

SHORT TERM MISSIONARY GUIDELINES AND REQUIREMENTS

SUMMARY

The primary purpose of Short Term Missionary status (STM) is to introduce potential missionary candidates to IPHC WMM's global ministries and opportunities. For some, this status positions the STM for God's confirmation to continue toward a long-term commitment, moving to a field assignment as Missionary status, then finally to Career status.

Short Term Missionary is a non-salary, non-employee status, meaning STMs do not receive a base salary, stateside housing or utility allocations, retirement, or participation in WMM's group health insurance.

ELIGIBLE CANDIDATES

- Those who sense/feel God's call to missionary service.
- Single and/or married couples (U.S. based STM status does not provide for family assignments or trips).
- Those who have been interviewed by their Conference Missions Director and have met local church and conference requirements to apply (applications are submitted to WMM through the conference missions office).
- Those willing to commit at least four weeks per year to participating in WMM field ministries, upon the invitation/approval of the respective Regional Director (RD).

APPROVAL

Once the application is submitted and the candidate completes all preliminary requirements, the full application packet is presented to the WMM leadership team for review. If approved, the missionary is given an approval letter with a ministry account number, at which time the missionary may begin raising funds. It is the responsibility of the missionary to remain in consistent communication with the Regional Director to coordinate ministry trips.

MINISTRY TRIPS

- *Field Assignment.* Ministry trips to the field must have a ministry purpose. Before making travel plans, the missionary must contact the RD for the respective field. The RD must approve and submit a ministry plan/assignment for their field and establish an estimated budget.
We encourage and emphasize assignments to be with IPHC works and ministries. If otherwise, the logistics of kingdom advancement through other organizations must be in correlation with IPHC Ministries and WMM leadership, requiring communication and agreement of the proposed assignment and its approval.
- STM status requires one month or longer on the field annually – this may be spread over the span of days and weeks.
 - *Not meeting this annual requirement may result in dismissal from STM status.*
- Only ministry trips correlated with IPHC field ministries *and* approved by the Director of Missionary Care and Regional Director (RD) can be funded from the missionary's ministry account.
- Visa processing is the responsibility of the missionary (actual cost may be reimbursed from the missionary's ministry account - receipts are required).
- International trip health/evacuation insurance is required unless your primary health insurance covers international travel.

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ITINERATION

- Itineration is at the missionary's expense. STMs are encouraged to use love offerings that are generally given by the local church visited to cover the travel expenses. (STMs living in the States usually hold secular jobs or are employed by a local church providing income, whereas missionaries living on the field are employees of WMM and have no other source of revenue.)
- If the Missionary Care office or a Conference Missions Director (CMD) contacts an STM and extends an official invitation to attend a conference event for missions, the missionary may request reimbursement for itineration expenses (travel, lodging, travel meals). A copy of the invitation and receipts are required.

REPORTING

- Quarterly reports to the Missionary Care office are required, whether the missionary is currently in the States or on the field. The missionary must send these reports to the Director of Missionary Care, copying his administrative assistant and the field Regional Director (RD). These reports should include a summary of field ministries and current activities.
- Any Short Term Missionary who does not report for a period of six months may be released from the program.

STM MINISTRY ACCOUNT

- Funds in a ministry account can be used only for field-related ministry or travel expenses.
 - Ministry related examples include, but are not limited to, supplies for field kid's/men's/women's ministries, gifts for nationals, etc.
 - Travel expense examples include, but are not limited to, passport, passport renewal, required immunizations, airfare, mileage to/from airport, baggage, taxi fare, bus fare, field lodging, tips, meals, etc. (Personal care items for travel are not included as a reimbursable expense.)
- The ministry account cannot go into a deficit.
- Funds from ministry account can be disbursed for approved ministry trips one of two ways:
 - Within 90 days after returning from the ministry trip, the missionary can send in receipts and receive reimbursement for the actual cost of the trip. Reimbursable items include air and ground travel, lodging/housing, travel meals, travel insurance, and other field ministry-related expenses. Receipts are required.
 - An advance may be granted by summing an itemized budget (with RD approval) to the Director of Missionary Care for approval, requesting funds from the missionary's ministry account. The Missionary Care office will then process the request by direct deposit to the missionary. All corresponding receipts must be submitted to the Missionary Care office upon return to the U.S.

DONOR DEVELOPMENT

- Newsletters are the responsibility of the short-term missionary. WMM encourages digital communication as an effective tool to connect with donors.
- Faith commitment cards are the responsibility of the STM. Upon approval, this expense can be paid out of the STM's account, if funds are available.

WMM PROMOTIONAL MATERIALS

- Short Term Missionaries are listed in *The Link Prayer Guide*.