



Associates Guidebook

# STM

Short-Term Missions

## 2020 Associates Guidebook

ASSOCIATES IN MISSIONS and  
ASSOCIATE MISSIONARY PROGRAMS

Global Missions  
Short-Term Missions Community  
36 Research Park Court  
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*A ministry of the United Pentecostal Church International*



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## Welcome to the Short-Term Missions Associate Programs

Three and one half minutes rocked the world. The memorable rendezvous was January 21, 2009. It was the day that, out of obscurity, Susan Boyle, with her Celtic twang, encumbered by learning difficulties and shyness, stepped onto the stage of Britain's Got Talent in Glasgow. She literally shocked the panel, and mocking crowd, when she started to sing eight words, "I dreamed a dream in time gone by..." One of the judges gave her the biggest yes ever awarded in three years of the contest. She arrested and then liberated the hearts of millions. There have been more than three hundred million hits on the YouTube capturing of those short moments. Susan's "I Dreamed a Dream" holds the global record for the most pre-ordered albums of all time. It was the most watched video during the year it was released. She defied preconceptions, probabilities, and set the stage for anyone and everyone with a dream. If you've never watched the video clip, do yourself a favor, and watch it. Right now!

All I ever wanted was to make a difference! To take my talents and place them in the Master's hands, use them for His glory, and hear Him say, "Well done!" That aspiration took me to West Africa over thirty-six years ago, on the AIM program, a week before my twenty-third birthday. I was armed with a degree in education, only three years in the United Pentecostal Church International, deficient of religious pedigree, but with a vision of "teaching all nations" beginning in thickly populated Nigeria, later, Ghana, then Africa, and now the world.

I was so naive back then. I had never traveled overseas, but did prepare my last will and testament before departure (thankfully and obviously I have never had the mishap of using it). I couldn't sleep that first night thinking that a powerful python was going to crash through the hotel window robbing me of my dream and my life. I survived! Hopefully, this Associates Guidebook will aid you in not worrying about the spiders and snakes and direct you as you step into the unknown.

A couple years later, in the jungles of Africa, I met my wife, a teacher from Alabama. We've been on a journey ever since. Both our children were taken to the mission field when they were six or seven weeks old and grew up there. Our mutual heartbeat has been unwavering: teach others so they can reach their own people.

My relentless dream is to entrust, empower, and equip the next generation. I still dream of taking God's Word to the world, touching people, transmitting truth, and transforming nations. More than that, I get to live out that dream, thanks to my leadership in Global Missions, on a minute by minute basis. They have graciously allowed me to serve as the Director of Education/Short-Term Missions. My wife and I served as global missionaries of the United Pentecostal Church International for twenty-eight years before moving to our World Headquarters in St. Louis. People ask me if I see myself returning to the field as a missionary. I really don't. If I could live my life over again, I would want to live it being a missionary. Since I don't have that opportunity, I know God has called me to help others to fulfill their dream, vision, and calling. That is an exciting adventure. It includes you! I want to mentor the next generation of members, ministers, and missionaries in Global Missions. We—you and me—are only here for a split second in eternity. Let's make the optimal best of it in reaching and impacting our world.

The Short-Term Missions team, here at World Headquarters, is a group of focused missions mobilizers, visionaries, creatives, and activists bent on empowering you to serve. We provide a pathway to the harvest, tailor-made for you, as much as we can, and we are creating a community of global laborers. We navigated the path before and want to assist you on your journey. The harvest is big; the opportunities endless. Welcome to our community; our tribe! Meet you in the field.

**Jim Poitras**

**Director of Education/Short-Term Missions**

## List of Abbreviations

**AIM**

Associate in Missions

**AMP**

Associate Missionary Program

**DGMD**

District Global Missions Director

**GMAC**

Global Missions Administrative Committee

**GM**

Global Missions

**GMB**

Global Missions Board

**OMT**

Office Management Team

**STM**

Short-Term Missions

**WHQ**

World Headquarters

## What are the Associate Programs?

Associates in Missions (AIM) and the Associate Missionary Program (AMP) are the two associate programs of the Short-Term Missions department of Global Missions, United Pentecostal Church International. AIM is the entry-level associate program. AIMers then advance to AMP if they desire a longer overseas commitment.

### Mission & Vision

Global Missions

Mission Statement:

“Send the message of Jesus to every tribe and nation by training messengers, producing self-supporting, self-propagating, self-governing churches, and establishing fellowship in truth and holiness.”

Short-Term Missions

Mission Statement:

“Providing a pathway to the harvest and creating a community of laborers.”

Short-Term Missions

Vision:

Short-Term Missions seeks to fulfill the mission by making space for people with varying levels of experience and education in short-term programs allowing them to work on the field. The associate programs seek to build community through hosting various events, mentoring through missionaries and staff, and associate training.

- Produce under God, self-supporting, self-propagating, and self-governing national churches in every country according to the apostolic pattern.
- Establish an international fellowship of the United Pentecostal Church.
- Create, by the power of the Word of God and the working of the Holy Spirit, a love for truth, peace and holiness.

See a [Brief History of Global Missions and the Biblical Principle of Missions](#) (pg 32) for more information.

### Purpose

The purpose of the AIM and AMP programs is to provide needed assistance to the field while also developing a greater burden and vision in the lives of the participants. Associate programs are the training ground of Global Missions. STM seeks to prepare missionaries for tomorrow by training Associates today.

### Objectives of Global Missions

- Send God-called missionaries into all the world to preach the Gospel.
- Train national workers and ministers.

# Under the Umbrella of Short-Term Missions

## How Associate Programs Fit into the Big Picture

In 1980, the very first AIMer went to the field. Since that time, AIM has grown exponentially and now includes the Associate Missionary Program (AMP). AIM was the pioneer STM program. Its success made room for more programs that allow people to be involved in missions around the world.

The AIM and AMP programs are instrumental in training up new missionaries. More than 90% of currently appointed career missionaries have previously been a part of one or both Associate Programs.

## Associates All Shapes & Sizes

Approved associates are dedicated ministers or laymen, young or old, working alongside fully-appointed missionaries or national churches on a short-term continuing basis. Missionaries need many types of associates including but not limited to:

- Missionary helpers that are either fully or partially self-supporting
- Overseas evangelists, either fully or partially self-supporting
- Members of missionary families - desiring financial assistance - who are presently on the field, actively involved in missionary work, but beyond the age limit for support
- Bible college students serving



as missionary interns for short periods of time abroad

- Furlough replacements
- Ministry of helps
- Humanitarian aid workers
- Youth workers
- Professionals (educated in specific area)
- Media/Technology
- Administrators

*Associates may be single, married, a family, or team working together with a missionary on the field.*

An associate may also hold a paid position locally on the field. He or she can fulfill the requirements of the job and assist the missionary in that area at the same time. This also allows for an extra income and is useful in fundraising. For more information about bringing your work with you, see [Employment on the Field](#) (pg 21).

## Associate Appointment Description

	 AIM	vs  AMP
LENGTH OF STAY	2 months - 1 year (renewable)	1 year (automatically renewed)
BUDGET	Up to \$50,000 in one year	Up to \$60,000 in one year
MINISTER'S LICENSE	Not required, but encouraged	Required

Minimum Two Months Stay  
Associate appointments, or "terms," are to a specific field for a minimum of two months, maximum one year. If an associate wishes to stay longer than the appointed term, he/she may apply for an [Extension](#) (pg 26). Approved associates may not receive funds for short trips under 2 months to the field or to fields other than the field of appointment.

For those wishing to travel to the field multiple times per year but not stay for a minimum of two months, please see the Associated Minister Program online at [www.GMstm.net/am](http://www.GMstm.net/am).



## General AIM Application Process: PARTICIPANT

1. Application completed and sent to Global Missions
2. Pastoral Recommendation Form sent to Global Missions
3. Pastors may access the form on the website or write a personal recommendation letter on church letterhead to mail to Global Missions
4. Insurance Waiver completed and mailed to Global Missions (with Application)
5. Professional resume sent with Application
6. Processing fee - \$100 - sent with Application



### Licensed Minister?

Needed: Recommendation from your District Superintendent or District Board.



### Bible College Student/Grad?

Needed: Recommendation from a Bible College official.

## General AIM Application Process: SHORT-TERM MISSIONS

1. STM receives all documents from the applicant and the additional Pastoral Recommendation Form from the pastor.
2. All information is reviewed and references are contacted. Missionaries and Regional Directors give an official letter of recommendation based on the application.
3. The Global Missions Administrative Committee (GMAC) is authorized to approve AIM applications and to appoint candidates. They review all data and make an appointment decision.
4. Applicants are contacted via email once a decision is made and also receive an approval packet in the mail with additional information and resources.
5. A tentative budget is sent to the AIMer. If filling an opportunity from the Go! Center, a tentative budget is provided online with the listing; however, the AIMer should wait for the supervising missionary to confirm.

### Who's in the GMAC?

The Global Missions Administrative Committee is comprised of four Global Missions executives and all five Regional Directors.

## AIM Application Procedure and Process

There are different procedures and processes depending on the level of appointment for an associate. For information on AMP appointment, see [Upgrading to the Associate Missionary Program \(AMP\)](#) (pg 30).

General AIM Applications may be accessed online at [www.aim2go.org/apply](http://www.aim2go.org/apply) or in person at UPCI WHQ.

**AIM Applications take between 8-12 weeks for approval!**

Short-Term Missions maintains a comprehensive file for each associate. All approved requisitions, correspondence to and from the AIMer, and his/her monthly reports are kept in this record. Files are separated according to one of three identifiers: application *in process*, *active*, or *inactive*.

