

## **DEPUTATION– FAQ’S**

1. ***What is the meaning of the word “deputation”?***
  - a. It is possible that individuals are not familiar with terms that mission organizations use. *Home assignment* replaced the term *furlough* because missionaries are still working while they are on home assignment. They are not on furlough which means not working. Missionaries on home assignment share their story during deputation events, and all missionaries participate in deputation while on home assignment.
  - b. The goal of missionaries on home assignment is to report to those who have been praying and supporting them while they have served as missionaries, to share what has happened because of their investment in prayer and resources. Many who hear the missionaries speak will want to contribute financially to continue the work.
  
2. ***Why is it important to have missionaries speak at my church?***
  - a. When missionaries speak in a local church, it allows a church to see the Church of the Nazarene beyond their local church or district. It helps individuals to understand the global nature of the church and how their involvement is necessary to share the Good News of Jesus with everyone everywhere.
  - b. Sometimes when missionaries share, the Holy Spirit speaks to others, calling them to serve as missionaries or to increase their support of missionaries through giving or personal involvement.
  
3. ***How do I schedule a missionary to speak at my church?***
  - a. See below – “Steps in Scheduling a Missionary”
  - b. Go to <https://www.stxnazarene.com/stxnmi.html> and scroll down to “Deputation”
  - c. Call or email Tori Clapp, Deputation Coordinator (832-387-8251 or [vkclapp@gmail.com](mailto:vkclapp@gmail.com))
  
4. ***What to do if the dates my church desires are already scheduled?***
  - a. Be creative! Missionaries want to tell their stories to as many people as possible. Does your church have a Bible-study class that meets during the week? Could your church provide a pot-luck dinner on a Saturday evening? Could families, including children and teens, gather to hear about living in another culture and trying new foods??
  
5. ***I have more questions. Who should I contact for help/answers?***
  - a. Call or email Tori Clapp at 832-387-8251 or [vkclapp@gmail.com](mailto:vkclapp@gmail.com).

***If your church schedules a missionary (on your own), please contact Tori Clapp so she can help schedule in other churches.***

---

### **STEPS IN SCHEDULING A MISSIONARY**

1. Contact Tori Clapp (832-387-8251 or [vkclapp@gmail.com](mailto:vkclapp@gmail.com)) for available dates.
2. Before taking another step, read “How to be a Great Missionary Host” (below and/or go to <https://www.stxnazarene.com/stxnmi.html>, scroll down to “Deputation” and click on the link for the article).
3. Arrange for the service at your church and contact the missionary to confirm.
4. Regarding funds:
  - a. Always receive an offering after the missionary shares. There is no limit on the amount that can be given. Be generous!
  - b. No \$200 cap on deputation giving.
  - c. The missionary will determine how the funds will be used according to policy, i.e., for projects on the field where they serve, continuing education, schooling for their children, retirement, medical expenses beyond insurance. Before your event begins, ask the missionary to share how the funds you will be giving will be used.
  - d. Deputation giving can be given to ANY Missionary. (Care & Connection must be given only by the church to which they are assigned, otherwise it is considered deputation.)
  - e. Deputation funds can be given by check DIRECTLY to the missionary, sent through FTM, or mailed to GTS.

- f. When giving through FTM, use “write-in” part on website, type name of missionary, type in deputation and amount given.

## **HOW TO BE A GREAT MISSIONARY HOST**

Thank you for inviting a missionary to share with your congregation. We are grateful that you have taken the time to let our Nazarene missionaries share what is happening around the globe through Nazarene Missions.

Your faithfulness in praying, sending, giving, and going is supporting the mission of the Church of the Nazarene. Missionaries will be sharing stories with you about how your investment in the World Evangelism Fund is changing our world. They will also want to hear how God is moving in your church and district.

The following items will help your church or district maximize your time together:

### **1. PRAY**

Nothing prepares the hearts of God’s people for missional encounters like prayer. Prior to the missionary’s visit, encourage your church to pray specifically for the missionary, the country where he or she serves, the people with whom he or she serves, and your time together. Ask the missionary if there are any specific prayer needs you can begin to pray for as you await your time together.

