funding. The Faith Commitment program works inside IPHC and outside. A key part to its success is the missionary’s understanding and making the most of all opportunities available.

Saying this, we must have a balance of the practical and spiritual elements with this process. Scott Norton focuses on key elements in his book, Funding Your Ministry.

### 3. Funding Your Ministry

Face-to-face presentations are the most effective way to raise funds. Be careful how you act and react in your efforts to communicate and connect with potential donors. Funding Your Ministry by Scott Morton addresses different attitudes that can make a difference in your efforts:

1. God is the Source—not our donors, not our plans, not our hard work.
2. Prayer demonstrates our dependence on God as the Source.
3. Be clear on your job versus God’s job.
4. The Bible is the standard for fundraising tactics.
5. Biblical fundraising is a *spiritual ministry*.
6. Receiving support is a biblical “right” but does not entitle you to be pushy or demanding.
7. Expect to raise 100% of your approved budget.
8. Poor talk dishonors God.
9. Focus on the giver, not the money.
10. Emphasize the greatness of your *vision*.

### 4. Presentation

When speaking in a church, try to stay away from using an over-abundance of statistics. Too many stats can become overwhelming and cause individuals to approach your ministry with the attitude that says, “The need is too great; nothing I can do will help.” Focus on the bite-sized pieces. Most people do not necessarily care about the overall size of a missionary’s budget, but they do have an interest in the portion they can provide.

#### Create a Gift-Range Table

“My budget is \$6,000 per month. This seems like a major task until it has been broken down into categories. The average PH Church has around 50 members. If every person in each church visited, pledged \$10 a month, I would only need to visit 12 churches to raise all of my support. If I attended 2 services every Sunday, I could be on the field in about 2 months!

Number of Pledges/Month	Size of Pledges
1200	\$5.00
600	\$10.00
120	\$50.00
60	\$100.00
30	\$200.00
12	\$500.00

You see, no gift is too small. Everyone CAN help!”

Alexander, Douglass & Kristina Carlson. Essential Principles for Fundraising Success. San Francisco: John Wiley & Sons, Inc., 2005, 6. Alexander, Douglass, 8. Paraphrased.

**Reality 101** - The average IPHC missionary will take a minimum of 18 months to raise a full budget. Usually, the weekly average is \$75.00.

#### 5. **Missionary Account(s)**

**12345S – SUPPORT** - This is your primary account. This account is for raising your monthly budget and should be the *first* priority of your fundraising efforts. Residual income maintains a healthy account balance, which will sustain you during your term on the field.

**12345G – GIFT** - From time to time, people may want to give large, one-time gifts to you for personal use. These funds are disbursed mid-month of the following month they are received. For example, gifts received to your gift account in January will not be disbursed until mid-February. There is a limit on the amount of gifts that can be received in one year. (Please refer to the WMM Missionary Policy Manual for this number.) When that amount is reached, the funds go into your support account for your monthly budget.

**12345M – MINISTRY** - Ministry related expenses may arise once you are on the field. Funds in this account can be used for ministry expenses with approval from the Regional Director. If you have a donor who wants to give a donation for your ministry, have them use this account.

#### 6. **Ordering Faith Commitment Cards**

Your Faith Commitment cards are crucial to start your itineration. Make it a habit to carry your cards and give to anyone you meet anywhere you go. Always have a card or two ready, because many times the opportunity presents itself, and if not taken, the open door may close. In addition, always have an ink pen. Many cards and checks are not filled out for the lack of a pen!

You can order your Faith Commitment cards by contacting the WMM Communications Coordinator.

# DEVELOPING PARTNERS

## Scheduling a Visit

When scheduling a visitation to a church, there are several factors to consider:

1. Begin by building relationships with the pastor and local church missions director.
2. Contact the church's missions director.
3. Schedule a time to visit the church.
4. Contact your Conference Missions Director (CMD) to let them know where you are traveling. Get general information about the local church, such as their style of service, general mindset, culture of the congregation, etc. Know your audience.
5. If you receive an invitation to a church in another conference, please be courteous to the respective CMD and make them aware you have opportunity in his or her conference to share about your ministry. Please also inform the Missionary Care office. Contact WMM if you need the contact information for a specific CMD or visit <https://iphc.org/missions/missions-directors/>.

## Faith Commitment Cards

Use Faith Commitment cards (FCCs) to enhance your ministry.

