

SUMMER MISSIONARY INFO PACKET

A Guide for Summer Missionaries
to get your support, get to the field
and get the most out of your summer



American Missionary Fellowship

672 Conestoga Rd., Box 370 Villanova, PA 19085
(610) 527-4339 www.americanmissionary.org

Sample Welcome Letter from Area Missionary

American Missionary Fellowship

Area Missionary

Address

Phone, e-mail

January, 20—

Dear (Approved Summer Missionary),

Congratulations on being accepted as an AMF summer missionary! We are very glad you will be part of our summer team to reach children and teens for Christ.

Now that the first big hurdle is behind you, we want to help all we can in getting you started in raising up your own support team. This is an exciting step of faith as God leads you to contact people who will pray for your ministry. Prayer is the most important element of support that you could possibly gather to underwrite your service for Christ. You will also give people a chance to contribute financially to your ministry. The mission allows you to raise up to \$500/week plus expenses, so it is wise to start deputation early.

Naturally, there are some guidelines you must follow in communicating with potential donors and some protocol in reporting to the mission and accounting for expenses. To help you over these next hurdles, I have enclosed a **Summer Missionary Info Packet** that will explain the process and answer most of your questions regarding the summer. It is really quite simple and straightforward.

Please read over the enclosed materials and follow the Dateline suggested in the following pages. We are planning a summer preparation Bar-B-Q on April _____ at our house and we will send you the details later. You will have a chance to meet the rest of the team then and we will start your training for the tasks that await us this summer.

Enclosed is a devotional booklet to assist your own spiritual growth and preparation for service for our Lord. May you find the days and weeks ahead filled with opportunities to have your faith in the Lord stretched and strengthened. Let me know if there is anything else you need at this time.

We look forward to seeing you soon.

God Bless,

Area Missionary

Enclosure

American Missionary Fellowship 672 Conestoga Rd., Box 370, Villanova, PA 19085 610 527-4439

Summer Missions...



...provides exposure to various aspects of missionary life and ministry while being used of God to assist a missionary in evangelism and discipleship.

MINISTRY OPPORTUNITIES

Activities that the Summer Missionary could be involved in

Children's Ministry – You may have the opportunity to assist in *Vacation Bible Schools* in which you will take turns in leading the Bible story, missionary story, songs, games, memory verse and craft.

Bible Clubs are very similar and may meet on a weekly basis with minor variations to the VBS format.

Camp Ministry – You might be involved in several AMF Missionaries' Bible camps which would include some of the following duties: cabin leader, kitchen help, dishroom helper, clean-up duty, recreation director/assistant, program director, camp preparation, lifeguard (certification req'd.), etc.

Youth Ministry – You could be involved in special outings with youth groups (hiking, campouts, short trips, fairs, etc.) to evangelize or disciple teens.

Adult Ministry – Adults may have opportunity to lead a family Bible study, preach, teach a men's or women's Bible study or possibly do some maintenance or construction projects.

SUPPLIES

List of Items Summer Missionary Needs to Bring:

1. Sleeping Bag, pillow, foam mat (optional)
2. Personal items
3. Transportation (if applicable)
4. Proof of adequate insurance (car and medical)
5. Proof of valid driver's license.
6. Other certification cards (WSI, First Aid, EMT, RN, etc.)
7. Thank You cards, stationary, stamps, etc.
8. Bible
9. Spending Money
10. A big smile



THE POSITION OF SUMMER MISSIONARY

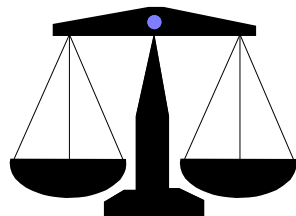
A Ministry description from the AMF Policy Manual

