

MAPS



ORIENTATION MANUAL

1–3 Month Volunteers

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STAFF AND CONTACT INFORMATION

Personnel and Family Life Department Staff

Rick Johnson	Director rjohnson@ag.org
Janice Brison	Processing Manager jbrison@ag.org
Suzanne Buchanan	Support Specialist sbuchanan@ag.org
Jennifer Pulley	Processing Coordinator, Missionary Associate and MAPS jpulley@ag.org
Deanna Boneck	Processing Assistant, Europe and Asia Pacific dboneck@ag.org
Angela Redcay	Processing Assistant, Africa and Latin America/Caribbean aredcay@ag.org
Tiffany Stark	Processing Assistant, Eurasia, IM, and Northern Asia tstark@ag.org

Support Staff

Brenda Millhouser	Visa Specialist bmillhouser@ag.org
Amanda Rickman	Insurance Specialist arickman@ag.org
Daniel Buffington	Financial Services Specialist dbuffington@ag.org
Kristi Duggins	Word Processing Specialist

Contact Information

Assemblies of God World Missions
Personnel and Family Life/MAPS
1445 North Boonville Avenue
Springfield, MO 65802
Telephone: (417) 862-2781, Ext. 2088
Fax: (417) 869-6280
E-mail: AGWMMAPS@ag.org
Web: www.GoAG.org

MAPS PROGRAM AND PROCEDURES

Purpose

MAPS is a program providing challenging opportunities for Assemblies of God people to serve Christ in other lands. Recognizing that world evangelization requires the total involvement of Christian laymen and missionaries, MAPS provides guidance and opportunity for short-term placement. The word *serve* is key to the MAPS Program. Service should be the defining concept, attitude, and action of each MAPS volunteer.

Categories

MAPS provides two categories in which volunteers may serve.

College Intern Program

Many Assemblies of God colleges select several students each year for missions scholarships through the College Intern Program. The MAPS office is the liaison between the intern (chosen by the college and approved through MAPS) and the missionary.

The program is primarily for college students in their second or third year who are normally missions or intercultural ministries majors. Interns serve a minimum of two months during the summer.

Interns pay their own expenses and/or receive assistance from their home churches and/or colleges. The sponsoring college sometimes provides financial help for travel, budget, or tuition.

MAPS Volunteers

Many who are not interns—as well as many who are not college students—get involved in the MAPS program throughout the calendar year. The MAPS office places these volunteers on assignment for a maximum of 11 months. Volunteers must be at least 18 years old.

While on assignment, no distinction is made between college interns and other short-term volunteers—each is a MAPS volunteer in the Lord's great harvest field.

Orientation

The MAPS volunteer carries the burden for preparing to make a successful adjustment to cross-cultural living, relationship-building, and working. However, the MAPS office provides helpful materials that have been developed over the years of successfully placing MAPS volunteers.

MAPS volunteers are required to read this *MAPS Orientation Manual* and the book *Survival Kit for Overseas Living* as part of their preparation for life and ministry in another culture. Your missionary supervisor will give further orientation specific to the field of assignment upon your arrival.

FINANCIAL INFORMATION

Processing Fee

A \$25 processing fee was charged at the time you submitted your MAPS application. This fee helps cover costs of MAPS office operations and materials related to your placement.

Budget

Your budget will be determined in dialogue with the MAPS office and your missionary supervisor. The budget generally includes the items listed below:

- Airfare (information provided by your travel agent).
- Airport or departure tax, if necessary (information provided by travel agent and/or missionary).
- Visa, if necessary (see section entitled Travel Documents).
- Daily living expenses: lodging, food, ground transportation, etc. (information provided by missionary).
- Insurance (\$2.40 per person, per day; see section entitled Insurance).

The following page begins a detailed list of pertinent expenses that can be included in your budget, per IRS regulations, as well as those that cannot and therefore must be considered a personal expense.

Raising Support

MAPS volunteers are permitted to seek financial support for their assignment from family, friends, and their local church. As soon as you learn from the MAPS office of **approved placement**, you should begin collecting funds. You are responsible for collecting and tracking your donations. Please **DO NOT** send your funds to AGWM. We recommend that you open a separate savings account, which will provide interest income on your deposits.

Receipts for Donors

The MAPS office will provide a supply of temporary receipts. The MAPS volunteer should write a receipt for each donation, listing the donor's name, complete address, city, state, and ZIP code (also indicating the church to credit, if requested), and clearly indicating the amount given. Give the blue copy of the receipt to the donor. Keep a master list (name, complete address, city, state, and ZIP) of your donors and the amounts given. (See the section entitled Reporting Funds.)

World Ministries Credit

World Ministries Credit can be given to Assemblies of God churches that give toward a MAPS volunteer's airfare and living expenses on the field. The MAPS office will make sure contributing churches receive World Ministries Credit and individuals receive official receipts for their giving.

Some pastors or individuals may insist on sending their offerings through the Assemblies of God headquarters. If so, they **must** write your name and this account number—**PFL Summer Intern Account # 5146444(48)**—on their check to ensure you receive credit. However, we prefer you handle offerings yourself as much as possible, reporting them at the end of your assignment rather than having them sent to headquarters.

Use of Funds

Taking Funds to Your Assignment

Check with your missionary for the best method of taking funds to the field, since it varies from country to country. The missionary may recommend purchasing traveler's checks. If so, remember that the bank will charge at least a 1 percent fee (based on the amount of traveler's checks). *Hint: AAA members can obtain free traveler's checks.*

Pertinent Expenses

In compliance with regulations of the Internal Revenue Service (IRS), you are permitted to raise and use funds for the following pertinent expenses:

- Roundtrip airfare.
- Airport or departure taxes, when required.
- Passport and passport photos.
- Visa and visa photos, when required.
- Vaccines and medication for foreign travel, when required.
- Accident/illness insurance (if purchased through MAPS, group policy with Guarantee Trust Life).
- Hotel or motel on the field of assignment.
- Actual housing expenses
- Car rental on field of assignment.
- Train, boat, taxi, or bus travel on field of assignment.
- Meals during travel to field and on field of assignment.
- Disposable camera or film (if necessary to fulfill college internship requirements).

Personal Expenses

In accordance with IRS regulations, the following items cannot be purchased with funds that you raise for your short-term missions assignment:

- Flight insurance.
- Personal hygiene items and toiletries.
- Luggage and luggage carts.
- Electrical adapters.
- Small electrical appliances for overseas voltage.
- Food items and personal gifts taken for missionary.