1. Contact the pastor before the service to find out any guidelines he or she may have concerning the FCCs.

Some prefer that you do not hand out the cards to the congregation. If the pastor does not allow you to hand them out, simply reply by saying, **“These are our prayer cards, too. May we hand them out and ask people to pray for us and provide their names and addresses so we can send our newsletters and prayer requests?”** Most pastors will allow it. If so, do not ask for funding, or the pastor may feel you have overstepped authority in his or her church. Just give God an opportunity to work in hearts.

2. A few pastors may have their congregation take a FCC and return it the following week. They feel this allows the people to prayerfully consider giving. If the pastor chooses to do this, ask them to mail the cards to you or the Missionary Care office. However, it is best if possible, to speak with the pastor about taking them up in the service. Please contact the Director of Missionary Care about this option. It can be a sensitive area.
3. If the pastor allows you to distribute your FCCs during a service, make copies for the church, or have the church make copies for you. Total the amount on the cards and let the pastor know how much the congregation made in faith commitments. The pastor will receive a letter from WMM to verify this amount.

4. Mail the FCCs to the Missionary Care office. A running record of faith commitments is kept with your itineration file. This aids in projecting your field departure date.

It is encouraged to keep record of your FCCs in Excel for quick and easy access to your donor list and their contact information.

### **Deputation Procedure and Forms**

These few, simple steps help the Missionary Care office acknowledge your official visit and verify with church the amount of their commitment. WMM's letter also affirms that you are an approved missionary with IPHC Ministries.

We strive on your behalf to see your budget reached and confirmed in a reasonable time.

The church forms explained below are used to contact churches and thank them for allowing you to share with their congregation. The Missionary Care office has found that churches are more apt to respond with a verification of support when a letter is received within **two weeks** of a missionary's visit. We believe that when a church receives an official letter from WMM, it reminds them of the importance of their commitment and helps secure those funds. Keeping these up to date is for your benefit because they contribute to a healthier financial account.

**The web address to locate the forms is:**

<https://iphc.org/missions/missionary-forms/>

Be prepared to visit this site often to share with us your appointments and weekly church services.

1. **Deputation Form Breakdown**

- a. **Scheduled Church Visit**

Once you have confirmed a service, visit our website and log where you are going and information about that service. Once this form is submitted, the Missionary Care office receives it and keeps record of it in your file.

- b. **Church Visit Follow Up Form**

After you have visited the church, go online and fill out the follow up form. The Missionary Care office will send a letter to the church to verify the monthly amount they have committed, as indicated on the submitted form.

Note: When completing these forms, be sure to enter the church's *mailing* address, not necessarily the physical address.



## **Housing**

There are a number of mission houses that may be available for missionaries to use. Please contact the Missionary Care office for more information.

Cities and conferences with missions houses are:

- Dublin, VA – Appalachian Conference
- Clinton and Falcon, NC - North Carolina Conference
- Lake City, SC - South Carolina Conference
- Holmes Bible College Greenwood, SC – Spirit Life Ministries
- Henryetta, OK - New Horizons Ministries
- Concord, NC - Cornerstone Conference
- Dan Wood’s Church, NC - Cornerstone Conference

## REIMBURSEMENTS

In the beginning weeks of itineration, most missionaries do not have funds built up in their support account; therefore, no funds are available for reimbursements until monies accumulate.

Monthly base salaries are not available nor approved until sufficient income flows consistently into your support account; however, you may submit reimbursements for travel expenses if funds are available in your support account. Also remember, **missionaries may keep love offerings received from the local church, which can be used to cover travel expenses.**

Please follow the reimbursement guide provided here:

1. Allowable expenses include mileage, lodging, and travel meals to/from engagements. Any air travel must be approved in advance by the Director of Missionary Care. All receipts must be turned in monthly if seeking reimbursement.
2. Reimbursements are processed on Tuesdays and Thursdays. Once it is processed, the reimbursement will be directly deposited to your bank account. Depending on your bank, this could take 1-2 business days to show in your ledger.
3. Send U.S. travel reimbursement forms to the Missionary Care office. Original receipts must be received by mail or digitally before your reimbursement can be approved and processed. Digital scans must be clear and legible. If taking photos, please consolidate, placing multiple receipts in one photo; they must be legible.

**Always label your receipts in case of an audit.** Here are some commonly used labels:

*Travel Meal to \_\_\_\_* - Meals while on the road going to and from speaking engagements and meetings.

*Entertainment Meal/Non-Travel (ET)* - Meals with pastors or donors paid for by you.

*Rental Car and Rental Car Fuel*

*Lodging*

*All others Misc. items must also have a description and purpose of purchase.*

### Online Form

The Travel and Expense Voucher can be found at <https://iphc.org/missions/missionary-forms/>. This online form is a PDF version and is not editable. Contact the Missionary Care office if you would like to receive the Excel version with formulas included.

