

MISSIONARY HANDBOOK



HIS HANDS MISSIONARY HANDBOOK

“Consecrate yourselves wholly to the work of God. He is your strength, and he will be at your right hand, helping you to carry out his merciful designs. By personal labor reach those around you. Become acquainted with them. Preaching will not do the work that needs to be done. Angels of God attend you to the dwellings of those you visit. This work can not be done by proxy. Money lent or given will not accomplish it. Sermons can not do it. By visiting people, talking, praying, sympathizing with them, you will win hearts. This is the highest missionary work that you can do. To do it, you will need resolute, persevering faith, unwearied patience, and a deep love for souls.”

Review & Herald, March 24, 1904, E. G. White



“I will pour out my spirit on people, regardless of their position. Your sons and daughters will prophesy; your old men will dream dreams and your young men will see visions. I will pour out my Spirit on my servants, both men and women.”

Joel 2:28-29, Clear Word Bible

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GLOSSARY OF TERMS

HisHands CoMission—A committee appointed by the local church to develop and implement the HisHands initiative. The CoMission is normally made up of two sub-committees, equal in membership and structure.

The Host Sub-committee develops the project plan and job description for the incoming missionary(s), gathers available resources and hosts/supervises the missionary(s).

The Sponsorship Sub-committee recruits, screens, selects, and prepares the missionary(s) from the church membership and raises funds for all expenses. It recommends a suitable project for the missionary to accomplish.

Coach—The person assigned at the host location as mentor and guide for the HisHands missionary(s) to assess job performance and serve as advisor.

Project Plan—The project plan is designed by the host organization, containing as many details as possible, including type (evangelism, teaching, construction, etc.), budget, method of assessment, job description, agreements, etc.

Posting—This describes the process of advertising the position or project on a website. It is defined by how widely the search for a missionary(s) should be extended. The General Conference posts positions and projects on its website when recruiting world-wide; each division posts on its website for recruitment from within the division; each union posts on its website for recruitment from within the union; and each conference/mission posts on its website for recruitment within the conference/mission. In locations where the internet is not readily available, organizations will select a process for advertising projects and positions.

HisHands Interview and Selection Process—This is a function of the HisHands CoMission.

HisHands Commissioning—A public event in which the departing or arriving HisHands missionary is introduced and dedicated with worship and prayer. Its purpose is to encourage the missionary, gain membership support, and to maintain a spiritual focus for project activities and personnel.

HisHands Coordinator—The person responsible at various levels of church organization to oversee and coordinate all facets of the HisHands initiative within his/her territory and liaise with other territories for the placement of missionary volunteers.



HISHANDS – THE CONCEPT

HisHands is an initiative of the General Conference Secretariat which responds to the need to spread the gospel to the world and provides an opportunity for service to untold numbers of church members.

The HisHands concept challenges every Seventh-day Adventist church, company and institution to accept the responsibility of sponsoring a person annually to serve as a HisHands missionary volunteer, either in its home division or in some other part of the world, while at the same time opening its doors to host a HisHands missionary volunteer to serve in its community.

HisHands projects are chosen by the calling organization and every attempt is made to match people skills with project requirements. Sending and receiving organizations enter into an agreement to work together to ensure the success of the project.

All levels of church organization should commit to supporting the HisHands missionary during the preparation phase, while on assignment, and after returning home. Financial sponsorship is normally provided by the sending body and funds are transferred regularly to the missionary and project as agreed upon by all parties.



YOU CAN APPLY TO SERVE

As a HisHands Missionary

YOU CAN APPLY TO SERVE AS A HISHANDS MISSIONARY

Individuals are chosen to serve as missionaries because they have demonstrated gifts for service, not because they might benefit from the experience. Ask yourself the following questions:

- Do I have the ability to think and act objectively?
- What spiritual gifts do I have that will be useful as a missionary?
- Why do I want to go? Is it because others are urging me or is it because I hear God's call?

FIND OUT MORE

Visit the HisHands website (www.HisHands.adventist.org) and read each chapter of this manual and you will have a better understanding of how to get started. The website provides the following information:

- Application documents.
- Steps on how to apply.
- How to get ready.
- What to do while on assignment.
- Insurance.
- Safety and security guidelines.
- Cross-cultural hints.
- Fundraising.
- Costs.
- Many other important things you should know.