### AIM App Checklist:

Application

Pastoral Recommendation

Insurance Waiver

\$100 App Fee

Resume

### What happens if I get Denied?

If an associate is denied approval for AIM, it does not mean he/she can never apply again. Often, it is due to lack of proper recommendations or an issue with timing. Associates should always address this situation with their pastor first and submit to him. There are many ways to be involved in Global Missions and maintain a global vision locally. See [Global Goer](#), [Global Christian](#), or [Global Missionary?](#) (pg 28) for specific examples.

## What to Expect as an Associate

You have felt the call to overseas ministry. You acted on that call. Now you are an approved associate! All the questions of what, where and when are over, but now there is the great "how?" Before you get there, thank God for this moment. Look to see below what others have said about their AIM or AMP experience and hear, in their words, what you can expect in the coming months.



Brett Potts  
Japan

"Going on AIM is one of the most important decisions I've ever made right up there with college and whom to date/marry. AIM is not only a pathway to ministry, it IS ministry! God can and will use you to do incredible things in your country, but you must have faith and be expectant!"

"Your heart will open in ways you cannot imagine to people you have never met before and to cultures and languages you've never experienced. Your understanding of the Gospel in action will never be more transformative than the journey you are about to embark on."



Allison Mitchell  
United Kingdom



Dahleen Devenport  
Ireland

"AIM will be one of the most rewarding and challenging steps you decide to take, causing you to grow and branch out in places you never thought possible."

## AIM Timeline

This is a *general* idea of the flow of events from AIM approval onward. The timeline can differ with different situations. The timeline of events can differ with different situations.





# Preparing to Go



## Spiritual Disciplines

Associates are not just ambassadors for Global Missions, they are ambassadors for Christ. As such, spiritual preparation is vital! Do not wait for spiritual training, start right at home.

### The Word

Spend daily time in the Word of God. Don't just read the Bible, but mediate, memorize and study. If this is a new concept, start with 5-10 minutes each morning before starting the day and increase the time as it becomes easier. Try memorizing scripture that relates to the type of work you will be doing on the field.

### Prayer

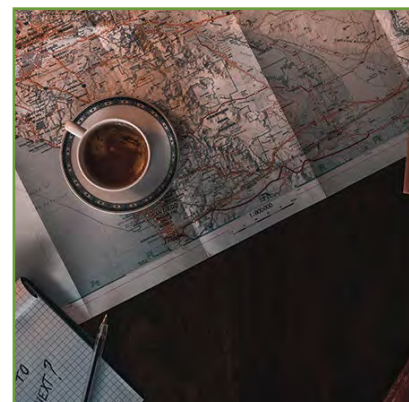
Make prayer a priority. Spend time with God. Speak to Him about what you hope to learn from this experience. The journey of AIM doesn't begin when you get on the plane. If you haven't embraced this practice, or if you've struggled with it in the past, start small with 10 minutes a day, increasing it as it become easier. Think quality over quantity.

### Fasting

Cultivate a routine for fasting. You may want to begin fasting once a week on a specific day or choose a certain meal once a day. However you decide to fast, it must become an essential discipline if you want to be effective in *any* type of ministry. Consider a strategy that works for you and could quite possibly continue working while overseas. You may find it helpful to get someone to fast with you.

### Helps

Get involved in your local church. This can be as simple as greeting on Sunday mornings to helping with Sunday School to cleaning the church. Get experience at home you can use on the field. As with the other disciplines, this one starts now.





# Budget and Finances

Every associate receives a budget and it is expected that he/she live within the confines of this budget as much as possible while on the field. There are various ways to raise and track finances as well as procedures for sending, reporting, and managing funds.

## What's included in the budget?

Each budget is made specifically for the individual associate and may differ due to job description while on the field, skills of the associate, and/or the specific host country costs. See the Sample Budget in the [Appendix](#) (pg 32).

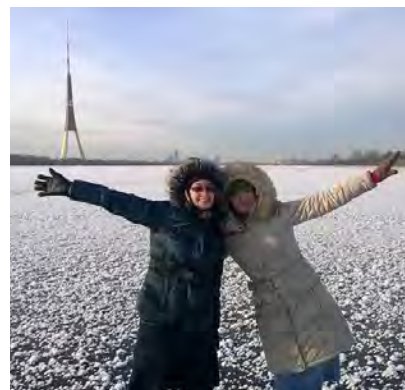
### Administration, IT and Credit/Debit Fees

There is a 10% administrative deduction from all monies received through Global Missions. This amount will already be calculated and added to the budget before the associate receives it. Additionally, credit/debit transactions through Mobile Cause – an online giving and text-to-give platform option for associates - will be subject to a 2.5% credit card processing fee per transaction. However, donors can choose to cover this fee for an associate upon checkout.

Additionally, a monthly projected data processing amount of \$30.00 is added to all budgets unless an associate is fully self-supporting and funds do not come to WHQ. This expense covers general account maintenance fees as well as credit card fees incurred when donors or churches pay via credit card (over the phone or otherwise) directly to WHQ. This credit card fee is calculated based on the size of the donation and will vary from one transaction to the next. Please note: the \$30 data processing amount is in addition to the 10% administrative fee and is only a projected – not actual – amount.

### Tithing

AIM and AMP tithes are not directly written into the budget, but should be accounted for and paid to the Missionary Field Fellowship, an account for field-related expenses/operating costs. This is arranged through the supervising missionary. Tithing applies no matter how funds were raised or collected. However, tithes are paid only on personal support budget items such as



food or personal expenses. Housing, airfare, and local transportation are included as work-related items and thus, are not considered personal support. *The 10% administrative deduction on all funds sent through GM is not a tithe.*

If an associate is traveling to churches to fundraise, he/she should tithe on the personal offering received and send it to the District GM Director in that district with a [District & Office Report](#) (pg 31). Many AIMers do not need to use this process because they should not be requesting services from District Directors (only if they have personal connections or their pastor sets up a service); however, all AMPers are required to submit these reports and tithe to districts where they receive offerings (see pg 31)

## Budget Acquisition

Budgets are created by the supervising missionary. A copy of the budget is shared with the associate via his/her approval packet. If an associate is filling an opportunity on the Go! Center, the temporary budget is already available online with the listing. However, for a full budget breakdown and confirmation of expenses, the associate must await approval to see the official budget.

### Your UPCI Number

Each associate will be assigned a UPCI number which will be used as the associate's Global Missions account number. If you already have a UPCI number, every effort will be made to use that as your GM account number. All funds sent to World Headquarters will be directed to this account. This number is included in the approval packet. **Please note: the GM account number is not a banking account number.**



## Raising Support

Associates should not depart to the field until 50% of the budget is in hand or in the associate's GM account (with remaining funds pledged). This is verified in the [Outbound Orientation](#) (pg 18).

### Raising Funds

This can sometimes be the most daunting part of missions, but don't worry! In our experience, God always provides the right amount at the right time. Associates can find numerous fundraising ideas online or through others who have done it before (ask other AIMers through the AIM Forum: see [Connect with Short-Term Missions Online](#), pg 22). It is also advisable to ask what has been done in your church in the past – successful or unsuccessful.

Many associates have been successful by sending personal letters to family, friends, coworkers, businesses, and more. For a sample letter, see [Appendix C](#) (pg 33). Please note: It is not permissible to raise funds for anything other than an AIM or AMP budget. *Raising project funds for various needs on the field (i.e. a new Bible College building) is limited to missionaries under full appointment.* Above all, handle relationships with potential and current donors with much thanksgiving. See [Supporters](#) (pg 23).

### Partners in Missions (PIMs)

Associates are able to fundraise Partners In Missions, or PIMs. These are donors who sign up to give a certain amount monthly. PIMs set up their monthly giving through Global Missions via a credit card or directly routed through their bank account. Donors can also choose to send in a monthly check to WHQ. Associates will need to obtain personalized PIM forms from STM via Rachel Zehm (rzehm@upci.org) in order to enroll donors as monthly partners. Once a PIM form is requested and received from Rachel, it is the responsibility of the associate to print and distribute them to potential donors. The associate should return filled forms on behalf of the PIM to Global Missions ATTN: Andrea Sanders. To see any donations through PIMs, visit your [UPCIministers.com](#) portal.

Potential PIMs are also able to enroll themselves through an online portal without assistance from the associate. These enrollments are sent directly to Andrea Sanders who handles all PIM enrollments for GM. Find the online enrollment at <http://aim2go.org/give/enroll/>.



### Third-Party Funding

Beware that ALL money sent through third-party funding (i.e. Paypal, GoFundMe, etc.) will be reported to the IRS for taxation unless this is done through the associate's church (non-profit). The UPCI can receipt donations only when the funds come directly to World Headquarters. Should an associate choose a third-party option, it is appropriate to inform the donor of this action. The use of third-party funding is discouraged by GM.



The associate programs have partnered with Mobile Cause, a non-profit online and text-to-give fundraising solution. Funds given through Mobile Cause go directly to the associate's GM account with limited fees and are considered tax-deductible contributions. Associates should contact STM if they wish to activate Mobile Cause for their fundraising. See [Appendix F](#) (pg 36).





## Social Media Protocol

Social Media can be a great resource in raising funds; however, associates should be careful about their posts (on any network) before departure. The following are a few points to keep in mind:

1. Educate your supporters, and potential supporters, before departure that you may be limited in the kind of posts you can make while on assignment. You can do this via email, private message, with a newsletter, etc. This way, your supporters will know you're not using their donations to take an extended vacation if you aren't allowed to post anything ministry related.
2. Consider using a code phrase to represent the country you're going to.
3. Go through any previous posts and swap out things like "missions trip" for "summer travel," "overseas travel," or something similarly vague.
4. Creatively explain/report on what you'll be doing while on assignment being sure to avoid criticism of the country or religion of the country (i.e. Buddhism, Hinduism, Islam, etc.)
5. Words to avoid: missionary, missions, witnessing, God, Jesus
6. Upon arrival on the field host missionaries can give you further details and helps concerning posts while you're in country.