1. The Summer Missionary is accountable to the mission through the Regional Director.
2. The Summer Missionary is appointed to minister for a limited period of time on a FULL-TIME basis. This term of ministry is normally 8 to 12 weeks during the summer months of the year.
3. The Summer Missionary is responsible to minister to a particular area of need or to provide a particular area of expertise.
4. The Summer Missionary may work with an Area Missionary, a Camp Missionary or a Church Missionary.
5. The Summer Missionary has many and varied opportunities to minister including teaching and directing VBS, teaching and directing at camp, teaching and directing Sunday School, and/or being a member of an evangelistic outreach team.
6. The Summer Missionary is required to raise support for his ministry and for his training program.
7. The Summer Missionary meets the following eligibility requirements:
 - a. Has accepted Jesus Christ as personal Savior
 - b. Is at least in the junior year of high school and 16 years old.
 - c. Has a good testimony in his local church and community.
 - d. Demonstrates spiritual, emotional and social maturity.
 - e. Has at least six partners for prayer support.
 - f. Has completed a training program that is acceptable to his Regional Director. Normally this training program will be the *Student in Ministry* program that is provided by the Ministerial Education and Training Department.
8. The Summer Missionary can be part of a team of high school students that ministers for a period of 1 to 3 weeks. Eligibility requirements are the same and he must be part of a team that is accompanied by spiritually qualified adults.

THE SUPPORT PLAN OF THE SUMMER MISSIONARY

A description of the Support Plan from AMF's Policy Manual

1. Each Summer Missionary is responsible to assemble his own team of donors that provide Contribution Income for his ministry.
2. 98% of this Contribution Income will be allocated to provide the following “Field Costs”:
 - a. Salary
 - b. Ministry expenses (travel, printing, mailing, etc.)
 - c. Fringe benefits (social security tax)
3. 2% of this Contribution Income will be allocated to provide the following “Practical Missionary Helps”:
 - a. Regional Office administration
 - b. Mission materials and supplies
4. Salary for a Summer Missionary is currently limited to a maximum of \$500 per week.



AMF FINANCIAL PROCEDURES

An overview from the AMF Finance office for Summer Missionaries

Summer missionaries are required to raise their own support. All funds must be channeled to the AMF Home Office in order for the donor to receive a tax-deductible receipt. These contributions will then be placed into a fund for you under your name and account number. Support contributions are subject to a 2% Practical Missionary Helps allocation.

Payroll checks are issued on the 25th of each month and include the balance of funds received during the first half of the current month. Summer missionaries are entitled to receive up to \$500 per week in salary whether single or married. In addition, you can be reimbursed for travel at \$.16 per mile driven and for other ministry-related expenses approved by the Regional Director (paper supplies, printing, teaching materials, telephone – long distance & phone cards). All expenses must be recorded and submitted on the appropriate Financial Report form at the end of each month with receipts attached. As there are 2 parts to Social Security, the “employer” portion is deducted from your total support and listed as Fringe Benefits. The “employee” portion is a salary deduction from your Gross Salary on your check and will be shown as such on the check stub. A worksheet showing these calculations will accompany each check.

You must submit a **SIGNED “Employee Information Sheet”**, a **SIGNED W-4 Form** and a **SIGNED Form I-9** prior to being placed on the payroll. These are obtained from your Regional Director.

During the period that the Home Office is processing contributions for the summer missionary, two separate reports will be issued to you. The first, the **DONOR GIFT RECEIPTS JOURNAL**, is issued after processing the receipts bi-weekly and lists the names and addresses of donors. The second is the **DONOR MASTER FILE BY MISSIONARY** and is sent upon request from the Finance Office at any time. This updates all of your total donors and contributions. These reports should be kept for your reference.

Please keep the Home Office informed of any address changes, which you make after finishing your employment. At the end of the year we will send you a Form W-2 for your tax return and, unless we are told otherwise, we will send it to the same address as we sent your checks.

Thank you.

AMF Finance Office Mgr.

[American Missionary Fellowship](mailto:AMF@AMF.org) 672 Conestoga Rd., Box 370, Villanova, Pa 19085

DATE LINE/CHECK-OFF LIST FOR SUMMER MISSIONARY

A suggested 9-month Timeline to help guide your communications with your supporters and the mission.

(If you have started the application process later than this, simply adjust the dates accordingly.)

January

- 15th – Fill out Summer Missionary application and related forms
- 26th – Mail your application and forms to missionary

February

- 1st – AMF missionary receives application materials
- 5th – Missionary sends application materials to Regional Director
- 15th - Start developing mailing list. Receive letter of acceptance.