A WORK IMMERSED IN PRAYER

No policy, clever scheme, great marketing technique, or technological advance can ever take the place of prayer.

“If we are willing to do His will, all His strength is ours. Whatever gift He promises is in the promise itself. ‘The seed is the word of God.’ Luke 8:11. As surely as the oak is in the acorn, so surely is the gift of God in His promise. If we receive the promise, we have the gift. Faith that enables us to receive God’s gifts is itself a gift, of which some measure is imparted to every human being. It grows as exercised in appropriating the word of God.” *Education*, page 253

“These workers can never attain the highest success until they learn the secret of strength. They must give themselves time to think, to pray, to wait upon God for a renewal of physical, mental and spiritual power.” *Education*, page 260

There are two chapters in the writings of E. G. White to nourish your prayer life.

1. Steps to Christ - “The Privilege of Prayer”
2. Education - “Faith and Prayer”

Special Scriptures about prayer include:

1. James 1:5
2. 1 Thessalonians 5:17
3. II Peter 1:4
4. 1 Timothy 2:8
5. James 5:17

How does one know God’s will? Read *5 Testimonies for the Church*, page 512:

“There are three ways in which the Lord reveals His will to us, to guide us and to fit us to guide others. How may we know His voice from that of a stranger? How shall we distinguish it from the voice of a false shepherd?”

God reveals His will to us:

1. In His Word, the Holy Scriptures
2. Through providential workings
3. Through the appeals of His Holy Spirit, making impressions upon the heart, which will be wrought out in the character

If you are in doubt on any subject, you must first consult the Scriptures.

There is a great work to do—But first PRAY!



DO I QUALIFY?

The HisHands missionary is required to be at least eighteen (18) years of age (some positions may have higher age and experience requirements) and no more than 79 years of age and must be a baptized Seventh-day Adventist church member in regular standing for at least one year. The volunteer should apply to the conference/mission HisHands Coordinator, using the application form and resume form, supplying reference names with contact information. Application forms, resume guides and reference forms are available online and downloadable on the website, www.hishands.adventist.org, under the heading, “How to Apply.”

It is possible that a church might receive multiple applications from prospective missionaries. In such cases the local church HisHands CoMission will select the person(s) they believe to be the most qualified and capable of fulfilling the project requirements. All eligible candidates should be interviewed by the HisHands CoMission as part of the selection process.

The length of service may vary with each particular assignment, but generally they range from 6 to 24 months. Church planters may need to be active for longer than 12 months and they are expected to go two by two (or in groups) into those projects.

Project costs and living stipends are the responsibility of the sending organization. You will be encouraged to assist with the cost of expenses. However, the CoMission will take the leadership role in fundraising for expenses. The missionary should work closely with the CoMission in fundraising efforts. It is recommended that you write a letter asking for the support of your circle of friends and family, some of whom may not belong to the sponsoring church or live in the local neighborhood.

The CoMission will select projects and recruit missionaries whereas in the regular Adventist Volunteer Service program the applicants choose their own project. As a HisHands missionary you are required to attend HisHands training sessions in your home field prior to departure (and/or take the home study course, Passport to Mission), as well as appropriate training sessions in the host country while in service.

It is imperative that you avoid any behavior that could be interpreted as disrespectful for the culture or religion in the host environment. You will be encouraged to ask lots of questions in the country of service about what is acceptable in that culture. For example, in many countries they are sensitive to foreigners taking pictures of scenes that depict poverty or substandard housing. You need to be thoughtful and ask permission before aiming a camera at people.

In all cases it is recommended that you learn as much of the culture and language as possible before going and during the assignment.



It is expected that you will submit narrative reports to your sponsoring organization on a regular basis, usually monthly, during your term of service. Specific stories rather than lengthy reports will be most valued and will encourage the sponsor to continue to sponsor other mission projects. E-mail, available in most places, makes contact with the home base a continuous possibility for advice, sharing and prayer requests.

Financial reports should be submitted to your sponsor on a regular basis. “Moreover it is required in stewards that a man be found faithful.” *I Corinthians 4:2 KJV*

It is essential that those who are chosen to serve in other cultures have already demonstrated the capacity to relate well with those who are different in looks, eating habits, methods of working and language. Not everyone has these abilities. You must have demonstrated maturity in your choices, behaviors and in your life of faith.