## Raising Friends: Partnership with the Public and Prayer Partners

It is important to look at fundraising not just in monetary terms, but as a partnership with donors, churches, and the public in general. These partners in your missions journey can last longer than an AIM/AMP term if you cultivate a network. Ultimately, building a partnership with someone lasts longer than a one-time-donor situation. Donors don't just give funds, they are investing into the associate. Investors are long-term, forward-looking folks who are continually blessed for their finances, time, or whatever they invest in the AIMer/AMPer. Associates can add to the blessing investors receive by fostering a good relationship with them. It is a mindset of raising friends, not just funds. STM recommends the book [Friend Raising: Building a Missionary Support System That Lasts by Betty J. Barnett](#) (available on Amazon.com) to explain this concept further.

Associates (and their appointed fields) benefit from prayer and advocacy just as much as they do from finances. These "friends" can become prayer partners and advocates for the cause. It is important that associates learn how to communicate these types of needs to their supporters and prayer partners. For more information on communicating, see [Supporters and Monthly Reports](#) (pg 23).

## Fund Disbursement and Accessing Financial Data

### Request and Release of Funds

Funds for associates held at World Headquarters are released as requested and as funds are available according to the approved budget. Funds may only be requested shortly before departing (for flight, travel insurance, and other travel-to-the-field related expenses) or while on the field. Although funding for the entire length of the term may be available at one time, funds will be disbursed in alignment with the budget that was provided (i.e. \$500 is released per month rather than \$1500 all at once for rent expenses). The release of funds schedule is set up during the [Outbound Phone Orientation](#) (pg 18). To request funds, submit a [Requisition Form](#) (pg 38) to STM via email. **Please note: any personal pledges made by the AIMer to various ministries will not be fulfilled out of the funds held at WHQ.**

### Tracking Funds Raised

Global Missions and STM use UPCIMinisters.com for financial data tracking. Associates can access their individual portal by logging on to UPCIMinisters online with the email they provided on the AIM/AMP application and the temporary password: **UPCITEMP2019** (current year). This allows an associate to see the project balance, project listing, donor support, and project details. Tracking funds raised is important because it gives associates the ability to keep track of taxable income (i.e. money released in the tax year) and properly thank donors. For more help with tracking through UPCIMinisters, visit the AIM2go Youtube channel for a video titled "[Checking Your GM Account Info.](#)"

## ONLINE RESOURCE!

[www.aim2go.org/appointment](http://www.aim2go.org/appointment)

Visit the Appointment portal on the AIM website for access to resources including forms, contact lists, and tutorials!



### UPCIMinisters Reporting

Once logged in, a menu option for "Missionary Services" with a drop-down menu of "Projects" appears. There are four project reports that should be listed on the menu:

- Project Balance - summary report of the associates most up-to-date project balance.
- Project Listing - list of all projects of the UPCI. Global Missions projects begin with "GM."
- Donor Support - list of donors that pledged monthly support to the project via the Partners In Missions (PIM) program including: donor contact information, amount of pledge, and the last time the pledge was paid.
- Project Details - detailed transactions related to the project. Use narrow date ranges to expedite the report processing time. This report includes: 1) balance information, 2) posted

transactions, and 3) donor gift detail. Posted transactions will reflect the original gift less any rate of exchange for foreign currency and the administrative allocations.

### Ministerial License Fees

Associates holding a ministerial license are expected to transfer their license to Global Missions if they plan on being out of the country more than six months. To do this, an associate should contact the District Secretary in the district where he/she is licensed. Once the associate returns home, the license should be transferred to the district where they will reside. If intending to return to the field soon after the completed term, the license can remain with Global Missions. While on the field, ministerial license fees can be paid from the associate's account. *Once the associate returns home, the ministerial license fees cannot be covered through their AIM/AMP account.*

### Love Offerings

If an associate should receive a personal offering not being used for budget expenses, this is considered a personal or "love" offering. This can be used however the associate

desires and is exempt from the 10% GM administration fee because it is a personal gift; however, this type of giving will still be considered taxable income. Love offerings turned in to GM must be indicated on all paperwork (e.g. write "love offering" on checks turned in to GM) to be considered as such.

## Tax Information

The following paragraphs summarize the procedures for handling disbursements to those serving under the associate programs of Global Missions, United Pentecostal Church International. Global Missions must comply with requirements set down by provisions of the Internal Revenue Code and Canada Customs and Revenue Agency in addition to the opinion of the headquarters' independent auditors. These procedures are in the best interest of all associates concerning their obligation under the tax laws of the United States and Canada.

### U.S. Citizens Under Appointment

Disbursements made direct to a U.S. citizen associate will be considered non-employee compensation reportable on Form 1099-MISC at the end of each calendar year. All tax obligations, including but not limited to self-employment taxes, federal income taxes and state income taxes, are the personal obligation of the U.S. citizen



**"The mark of a great church is not its seating capacity, but its sending capacity."**

— Mike Stachura



associate. Global Missions is not responsible for any taxes on amounts disbursed that are deemed non-employee compensation. It is recommended that an U.S. citizen associate set aside sufficient funds from each disbursement to cover his/her federal and state tax obligations.

Amounts disbursed will be handled according to instructions on file (i.e. direct deposit to your stateside bank account, through the mail via a check, or wire transferred to the field). Please note that direct deposit is the preferred method of disbursement. Any other arrangements for handling disbursements must be clearly identified prior to time of departure to the field. Disbursements are processed once a month at the end of each month. Additional time must be allowed for the actual crediting to a bank account, and/or mailing of the check or wire transfer process.



## Canadian Citizens Under Appointment

In compliance with the joint venture agreement in operation between the United Pentecostal Church International and the United Pentecostal Church of Canada, all disbursements made direct to a Canadian citizen under appointment will be attributed as gross wages received subject to proper Canadian Pension Plan withholdings. All CPP taxes associated with Canadian Citizens will be funded from the associate's account through the United Pentecostal Church of Canada for remittance to the government. The procedure for disbursement of funds to Canadian citizen associates is the same as referenced in the U.S. Citizens under appointment section above.



## FORM W-9/TD-1

Global Missions must have a completed W-9 (or TD-1 Form for Canadian citizens) in the associate file prior to processing any disbursement. A Form 1099-MISC will be issued at the end of each calendar year and mailed to the address of record provided on the form. This form identifies the amount of non-employee compensation paid by the United Pentecostal Church International to the STM worker for the calendar year. This includes payments to IMG for group insurance, any expense "reimbursements," payments to a 3rd-party travel company and any payments to the STMer. Form 1099-MISC reflects the amount of income each STM worker must report on his/her personal income tax return.

*The 2019 W-9 Form can be found on the United States IRS website online at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf).*



## FORM TD1

This form will be supplied from the office of the Director of Education/Short-Term Missions. This form must be completed and returned to us prior to the disbursement of compensation funds. Form T-4 will be issued by the United Pentecostal Church of Canada at the end of each calendar year advising of gross wages and CPP taxes withheld. It is important to keep the office updated with a current address to assure this form reaches the right place once prepared.

*The 2019 TD1 Form can be found on the Government of Canada's website at [www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-fill-19e.pdf](http://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-fill-19e.pdf).*

Specific questions concerning Form TD1, Form T-4 and Canadian tax return preparation should be addressed to:

Rev. Albert Foster, CGA  
 United Pentecostal Church of Canada  
 P. O. Box 406  
 Maple Ridge, BC V2X 8K9 CANADA  
 Telephone/Fax: (604) 466-5000  
 E-mail: [albert@afcga.ca](mailto:albert@afcga.ca)



## What Documents Do I Need?

### Passport

A passport is required for all travel outside the country. It is an internationally recognized travel document that verifies citizenship and identity. A passport should be valid for a minimum of six months from the end of the term. This ensures that in case the associate would need to stay for a period up to six months after the term has ended, his/her passport would still be valid to leave the country. Most immigration services will not let anyone enter the country without this qualification.

### Visa

Many countries require visas to enter. Depending on the location, visas can be purchased in the airport of the destination country, or may need to be procured in the home country ahead of time. Consult with the supervising missionary for details. It is important to consult specifically about what should be listed as the purpose of the visit on the visa application. Associates should begin this procedure early as some visa procurement processes can take weeks – sometimes months.

#### World Visa Travel

This company is located right in Washington, D.C. and provides reliable visas services. Go to [www.worldvisatravel.com](http://www.worldvisatravel.com) for the application.



*Travel Tip: Make photocopies of travel documents. Leave one set at home and keep another in a separate piece of luggage or separate location from where the original documents are kept.*

# Travel

## Health and Medical

### Vaccinations

Some countries require visitors to have a “Yellow Card” (International Certificate of Vaccination) or proof that the visitor has had the appropriate vaccinations. Visit the Center for Disease Control and Prevention online (<https://wwwnc.cdc.gov/travel/>) to see what vaccinations are recommended for the host country. Associates should also consult their primary care physician.

### Medication

The associate should strive to bring all their necessary medication with them to cover the *length of stay* overseas. However, sometimes that is not possible, so follow these medical packing tips:

1. Pack medications in carry-on in their original packaging or containers.
2. Ask a doctor for the generic name for medication so it can be purchased in the destination country if needed.
3. Obtain a letter from the doctor detailing the nature of medication. It may be required for a doctor in the destination country to determine the equivalent or prescription needs.
4. Bring an extra set of eyeglasses if applicable.