March

- 1st – Mail first letter. (See Deputation guidelines for letter content)
- 5th – Write to or phone home church and schedule a time to share.

April

- Write and mail thank-you cards to supporters.

May

- 1st – Mail second letter.
- 15th – Write and mail thank-you cards to new supporters.

June

- 15th – Write and mail thank-you cards to new supporters.
- 30th – Fill out reports (Daily Detail and Financial) and mail to Regional Director with copy to missionary.

July

- 1st – Mail third letter
- 15th – Write and mail thank-you cards to new supporters
- 31st – Fill out reports and mail to RD with copy to missionary.

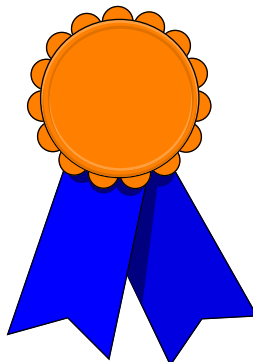
August

- 15th – Write and mail thank-you cards.
- 31st – Fill out reports and mail to RD with copy to missionary.

September

- 1st – Mail 4th letter
- 15 – Write and mail thank-you cards.
- 30th – Fill out reports and mail to RD with copy to missionary.
- 30th – Fill out survey and mail with reports.
- 30th – Write a brief story/testimony of something special that God did this summer and send to RD along with photo(s), if possible.
- 30th – Missionary appreciation letter sent by supervising missionary to summer missionary's mailing list.

Great job! Have a great school year and remember that you are in a mission field wherever you go.



RECOMMENDED STEPS TO RAISING YOUR SUPPORT

DEPUTATION: a process of building a support team with a positive attitude and, as a result, receiving prayer and financial support.

I. Develop a mailing list.

A. Sources

1. Relatives
2. Acquaintances from school: classmates, professors, Campus Christian groups, dorm members, coaches.
3. Neighbors
4. Church contacts (home church, churches attended in past): pastors, leaders, Sunday School teachers
5. Employment Contacts: employers, co-workers, contacts, customers
6. Business & Professional people
7. Current Address List Sources: church directories, Christmas card list, wedding list, personal phone directory

B. Put your list on computer mail labels.

II. Begin Initial Deputation.

A. Letter of Introduction* (see sample letter #1)

1. Detail God's leading to apply as a summer missionary with AMF.
2. Brief description of your anticipated ministry.
3. Specific prayer needs: personal and ministry.
4. Current ministry involvement.
5. Goals regarding: ministry start-up, financial goal, # of prayer partners, etc.
6. Note: Ask about the missionary's 3rd class mailing permit: Does he have one? Is it available to you?

B. Home Church Deputation.

1. Ask for opportunity to share with your home church.
2. When given opportunity to share, be sure to stay within time allotted.
3. When sharing in churches, include the following:
 - a. personal testimony
 - b. expectations for personal growth
 - c. description of expected ministry

*Letters need to be approved by supervising missionary.

III. Further Communications.

A. Second Letter* Content

1. Report what your support needs are.
2. State your projected ministry involvement (when starting, etc.)
3. Prayer Requests

B. Third Letter* Content

1. Report on what you have been doing (stories, anecdotes are most interesting – photos add interest).
2. List praise items.
3. List Prayer requests
4. Include support report.

C. Fourth Letter* Content

1. Include end-of-summer report.
2. State your fall plans.
3. Support report.
4. Write what you have learned or experienced.
5. Anecdote or human interest story.

D. Thank You Cards

1. Should be personal, specific and genuine.
2. Acknowledge every gift with a card.

E. Record-keeping

1. Always keep receipts for ministry expenses and attach to Financial Report form.
2. Record ministry miles you have personally driven and for which you will claim reimbursement (16 cents/mile).
3. Either keep a daily diary or fill out Daily Report form every day.
4. Keep a list of supporters and *Thank You's* sent.
5. Keep Date Line/Check-off List updated.