You may experience culture shock as you enter new environments. You may also experience cultural shock upon returning home. It is important to recognize culture shock and you should be familiar with the Passport to Mission book so that you can seek help immediately should you need it.

You will no doubt return from the field with experiences and many new understandings and may look at many things very differently. Some experiences may be pleasant, some painful.

Upon returning home you should provide full and complete reports with illustrations, “show and tell” items, and photographs. The sponsoring organization deserves a full report on their investment.

The joys of mission service are largely found in new friends made while in mission service and in new opportunities for sharing one’s life and love for God and people. As you seek wisdom daily from God you will be given what is needed for each day.



IDEAL QUALITIES OF A MISSIONARY

As a missionary you are not expected to have all of the knowledge or skills listed below. This is a menu of useful qualities that would be ideal for a missionary to have.

These qualities include but are not limited to:

1. Knowing how to organize an effective work day, using the Spirit of Prophecy principle of time and task management.
“As far as possible, it is well to consider what is to be accomplished through the day.”
 - Make a memorandum of the different duties that await your attention.
 - Set apart a certain time for the doing of each duty.
 - Give yourself a number of minutes to do the work.
 - Say to yourself, "I must accomplish my task in the given time, ..." *Child Guidance*, page 124.
2. Knowing how to use a journal to track and focus on daily tasks.
3. Knowing the main goals of the project in order of priority. Keep them in written form and in a prominent place.
4. Understanding the local church structure at the host site. Learning to know the people in the chain of command and cooperating intelligently with those involved in positions of responsibility. Reaching out to them, sharing all plans and activities. Respecting their position and their judgment in matters relating to the project. Asking for counsel, drawing people into supportive roles in fulfillment of the project.
5. Being able and willing to approach village, civic and influential leaders to gain an understanding, acceptance and appreciation of project activities.
6. Developing social and cultural sensitivity. Knowing (Learning) local social and cultural taboos.
7. Knowing how to conduct committee meetings and take minutes.
8. Memorizing four introductory Bible Studies (10-12 verses each) and their arguments.
9. Confidently asking another person to be a prayer partner.
10. Knowing how to organize a Sabbath School where none exists in a new congregation.
11. Demonstrating the ability to access HisHands resources online.
12. Knowing how to lead a prayer/study group and understanding how to use the principles of sharing experiences (*Christian Service*, pages 212, 213).
13. Knowing how to organize a community service project. Having possible projects in mind for use as needed and as appropriate – Understanding and practicing the principles taught by E. G. White in *Ministry of Healing*, page 143:
“Christ’s Method alone will give true success in reaching the people. The Saviour,
 - Mingled,
 - Sympathized,
 - Ministered to their needs,
 - Won their confidence, and then
 - Bade them ‘Follow Me.’ ”
14. Knowing how to prepare narrative and simple financial reports. Knowing how to plan a work day with an understanding of how to report it to others, such as stake holders and missionaries coming later.
15. Knowing the basic steps to prepare a simple sermon or talk.
16. Telling stories effectively, for children and adults, to keep interest, to impart truth and understanding.



The following qualities will ensure a happy missionary experience:

EMOTIONAL RESILIENCE:

- Deal constructively with stress.
- Cope well with ambiguity.
- Be open to risk and adventure.
- Bounce back from frustration, loneliness, etc.

FLEXIBILITY/OPENNESS:

- Avoid snap judgments.
- Enjoy different types of people.
- Maintain an open mind (not rigid).
- Be curious about unfamiliar ways of being in the world.

PERSONAL AUTONOMY:

- Be self-starting and self-directing.
- Have strong values and sense of identity.
- Demonstrate respect for self and others.
- Function without constant reaction and reinforcement from others.

PERCEPTUAL ACUITY:

- Empathize with others.
- Be aware of own impact on others.
- Be alert to verbal and non-verbal cues.
- Considers others' feelings and the overall social context.



MISSIONARY ATTITUDES AND MINISTRY

While serving as a volunteer, you should furnish consistent and diligent labor and faithfully work on the project as a regular employee would.

A successful missionary will demonstrate a high level of cultural awareness and sensitivity by not jumping to conclusions or rushing to judgment until there is a full understanding of the situation.

Every opportunity should be taken to use positive and encouraging words while in service. You should seek every opportunity to win the confidence and appreciation of the host church. This will mean, especially if young, that you will behave in such a way so that the members are proud and pleased to have you as part of the church family.