## Insurance

Some insurance policies cover everything from the loss of credit cards to medical evacuation. Associates should verify what their current insurance covers or research before selecting a provider. The minimum requirement for associates is to have medical insurance that covers them while overseas; however, associates may also get travelers insurance if desired.

### Required Medical Insurance

Associates should verify their health insurance provides overseas coverage. Few companies pay medical evacuation which can easily cost above \$10,000.00 depending on the location and the condition of the patient. Consider purchasing a short-term policy that covers internationally and provides medical evacuation. STM recommends Gallagher Charitable International Insurance Services (<https://www.travelwithgallagher.com/>). Get a quote at [https://purchase.imglobal.com/Quote/partner\\_link\\_plan/](https://purchase.imglobal.com/Quote/partner_link_plan/). A secondary recommended option is Allianz Travel (<https://www.allianztravelinsurance.com/>).

### International Driving Permit (optional)

If an associate plans to drive overseas, he/she may need an IDP (International Driving Permit). Check with the supervising missionary to know if an IDP is acceptable or desirable in the destination country. For more information about IDPs or how to get one, visit AAA (<https://www.aaa.com/vacation/idpf.html>).







## Research Your Flight

### Travel Agents and Opportunities

UPCI Global Missions does not endorse any travel agent, airline, or website promoting or procuring tickets. Each associate's itinerary and situation is different, so the associate is encouraged to use the best option according to his/her circumstance.

Check with the supervising missionary before booking the flight. Associates need to confirm if their arrival date on the field is acceptable to the representatives on location. The supervising missionary may also advise which airline is best for travel or deals in the destination country. The missionary can verify the correct airport name/location. For more help with booking the flight, visit the AIM2go Youtube channel and watch the video titled ["Next Steps HOW TO: Airfare Purchase."](#)

## As You're Booking Your Flight

### Tips and Info:

- The budget gives an idea of the anticipated cost of airfare. Please note this does not take into consideration exactly where the associate is departing from in North America; therefore, the price could be affected.
- Book in advance. Some recommend buying tickets four months before departure. Airlines do not usually release cheaper fares before that time.
- Compare prices found on search engines, online travel companies, etc. with various airlines. Compare prices based on different days of departure and return.
- Check multiple times. Prices change from day to day.
- Check for sales. They come and go quickly. Sale tickets are usually released on Monday night.
- If the associate lives in a rural area, it is advisable to depart from and return to a bigger airport nearby.
- During peak seasons, airline tickets are higher. This may be unavoidable.

### As you book, double-check:

- Spelling of name
- Date of departure
- Date of arrival
- Date of return
- Plenty of transition time between flights
- Correct airports for departure and arrival



## After You've Booked the Flight

Once the flight is booked, associates need to send their itinerary to the supervising missionary and to STM. The missionary will need to send a confirmation so the associate will not be left without instructions in the host country upon arrival.

## DO I PACK THAT?

### Packing Tips

1. Use covered luggage tags to avoid observation of identity and nationality.
2. Avoid packing identification, tickets, and pertinent documents in backpacks or outside pockets of bags.
3. Be careful not to overpack!
4. When it comes to personal care and hair products, many similar brands/products can be found overseas.
5. Pack needed prescription medications

Many more tips and suggestions can be found online and packing videos for longer trips can be found on YouTube.com!

### Leave it at home:

1. Photocopy of passport and of other pertinent documents
2. Copy of itinerary
3. Credit cards not to be used during the term overseas
4. Jackknife, penknife or any sharp object that could be a weapon



**Travel Tip:** Check with your supervising missionary for any specific items he/she needs you to bring!

## Baggage and Departure

### Baggage

Most airlines allow two bags maximum of fifty pounds each for international flights. Associates should verify what their specific airline provides.



Travel Tip: It is best to check bags all the way through to the final destination.

### Cash

The supervising missionary can give tips on carrying cash while traveling. Questions to ask the missionary include:

1. Is there anything to keep in mind in bringing cash? Larger bills? Newer bills?
2. Are credit cards commonly used in the host nation? Which card is preferred?
3. Are ATM machines available and considered a safe way to get money?
4. Is it advisable to change money at the airport upon arrival? If so, how much?

Many countries require travelers to declare how much cash is brought into the country. Be careful never to discuss financial matters in public. Keep cash out of sight and avoid counting it in public.

### Departure

Associates should coordinate with the supervising missionary all throughout the preparation process before landing in the destination country. Items discussed during this time include who is to pick-up or meet the associate on the field and supervising missionary contact information. This is sometimes needed for immigration and customs forms. It is advised that associates remind their supervising missionary of the arrival date, airline, and time of arrival at least two weeks before departure. Never send ONLY the arrival date and time as multiple flights arrive at the same time in certain places. If flights are delayed, this allows the missionary to track what is going on.



## The Role of Your Pastor

Associate to France, Mike Long, suggests one of the first steps someone should take, after God has birthed a dream in his/her spirit concerning short-term missions is to talk about it with his/her pastor. "One reason for involving your pastor," he states, is that "He's still your pastor: Just because you may find yourself on the other side of the world, does not mean that a father in the faith ceases to be your pastor. Your leadership structure may change, but your pastor should always be able to speak into your life or ministry."

Associates who begin their missions journey walking in step with their pastor benefit from the pastor's wisdom and resources throughout the entire STM process.

### Your Pastor and the Application

The STM team depends heavily on the pastor's recommendation when considering an application. Applications are not approved without the positive recommendation of your pastor.

The associate's pastor must sign the application and submit one of the following two types of recommendation:

1. A recommendation/evaluation form
2. A detailed letter concerning the associate sent by e-mail or paper mail on church stationary/letterhead



### Immigration and Customs

Associates should consult the supervising missionary for best practices on immigration and customs in the host country. As a general rule, an associate should only answer questions asked and refrain from volunteering information.



“JUST BECAUSE YOU MAY FIND YOURSELF ON THE OTHER SIDE OF THE WORLD, DOES NOT MEAN THAT A FATHER IN THE FAITH CEASES TO BE YOUR PASTOR.”

— Mike Long, AMP France

## Pastoral Transition



Sometimes an associate opts to leave his/her home church or the pastor changes during the time the associate is fundraising or abroad. If the pastor informs the STM office to withdraw his/her pastoral recommendation, the associate's file is referred to the Global Missions Administrative Committee (GMAC), and the approval is rescinded for a lack of pastoral approval and recommendation.

The associate will be notified by STM, and a letter of recommendation will be requested from the associate's new pastor. Once the new letter is received, the associate's application will be reviewed again by the GMAC. In the review, it is understood the STM office will re-confirm the recommendations of the Regional Director, Supervising Missionary, and anyone else deemed necessary to consult.

When possible, it is standard protocol for the associate to solicit and receive a letter of transfer from one church to another. This can be achieved by requesting this from the pastor. In the event the associate left his/her home church because of conflict, it is expected that the Biblical approach to conflict resolution be followed and every effort made to resolve the conflict (even if the associate chooses not to return to his/her former church). See [Conflict Management](#) (pg 24).

If an associate changes churches/pastors when returning from the field and plans to return to the field again, a letter of recommendation from the new pastor is required for the extension or return to the field approval process.

### Your Pastor and the Preparation Process

It is important and beneficial for all parties when you and your pastor are in good communication while you're preparing to leave for the field. Associates should be in contact with their pastor about practical matters (departure date, return date, activities, and job description) and spiritual matters (desire to be involved with missions, burden, your vision after you return). Take time to pray with your pastor in preparation. Let him be your guide.

### Your Pastor and the Field

While overseas, you will be working under the leadership of your supervising missionary and Global Missions; however, it is still expected you will continue to submit to the standards of your local church and pastor while away. Prayer, moral support, and pastoral advice are still able to be received in most cases, even over long distances.

### Your Pastor and the Return Home

It is important for associates to debrief when they return. Set up a meeting with your pastor once you return to explain what you have learned through your AIM/AMP experience. Ask for opportunities to plug in and share your vision for your future. Debriefing is very important for reconnecting with your local church.





# Emergency Preparedness Mandatory Training

All associates are **required** to go through an emergency training course online before traveling overseas through the associate programs. This is for all associates regardless of the country to which they are appointed. Please find directions below for the online course:

1. Navigate to [www.fsa.thinkific.com](http://www.fsa.thinkific.com).
2. Click on the View Course button on the Traveling Saint Level A course – the first course in the list.
3. Once the page opens, click on the “Buy \$48.00” button.
4. Create a new account by listing name & email and creating a password. Click on “Sign Up.”
5. You will be taken to a checkout page. VERY IMPORTANT – Click on the blue hyper link that says “Have a Coupon?”
6. Enter “shield365” in the “Coupon Code” field and click on “Apply.” This will give you the partner discount rate of \$29. You then need to enter your credit card information to complete the purchase.
7. Click on “Enroll Now” and then on “Start Learning.” You are now ready to begin the training!

Upon completion of your course, you will receive a link to your Certificate of Completion via email. Please forward your certificate on to the Executive Secretary to the Director of Education/Short-Term Missions, Rachel Zehm ([rzehm@upci.org](mailto:rzehm@upci.org)).

## Checkpoint!



*I have completed the Emergency Preparedness Training and scheduled my Outbound Phone Orientation.*



## Outbound Phone Orientation

Within 2-3 weeks before departure, associates must call STM for an Outbound Phone Orientation. This meeting includes important information given to the associate concerning finances, documentation, various protocols, release of funds, etc. Please email the Executive Secretary, Rachel Zehm ([rzehm@upci.org](mailto:rzehm@upci.org)), ahead of time to schedule.