- Mileage on missionary's vehicle.
- Tuition or other school expenses.
- Personal expenses while on assignment (i.e., rent, car payments).
- Camera and equipment.
- Souvenirs and traditional costumes.

**Remember that U.S. postage stamps cannot be used outside the United States. Purchase stamps in the country from which letters are mailed.*

For further information, please contact the MAPS Financial Services Specialist, at (417) 862-2781, Extension 3115.

Funds Remaining After the Assignment

You might raise more funds than you need for the ordinary and necessary expenses of your assignment. Since money donated and designated are mission's funds, not personal funds, here are two options for handling them:

1. Give funds to the missionary to whom you were assigned and obtain a receipt from him or her.
2. Attach a personal check to your Expense Analysis Form for the balance, payable to AGWM MAPS.

NOTE: *No funds collected and receipted can be retained for personal expenses, nor can they be put toward college tuition or at-home expenses for time you spent on the field.*

Reporting Funds—Expense Analysis Form

Within 30 days of the conclusion of your assignment, you must complete the Expense Analysis Form (located at the end of this manual). To prepare for this report, maintain a list of expenses while you are on the field, keeping all receipts. You must submit to the MAPS financial specialist the expense totals from your list, along with the copies of receipts to process your report. In addition, the master list of donors and the original white receipts must be sent in. (See also the section entitled Receipts for Donors.)

Conversion from foreign currency to American dollars is your responsibility. *Hint: Every time you exchange U.S. dollars for the local currency, note the exchange rate. At the end of each day, write that on each receipt for that day's expenditures and calculate the U.S. dollar amount, rounding it off to the nearest cent.*

The Expense Analysis Form is due in the MAPS office immediately after your assignment is completed—but **absolutely no later than December 10**—in order to be receipted in the current year. Please return any unused receipts to the AGWM MAPS financial specialist with your report.

INSURANCE—ACCIDENT/ILLNESS COVERAGE

AGWM has a policy with Guarantee Trust Life (GTL) for accident/illness coverage for short-term volunteers. The cost is \$2.40 per day, including the day of departure and the day of return (see enclosures). Benefits include the following:

\$100,000 24-hour accidental death and dismemberment

\$1000 monthly limit for permanent total disability based on an accident (100-month maximum, with a 12-month waiting period)

\$1000 monthly limit for permanent total disability based on illness (50-month maximum, with a 12-month waiting period)

\$50,000 accident medical limit

\$10,000 sickness medical limit

\$50 deductible per occurrence

\$75,000 medical evacuation limit

\$10,000 repatriation of remains limit

Note: This GTL policy is not the same as your health insurance policy. It is supplemental to a health insurance policy and includes benefits specific to medical emergencies while outside the U.S. Even if your own health insurance will be in force while you are outside the U.S., it is imperative that you have the additional benefits listed above. **These benefits are required for each MAPS volunteer.**

For further information, please contact Missionary Services Insurance Specialist, at (417) 862-2781, Ext. 3126.

IDENTIFYING WITH YOUR MISSIONARY SUPERVISOR

Ministerial Credentials

Missionaries are people of experience and proven credentials. To become an appointed missionary, a person must pass rigorous screening and must be ordained by the General Council of the Assemblies of God. (Exception: A missionary's wife does not necessarily have to be ordained, but in many cases she is as well.) This bylaw has been in effect since 1914.

In recent years, additional personnel have been recruited as specialists, such as printers, media technicians, medical personnel, schoolteachers, computer programmers and operators, and directors of overseas children's hospitals. Ministerial or professional credentials are not necessarily required in these areas, and these individuals are all carefully screened before being sent abroad. Each specialist must be endorsed by his/her home church and district.

Every missionary has credentials with some district and is appointed by the World Missions Board. This appointment makes him a member of a field fellowship (explained below). Occasionally, ordained ministers or evangelists may be serving on extended ministry overseas; although they do not have appointment, but they can join the field fellowship by special action of the World Missions Board.

The Field Fellowship

Appointed missionaries and others approved by the World Missions Board are responsible to their respective regional director. They are part of a team. In most cases, missionaries in each country comprise a field fellowship to coordinate members' activities and maximize the effectiveness of individual and collective missionary ministries.

The field fellowship's organization usually has a chairman, a secretary, and a treasurer. It meets yearly, and its business is to take care of those matters related to living overseas as a missionary. It has no authority over the national church but is solely an organization of American Assemblies of God missionaries that deals with matters related to those missionaries.

The work of the American Assemblies of God on foreign fields is administered largely through these field fellowships, and the administrative details are covered by policies, as printed in the *Missionary Manual*. Career missionaries are familiar with the manual and are apprised of new policies as adopted.

The Role of the Short-Term Volunteer

The work you represent has been approved at both the individual missionary and field fellowship levels. You are not overseas simply at the invitation of a single missionary. You may relate to only one missionary supervisor, but that missionary is authorized by the field fellowship to have you work with him or her. In other words, you are there as part of the team on that field.

There is no real substitute for the career missionary—one who goes to a field to live, identifies with the culture, and learns the language. This is the “first line” of our world missions program.

We do believe, however, that the Lord provides opportunity for other types of involvement in missions work. Short-term involvement of lay persons in missions has become common in the evangelical churches of the U.S. and other missionary-sending countries. If the MAPS Program does nothing more than enlighten people and give God an opportunity to challenge them and minister through them, the program is worthwhile!

Communicating With Your Missionary Supervisor

It is important that you communicate with the missionary to whom you are assigned. Get to know that missionary, and let the missionary get to know you.

In order to develop open communication with your missionary supervisor, it is important that you understand the background from which the missionary speaks and acts. Many missionaries have lived abroad for a good portion of their lives, and they are accustomed to living and building relationships in cultures other than their own. Sometimes they may not even seem to be all that American! Do not judge them when you arrive. They wouldn't be effective missionaries if they stubbornly insisted on retaining all their “American ways.”

The Missionary Image

Missionaries are human, like all of God's servants, and will make mistakes. So do not expect a special category of saint when you meet missionaries! An unrealistic image of these cross-cultural ministers has become accepted in American churches—an idea that all missionaries are somehow holier or closer to God than other Christians and should therefore be treated differently. Unfortunately, this unrealistic image is accompanied by unrealistic expectations.