### WMM Requirements/Deadlines

Reimbursements should be submitted monthly. We cannot reimburse any expenses older than 90 days.

## Additional Expense Information

1. If you rented a car, you may be reimbursed for the rental fee and the fuel. If you borrow or use your own car, you may be reimbursed for mileage *or* fuel, but not both.
2. Do not submit vehicle maintenance for reimbursement. Repairs, fuel, oil changes, tires, insurance, etc. are covered under the standard mileage rate.

Example: You drive 300 miles, mileage is \$ .575 per mile. Your due IRS reimbursement is  $300 \times \$ .575$ , which equals \$172.50. A vehicle gets 25 miles per gallon and uses 12 gallons on this trip. 12 gallons at \$3.00 per gallon totals \$36.00. A reimbursement of \$172.50 less gas expense leaves \$136.50 to cover maintenance expenses on your vehicle.

3. Use the following example in submitting your mileage. A couple things to note:
  - a. When detours are not listed, accounting may not approve mileage reimbursements until all trip information is provided. (Example: If you traveled from OKC to Dallas but stopped over in Ardmore, OK on the way home, Ardmore must be listed as well. Personal trips are not eligible for reimbursement.)
  - b. Keep track of your odometer readings.
  - c. Be sure to list the purpose of the mileage, as it relates to your ministry/itineration.

<i>Mileage (US Travel Only)</i>				<i>Odometer Readings</i>		<i>\$.580 Per mile</i>	
<i>Date: (MM/DD)</i>	<i>From:</i>	<i>To:</i>	<i>Description/Purpose:</i>	<i>Start</i>	<i>Finish</i>	<i>Total Miles</i>	<i>USD Amt.</i>
7/1/2018	Oklahoma City (Home)	Dallas, TX	Faith Church Missions Service	67,700.0	67,908.0	208.0	\$ 120.64
7/2/2018	Dallas, TX	Ardmore, OK	Church Missions Service	67,908.0	68,020.0	112.0	\$ 64.96
7/3/2018	Ardmore, OK	Oklahoma City	Return Home	68,020.0	68,127.0	107.0	\$ 62.06
7/15/2018	Home	Northwest Christian Center	Missions Service & Return	70,000.0	70,040.0	40.0	\$ 23.20
						0.0	\$ -
						0.0	\$ -
<b>Grand Total</b>						<b>467.0</b>	<b>\$ 270.86</b>

## DEPARTURE PROCEDURE

When the monthly budget amount is raised for two consecutive months and your account has a balance of at least two months' budget, the Director of Missionary Care will consult with the Regional Director and notify the missionary that departure is approved. Directions for travel, shipping, etc. will come from the Missionary Care office.

## Contact Us

<p><b>Bishop Talmadge Gardner</b>  WMM Executive Director  <a href="mailto:tgardner@iphc.org">tgardner@iphc.org</a>  405-792-7181</p>	<p><b>Michelle Nisbett</b>  Executive Assistant to Bishop  Talmadge Gardner  <a href="mailto:mnisbett@iphc.org">mnisbett@iphc.org</a>  405-792-7182</p>
<p><b>Steve Cofer</b>  Director of Missionary Care and  Coffee House Ministry  <a href="mailto:scofer@iphc.org">scofer@iphc.org</a>  405-792-7187</p>	<p><b>Kathryn Shepard</b>  Administrative Assistant to Steve  Cofer  <a href="mailto:kshepard@iphc.org">kshepard@iphc.org</a>  405-792-7188</p>
<p><b>Dr. Terry Tramel</b>  Director of GO and Leadership  Development  <a href="mailto:ttramel@iphc.org">ttramel@iphc.org</a>  405-792- 7183</p>	<p><b>Rebekah Wiggins</b>  Administrative Assistant to Dr.  Terry Tramel  <a href="mailto:rwiggins@iphc.org">rwiggins@iphc.org</a>  405-792- 7184</p>
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<p><b>Madeline Raglin</b>  Communications Coordinator  <a href="mailto:mruglin@iphc.org">mruglin@iphc.org</a>  405-792-7107</p>	

**Mailing Address:**

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PO Box 12609, Oklahoma City, OK 73157

**WMM Toll Free:** 888.474.2966

**Website:** [iphc.org/missions](http://iphc.org/missions)

**Email:** [wmminfo@iphc.org](mailto:wmminfo@iphc.org)