Executive Secretary  
Phone: (636) 229-7920  
Hours: Tuesdays-Thursdays,  
8:00AM-4:30PM CST



# Arriving on the Field

Associates should consult the supervising missionary about meeting or providing directions for arrival. See the section on [Departure](#) for more information (pg 16). See also [Immigration and Customs](#) for arrival instructions (pg 16).

## Arrival on Host Country

### Soon After Arrival

- The associate should inform STM via email of arrival and provide any needed contact information.
- Meet with the supervising missionary for an orientation.

A detailed job description based on the associate's skillset, desires, and supervising missionary's vision will be provided during the orientation with the supervising missionary on the field.

## Safety and Emergency Contacts

Associates should register online through the State Department with the consulate or embassy in the host nation. This gives an additional layer of protection in case of emergency, natural disaster, or unrest in the host country. The Smart Traveler Enrollment Program (STEP) for US citizens can be found at <https://step.state.gov/>. For Canadian citizens, a similar program can be found at <https://travel.gc.ca/travelling/registration>.

A North American emergency contact number and email should also be provided to the supervising missionary. As a safety precaution, females are encouraged not to be out at night alone. If this situation is unavoidable, exercise caution.



## Culture SHOCK

*This information has been adapted from the Next Steps Program curriculum.*

Travelers may experience culture shock if staying in the host country for longer than 6-8 weeks, especially if the culture is very different from North America. Our goal as missionaries is not to colonize or Westernize a culture, but to help others become part of the kingdom of God, bringing their culture and "flavor" with them. If a culture runs parallel to Bible culture, it is acceptable; when it crosses Bible culture, it has to be adjusted according to the Word - including our Western culture. We are all one in Christ as we walk parallel to the culture of the Bible.

Learning to appreciate and respect the culture in which we are called to serve while keeping our bearings through Scripture are skills we must acquire through prayer and the Word. Successfully navigating culture shock is one of the first steps in acquiring these skills. If you find you're having a difficult time navigating culture shock, discuss it with your supervising missionary.

Compare North American culture with your host culture via the Hofstede Insights Country Comparison tool at <https://www.hofstede-insights.com/>.

# Being an Associate

## Relationships Within Short-Term Missions

### You and the Supervising Missionary

These guidelines are expected when mentoring or counseling the opposite sex and in other similar relationships:

1. The relationship must be guarded to avoid the appearance of evil.
2. Emails or correspondence should be copied to the spouse if applicable.
3. It is inappropriate to expect to travel with the missionary (of the opposite sex) alone to activities.
4. Never be alone, at the same time, in the same car or office. Always keep a third party.
5. Nationals sometimes have difficulty telling the difference between two Americans. For example: it is easy for them to think that an associate is actually the missionary's wife.
6. Keep physical distance.
7. Keep conversations and mentoring to appropriate topics only.
8. Assignments may be received best from a missionary or senior short-term worker of the same gender.
9. Correspondence may come from the missionary of the same gender on behalf of the supervising missionary if needed.

### You and Other Short-Term Workers

**Protocols, Etiquette and Code of Conduct**  
It is important for associates to maintain proper etiquette and a code of conduct in every relationship. Note the following beatitudes of relationship building:

1. Be friendly: Friendship is a two-way street. "A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother" (Proverbs 18:24).
2. Be caring: Like the saying goes, "People don't care how much you know until they know how much you care." Margaret Mead said "Never believe that a few caring people can't change the world. For, indeed, that's all who ever have."
3. Be helpful: Go out of your way to be helpful. Don't wait to be asked to help. Cultivate a culture of helpfulness.
4. Be respectful: A little respect goes a long way to accumulating some. It is imperative that associates respect their fellow workers on the field as well as their supervising missionary, other missionaries, national leaders, and others to whom they are accountable. Additionally, respect the laws of the land.
5. Be courteous. Practice humility and think of others first. Act on it.
6. Be trustworthy. This means being reliable. Do what you say you are going to do.
7. Be appreciative. Be sure to find the time to say thank you through words and actions.
8. Be sensitive: Consider the thoughts and feelings of others. "Before you speak: THINK. T: Is it true? H: Is it helpful I: Does it inspire confidence. N: Is it necessary. K: Is it kind?"





## Dating as an Associate

Dating or becoming romantically involved while under appointment should be avoided. Any exception requires the approval of the supervising missionary(s).

Guidelines:

1. Be friends showing no partiality.
2. Never be alone with someone of the opposite sex, regardless of their age or status.
3. Be careful when/where you entertain guests – never in a private area.
4. Stay in groups as much as possible.
5. Always keep at arm's length.
6. If you encounter problems in relationships, consult with your supervising missionary and take his/her advice.
7. Gestures and communications among Americans can be interpreted differently by those in the host country.

If single associates should meet someone of serious interest, they should be disciplined to their missions commitment until the term is complete. Associates may consult the supervising missionary to further investigate their interest *after the term of service is complete*.

## What Happens if I Get Married?

### Change of Marital Status While Under Appointment

If marital status should change during the tenure of participation, associates must notify STM. The associate will be informed of any special procedures.

General Guidelines:

- A single associate marries a person not previously approved for short-term service: an application should be submitted covering both individuals once the marriage has taken place, and the husband should be the primary applicant.
- Two single associates marry: dating on the field is only allowed with the approval of both supervising missionaries. When STM is notified of the status change, the associates' file, including budgets and finances, will combine to one file (the husband's account by default unless otherwise noted). If the wife's account has associated Partners In Missions (PIMs), it is encouraged that the couple contacts them and asks them to switch to the husband's account (which will now be for both associates). Otherwise, the system will automatically cancel the PIMs associated with her account.

# Working Within the Host Country

## Working With Nationals

Associates should be accessible to whatever degree is accepted practice in the host culture and among the local missions community. Some nations are "nationalized" with fully self-supporting church government systems that operate without the direct hand of the missionary. Above all, associates should follow the direction of their supervising missionary and learn to trust and submit to him/her.

Associates should always communicate wisely concerning the associate's position and positively reflect the missionary to nationals. For example, an associate should avoid conversations regarding perceived wealth of the missionaries in comparison to the host culture. If the associate should

encounter a disgruntled national speaking against the work or missionary, he/she should not engage in debate, but speak in love and always reflect positively on the missionary.

## Employment While on the Field

Some AIMers or AMPers go overseas for employment or use a side job to help supplement their budget. In cases where the associate is working for a local employer, it is understood that the job is his/her first priority. AIM/AMP work is done as the job allows, not the other way around. Being a good employee is a great witness. If conflict should arise with the balance of employed and missionary work, associates should speak with the supervising missionary to make any needed adjustments.



**Na-tion-al-ized Work**  
/'naSH(ə)nə,līzd wɜrk/  
noun

Meaning a work in a nation that is, under God, a fully self-supporting, self-propagating, self-governing church after the Apostolic method.



## Connect with STM Online!

@nextstepsgm



nextstepsprogram.net



@AIM2go



aim2go.org

GLOBAL CONNECTIONS  
DISCOVER > PREPARE > GO

@globalconnext @global\_connext



globalconnections.org

### You'll get to:

- Request to join the "AIM Forum" on Facebook, a crowdsourcing group that helps answer questions and build connection between short-term associates.
- Receive The Short-Term Missions Update, a quarterly newsletter with information like newly approved STMers, articles written by STM staff or associates, major events, testimonials from the field, and more.
- Receive the GM Director's Communique.

# Communication

## Missionary & Team

Maintaining communication with the supervising missionary is imperative. It begins as associates prepare for departure and continues while on the field. Associates are not expected to know everything about the field, culture, and work upon arrival, so they must communicate with the supervising missionary. If in doubt about any activity or assignment, ask. Upon arrival, associates will be given an orientation and a detailed job description.

Should associates discover they have agreed to do too much or too little after the initial orientation, they should freely communicate this to the supervising missionary in the right spirit. Revaluations of the job description may be necessary.

## Short-Term Missions Team - Home Office

### Contact Information

Each associate is responsible for providing updated contact information to the home STM office throughout the entire AIM/AMP process. This includes: name, permanent North American address, email address and any other general contact information.

### Mail

Due to high costs, STM rarely sends mail to associates. Communication is handled primarily through email. Special consideration to send mail is charged to the associate's account.

### Email

STM strongly suggests using a secure email service while you are overseas. There are many options out there including protonmail.com and swissmail.org as suggested places to start your research. In addition to secure email, we suggest using a VPN connection on your phone and computer while under appointment. In many places this is becoming a required minimum level of secure access to the Internet. Using a VPN such as ExpressVPN.com or StrongVPN.com creates a secure tunnel to the Internet for browsing, searching and checking your secure email.

### Social Media

Social media is used from the very beginning of an associate's relationship with the office. STM will review an applicant's social media when processing the application for approval. After approval, social media is a viable form of communication. Be careful that social media always reflects and exemplifies the role of missionary. **It is never okay to post negative statements concerning host countries or cultures.**







## Supporters

Effective partnership with supporters calls for effective and consistent communication concerning activities and progress. This can be done through newsletters, monthly reports, social media, postcards, text messages, brief videos or any combination of these. Supporters should see and hear about the cause they have given to. It is also best practices to express thanks for their investment.



## Monthly Reports

It is required of each approved associate to send a brief monthly report. Bullet points of activities are okay, but pictures enhance the report and increase the likelihood of content being used on STM social media. Monthly reports should be sent to the Supervising Missionary, and Executive Secretary to the Director of Education/Short-Term Missions Rachel Zehm. Associates should also copy other members of the host missionary team where applicable. Reports are uploaded to AIM2go.org and sent to the STM Update editor and STM promotions for possible inclusion.