A somewhat traditional view is that missionaries live in primitive conditions in the bush or jungle and are only engaged in pioneer missions work. Few missionaries are so situated today, for many live in modern cities and in homes as nice as those in America. In developing countries the contrast in living conditions will be noticeable. Instead of purely pioneer ministry, most missionaries serve in leadership roles alongside the national church leadership, fulfilling teaching roles in association with national ministers, Bible schools, evangelistic outreaches, and many other types of ministry.

Respect the Missionary's Position

Whether you agree or disagree with people on the field regarding how they live their lives and fulfill their ministry roles, **do** respect their positions. Do not interfere in the workings of the national church and its local ministry. Remember, **accurate** insight into cross-cultural living, relationship-building, and ministry is gained only through much experience.

Looking for the Positive

Praise everyone and everything you can. Missionaries and people in the national church are no different from you. They like to be commended when they do well.

No Criticizing

Whatever you do, refrain from saying anything until you know the facts. Above all, do not criticize the missions program while you are on the field or when you return home. Your short exposure to the work on the field *does not* make you an expert.

How to Handle Problems

If you find what appears to be a serious problem on the field, you should speak with your missionary supervisor first. The next step, if necessary, is to report it to the area director, the regional director, or the Personnel and Family Life. *In no case should you confront or try to deal with the problem yourself.*

CHALLENGES YOU MAY ENCOUNTER

Culture Shock

Source of Culture Shock

Culture shock comes almost immediately—and quite naturally—when you arrive in another country. Culture shock need not become a “problem,” particularly if it is understood and expected as a normal aspect of adjustment to an unfamiliar culture.

Culture is the sum of what an individual acquires from his upbringing in his own society: beliefs, customs, artistic forms, food preferences, crafts, dress, styles of music and worship, nonverbal communication, time orientation, spatial relationships in communication, and so on. We learn patterns of thinking, living, and relating from the communities in which we live, the families that raise us, and the culture in which we are raised. We naturally accept these patterns; they are automatic to us, and we seldom stop to define or question them, for they are just part of our way of life.

Because these patterns are so natural to us, it never occurs to us that people from other cultural backgrounds would think, live, and relate any differently than we do! When we are first confronted with the subtle—and sometimes not so subtle—differences, we experience frustration at the ambiguity of it all. It’s like being thrust into a game, knowing you’re expected to play and win, but not ever having the rules explained to you. Attempts to communicate may not be understood and may even be misunderstood. What you observe in other people’s lives may seem peculiar and may not make sense to you. When people do not understand our cultural patterns—and we do not understand theirs—we experience automatic inward responses. These responses are referred to as “culture shock.”

Underlying the outward aspects of culture (i.e., language, dress, food preferences, behaviors) are the values of the culture. We must recognize the effect of culture upon an individual’s values and beliefs. An individual’s behavior, as seen by others, often has as its foundation a cultural value, assumption, or belief.

To illustrate this, two columns of contrasting values appear below. Think of the two contrasting values in each pair as the two ends of a continuum. For each number, you might choose either of contrasting values or a position somewhere between them. Although incomplete, this list will serve as a starting point in understanding similarities and differences between cultures. (Please note that this list does not take into account the biblical worldview of Christian individuals and groups but deals with societies at large.)

CONTRASTING VALUES	
SELF	
1. Sees self as an individual	1. Sees self as a family member
2. Youth is valued	2. Age is valued
3. Self-reliant	3. Dependent on family and friends
4. Value placed on what one does	4. Value placed on who one is
FAMILY	
5. Democratic	5. Authoritarian
SOCIETY	
6. People should be treated informally	6. People should be treated formally
7. Face-to-face confrontation	7. Confrontation through an intermediary
8. Males and females are often close friends	8. Close friends are usually of the same sex
HUMAN NATURE	
9. Man is rational	9. Man is irrational
10. We are masters of our own fate	10. The future is predetermined
NATURE	
11. The world is knowable and controllable through science	11. The world is spiritually controlled and not to be altered
12. The future is important; thus, time is not to be wasted	12. The past—or present—is important; thus, time should be enjoyed
THE SUPERNATURAL	
13. Material goals are most important	13. Spiritual goals are most important
14. People are in control of the universe	14. People are controlled by the supernatural

(Source: Syracuse University *Handbook for International Students* and Mount Holyoke College *International Student Handbook*.)

When you do not understand another culture's patterns of behavior—based on their values—you experience automatic inward responses. These responses are referred to as **culture shock**. These responses can be mental, emotional, physical, and spiritual. You may experience discomfort, a sense of insecurity, or not belonging. You may even feel like you've been reduced to the level of a baby, dependent on others again! The most intelligent, most highly skilled individual can feel inadequate because of the ambiguities of an unfamiliar cultural setting. Interestingly enough, the subtle differences—not the glaringly obvious differences—more often cause stress and frustration.

Keys to Dealing With Culture Shock

Here are some keys to dealing with culture shock and maintaining effectiveness in relationship-building at the same time.

- ◆ Recognize that culture shock is a normal, human response to plunging into an unfamiliar cultural setting.
- ◆ Recognize that the depth and duration of culture shock will vary from *person to person*—depending upon temperament and previous experience with adjusting to change—and from *situation to situation*—depending upon the cultural distance between the host culture and your own.
- ◆ Accept the fact that the ways of the host culture are patterns for living that have a long history and have served the people well, meeting their needs physically, socially, and so on.
- ◆ Recognize that ***different is not necessarily wrong, nor is it inferior***. By maintaining such an attitude, you will remain open to others and ready to learn—rather than closed and ready to judge. This is the right relationship-building attitude!
- ◆ Accept that the host culture is imperfect, as is your own culture. The statement introduced in the previous point is qualified by the word *necessarily*. We recognize that biblical principles are the standard by which every human culture is measured and found imperfect.
- ◆ Avoid comparing or contrasting the host culture to your own, particularly in a negative manner. Avoid making verbal comments that compare or contrast, but also be on guard against the attitude of superiority which can creep in.
- ◆ Step out in friendship. Do not let cultural barriers—and even language barriers—keep you from making friends with nationals. You will be amazed at how far a smile and some “charades” will go! You can get involved in games or work projects, doing things side by side and developing camaraderie.
- ◆ Enter the host culture as a *learner* and a *servant*. Practice your “listening” skills and be ready to ask for help when needed. Do not go as the one with all the answers and the right way to do things! That approach automatically builds walls instead of bridges.
- ◆ Give yourself time to adjust. Realistically, adjustment happens slowly over the course of months and years. During your assignment of a few weeks, therefore, you should keep this principle in mind.
- ◆ Do not assume that being a born-again, Spirit-filled Christian will shield you from experiencing culture shock! Understand that God is not only interested in the result of your time on the field (i.e., souls saved, individuals disciplined, labor accomplished),

but *He is also very interested in the process of transforming you into His likeness.* His Word makes it clear that He can bring good into your life through the process of frustrating, even difficult, circumstances. He can even use the natural cultural adjustment process to shape you and make you flexible, open, sensitive, and free of monocultural constraints.