### **2. CONNECT BEYOND THE SERVICE**

Missionaries value having time to know the people in your church, community, and district. Be creative and think beyond the scheduled service. Connect missionaries with small groups, children, youth, and anyone discerning a call to serve as a missionary.

### **3. COMMUNICATE WITH THE MISSIONARY**

As soon as your missionary is scheduled, designate a contact person to communicate important details to him or her. A missionary would find it convenient and easy to communicate with one contact person regarding his or her visit plan. (Your District’s NMI Deputation Coordinator will be communicating with the missionary regarding the District’s Deputation Tour. Approximately 2 – 3 weeks prior to their visit to your church, the local NMI President should contact the missionary to advise him of the specifics about their visit to your church.)

Logistical Details:

- Date, start time and time zone of the event.
- Location of the event.
- Cell phone number of the contact person (Note: the District’s Deputation Coordinator will have already provided the missionary with the contact information for the Lead Pastor and for the NMI President).
- Transportation details before or during the event.
- Type of event, i.e., missions service, Faith Promise, children, youth, small group.
- How many times will they speak and the duration of each time.
- Anticipated audience age and the number attending.
- Appropriate dress.
- Any last-minute changes should be communicated immediately to the missionary.

### **4. ESTABLISH THE SERVICE/PRESENTATION DETAILS**

- What kind of technology support will the missionary need? Communicate what you can offer.
- Will he need interpretation while presenting?
- Will he need space to set up a display and will he need an electrical outlet?
- Does he have time commitments following your event?
- Is it permissible to use his name, picture, field of service in promoting the event?
- Is it permissible to post or stream the service or event online?

## **5. PROMOTE THE EVENT**

The District's NMI Deputations Coordinator will let all pastors and NMI presidents know when a missionary is scheduled to visit your District. She will provide them with the missionary's profile and photo. Please note that due to security reasons some missionaries will not be able to provide a profile to share.

## **6. PLAN FOR ACCOMODATIONS**

Your missionary wants to connect with people in your congregation. However, please note that missionaries are expected to keep up with field responsibilities while away from the field. Therefore, set up accommodations where they can relax, prepare for your event, and keep up with their other responsibilities.

Accommodations — which need to include Wi-Fi access — may be a hotel, Airbnb, or a congregant's home; please ask your missionary about his or her preference. Confirm which members of the family will be coming. Whether the missionary visiting is single, a family of four, or a couple, ensure that the accommodations that you provide are appropriate for their situation. Also, inquire about pet allergies or dietary restrictions they may have and whether they prefer to eat with you before or after the event or both.

## **7. ASSIST WITH DEPUTATION TRAVEL EXPENSES & SUPPORT YOUR MISSIONARY IN HIS MINISTRY**

Missionaries cover travel, housing, and food expenses during home assignment through deputation funds or personal funds. We ask each church to provide accommodations and food while the missionary is visiting you. It is also very much appreciated if a church can provide some monies to cover expenses such as gasoline.

There are many ways that you can support missionaries in their ministry. To provide space for those in attendance to respond to the Holy Spirit and participate in this movement of God, always receive an offering at the end of the service or gathering after the missionary shares.

## **8. SUBMIT FUNDS FOR YOUR MISSIONARY**

- **Checks.** Make checks payable to "Global Treasury Services" with "[Missionary Name(s)] Deputation" in the memo line. Mail it to P.O. Box 843116, Kansas City, MO 64184-3116. Do not make checks payable to your missionary; such gifts run contrary to IRS guidelines.
- **Online using Funding the Mission.** Use the Funding the Mission site: [www.fundingthemission.org](http://www.fundingthemission.org). Note: "[Missionary Name]'s Deputation" in the memo for the gift.
- **Online using the missionary profile.** Use the missionary profile site: [www.nazarene.org/missionary-profiles](http://www.nazarene.org/missionary-profiles). Select the missionary and click on give.

## **9. SUBMIT THE DEPUTATION SERVICE EVALUATION FORM**

After the missionary family has departed, complete the evaluation form.

## **10. KEEP IN TOUCH**

Continue to pray for your missionary, his work on the field and for his family. Follow up after your time together to learn how God is continuing to work because of your investment in prayer and support of his or her ministry. If a missionary is serving in a secure area, verify what details might be shared with your church or district.