Monthly reports are maintained in the associate's file. These and any other updates during his/her tenure are considered whenever an associate expresses interest in moving to a different position with Global Missions. Short-Term Missions supplies the GMAC and Global Missions Board with monthly reports when making decisions related to the associate. Short-Term Missions also provides a recommendation for the candidate's appointment as a missionary – a recommendation that comes from reading monthly reports and seeing a faithful associate. *Social media updates do not take the place of the monthly report.*

## Why Express Thanks?

1. It motivates both in life and in work.
2. It expresses the giver has value.
3. It is a common courtesy.
4. It recognizes the giver had a choice. The recipient was not entitled to the gift or the act of kindness.
5. It signifies respect. It is a way to acknowledge our relationship with the giver.
6. It indicates care for the other person.
7. It shows you understand the giver made a sacrifice.

## How and When?

1. Be sincere, personal and don't overdo it.
2. Be specific.
3. A verbal "thank you" is sometimes enough.
4. Send a "thank you" note.
5. Place a special message or acknowledgment on social media.
6. Make your own digital "thank you" greeting card.
7. Be prompt (within 24 hours).
8. Do it yourself. Don't delegate the task to others.
9. Spice it up a little. Say thanks in different languages. Give your gratitude the missionary touch.



# Conflict Management

*This information has been adapted from a Conflict Management lesson by Missionary Nicky Sisco.*

## Conflict Provides an Opportunity to Glorify God

When someone has a different opinion than you or when someone does not do what you want done, do you become angry with them? If so, you need to ask yourself “why?”

- Why am I reacting this way?
- Is my anger justified? Or more importantly, “Am I expressing my anger in a way that is pleasing to God?”

When modeling God’s love and pleasing God becomes more important than pleasing our carnal lusts and holding onto worldly things then it becomes more natural to respond to conflict graciously, wisely, and with self-control. A biblical view of conflict demonstrates that we are not Christian in word only but we are Christ-like in action.

A biblical view of conflict reminds us that our focus is on bringing glory to God.

- It is not about getting in the last word.
- It is not about being right.

- It is not about winning the argument.
- It is about glorifying God.

A great way to keep yourself focused on the Lord during conflict is to ask yourself two questions:

1. How can I please and honor God in this situation?
2. How can I bring God praise by showing he has saved me and is changing me?

## Four Main Causes of Conflict

As a spiritual leader we need to know why conflict happens. Here are four main causes of conflict.

1. Misunderstandings due to poor communication
2. Differences in values, goals, gifts, callings, priorities, expectations, interests, or opinions
3. Competing for limited resources
4. Many conflicts are caused by sinful attitudes and habits that lead to sinful words and actions.

## Peacemaking Responses

1. **Overlook an Offense:** Many disputes or disagreements are really not all that serious. So they should be quietly and deliberately overlooked (Proverbs 19:11; 12:16; 17:14; Colossians 3:13; 1 Peter 4:8).
2. **Reconciliation:** If an offence is too serious to overlook or has damaged the relationship, we need to resolve personal or relational issues through confession, loving correction, and forgiveness (Matthew 5:23-24; Proverbs 28:13; Galatians 6:1; Matthew 18:15).
3. **Negotiation:** Even if we successfully resolve relational issues, we may still need to work through material issues related to money, property or other rights. This will require open, honest discussion where the two people negotiate until a suitable solution is reached and agreed upon by both sides (Philippians 2:4).

When a conflict cannot be solved by one of these three “personal peacemaking” responses, God then calls us to use one of the next three peacemaking responses known as “assisted peacemaking.” These three responses require the involvement of other people from our church or Christian community.

1. **Mediation:** If two people cannot reach an agreement in private, they should ask one or more objective outside people to meet with them to help them communicate more effectively and explore possible solutions (Matthew 18:16).
2. **Arbitration:** When you and an opponent cannot come to a voluntary agreement on a material issue, you may appoint one or more arbitrators to listen to your





# Dress Code

The dress code must be followed at all times during the trip, including while traveling, sightseeing, and attending church services. Specific guidelines are included for those who are involved in platform ministry. Supervising missionaries may have additional requests. This code reflects the Articles of Faith issued by the UPCI.

## Gentlemen

1. No extremely short sleeves.
2. No tight fitting pants, or shorts of any kind.
3. Modest necklines.
4. No long hair below the collar or reaching over the ears or down in the eyes. No outlandish hair styles are acceptable.
5. No facial hair.
6. No jewelry of any kind except a wedding ring.
7. Platform Guidelines: No denim. Long-sleeve shirts and a tie are to be worn. A coat is recommended. (Exception: when casual attire is allowed by the missionary, ties and suit coats are optional, and sleeves should be to the elbow.)

## Ladies

1. No extremely short or capped sleeves.
2. Modest necklines, front and back, not low cut.
3. Hem length is to be below the knees, both while standing and sitting down. Splits in the skirts must end below the knee. Skirts should completely cover the knees (even when seated).
4. No attire that immodestly draws attention to the body by being too tight fitting. No sheer material that immodestly exposes the body.
5. Hair should be uncut and fixed in a neat fashion.
6. No jewelry of any kind except a wedding ring (and in some locations an engagement ring).
7. No make-up, no colored fingernails/toenails.
8. Platform Guidelines: No denim. Sleeves to the elbows. You are to be modest even when raising your hands.



arguments and give a binding decision to settle the issue. In 1 Corinthians 6:1-8, Paul shows us that this is how Christians should resolve even their legal conflicts with one another.

3. **Accountability:** If a professing Christian refuses to be reconciled and do what is right, Jesus commands church leaders to formally hold him or her accountable to Scripture and promote repentance, justice, and forgiveness.

Our goal must always be to glorify God in the middle of every conflict so in the end, we do not bring a reproach upon the name of Christ nor ruin our testimony as a Christ follower. Conflict provides an opportunity to glorify God.



# Returning from the Field



## Disbursement of Funds Upon Return

When an associate returns home, all disbursements from his/her GM account will cease. Therefore, *funds should not be requested*. Funds are kept for on-the-field or traveling-to-the-field expenses only. Exceptions require the approval of the GMAC.

Expenses for leaving the field and traveling home need to be requested *in advance* of departure. In extenuating circumstances, the associate may request funds within *thirty days* of arriving home.

## Evaluations

All associates are evaluated by their supervising missionary at the end of their term. This evaluation form is sent directly to the Short-Term Missions office (not the associate) to be placed with the associate's file. Likewise, associates are also given the opportunity to turn in an evaluation on their overseas experience. These evaluations help to better the AIM and AMP programs and determine areas for growth in the future.

## Term Extension

Term approvals from the GMAC are given for a *specified length of time*. It is the responsibility of the associate and supervising missionary to initiate the extension process no less than one month before the end of term. It is imperative the process below is followed if the associate intends to stay on the field longer than the previously approved term limit.

To apply for a term extension and/or change of field go to: [www.aim2go.org/appointment](http://www.aim2go.org/appointment) and fill out the AIM Extension/Change of Field Request Form. Be sure to follow all the directions at the top of the form.

You will need to:

- send an email with your request form attached to STM.
- email a copy of your request form to each of those who will be providing your recommendations.

In these emails also provide the correct corresponding link to their recommendation form in the body. For all emails use the subject: AIM Extension/ Change of Field."

## Change of Field

If an associate wishes to change fields (either during or when the term in the country is complete), it is his/her responsibility to initiate the process by communicating with the supervising missionary and the new (depending on the new field) supervising missionary. If the associate wishes to change fields while still on the field, it is important to begin this process early.

The steps in applying for a Change of Field are the same as applying for an Extension. Go to [www.aim2go.org/appointment](http://www.aim2go.org/appointment) and fill out the AIM Extension/Change of Field Request Form. Be sure to follow all the directions at the top of the form.

You will need to:

- send an email with your request form attached to STM.
- email a copy of your request form to each of those who will be providing your recommendations.

In these emails also provide the correct corresponding link to their recommendation form in the body. For all emails use the subject: AIM Extension/Change of Field."



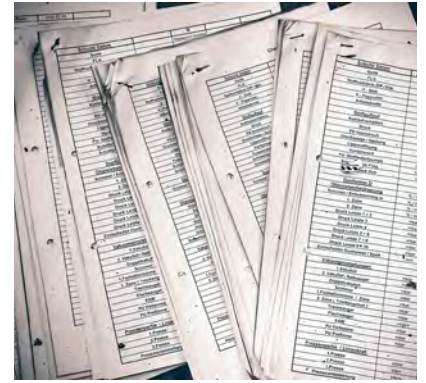
## File Closure

If an associate intends to return to the field, STM needs to know in order to keep the account open. Otherwise, the account will be placed in inactive status, any Partners in Mission's pledges coming to GM will be canceled, and any remaining funds will be transferred to the general STM account. Without a term extension, change of field, or request to keep it open, files will be closed within 4-6 weeks after the associate returns home. *It is imperative that associates notify the STM office when they return home.*

An associate's status is inactive when:

1. The returning associate notifies STM they will not be returning to the field. PIMs are canceled with the next billing.
2. The returning associate does not communicate their future desires with STM. PIMs are canceled with the next billing.
3. The newly approved associate does not travel to the field within eighteen months of approval notification. It is important to keep STM notified of progress towards departure.
4. The returning associate notifies STM of his/her intention to return to the field, but after eighteen months has not done so. The associate should send periodic progress reports during a period at home between two terms overseas where he/she remains active.
5. The associate remains on the field after the approved term length and he/she does not fulfill the extension process.