INFLUENCE—Regardless of position title and job description, the greatest responsibility is to be a Christian volunteer, representing the values of the Adventist church. Remember, you are a guest, not a citizen, in your country of service.

TRAINING—You should attend every conference/mission HisHands training event in the field of service until the mission project is completed. Make sure you complete the entire Passport for Mission course before departure. Visit a local library to study books on the culture of the project site. Endeavor to learn essential phrases in the local language.

WORK—Provide consistent and diligent labor to effectively complete the project in a timely manner. Live in balance, dedicated to your work, while taking time to play. Expect to be treated like a professional and do your best to act like one. Be on time every day. If something will keep you away for a time, make certain that your colleagues know of your whereabouts and when to expect your return. Being a volunteer does not mean that you may come and go as you please. The work assignment is as real and necessary as for any paid employee, and the fulfillment of the work assignment is the reason you are there.

CULTURE—Demonstrate a high level of cultural awareness and sensitivity by not jumping to conclusions or rushing to judgment until having a full understanding of each situation. Be very slow to state opinions, no matter how strongly felt, that may offend your hosts. Carefully consider cultural differences that could affect the results of the assignment, such as gender roles, language barriers, modes of dress. Shape the project with input from local people. Be prepared to deviate from the original plan as circumstances require. Keep your sponsor up to date with any changes!



Win the **CONFIDENCE** and **APPRECIATION** of the:
HOST CHURCH

Actively cultivate a respectful relationship to the local church and conference/mission leaders.

HOST COMMUNITY

Actively relate to the local community/government. When possible, initiate an activity that benefits the community as well as the local church.

SACRED MISSION—Remember that you are doing God’s work and that you have been commissioned. Use **JESUS’ METHOD** and example of ministry. See *Ministry of Healing*, page 143; *Christian Service*, pages 213, 14.

- Mingle with the people.
- Cultivate friendships.
- Prepare interests for baptism.
- Study scriptures together in small groups.
- Pray together.
- Befriend interested person’s family and obtain their understanding and friendship.

COMMUNICATION—Always let the appropriate people know what is going on, how your assignment is progressing and if having difficulty, don’t be afraid to ask for help. If you complete your work quickly, offer to help in additional ways, especially if you see a need for something you may be able to do. Ask your work supervisor before assuming new responsibilities.

When given a weekend off, or you have a break, you may want to see some of the sights. It is always best to travel with at least one other person and sometimes having a local person as your guide will enrich the experience for you, as well as being helpful and giving you protection (see *Personal Security*, page 21).

Before departing for outings inform your supervisor where you are going, the scheduled time of return, and a phone number where you can be reached in case of an emergency. You should do this as a courtesy to your hosts, understanding it is also for your safety.

CHURCH/COMMUNITY LIFE—Be a participant in the community of faith where the project is occurring. Be faithful in attending worship services, and other general meetings. Become a part of the church family by entering wholeheartedly into their activities. Friday evenings are often a special time when you can share with your colleagues and/or students about your relationship with God. Attending Sabbath School and the divine church service helps support the local church and is a good witness to your colleagues and/or students. They need to know you are interested in studying the Bible. This is an important part of your mission.

APPEARANCE—Abide by local church standards and customs when clothing and grooming yourself. For example, if shorts and sleeveless tops are offensive, refrain from wearing them while on assignment. If your work assignment is as an assistant pastor or teacher, dress during work time according to the

local customs. The subject of dress is sensitive in most cultures, e.g. the use of make up or wearing of jewelry. Christian modesty is part of a missionary's responsibility—to dress without excess. Looking rich or looking like you are above the dress style of the community where you live should be avoided. Be culturally sensitive at all times.

HEALTH—Good health contributes to happy attitudes and good work. Do everything possible to maintain good health. Major health problems are not usually exotic diseases, tropical parasites, snake bites or cockroaches! The number one killer for international workers is **accidents!** Driving conditions in many countries are hazardous (particularly on motorcycles), and traffic laws and customs differ widely. Drive defensively. Building and construction accidents are also common. Don't take risks.

You may be exposed to foods that are unfamiliar, and in some cases may be prohibited by your faith. People will respect you if you abide by your standards and act in an understanding manner towards those who may not. If part of your work is teaching health, it is important to impart, without judgment or criticism, principles of good health. You are expected to take care of your health. This means drinking bottled water, and avoiding certain foods. Tact and care in how you inform others of your special needs is necessary and expected. Do not act in a condemnatory manner towards those not living according to your understanding of health. Many countries of the world do not have access to all the health information that some cultures have. Patience in relating to those with different understandings and standards regarding diet is expected.