Writer Peter Adler described culture shock as “the very heart of the cross-cultural learning experience.” Dealing with culture shock is a process that forces you to reflect on yourself and your culture. The net result is a new understanding of your values, beliefs, and behaviors. The bottom line? Culture shock is not something to be feared or avoided. It is part of your growth as a person and as a minister.

Maintaining Balance

An extreme response to culture shock is to reject one’s own culture. Numerous expatriates live abroad, most of whom are like yourself, doing short-term work, study, or ministry. Occasionally someone totally rejects his or her own culture in favor of another. This response is psychologically and emotionally unhealthy, because it is actually impossible to totally divorce from one’s own culture. Each individual is a product of his or her culture, and those who turn their back on their culture will experience frustration in the effort to leave behind their very foundations and build new ones. *The desired response is a **balance** of appreciation for what is good within one’s own culture and what is good in the host culture.*

Keeping Expectations Realistic

A potential negative result of culture shock is mild depression upon returning home. There are a variety of reasons for this. Some may feel that they failed to fulfill certain expectations, and therefore they should not have left home in the first place. They may feel that way because of some specific event, language barrier struggles, relational challenges, or simply because of a vague sense of inadequacy.

Keep in mind that you should not set unrealistic expectations for your time overseas. Consult with your missionary supervisor to set some realistic personal and ministry goals. Keep in mind that God in His sovereignty sets us in families, in cultures, in circumstances. He makes us stewards of all He provides, and we are to use our circumstances and our material goods for His kingdom and His glory.

Reentry Shock

Americans sometimes experience reentry shock when returning to the States after living abroad. Missions volunteers may come home with an enlightened conscience concerning lifestyle and material things and become critical of their own culture’s standards and affluence, while no one at home seems to understand or agree. After focusing on adjusting to a new cultural setting, you have to readjust to going back into your own cultural setting.

Spiritual Attacks

Spiritual attacks often accompany culture shock. You have invaded the enemy's territory, and he is not going to give up without a fight.

One of his attacks is to bring severe despondency while on assignment. Little things can creep into your mind and become a constant irritation. Relational problems can develop, often over small differences of opinion. Fears may crop up that hinder your work. Resolve not to be a victim! Recognize problems for what they are and deal with them in the power of the Holy Spirit so that they do not interfere with your work in missions.

Spiritual attacks may also come in the form of health problems. These are usually limited to temporary illnesses due to changes in water and food, but they can still impair the work of spreading the gospel. Such ailments do not ordinarily last long, and the body adjusts to the changes. A stomachache does not signal a life-threatening disease. Local missionaries can help you if you have problems in the area of your health.

Whatever the attack, combat it through prayer. Set aside daily prayer times to get alone with God. He is far greater than the enemy, and He will help you to emerge victorious over your fears.

Fatigue

Guard against overtaxing your strength. In the excitement of being in a new place with new responsibilities, many people drive themselves far beyond their physical endurance. This brings on fatigue that often leads to illness. Either one will sap your strength and hinder your usefulness in the task to which you are called. So use good judgment and do not overdo it. Communicate regularly with your missionary supervisor.

Relationships

Personality conflicts may arise—only heaven is without such conflicts. Guard against letting such problems become crises. Keep lines of communication open with the missionary. Remember, your missionary supervisor has much more experience and knows the field, so respect his or her judgment.

Develop and maintain positive, healthy relationships with nationals, both saved and unsaved. It may come as a shock that the nationals will not love you at first sight. You must earn their confidence.

You will tread some precarious ground in your relationships, but keep in mind your mission is to represent Christ *and* the American church. Let it be known that you are there to manifest Christ and His gospel, and ask God for wisdom and diplomacy. If nationals want to discuss world affairs and political matters, ask God to help you give answers that will satisfy them and at the same time allow you to turn the discussion to a witness for the Lord Jesus Christ. Guard against getting involved in local political issues—focus instead on why you are there.

Do not make fun of the nationals' beliefs. You are in their country to tell them Jesus Christ came as the Savior for their people as well as yours. If you feel that your mission is to change their culture, nothing will be accomplished, and bridges for relationship and communication will crumble. Strive to introduce Jesus Christ into their lives, and trust the Holy Spirit to make any necessary changes.

Remember, the image many cultures have of Americans comes from movies and literature. Pray that God will help you break through this stereotyped image to let people see you as His child. Do not be afraid or apologetic for being an American. On the other hand, do not go with the idea that you are there solely to represent the United States. You are there to represent Jesus Christ and His kingdom.

In summary, demonstrate the utmost respect for and cooperation with all missionaries, other American Assemblies of God personnel, and national Christians. Even minor misunderstandings left unresolved can poison your attitude and hinder your work. A spirit of concern and love will enable you to labor in harmony with your missionary supervisor and will present an image of unity to be followed by the nationals.

Remind yourself often that you are in this country because God wants you there for now. You have a job to do. You are Christ's ambassador. When you are convinced in your heart that the Lord Jesus Christ wants you to witness for Him in this land, then any problems will seem small when compared with the importance of taking the gospel to every creature.

Dating Relationships

MAPS volunteers are expected **not** to date a national or an American while on the field. Your purpose for being overseas is to serve alongside the missionary family—not to find your spouse. If you feel romantically involved, you should discuss your feelings with your supervising missionary and seek his or her counsel. Be friendly with everyone but romantically involved with no one. Your missionary, the area director, or the regional director is authorized to recommend a reassignment or return home based on the best interest of the individual's life and ministry and those of the field.

Adoption of Children

Volunteers should not consider a MAPS assignment as an opportunity to pursue the adoption of a child.

TIPS ON OVERSEAS INVOLVEMENT

Spiritual Preparation

Your term of service will only be fruitful as the Holy Spirit has complete control of your life. Prayer is still God's method of accomplishing His work, so be a prayer warrior. Open communication with God is necessary before you seek to work for Him.