Short-Term Missions and/or the GMAC retains the right to move an associate account to inactive status and any remaining funds transferred to the general STM account even if none of the above requirements are met.



## Reactivation of Associate File

If an associate has an inactive status but wishes to go overseas, STM waives the application fee, and this completed application (whether new, extension, or change of field) is sent to the Office Management Team (OMT) for review and GMAC for approval. Please see [AIM Application Procedure and Process](#) (pg 6).

## Proposal and Presentation of AIM Needs

To effectively recruit and send associates, STM seeks requests from appointed missionaries. These opportunities are then advertised through various channels. To find a current listing, visit the Go! Center on the AIM website: [www.aim2go.org/go](http://www.aim2go.org/go). Requests from the field typically include:



1. An overview description of the assistance needed specifying the types of ministry or skill required.
2. The duration of the proposed program (from two to twelve months).
3. The plan for accommodations and transportation. Provision for room and board should be made outside of a missionary residence.
4. The proposed budget including housing, food, travel/transportation, visa, language study, budget fee, health insurance, taxes, and administrative costs as applicable.
5. A brief job description.

# Global Goer, Global Christian, or Global Missionary?

*A Letter from the Director of Education/Short-Term Missions, Jim Poitras*

*"GO YE therefore..." (Matthew 28:19).*

*"Go YE into all the world..." (Mark 16:15).*

You've heard the whisper or roar of God and you are fulfilling the vision of God. You've prayed, consulted with spiritual leaders and mentors, and realize the will of God is finding and doing the next right step. You've made yourself available to go!

A 'goer' is a person that goes in a specified way. He goes! She goes! That's the bottom line!

How do you know if you are a goer? You possess a burden or desire for people from other cultures to come to God. You have a desire to take the truth to them.

You have heard the statistics, understand that people are lost, and you bring their need for salvation to God in prayer. Then, you become the answer to the prayer you are praying. You've stated the problem and have become part of the solution. You go forth in obedience to God's command and plan. (Goer or Sender? Find Your Role in God's Plan <https://worldim.com/goer-or-sender-find-your-role-in-gods-plan/>).

The Associates programs of Global Missions are excellent programs to assist you in determining whether you are called to go and stay or go, fulfill your assignment, and return. Our programs are like global missions' boot camps. Short, rigorous, sacrificial, training programs for recruits, hopefully without too much strict discipline. Of course, those on our Associates programs, are short-term missionaries.

In my office here at Headquarters I have a globe—well I have lots of globes—with an inscription on it that reads "912011; The Day our World Changed)." I sometimes introduce myself this way, "My name is Jim and I'm addicted to Global Missions." I thought I would live and die in West Africa. That all changed on September 1, 2011 when I was asked to be the Director of Education/Short-term Missions. But I still thought of myself as a global missionary. Afterall, I never resigned. My wife, on the other hand, was convinced we were no longer missionaries and always a teacher at heart, endeavored to enlighten me.

I know it's popular to say everyone is a missionary. Gordon Olson said, "If every Christian is already considered a missionary, then all can stay put where they are, and nobody needs to get up and go anywhere to preach

## Staying Connected

Short-Term Missions is committed to creating and fostering missions community. We want to stay connected even if your Global Missions journey ends after taking part in one of the associate programs. Missions is life-changing and if you're connected to STM, it helps that life-changing effect live on in you even louder like "yes and amen."

Short-Term Missions is at many national events (e.g. North American Youth Congress, UPCI General Conference, CMI Awakening, and more) promoting or supporting ministries. Find us and stay connected! Additionally, keep up online through social media and the [www.gmstm.net](http://www.gmstm.net) website. STM hosts many events where you can volunteer or, in some cases, host. These events include: Global ConNEXTions Weekend, GoNEXT Seminars (in districts), GoNEXT Kids, TESOL Certification and other trainings.





the gospel. But if our only concern is to witness where we are, how will people in unevangelized areas ever hear the gospel? The present uneven distribution of Christians and opportunities to hear the gospel of Christ will continue on unchanged."

Stephen Null said, "When everything is missions, nothing is missions."

Denny Spitters and Matthew Ellison in their timely book *When Everything is Missions* "describes missionaries as those who are sent to plant the gospel within a target culture until it expands throughout that culture and perhaps beyond...In the traditional sense the term missionary has been reserved for those who have been called by God to a full-time ministry of the Word and prayer (Acts 6:4), and who have crossed geographical and/or cultural boundaries (Acts 22:21) to preach the gospel in those areas of the world where Jesus Christ is largely, if not entirely unknown (Romans 15:20).... All Christians are called to participate in the Great Commission – globally as well as locally, we would say. All are included in God's global mission. But not all Christians are called to be apostolic missionaries....If we nevertheless choose to call every Christian a missionary, then we will

need to create a new term for the Christian who is specially called, gifted, and commissioned for cross-cultural mission....Broad definitions of "who is a missionary" may also create a kind of "tone-deafness" among church leaders, preventing them from recognizing and equipping those God is calling into apostolic missionary roles."

I know I've returned from the field and probably am not a global missionary in the truest sense of the word. I am a global Christian. I'm convinced that all Christians are called to be global Christians. We are called to pray globally, give globally, and go globally. Every missionary is a goer but not every goer becomes a full-time missionary. Every missionary is a global Christian but not every global Christian becomes (or remains) a global missionary.



I mention this because I want us to be clear in our definitions and thinking. While you are on the associate programs, you are a missionary. However, I think it is liberating not to put pressure on our short-term missionary personnel that they are expected to be missionaries for the rest of their lives. Associate programs are training grounds, places for us to give two to twelve months of our lives and consider a lifetime of service.

We also want to send a clear message that once you are off the field, we still anticipate you being involved in missions as a Global Christian. Pray. Give. Go. You are part of the community. We need those on the field, and we need those off the field. Together, we are global Christians.



## Being a Global Christian

### Personally

Part of being a Global Christian means that wherever you are in the world – overseas or North America – you are actively involved in reaching souls with the Gospel and discipling them in the faith. Oftentimes we hear, "I don't know where to start." The most logical way might be to start at home and work your way out into the world.

### In the Local Church

Here are some questions to ask to get ideas on where to start once you arrive home – 1) are there any people attending my church that need or want a Bible study? 2) Are there young people that would like a Bible study in my church? 3) Do I have friends that I can speak to about the Gospel?

### In the District

Every district has a District Global Missions Director (DGMD) who is often looking for help. Are you the help he's been waiting for? Get in touch with your DGMD through the approval of your pastor as soon as you return to offer any skills as a way to be involved. If you don't know who he is, contact your pastor or Short-Term Missions.

### Short-Term Missions Promotion

There are events held nationally and in every district that gather various groups of people together. Women, kids camps, youth camps, conventions, and so on. Are there any you plan to attend? Would you like to help promote GM STM in some way? If so, make the arrangements with the event coordinators, then contact STM staff for materials. Be sure to give us as much notice as possible so we will be able to get the materials to you when they're needed. We need first-hand experts like you to help us get the word out about programs now available through STM.

# Upgrading to AMP

The Associate Missionary Program was added to give recognition and benefits to dedicated, long-term AIM personnel. The Associate Missionary works under a supervising missionary and is still considered volunteer status, like AIMers; however, there are certain financial, networking, and responsibility benefits to this status. Appointments are for one-year increments and are automatically renewed annually by the GMB.

## Requirements and Benefits

### Requirements:

- Previously approved under the AIM program having served for a minimum of one year on the field
- Be in good standing with the current supervising missionary
- Licensed minister with the UPCI
- Completed two Continuing Missionary Education credits (can be accessed through [www.gatsonline.org/CME](http://www.gatsonline.org/CME))

### Benefits:

- Nine months of AIM service are required before an associate can apply for Associate Missionary appointment
- Potential deputation upon approval of Deputation Availability Notice
- Budget increase up to \$60,000 per year
- Elevated responsibility and recognition

## Procedures and Processes

### Application Process

1. Contact the Regional Director to receive authorization to proceed.
2. After 9 months of service on the field as an AIMer, you may request an AMP application from STM. Fill out, and submit.
3. Receive a recommendation from the current (or most recent) missionary you've worked with (STM initiates this process after the associate applies).
4. Receive approval from your pastor and, in some cases, the district board in which you are licensed (STM initiates this process after the associate applies).
5. An interview with the GMAC is arranged once an AIMer has served 12 months on the field. The GMAC may then approve the upgrade request and will communicate the decision to the applicant. Any approval must be ratified by the GMB which meets three times per year (February, May and September). Applicants are notified of their upgrade by the Director of Education and Short-Term Missions.

*In the case of working in a nationalized work, applicants must secure a letter of invitation from the national leadership of the host country (arranged by STM).*



## Budget and Finances

Budgets are determined by the Regional Director and resident missionary and must not exceed \$60,000 per year. Like AIM, funds are disbursed on a "funds available" basis. See [Release of Funds](#) (pg 11) for more information. *Please note: Associates are not given SFC vehicles, Ladies Ministries' appliances, COLA, retirement benefits or other amenities provided to intermediate and career levels of appointment. Additionally, **all funds** or support raised must be sent to Global Missions.*





# Deputation

## For AIMers Upgrading to AMP

After 9 months of AIM service on the field, an AIMER anticipating an AMP upgrade may apply for deputation with the GM Promo Team using the Deputation Availability Notice which can be found at [www.aim2go.org/appointment](http://www.aim2go.org/appointment). Upon upgrade to AMP by the GMAC, a deputation schedule *may* be provided, depending on the various factors below:

- If an AMPer has a good relationship with a DGMD, he/she may request services from him; however, AMPers must not expect services to be given to them.
- As an added bonus, if the schedule in a district is light with a limited amount of missionaries traveling through, or a deputizing missionary has canceled a service(s), empty slots may be offered to AMPers.

