

Deputation Guidelines

Telling the story of what God is doing through the work of IM's global personnel and partners is essential to the ongoing health of the organization. In addition to regular print and electronic communication with our supporting partners, personal story telling by global servants is an effective method for accountability, inspiration and relationship building.

Global servants on US/Puerto Rico assignment are expected to be available for deputation assignments throughout the year. The heaviest demand for mission speakers is during the World Mission Offering promotion in the fall. The bulk of deputation assignments should focus on visiting current and potential members of your partnership network.

Global servants, with assistance from their MPT, take the primary responsibility for scheduling deputation. IM is responsible for developing a list of available mission speakers and sharing that with region offices and churches. Global servants should notify the relevant region office when planning to visit churches within that region.

In addition to deputation engagements during US/PR assignment, global servants on the field are asked to consider being available for deputation during the WMO promotion time in the fall. We cannot guarantee that IM would have sufficient funds in any given budget year to assist with travel expenses for global servants not on US/Puerto Rico assignment, so alternate options for funding travel expense should be considered. IM does not cover airfare from the host country for deputation assignments.

Deputation Budget policy:

Traditionally, the IM deputation budget was set up to cover all costs associated with getting global servants to churches to give a first-hand account of what ABC churches are supporting financially and through prayer around the world. In the last few years, as our churches struggle with a major cultural shift and a significant economic downturn, giving to missions has been affected dramatically. As IM makes budget adjustments, alternative strategies are being considered in all departments.

In this specific regard, the deputation budget will cover only the cost of airfare for one confirmed speaker when air travel is required to reach the inviting region, plus the customary fee for one piece of checked luggage, if needed, and meals enroute. Fees for additional pieces of checked luggage will be considered personal expense. IM asks that a minimum of three speaking engagements be set up in these circumstances to maximize the air travel expense. Global servants are requested to ask the inviting group to cover their onsite expenses when invited to speak (this includes: lodging, meals, airport pickup and all onsite ground transportation, including the cost of a car rental and gas while traveling within a region).

For deputation travel within the global servant's region of residence, or short distance state-to-state travel, the costs will need to be handled by the host church or region. Global servants should choose the most economical way to travel by car, comparing mileage on a personal vehicle vs. low-cost car rental plus fuel. *Before committing to local speaking arrangements, please clarify this policy with the inviting group.*

Global servants and MPT members are strongly encouraged to invite hosting groups to consider contributing towards the entire travel cost whenever possible. Checks received that are intended to cover unreimbursed travel costs should be made payable to IM with "Specifics/Missionary Name" on the memo line. For similar cash gifts, write a personal check to IM for the amount received and designate it as "Specifics for Travel." The funds are then available for you to reimburse yourself for out-of-pocket local deputation travel costs. Checks to be deposited into Specifics and requests for reimbursement of travel costs from your Specifics account should be sent directly to IM Finance.

IM will reimburse global servants for deputation airfare related to engagements where a deputation expense form is completed and returned with the required receipt(s) and signatures. Honoraria received for deputation engagements where airfare is covered by IM should be submitted to IM to offset deputation travel expense.

Expenses for deputation travel at the initiative of the global servant that is not paid for by the host church or region, may be covered by work funds or undesignated specifics as authorized by the area director.

Booking Airline Travel:

Via the internet

Please charge your airline ticket to a personal credit card and submit it with a completed and signed expense form and required receipt(s) for reimbursement. IM will reimburse for the confirmed speaker only. Please inform us when you make your bookings. Tickets exceeding \$500 require IM approval before booking.

If you have any specific questions about IM's Deputation Guidelines, please contact IM's Mission Partnership Coordinator.

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