An important part of spiritual preparation for your assignment is to place yourself under the discipline of the Holy Spirit. Let Him work in and through you to develop a meaningful witness. Allow Him to direct every phase of your life. This assignment, if bathed in daily communion with the Lord in prayer and Bible study, can be the most enriching experience of your life.

Self-Discipline

Self-discipline is necessary for right relationships. Nationals may live, think, act, work, play, eat, or worship differently than you. Your purpose is not to change them to do things your way, but to fit into their way of life in a God-honoring manner.

Often the rule in the States is "Relax and make yourself at home." Overseas this will not be the general rule. **Do not** make yourself at home. Rather, observe and adapt to local people's living pattern.

Knowledge

Read everything you can about the country you are going to visit. The Internet is a good place to find information. Do not forget the book *Survival Kit for Overseas Living*, which is provided as part of the orientation packet. Also, keep this *MAPS Orientation Manual* handy for review. Nationals are the best source of information, however—ask questions, listen, and observe.

Physical Health

Remember the importance of keeping your life in balance. Pay attention to your body's need for physical exercise, nutritious food, and plenty of sleep. Heed the missionary's instructions regarding local foods and drinking water.

Conduct in Foreign Cultures

Assemblies of God MAPS volunteers are, first and foremost, witnesses and messengers of Jesus Christ in cross-cultural situations. They exemplify the worldview of the Assemblies of God Fellowship of the United States doctrinally and in moral, ethical, and social patterns of personal discipline and conduct.

Dress and Conduct. In most foreign cultures Christian views and standards of dress and conduct are more conservative than in the States. Yet in some cultures it may be quite the reverse. In any case, **do not** insist on their changing to accept and/or conform to your views. Be willing to discipline yourself and conform to their standards when and where appropriate. Ask your missionary supervisor to discuss with you any differences you should be aware of.

Alcoholic Beverages. The privilege of being an approved MAPS volunteer places a solemn responsibility upon each one to walk worthy of his/her calling to missionary service. This includes abiding by the standards and behaviors sanctioned by the Assemblies of God within the United States, even in cross-cultural settings. Therefore, you are not allowed to consume alcoholic beverages while overseas, regardless of the social situation in which you may find yourself.

Speaking Through an Interpreter

The language barrier need not be a big problem in worship and ministry. When it is necessary to speak through an interpreter, observe the following:

1. Smile—not a forced, strained smile, but a sincere one of happiness in Christ.
2. Speak to and look at the audience, not the interpreter.
3. Gesture naturally as you speak, but do not overdo it. Let your enthusiasm for Christ show.
4. Speak loudly enough to be heard.
5. Be brief. Remember that a five-minute testimony is really a ten-minute testimony when given through an interpreter.
6. Testify in short statements, pausing for the interpreter to keep up with you.
7. Limit your testimony to what Christ has done for you, how much you love Him, and what He can do for them.
8. Close with a verse of Scripture.

Important Things to Remember

Do not make hasty judgments of nationals. While first impressions are important and you may be tempted to judge the food, the people, or their homes, *guard against hasty judgments*. Learn to love the people and enjoy aspects of their culture. This will make your term much easier among nationals as well as with the missionaries and others with whom you will work.

Do not discuss finances with the nationals. Do not talk about how much it cost you to come, how much money you had to raise, how much money we make at home in comparison to what they make, or how much things cost at home compared to their country. If you purchase snacks and souvenirs, be sensitive and do not flaunt your purchases.

Do not discuss problems with the nationals. If you do, they will tend to remember the problems rather than the blessing you were.

Smile! Always smile when meeting people. Do not wait for them to smile first—you take the first step. You will usually find them readily responding.

Be friendly. Go out of your way to be as friendly as possible.

Be sensitive to the host culture’s “rules” guiding interaction between males and females. The acceptable forms of interaction between guys and girls in your country may not be acceptable in your host culture. These forms of interaction include physical touch, proximity when conversing, being alone with someone of the opposite sex, and teasing that could be interpreted as flirtatious. Become *an observer* of people; *watch* how the Christians interact with one another. If you are in doubt, *ask* the missionary for some guidance. These guidelines are not intended to inhibit friendships but to keep you from unnecessary misunderstandings.

Shake hands at every opportunity. The handshake is a great friendship gesture. You will win many confidences by shaking hands. Even children want to shake hands and will be disappointed if you ignore them. (Remember, too, that the quickest way to many hearts is through the hearts of the children.) Do not pass up the opportunities.

Be courteous and gracious at all times. A slight bow of the head with a smile is a beautiful gesture in any land.

Do not make fun of anybody or anything. Just like you, other people deeply resent being the brunt of fun—whether it is their language, clothes, or customs. Laugh *with* people, not *at* them. Most will have a sense of humor but may quickly pick up unkind remarks or attitudes and resent them deeply. Remember, you are the foreigner.

Do not pity people—love them. You may encounter poverty, hunger, poor dress, and deplorable sanitary conditions. Focus on loving the people. Love will open their hearts. Accept them as they are. Let Christ be seen in you.

Learn some of their language. Even learning a few words and phrases will help, and people will appreciate your attempt to communicate with them. You will be amazed how your attempts—even feeble ones!—will open peoples’ hearts and begin dialog. Do not be inhibited; try it! Accept offered help with words and pronunciations. That’s part of entering a new culture as a *learner*.

Be prepared to give a testimony. Each MAPS volunteer's primary purpose is to give witness to the fact that Jesus saves. Obviously, that witness must be twofold: through the behaviors of your daily life and through your intentional verbal testimony to what Christ has done for you.

Above all, remember this is a time designed to reach the lost. All other activities are secondary. Never neglect the work of your primary objective—winning the lost to Jesus Christ!

TEN COMMANDMENTS FOR MAPS VOLUNTEERS

I

Thou shalt always remember thou art not a big wheel.

II

Thou shalt eat what is set before thee.

III

Thou shalt not demand thine own way.

IV

Thou shalt always be prompt.

V

Thou shalt e-mail home often.

VI

Thou shalt not strive to be a fashion model.

VII

Thou shalt always demand more of thyself than of others.

VIII

Thou shalt not forget thy personal belongings.

IX

Thou shalt not take martyr pills.

X

Thou shalt not forget to pray.

TRAVEL DOCUMENTS

You must have certain travel documents before you leave the United States. Assemblies of God World Missions will contact you as to the type of documents you will need, such as a passport, tourist card, and visa, which are described below.