IV. END OF SUMMER FOLLOW-UP

- A. Supervising missionary should send appreciation letter to your mailing list.
- B. Let AMF Home Office know if your address is changing and you are expecting another paycheck.
- C. Make sure all your responsibilities are settled with supervising missionary.

*Letters need to be approved by supervising missionary.

American Missionary Fellowship

SUMMER MISSIONARY NEWSLETTER

Summer Missionary
Any Street
Anytown, USA

May 1, 20--

Dear Friends,

As I near the end of my junior year at _____ High School, I eagerly anticipate serving the Lord at camps and VBS's this summer. Besides being a cabin leader, with God's help I will take on the added responsibility of being a lifeguard at camps.



I was a summer missionary last year and it was an awesome privilege to see God work in the hearts and lives of others! At a VBS in _____ last summer, only ten kids were signed up to attend. We didn't expect many children to show up. However, over forty came on the first day! Many children accepted Christ that week. Over the entire summer, God gave me the opportunity to lead six wonderful kids to Him. I'm looking forward to the joy and responsibility of being an example of God's love again this year.

I will be traveling to several different AMF camps throughout the _____ region. AMF allows me to raise my own salary and ministry expenses. I invite you to join the support team that I believe God is raising up. Please contribute as your heart leads and use the tear off slip below to indicate your part. AMF will send a tax-deductible receipt for all gifts.

I appreciate your support very much. Every little bit helps and I know your prayers will help me touch many lives with God's infinite love. Thank you for your part and God bless you!

In Christ,



Name _____

Address _____ Zip _____

I would like to pray for and support Summer Missionary _____ in the amount of:
\$ _____ Ⓒ As a one-time gift Ⓒ Each month for June, July and August, 2000.

Please make checks payable to **American Missionary Fellowship** and send to:
American Missionary Fellowship • 672 Conestoga Rd., Box 370 • Villanova, PA 19085

HOME STAY GUIDELINES

Practical helps for the Summer Missionary's stay in a host home.

1. Be aware of their schedule (example: use of restroom) so as to not interrupt their normal time needed to get to work.
2. Be ready to serve them. You are not there for them to serve you. They may desire to do so, but watch for ways to be their servant.
3. If they invite you to enter their family life or go with them somewhere, do so – if it does not interfere with scheduled ministry time.
4. Be careful with the food. Accept what they fix for you. In some cultures you will offend and close the door to ministry by not accepting.
5. Do not put your convictions upon them. (Example: if the family watches TV programming or a questionable video and you prefer not to, do not offend them by your actions. Just excuse yourself gracefully.)
6. Be willing to help with the housework. Offer!
7. Ask before you use. Don't presume upon your privilege to access household items like microwaves, computers, etc. Always gain permission and don't abuse privileges.
8. Breakage – If dishes, furniture, etc., are broken, the family will be more upset if you hide and do not inform them. You should offer to pay for it.
9. People are interesting. Get to know who they are. The better you know them the better you can minister to them.
10. At the end of the stay, write special thank you notes and perhaps leave a hostess gift. Be thoughtful and appreciative.

SUMMER MISSIONARY POST-SERVICE QUESTIONNAIRE

A tool to assist AMF in improving our ministry to our summer missionaries.
(Please return this to your supervising missionary.)

Name _____ **Date** _____

Missionary/Field I worked with this Summer _____

___ I would like information about returning next summer.

___ I would like brochures and other information to give to my friends.

This Fall I will be in (circle one): College High School Year 1 2 3 4 ___ other

Parents' Address _____

College Address (if applicable) _____

Another Contact Person _____

My e-mail address: _____

Please answer the following questions in the measure of detail you feel comfortable with. If you need more room, use the back of this page.

1. Did you have a positive experience this summer?

2. Would you recommend the summer missionary program to others?

3. What was the highlight of your summer?

4. In what area(s) did you spiritually grow the most this summer?

5. What was the most difficult thing for you to adjust to this summer?

6. Is there anything from your summer program you would recommend that we do or don't do with future summer missionaries?

7. If you could say one thing to someone considering service as a summer missionary, what would that be?

8. Did you feel adequately trained in deputation? Did you follow the guidelines supplied?