RELATIONSHIPS

WITH LEADERSHIP

- Look to your coach, leaders and immediate supervisor for guidance. Respect their authority. They know the mission of the church and how you can help achieve that mission.
- Sometimes position assignments need to be adapted, or even changed, after your arrival. Circumstances may change—or personnel—or they discover you have other skills more desperately needed—or your skills do not match their needs. Changes should be negotiated, but do your best to adapt and fit into the mission of the church.

WITH COLLEAGUES AND/OR STUDENTS

- Healthy social relationships are encouraged. Friendship evangelism underlies spiritual outreach and is the most interesting and stimulating part of a mission experience.
- Maintain a high standard of conduct. Dating and time-monopolizing relationships usually distract from the main purpose of the work you are called to. Because of this and other cultural implications in many countries, single dating is discouraged, whether with fellow volunteers or the local people. However, group activities are very rewarding. Colleagues/students will be delighted to take you to places of cultural interest and show you the countryside.
- Should you be housed with a roommate, consider first your roommate's needs and feelings before inviting guests to your "home."



WITH VISITORS

- Overnight guests should be a rare experience, and never invite strangers or members of the opposite sex to stay with you alone.
- Ask your supervisor for guidance about local curfews so that you may live within the protection and respect of your colleagues and administrators.

TELEPHONE BILLS

- Charges for long-distance calls are usually a personal responsibility. Post a phone log near the phone to keep track of who made the call and the date.
- Pay these bills right away. In some countries, telephone services are disconnected without warning if bills are not paid, and getting a phone line reconnected can take many hours/days and may cost hundreds of dollars.

CONDUCT—Activities such as going to bars or nightclubs, disregarding the dress code, skipping spiritual gatherings, questioning church or institution guidelines or policies in front of staff or students indicates a certain disrespect, which is hurtful and harmful. You cannot be an effective Christian witness while participating in such activities. Using alcoholic beverages, illegal drugs, and/or tobacco is not allowed, and doing so will result in disciplinary action.

CONFLICT—Every culture has its own, often unwritten, rules to handle differences in an appropriate way. **Ask yourself:** How does my host culture approach conflict? Who has authority? How much power does a leader have in comparison with other people?

If you are currently facing a conflict, download the page on the website (www.hishands.adventist.org) called Handling Conflict and/or the Mediation and Conciliation guidelines.

CHRISTIAN MATURITY

Christian maturity is essential for you to make an impact on a community away from home. Christian maturity includes the following:

A MATURE CHRISTIAN

TRUSTS AND BELIEVES

- Sees God as personal and transcendent.
- Believes in the God disclosed in Revelation.
- Accepts the Divinity and Humanity of Christ.
- Trusts in God's Forgiveness.
- Accepts God's love as unconditional.
- Anticipates the return of Christ as King of kings.

EXPERIENCES THE FRUIT OF FAITH

- Feels free and confident.
- Experiences a sense of calling and mission.
- Experiences God's guidance.
- Has a deep sense of personal assurance.
- Experiences self-acceptance.

INTEGRATES FAITH AND LIFE

- Commits life to Jesus as personal Savior.
- Faith informs lifestyle, decisions and actions.
- Belief dictates moral principles, values and guidelines.

SEEKS SPIRITUAL GROWTH

- Experiences faith as a journey that requires continuous growth.
- Seeks to increase Biblical knowledge and understanding.
- Frequently engages in private prayer and meditation.
- Seeks opportunity for spiritual growth.

EXPERIENCES AND NURTURES FAITH COMMUNITY

- Seeks opportunities for corporate worship and prayer.
- Commits personal resources to support the church mission.
- Shares own faith story.
- Seeks to nurture the faith of others.
- Experiences God in interpersonal and social encounters.



HOLDS LIFE AFFIRMING VALUES

- Affirms people (makes positive comments about their strong points rather than verbalizing weaknesses).
- Embraces racial and gender equality.
- Affirms spiritual diversity.
- Affirms the sanctity of creation.
- Feels responsible for promoting human welfare.
- Avoids life-threatening behaviors.