A schedule may not be provided before an AIMER upgrading to AMP has served on the field for at least 12 months.

## For Experienced AMPers

Within a two year period, each AMPer may notify the GM Promo Team of their availability for a 2-3 month deputation by filling out a Deputation Availability Notice *six months in advance* of anticipated travel in North America. This Notice can be found at [www.aim2go.org/appointment](http://www.aim2go.org/appointment).

### Why a booking fee?

While on deputation, Associates pay tithes on all income to the district they are traveling in. This is called a booking fee for legal purposes. The fee is used by DGMDs to promote GM to their pastors and to assist them in scheduling services.

## Forms and Procedure

### 1. STM District & Office Report (STM D&O)

When an AMPer on deputation speaks at a church, he/she must file a Short-Term Missions District & Office Report (STM D&O). This report is important because it keeps the AMPer and the District Global Missions Director in contact and properly pays the district's **"booking fee"** for hosting a guest speaker. *A D&O must be filled out and any booking fee paid whether the DGMD booked the service or not. Please pay special attention to tax implications for all funds raised and contact STM if you have any questions regarding your tax situation.*

Please find the STM D&O Report form in [Appendix G](#) (pg 37) or online at [www.aim2go.org/appointment](http://www.aim2go.org/appointment).

### 2. Giving Receipts

AMPers must send giving receipts to churches and copy the Global Missions Promotion Team Secretary, Barbara Abernathy ([barabernathy@upci.org](mailto:barabernathy@upci.org)). When sending these to churches, it is a best practice to include it with a thank you note.

Please find the Giving Receipts form online at [www.aim2go.org/appointment](http://www.aim2go.org/appointment).

### 3. Hosting Form

After visiting a church, please send a link to the [online Hosting Form](#) to the pastor so the church is able to receive GM giving credit for hosting expenses (the pastor will need to type your name in manually).

Please find the Hosting Form online at [www.aim2go.org/appointment](http://www.aim2go.org/appointment) or on the Global Missions website under Giving.



# APPENDIX



## A Brief History of Global Missions and the Biblical Principle of Missions

The Global Missions Policy Handbook states:

"In the year 1945, two major Pentecostal organizations embracing the doctrine of the apostles united to form the United Pentecostal Church. The purpose of this church as stated in the Forward of the United Pentecostal Church International Manual is "to preach the gospel of Christ Jesus; to publish and distribute religious literature; to establish new churches; to send forth missionaries; to perform any other duties connected with religious work, and to help in any way possible to meet the needs of local churches." The same document goes on to declare, "To this end we now pledge our prayer, our faith, our life and love, our earthly means of support, and our time, in the fear of God and for His glory alone."

"The objective of the United Pentecostal Church in organizing Global Missions is to proclaim the whole Gospel to the whole world by sending forth God-called men and women in obedience to the Great Commission. "Go ye into all the world and preach the gospel to every creature" (Mark 16:15). It is further "the purpose of the United Pentecostal Church to seek out and to carry the Gospel to the whole world, and to help establish self-supporting, self-governing and self-propagating national churches" (Article XI, Section 1, Paragraph 1, United Pentecostal Church International General Constitution).

"The ultimate goal and aim is the preparing of the church for the coming of Jesus Christ as His bride, "That he might present it to himself a glorious church not having spot, or wrinkle, or any such thing; but that it should be holy and without blemish" (Ephesians 5:27). To this end it is the absolute responsibility of this God-instituted body to teach the oneness of the godhead in Jesus Christ, repentance from sin, water baptism in the name of the Lord Jesus Christ for the remission of sin and the receiving of the gift of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance. Thereafter it is the responsibility of the ministry to teach all baptized believers that they must "follow peace with all men, and holiness, without which no man shall see the Lord" (Hebrews 12:14).

## B

Sample Budget

One-Time Purchases	
Description	Amount
Approx. Travel to/from Field	\$1500
Visa Costs (including travel to renew)	\$300
Local Conferences	\$500
Monthly Reoccurring Purchases (x months on the field)	
Description	Amount
Housing	\$500
Food	\$400
Local Transportation	\$100
Personal/Phone/Internet	\$250
Language Study	n/a





Sample Fundraising Letter

Street Address, City, ST ZIP Code

Telephone

Email



Date

Dear &lt;Recipient Name Here&gt;,

Use this first paragraph to tell a little about what's going on in your life right now. This is especially important if you haven't talked with this person in a long time. What has led you to go on an AIM trip? Let them know you want them to share in this exciting time and opportunity in your life.

"For the past few weeks and months, I have been thinking and praying about going overseas as an Associate In Missions to <DESTINATION>." Use this paragraph to tell them a little about your destination country. What is it like there? What will you be doing there to help? Who are the missionaries you will be working with? How has any training or personal experiences led you to be a help in that way? You may need to explain what the AIM program is as some may not know it is an endorsed UPCI ministry.

Use this paragraph for your big "ask." Share the cost of your term and give them specific amounts they could donate. For example: "The cost of this term overseas is \$6,500 total. Any amount would be great, but if you would be willing to give \$20, \$50, or \$100, it would really help me towards my goal." Also, give them the opportunity to support you through prayer.

If you will be giving updates to your supporters, let them know here you will be in contact or how to sign up.

Warm regards,

Your Name

Title

Email



Church Giving Credit Form



## Global Missions Direct Offering Credit Form

Dear Pastor/Local Church Treasurer:

You're receiving this *Direct Offering Credit Form* because a member of your church participated in one of the Global Missions Short-Term programs this year. Please note the following...

- 1) If your *church* sent funds directly to Global Missions for deposit in a participant's account, your missions giving has already been credited to your local church. There is nothing more you need to do.
- 2) If your *church* gave funds directly to an AIM or AMP participant, please tally those funds and note it in the appropriate section below. Then, include this form with your next Partners In Missions payment or send to the address along the bottom of this form. This step is necessary in order for your church to receive giving credit for these funds as we did not physically receive them at World Headquarters.

Thank you so much for your support of this great training and development program. We trust you continue reaping the rewards of this investment.

Blessings,  
Short-Term Missions




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AIM/AMP—Global Missions Direct Offering Credit

**Church Name:** \_\_\_\_\_

**Church PIM Acct #:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

Total amount given directly to \_\_\_\_\_ for his/her AIM/AMP appointment: \$



## Field

[illegible]



## AIM & AMP

have teamed up with

**MobileCause**

We can now offer you a way to **solicit funds** from donors via the web through **credit/debit card** transactions as well as a special **“Text to give”** feature.

Please contact  
Laura Gohdes  
[lgohdes@upci.org](mailto:lgohdes@upci.org)  
to get signed up!



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1



# STM D&O Report

Service Date	Day of Week	Church Name	City	State Province	Pastor	Field PIMs	New PIM Amt	# of PIMs Rec'd	Funds Received			
									Honorarium/ Expenses (Funds made out to me.)	Project/STM Account (Funds made out to Global Missions)		
	MON											
1-Jan-00	TUE											
2-Jan-00	WED											
3-Jan-00	THU											
4-Jan-00	FRI											
5-Jan-00	SAT											
6-Jan-00	SUN AM											
6-Jan-00	SUN PM											
7-Jan-00	MON											
8-Jan-00	TUE											
9-Jan-00	WED											
10-Jan-00	THU											
11-Jan-00	FRI											
12-Jan-00	SAT											
13-Jan-00	SUN AM											
13-Jan-00	SUN PM											
TOTALS									\$0	\$0	\$0.00	\$0.00

INSTRUCTIONS:

**INSTRUCTIONS:**

FOR SIMPLIFIED ACCOUNTING, REQUEST 2 CHECKS FROM THE CHURCH IN ADVANCE; 1 for you, 1 for Global Missions.

**TOTAL ABOVE SENT TO  
GLOBAL MISSIONS**

1. Complete and send report immediately after a district schedule/visit is completed.
2. Send to DGMD and District Superintendent. Updated lists found at [www.aim2go.org/appointment](http://www.aim2go.org/appointment).
3. Send the required Booking Fee to the DGMD made payable to the district; mark it clearly, "BOOKING FEE".
4. Send this file and electronic versions of printed receipts (included with thank you notes to churches) to [bjabernathy@upci.org](mailto:bjabernathy@upci.org) for proper crediting.
5. Send PIMs and checks made out to Global Missions via regular mail to Global Missions, ATTN: Andrea Sanders, 36 Research Park Ct, Weldon Spring MO 63304



Requisition Form



globalmissions  
SHORT-TERM MISSIONS

# REQUISITION FORM

Please fill out this form as completely as possible and [email to rzehm@upci.org](mailto:rzehm@upci.org).

**NAME**

**GM PROJECT ACCOUNT #**

**DATE**

DISBURSE BY

- ☐ DIRECT DEPOSIT TO STATESIDE ACCOUNT
- ☐ WIRE TRANSFER TO FOREIGN ACCOUNT

		FOR OFFICE USE ONLY		
FUNDS USED FOR (Provide a Description)	USD AMT	TASK	APPROVED	DENIED
<b>TOTAL</b>		Funds will be released upon approval and availability of funds.		

SPECIAL EXPLANATION IF NECESSARY

---

REPLY TO REQUISITIONER

Date transaction completed: \_\_\_\_\_

Amount of transaction: \_\_\_\_\_





Find your tribe during this international missions gathering.

# MULTIPLY

#GCXW20

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Creating a community of laborers.”

Let's keep in touch

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