

# Mission Speaker - Hosting Guidelines

*for Churches, ABC Regions, Educational Institutions & Community Organizations*

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Thank you for your interest in the ministry of [Global servant], International Ministries global servant to [country]. In order to make the most of your time with [Global servant] and to assure a comfortable stay for [her/him], the following guidelines are offered.

## Possible Audiences

[Global servant] is comfortable speaking in a variety of settings, with any age group. People of all ages (children, youth, young adults and adults) will enjoy hearing [Global servant] share how God is working through [her/his] life in [country]. Although many groups hope to have “lots” of people present, feel free to ask [her/him] to be present with small groups that naturally gather together, such as Bible studies or cell groups, coffee or dessert groups. Perhaps you would consider pulling a handful of people together “just because!” Be creative! Fall is a great time for a picnic with several churches or groups and a creative way to share host costs.

[Global servant] is also comfortable addressing larger groups in a more organized setting such as local church worship or Sunday school, community organizations (Kiwanis, Rotary, etc.), and educational seminars or classrooms.

In addition to English, [Global servant] is fluent in [language(s)]. This multiplies the possibilities for a wide variety of people to learn about [her/his] ministry in [country]. Simply notify [her/him] ahead of time of the language preference.

## Other Activities

While in a particular area, and as time allows, [Global servant] enjoys seeing nearby unique sites or historical locations. By exploring local areas of interest, [she/he] can better understand a particular church or group in learning about its unique setting and culture.

In between scheduled speaking assignments, please be respectful of [Global servant's] need to rest or attend to personal communications, etc. Simply asking how [she/he] would like to spend “the rest of the day” outside of what is scheduled would be greatly appreciated.

## Housing

Depending on the speaking schedule, [Global servant] may or may not need housing at your location. If needed, please arrange for a central location (among speaking assignments) for overnight housing so that [global servant] is not sleeping in a different place each night. Acceptable options include a camp cabin, unused parsonage or apartment, etc. Other alternatives include staying with a host family or friends of [the global servant] who may live in the area.

## Meals

[Global servant] prefers to maintain a healthy diet while traveling, and loves salads, fresh fruits and vegetables. [Global servant] is highly allergic to \_\_\_\_\_ - please make certain [she/he] is aware of its presence in anything served.

## Travel Expenses

International Ministries may cover the cost of an airline ticket to a region, providing certain criteria are met. (If the airline ticket is not covered by IM and your church or group still expects the global servant's presence, you must be prepared to reimburse [her/him] in advance for the cost of the ticket.) If your location is close enough that a flight is unnecessary, you are responsible for covering the entire cost of [Global servant's] travel to your site, usually by rental car.

Once on site, all expenses (housing, meals and transportation, including car rental and gas, if necessary) are the responsibility of the hosts. Costs, particularly for transportation, may be shared among multiple hosts or locations. The cost of a rental car and gas will be \$\_\_\_\_\_.

It is entirely appropriate to receive an offering to help defray [Global servant's] travel expenses. You may share this with [her/him] directly in cash or check. Anything received over and above the actual costs can be applied to [her/his] personalized support goal. [Global servant] is responsible to document the gifts received and to submit related expense receipts to International Ministries.

## Further Information

For additional information, please contact the following persons who support [Global servant's] ministry by serving on the Mission Partnership Team (MPT):

MPT Member Name (s) -- Email Address(es)