EMBRACES A THEOLOGY OF SERVICE

- Shares personal resources with others in need.
- Demonstrates compassion for the disadvantaged.
- Applies faith to social and political issues.
- Promotes peace and justice.
- Believes the church belongs in the public sphere.
- Advocates social change with sensitivity to political environment.



THE PROCESS

1. Begin by offering to assist in preliminary tasks of the HisHands CoMission.
2. Complete all required forms. The following forms may be downloaded from www.HisHands.adventist.org, completed on-line or received from your HisHands Coordinator.
 - Application Form.
 - Insurance Form (Beneficiary and Release of Liability).
 - Resume/CV Form.
 - Three Reference Forms (to be sent to THREE individuals—a pastor, and two professionals from school or work).
 - Health Certificate.
 - Declaration Form (Read the Statement of Ethics and Conflict of Interest Statement – keep them, and sign the Declaration Form).
3. The local CoMission will interview you together with all applicants. In some situations, the Host organization will review the application papers and have final word on selection.
4. The CoMission will advise you of their decision soon after the interviews are completed.
5. Do NOT resign from your job or leave school until the assignment has been approved by the conference/mission HisHands Coordinator. A significant period of time may be needed to finalize all details.
6. When chosen you should:
 - Explore transportation costs, but do not purchase tickets until all details are final.
 - Do not leave home until all project funds are in hand.
 - Determine what visa is needed (if any), the cost, how to apply, and how long it takes to process.
 - Begin fundraising (see Fundraising, page 19). The Sponsor Sub-committee arranges for local church fundraising. You are expected to assist.
 - Secure health clearance and the required immunizations.
 - Study the project plan and ask questions about anything that is unclear.
 - Study about the country, customs, and location of the assignment.
 - Study the language, at least the basic words and phrases.
 - Attend training classes conducted by the local conference/mission or by the CoMission.
 - Complete the Passport to Mission course.
 - Read/study books on cross-cultural ministry such as Cross-Cultural Ministry, by Lingen Feller & Mayers.
 - When the CoMission says to, purchase tickets and pack. This may include project supplies as well.
7. The CoMission should:
 - Assist you in all aspects of the preparatory steps.
 - Plan and convene a Commissioning service prior to your departure.
8. Make certain all finances are in place and that you understand what records are required and how you should arrange to receive money while in service. The church treasurer will be involved in this aspect (see Guidelines for Fund Transfers, page 20).
 - See website for additional preparation ideas and what to do while on assignments. Some topics covered there are:
 - ⊙ Safety and security tips while traveling and in hotels.
 - ⊙ How to handle conflicts.
 - ⊙ Health tips and reasonable precautions.



FUNDRAISING

Creative thinking is needed when raising funds to sponsor a missionary and a mission project. Work closely with local church leaders. Do not begin fundraising until officially approved by the CoMission and the conference/mission HisHands Coordinator.

PROJECT EXPENSE FUNDS

Expenses usually include project costs as well as your travel and living expenses. A church account will be set up for these funds. Donations should bear the name of the project rather than your name. The CoMission is responsible for organizing the fundraising. A special offering may be collected. In some situations the board may have a budget for mission projects and may make an appropriation to this specific project.

Project expenses may include:

- Evangelistic materials and equipment.
- Construction materials.
- Medicines, clinical supplies.
- Children's clothing, school supplies.
- Office equipment.

APPEAL LETTER

You should write a letter to your network of relatives, family, and friends to help raise funds. Generally speaking, you should not request project funds from other churches, as they will have their own HisHands projects to fund. The following is a suggested outline for an appeal letter:

- Briefly outline the project plan and your part in fulfilling that plan.
- State the amount required for the total project plan and that all funds are being raised by you and the local congregation.
- Appeal for participation with a financial gift.
- Request the potential donor's prayers for the success of the project.
- Thank them for their interest and help.
- Include a stamped envelope with the church address on it.
- Advise donors to send checks to project name—not to missionary's name.

YOU MUST NOT LEAVE FOR YOUR ASSIGNMENT BEFORE ALL NECESSARY FUNDS HAVE BEEN RAISED AND ARE IN THE CHURCH TREASURY.

Your CoMission will determine the best method for transferring funds to you. See suggestions in the section Guidelines for Fund Transfers, page 20.