Passport

You must have a passport! A passport identifying you as a citizen of your country is required for travel in most countries other than your own and for reentry into your own country. Detailed information is available at the U.S. Department of State's Web site, <http://www.travel.state.gov/passports>.

Apply **in person** at a passport agency in specially designated post offices. If your post office does not handle passports, ask a post office employee where you can go to apply. The following documentation is required in the application process for a U.S. passport:

1. **A properly completed passport application form.** Instructions are on the back of the application form.
2. **Two recent head-and-shoulders, passport-size photographs.** These photos cannot be just any photos; they must be taken by a professional photographer! Carefully follow the instructions on the back of the application form.
3. **Proof of U.S. citizenship.** Generally, the original or certified copy of your birth certificate is acceptable proof. (The following documents are not acceptable: Social Security card, learner's or temporary driver's license, a credit card, any temporary or expired identity card or document, any document that has been altered or changed in any manner.)
4. **A fee.** (Ask at the post office or check on the Web site for the exact amount.) Paying by personal check may slow the process, so find out what other method of payment is acceptable. A money order is a good option.

Your passport will be sent to you by mail. It can take anywhere from two to eight weeks. The process can be expedited for an additional fee; obtain that information from the Web site mentioned above.

Important! Sign your passport immediately and complete the information on the inside cover. If you send an unsigned passport to a consulate when applying for a visa, the visa will not be granted. If you try to enter a country with an unsigned passport, entrance will be denied.

A passport issued to an individual who is at least 18 years old will be valid for ten years. If you already have a passport but it will expire within six months, you must apply for a new one. Ask for instructions at the post office and/or check the Web site for information.

You should keep your passport on your person at all times. Guard it as you would your money and other important identification. Be aware that coat pockets, handbags, and hip pockets are particularly susceptible to theft.

Your passport is your best form of identification when you go anywhere overseas, whether in hotels, post offices, embassies, consulates, or other public offices.

Make several photocopies of the photo/signature pages of your passport, the pages that also contain the official stamp of the issuing agency. **Send one copy to your processing assistant.** Keep one copy with you while traveling, but in a bag or place separate from the passport itself. Give another copy to a parent or close friend for safekeeping. Should your passport become lost or stolen, this copy can be used in the process of obtaining a new one.

If you lose your passport while overseas, report the loss immediately to the nearest U.S. embassy or consulate and to local police authorities. Provide U.S. officials with a photocopy of the lost passport. They also require two photos, your birth certificate, and a fee. The U.S. government will issue a temporary passport, valid at most for a year, and will contact you by letter after a few months to see if you have found the original. If you find the original passport, you must turn in the temporary passport.

Tourist Card

Entry into some Latin American countries is permitted with a tourist card rather than a visa. (For visa information, see below.) You can obtain a tourist card from your travel agency or the airline, often as you board the plane taking you into that country.

It is best to find out from your travel agent (1) if you can enter your country of destination with a tourist card, (2) where you can get the tourist card, and (3) what is required to obtain it. Be prepared in advance! Generally, you will need the following:

1. **Proof of citizenship**—original or certified copy of your birth certificate.
2. **Proof of identity**, such as a driver's license.
3. **Fee.**
4. **Photos** (in some cases).

A tourist card is valid for approximately 90 days. Some countries issue cards for 60 days, but they can be renewed for an additional 30 days.

Visas

Once you have been approved as a MAPS volunteer, AGWM Missionary Services will contact you to let you know if a visa is required for U.S. citizens visiting the country to which you've been assigned. This will depend upon the following:

- Your country of citizenship (U.S. or other).
- The country to which you are going and the length of time you will be there.

The visa takes the form of stamped information applied to a page of your passport, or a separate document attached to a page of your passport. The visa allows you to enter the foreign country that issued it. The visa states what is permitted and what is restricted. You are responsible for knowing what the visa says. If it is printed in a language you cannot read, find a reliable and accurate translator to explain it to you. You are responsible to comply with the regulations of that visa.

Obtain a visa from the consulate of the country to which you are going. That means your passport must be hand-carried or, in most cases, mailed to the consulate. You will receive instruction from AGWM Missionary Services concerning procedure.

Generally, someone going overseas through MAPS will be in the host country no longer than five months. If a visa is required, it will most likely be a **tourist visa**. Do not be confused by the name of this type of visa; it does not necessarily imply that it is only for persons entering the country on vacation! Other options are student visa, work visa, and residence visa, none of which apply to the situation of a MAPS volunteer.

These are required items to apply for a tourist visa:

1. **Valid passport.** It should be valid for at least six months beyond the date of the end of your intended stay in the country.
2. **Visa application.**
3. **Passport-size photographs.** Again, these are not just any photos but must conform to the same standards as described on the back of the U.S. passport application.
4. **Travel itinerary from travel agent.**
5. **Fee.**

AGWM Missionary Services will provide specific information if you need a visa.

Generally, you will do the application process yourself, either through your travel agent, a travel document service, or directly through the country's consulate. The length of time required for processing visa applications ranges from ten days to three months.

✓ A visa is a stamped page within one's passport. The passport is always returned to the applicant in the stamped, self-addressed envelope provided to the consulate by the applicant.

International Certificates of Vaccination

Various shots are required for different visas. However, whether it is one or three shots, each must be recorded in the International Certificates of Vaccination booklet, which you can obtain from the agency where you applied for your passport. After you receive the appropriate inoculations, the physician must sign the page indicated inside the booklet. Then you must take the booklet to the local county board of health and have it stamped, which validates the shots.

✓ Be sure to read the instructions inside the booklet before getting the inoculations.

VACCINATIONS FOR OVERSEAS TRAVEL

Travel in many countries, such as those in Western Europe, does not require any vaccinations or medications.

Some countries have health problems (i.e., malaria, hepatitis, typhoid, yellow fever) that necessitate the traveler taking specific precautions. In some cases, the traveler will not be able to obtain a visa until he can provide proof of vaccination. See the preceding section, International Certificates of Vaccination.

It is important that you find out if you need to take measures to guard yourself against the health risks that come with traveling in some countries of the world. Immunizations are recommended, and in many cases required, for particular destinations. The immunization is made available in the form of vaccinations and oral medications.

Required Vaccinations

To find out what is required or at least recommended for your destination:

- Contact the Centers for Disease Control.
 - Call (800) 232-4636 to for information
 - Go to their Web page on travelers' health, <http://www.cdc.gov/travel/>.
- See if any hospital or clinic in your area has a "traveler's clinic."
- Talk to your personal physician.
- Call your local health department.
- Talk to your travel agent, especially if the agency does a large volume of foreign travel ticketing.