GUIDELINES FOR FUND TRANSFERS

HisHands funds will be transferred from the Sponsoring church to you and will not pass through regular denominational channels. This direct funding will help you to receive the funds quickly. However, this places full responsibility on the CoMission and the church treasurer and you to be accountable for all expenditures.

Ideally, you should be given a debit card which regulates the amount of money that can be withdrawn at the Host site, in local currency. If ATM's (Automated Teller Machines) or banks are not available at the project site, an alternative would be for the host HisHands Coordinator or conference/mission treasurer to receive the funds at a local bank and transfer them to you.

The CoMission authorizes the schedule and amount of funds to be transferred. The CoMission chairperson, in cooperation with the church treasurer, authorizes payments and assures that sufficient funds are transferred to the bank card account.

MISSIONARY EXPENSES

- You may be given the first month's stipend along with a modest amount of emergency money for travel needs.
- The monthly stipend payments should occur at an agreed time thereafter.

PROJECT EXPENSES

- Project funds will be made available using the same transfer mechanism as for stipend and other expenses.
- Transferring of funds will be on a prearranged time schedule and confirmed by agreement with the Host organization.
- The amounts to be transferred will be somewhat modest to minimize the possibility of theft.
- Funds will be released on a needs basis and seldom all at once.
- The funds will be kept with the Sponsoring church and released gradually as requested and needed by you.
- You should clearly understand all arrangements.
- You must keep up-to-date records throughout the project.
- The Sponsoring organization is entitled to detailed accounts of all funds spent on a regular basis.
- A final report must be submitted as soon as you return home.
- The Sponsoring church treasurer will provide a report form to you prior to departure for service. Fund transfers for project payments in excess of US \$1000 should only be with the specific knowledge and authorization of the Sponsor and Host conference/mission HisHands

Coordinators.



PERSONAL SECURITY

A measure of maturity is a high level awareness of your surroundings and how you are perceived by those around you. This is also your greatest protection while traveling to and from assignments and while living in the mission field.

Personal security involves avoiding:

- known dangerous locations in large cities.
- unsafe situations due to political/civil unrest.
- long distance surface travel at night in areas of questionable security.
- dressing in ways that draw undue attention to your self, your sexual attributes (overly tight or revealing clothing), your wealth (exposed cameras, purses, expensive or flashy clothes, watches, cell phones, computers, etc).

There are countries where a foreign passport is worth money on the “black market.” Keep it with you in a secure place. It is wise to travel in pairs or groups whenever possible.

There are social sensitivities in many cultures that are not to be ignored or trifled with. Being seen taking walks with people of the opposite sex in some cultures is equivalent to announcing engagement to be married. Learn the culture, its taboos and the local church sensitivities before creating a situation that compromises your credibility and effectiveness. Be especially sensitive and aware of religious and political actions or words that can undermine or compromise the trust of the people in the country where you are a guest, e.g. standing on a sacred temple to have your picture taken, or expressing negative opinions about the host government.

AVOIDANCE OF HIGH RISK ACTIVITIES

Judicious avoidance of high risk activities such as scuba diving in unknown areas or areas without lifeguards, flying private planes without fully qualified pilots, riding on motorcycles with inexperienced operators, rock climbing, high diving, or bungee jumping, is expected of you while on assignment.

It is the desire and prayer of all concerned that you, the missionary, have a safe and productive term of service, unmarred by accident or illness.

INSURANCE REQUIREMENTS

It is essential that you be covered by the Adventist Volunteer Service insurance policy for the total time of service.

It is the responsibility of the HisHands CoMission to arrange with the local conference/mission HisHands Coordinator for you to be covered for:

- Accident and sickness protection.
- Accidental death and dismemberment.
- Personal effects floater.
- Worker compensation.
- Repatriation.

Pre-existing conditions are not covered by this insurance. There are risks in life. There are risks in international travel, and there are limits as to what can be protected by insurance. See the website (www.hishands.adventist.org) for further insurance information.

NO LAWSUIT AGREEMENT

It is essential that you and your family members hold the Seventh-day Adventist Church and its departments blameless in case of death or injury from the normal risks of daily life and will not resort to lawsuits to exact punitive damages or damages above actual costs directly related to death or injury in the pursuit of church assigned activities.

The insurance provided is a back-up policy. You may wish to participate in a healthcare insurance program.

You must agree to cooperate with the host church and conference/mission in case of necessary removal from a dangerous situation, including the possibility of early return to your homeland in the case of developing natural or man-made disasters.