Where to Get Vaccinations

- Make an appointment with your personal physician.
- Make an appointment with a local "traveler's clinic."

TRAVELING TIPS

Flight Arrangements

The MAPS volunteer is responsible for making flight arrangements, BUT ***not until you have been informed of finalized placement.*** We would hate to have you purchase a nonrefundable ticket and then find out the trip has fallen through for some unforeseen reason.

Travel Agents

You *can* use a local travel agent whom you know and trust. MAPS recommends Great Southern Travel. They handle a lot of foreign travel and frequently work with our missionaries.

Great Southern Travel
Phone: 417-888-5877 or toll free at 1-800-500-5006
Fax: 417-888-4499
Email: jhayes@greatsoutherntravel.com

Ticketing

You must purchase a round-trip ticket.

When you receive the tickets, check and double-check to be sure your itinerary has you going to the correct city and country. Unfortunately, a travel agent with little experience in handling overseas travel *can* make mistakes. You should assume the burden of making sure your tickets are correct.

You should reconfirm your flights with the airline within 72 hours of the actual departure time—both when going to the field and when returning to the States.

Packing

The principle “do not” in traveling abroad is do not bring too much! Keep in mind that most of the time you will be carrying your own luggage. Since you may want to bring back a few personal purchases from abroad, reserve some packing space for this.

Here are some helpful hints gleaned from frequent overseas’ travelers:

- Leave items you cannot afford to lose (i.e., expensive jewelry, camera) at home.
- Put in your carry-on luggage a snapshot of the luggage you will check in—just in case these pieces are temporarily lost. The photo will assist the airline in its search for your bags.
- Line your suitcase with plastic to protect the contents. In some airports it is not unusual for luggage to sit outside, unprotected from rain.
- When going to an African country, it is recommended that you travel with 2 to 6 extra passport-size photos.
- Pack several wire clothes hangers. These items can be scarce.
- Pack four or six clothespins for hanging skirts and slacks.

- Bring clothing that can be layered. That way you will be able to make the necessary adjustments if it should become unseasonably cold or hot.
- Bring a couple of washcloths if you will be staying in a hotel or with national families. In most countries other than the U.S., this item is not provided or used.
- Carry a change of clothing, personal bottled water, small packages of tissues, medications and other necessities in your carry-on luggage—just in case your checked baggage does not arrive on time.

Luggage

Check the following with your travel agent regarding the luggage limits established by each airline on which you will be flying:

- How many bags you are allowed.
- The dimensions of each of those bags.
- The weight of each of those bags.

Here's an **example** of what is generally allowed for most trips abroad. You are allowed baggage allowance for two pieces. Be sure to measure the total dimensions (add together the length, width, and height):

- The total dimensions of a bag must not exceed 107 inches.
- No bag can exceed 62 inches in any one dimension (length or width or height).
- Check with your airline as weight of luggage may be limited to 45 lbs but could vary.
- Usually only one carry-on bag is allowed, and it must not exceed 45 inches in any one dimension (length or width or height).

If you need additional space, it should accompany you as excess baggage, for which you will be charged a certain amount per piece, varying from \$20 to \$300, according to the country where you are going. Restrictions on excess baggage specify that no piece can exceed 62 inches.

Travel to Central and South America is primarily on a weight limitation of either 44 or 66 pounds.

Your travel agency should furnish full, up-to-date details on the limitations.

✓ Notify your processing assistant and your missionary supervisor as to date and time of arrival, airline, and flight number so someone can meet you at the airport. If you have never traveled overseas, your missionary can give you helpful information on the local requirements for clearing customs. Be sure to get your missionary's telephone number before you leave the States in case you need to call upon arrival. Usually, you must clear customs before anyone can meet you.

More Tips for Traveling

- Plan to arrive at the airport at least two hours before departure time. This is an absolute “must” when beginning an international trip, even if the first leg of your trip is a domestic flight.
- Make sure you have your tickets, passport, visa, and certificate of immunizations (if required). You should also be sure to have money (some in small bills) and/or traveler’s checks and contact information for your family and the missionaries.
- Be sure a nametag is on each piece of luggage.
- Check your baggage through to your final destination—unless you have an overnight layover in the United States. If you do overnight in the States while en route, you must pick up your luggage at Baggage Claim and then recheck it the next morning as you board the international flight. This airline regulation exists for security purposes; you are not permitted to check the baggage all the way through to the final destination if you are not going to accompany it on the flight.
- Keep all baggage stubs with your tickets, making sure you were given the ones that match what is on your luggage.
- All carry-on bags must be placed under the seat or in overhead storage when you board. Be certain that your carry-on bag(s) meets airline requirements in size, or your bag will be checked and put with the rest of the luggage.
- Remember how many pieces of luggage you initially checked through, since you will need to verify that all of your luggage has arrived at your destination.
- When exiting airplanes, cars, buses or trains, be sure to make a final check for luggage and personal items. People have been known to allow a piece of luggage to travel across a continent without them, much to their dismay!
- When changing to a different airline for a connecting flight with a different airline, check in immediately at the corresponding ticket desk to determine the gate number and loading time and to reconfirm your reservation. You can also check the monitors stationed throughout the airport, looking for your airline and flight number; the gate number will be listed. Proceed IMMEDIATELY to the gate; report to the airline’s counter at that gate to reconfirm your flight and find out when boarding will begin.
- When changing planes with the same airline, ask any airline agent in the terminal for the correct gate number, then proceed immediately to that gate. Again, you can also refer to the monitors stationed throughout the airport.
- If the plane you are flying on should encounter some emergency en route that requires you to overnight at the expense of the airline, be sure to carefully follow the instructions of the airline personnel. You and your baggage—other than your carry-on bag—may be separated because the baggage has been checked through and is still in the hands of the airline. Hopefully, it will catch up with you or arrive at your destination at the same time as you.

- While in flight, you will be given an immigration card that must be completed. If you do not understand some of the terminology on the card, ask a flight attendant for assistance. Here are some helpful definitions for completing the card:

Port of Disembarkation: the city of your destination (they do now ask for an address of where you will be staying please ask your missionary what you should put there).

Port of Embarkation: the U.S. city where you boarded the international flight; the last U.S. city of your trip to the foreign country.

Proof of Citizenship: when using a passport, fill in the passport information such as passport number, date it was issued, date it expires, and city where it was issued (stamped inside the passport). If your proof of citizenship is a birth certificate, put "B.C."

Purpose of Entry: "Tourist" is the designation that you should use.

The Consulate General or Embassy of your destination country is the issuing agency for visa holders. The agency issuing the tourist card is the **airline**.

Note that when you board a flight to leave that foreign country, you may be charged a nominal tax or fee in addition to the price of your ticket. Some countries are now charging what is usually called a "customs fee" to help provide additional airport security.

Going Through Customs When Entering a Foreign Country

When you get off the plane at your destination, you should have these items within easy reach, as you will be asked by the customs inspector to show some or all of them:

1. Baggage claim checks.
2. Certificate of vaccination booklet (if required).
3. Passport or birth certificate.
4. Immigration card.
5. Return ticket.

Go first to Baggage Claim and claim all of your luggage. Proceed to customs.

In some European countries there are no customs formalities. Simply choose the gate marked "Nothing to Declare" and go through it. In other countries you will need to get in line to see one of the customs inspectors.

When you reach the customs inspector's counter, you should already have your luggage unlocked in the event that the inspector should ask to look through your bags. Place all bags (including handbags, purses, attaché cases, and camera cases) on the counter. Answer all of the customs inspector's questions respectfully. Remain patient and courteous.

The customs inspector will stamp your passport, showing the date you entered the country.

Going Through Customs When Returning to the United States

Remember that you are not permitted to bring animals, plants or fruit back into the United States.

While in flight to the United States, the flight attendant will give you a customs declaration form. List all items (and their costs) that you purchased abroad and are bringing back into the United States. Each person is allowed \$400 duty-free purchases. In other words, you will not have to pay a tax unless the total cost of purchases exceeds \$400.

Currency Exchange

It is wise to exchange some U.S. currency at the bank or exchange office at the airport before leaving the country. Be sure to carry some small bills in case of a stopover en route. This will make food or gift purchases easier. Avoid acquiring large amounts of foreign currency for that country. A small percentage is often lost in exchanging from one currency to another.

Most international airports will readily accept U.S. currency in exchange for foreign currency. Keep in mind you may need small bills for tipping porters or cab drivers.

What To Do in Case Of . . .

Missed Flights

If you miss a connecting flight due to mechanical failure, weather, etc., the airline is responsible for getting you to your destination.

If you miss a connecting flight even though you were at the terminal on time, but you failed to report to the proper gate to board, it is then your responsibility to get another flight, pay any additional costs (including cost of an overnight stay, if necessary), and notify those who were to meet you.

Lost Luggage

Make sure all your luggage is tagged for its correct destination. Keep all stubs. If a piece of checked luggage does not arrive by the time you do, go immediately to the airline ticket counter and fill out a claim. Be sure to give instructions as to what to do with the luggage when it is found. Get the name and telephone number of the agent you talk to in case further communication is necessary. (It is a good idea to have your name and address inside as well as outside each piece of luggage.)

TEMPERATURE AND MEASUREMENT CONVERSIONS

While most of the world uses centigrade (or Celsius) to measure temperature, the United States uses Fahrenheit. That means you will need to get used to a different set of numbers for determining how to dress for the day! The charts below will give you a general idea of conversions for temperature, length, volume, and weight.

Temperature

Centigrade to Fahrenheit*

-17.8°C	=	0°F
0°C	=	32°F (freezing)
10°C	=	50°F
21.1°C	=	70°F
26.7°C	=	80°F
36.9°C	=	98.6°F (human body temp)
100°C	=	212°F (boiling)

*To convert Fahrenheit to Centigrade, subtract 32 from the Fahrenheit degrees and divide by 1.8 (or 9/5). To convert Centigrade to Fahrenheit, multiply the Centigrade degrees by 1.8 (or 9/5) and add 32.

Length

English to Metric

1 inch	=	2.54 centimeters
1 foot	=	30.48 centimeters
1 yard	=	.91 meters
1 mile	=	1.61 kilometers

Metric to English

1 centimeter	=	.39 inches
1 meter	=	1.1 yards
1 kilometer	=	5/8 mile

Volume

English to Metric

1 quart, dry	=	1.10 liters
1 quart, liquid	=	.95 liters
1 gallon, dry	=	4.40 liters
1 gallon, liquid	=	3.80 liters

Metric to English

1 liter, dry	=	.91 quarts
1 liter, liquid	=	1.06 quarts

Weight

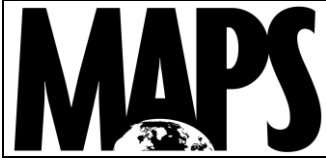
English to Metric

1 ounce	=	28.35 grams
1 pound	=	.45 kilograms

Metric to English

1 kilogram	=	2.2 pounds
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*To convert grams to fluid ounces, multiply the number of grams by 0.035. To convert fluid ounces to grams, multiply the number of fluid ounces by 28.35.



EXPENSE ANALYSIS FORM

Assemblies of God World Missions
1-3 Months

*This form is due in the AGWM MAPS financial specialist immediately after the completion of your assignment and **no later than December 10** to be receipted in the current year.*

Name _____ S.S. No. _____

College _____ College team member Intern

Address _____

City/State/ZIP _____ E-Mail _____

Home Phone (_____) _____ College Phone (_____) _____

Place of Assignment _____

Dates of Assignment _____

Missionary/Pastor/Director Assigned To _____

➤ **Contributions Received** (white copy of temporary receipt required) \$ _____
*Return all unused temporary receipts.

➤ **Expenses** (*receipts must be attached for all expenses*)

Travel (bus/plane/train/car) \$ _____

Hotels and meals (en route to and from assignment) _____

Passport, visa, vaccinations _____

Car rental, airport parking, taxi, etc. _____

Cost of meals while on assignment (daily log of meal costs required) _____

Cost of room while on assignment _____

Other expenses: postage, telephone, etc.
(must indicate specific relationship to assignment) _____

Funds/equipment given to missionary not listed above
(receipt from missionary required) _____

Total Expenses for Assignment \$ _____

➤ Do expenses exceed contributions? How much?
(Check with your tax preparer to determine if this is deductible on your personal taxes.) \$ _____

➤ Do contributions exceed expenses? If so, attach a personal
check for the excess, payable to AGWM. \$ _____

***Donors cannot be receipted for funds retained by the traveler
in excess of ordinary and necessary travel expenses.***

Return form to AGWM, 1445 N. Boonville Avenue, Springfield, MO 65802.