AVOIDANCE OF ILLEGAL ACTIVITIES

You must agree to avoid actual, or the appearance of involvement in any illegal activity that might put the host congregation or conference/mission at risk. This includes political activity, smuggling of illegal items or substances, or becoming involved in local disputes. These prohibitions are designed to protect you and the church in the host country.



MISSIONARY COVENANT

Project Title _____

Location _____

Dates: From _____ to _____

I have read the HisHands MISSIONARY Handbook and I _____ agree to follow the HisHands guidelines in all matters while engaged in mission service. I covenant to faithfully study God's Word, to pray continually and to keep uppermost in my heart the purpose of my commitment.

Should something arise where I can no longer abide by these guidelines and this Covenant, I will notify my conference/mission HisHands Coordinator immediately.

Missionary Signature

Date



TELL US YOUR STORY AND EARN SOME MONEY

We want to hear your mission stories whether current or in the past! We will pay you US\$50 if your story meets the requirements and is published in *Mission Post*! This is a fantastic opportunity to not only share your story with others, but to encourage others to be a part of the world-wide volunteer family.

Some of the things you should include in your article:

- Name, age, where you are from in the world.
- Where you volunteered and why (or why you will be volunteering)!
- When you served and for how long.
- The good, bad, exciting, scary, enjoyable experiences you had.
- Some of the interesting/unusual things that happened to you or in the country of service.
- Times you saw God working, His influence, His guidance, etc.
- How God has used you to change lives.
- How volunteering has changed your life.

We would love to hear from anyone who has been, is, or is going to be a volunteer—short term or long term. We'd love to feature as many stories as we possibly can, so start writing! Aim for about 600 to 800 words for your article and if you have pictures, SEND THEM! Please send them in JPG format at 300dpi (or a very large size). If it's easier for you to send regular photos, we can scan them for you. The more pictures you send, the better!

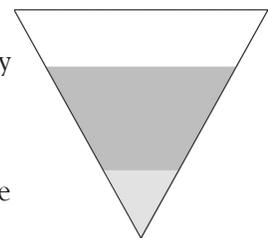
The “Inverted Pyramid” Structure:

Involves arranging information and facts in descending order of importance.

Lead sentence/first paragraph: Most significant aspect of the story and essential information. What, when, who. The lead sentence must tell readers why this story is important and excite an interest to keep reading.

Middle: Develop story with more information. Use quotes. Explain why, how.

Tagline: Least essential information. Often provides background information on the people or organizations involved.



Write your story in such a way that if the editor were to cut out the last few paragraphs, the essential elements and thrust of the story would not be compromised.



APPENDIX A — Resource Websites

http://hdr.undp.org/statistics/indices/Human_Development_Index Measures quality of life in the countries of the world by life expectancy, literacy, average income. When you go to home page, select “Index.”

www.airsecurity.com/hotspots.asp International Hot Spots for violence. Good to check before departing for parts unknown.

www.fco.gov.uk/travel British website about travel safety in various countries of the world.

www.crisisgroup.org/home Website updated frequently with world’s latest uprisings, violence, and related travel security issues. Good place to check out before embarking to remote areas. Click on “Crisis Watch,” which gives the latest information on uprisings and political instability in various overseas situations.

www.hishand.adventist.org Homesite for HisHands volunteers.

<http://www.hesaidgo.net> North American Division volunteer website

<http://en.bibleinfo.com/topics/topic.html?id=50> Articles and Bible studies based on questions people have.

www.discoveronline.org Free online Discover Bible Guides. The Discover Bible Guides were developed by the Voice of Prophecy Radio Broadcast.

www.biblelookup.com Useful online concordance.

<http://sspm.gc.adventist.org/ss/> General Conference of Seventh-day Adventist Personal Ministries and Sabbath School website. Resources and links. There is a Personal Ministries Manual. You can download it in a PDF (Acrobat) file. If you look, beginning on page 39, there is a helpful section dealing with levels of understanding a seeker might have; this way, you can know what they need to learn or hear.

http://adventist.org.au/life/children/spiritual_development/bible_study This is the Australian website containing Bible study resources.

<http://powerpoints.adventist.org/> Resources for Juniors and Teens. Bible study lessons in cartoon format.

<http://www.businessballs.com/maslow.htm> Maslow’s Hierarchy of Needs, updated versions, commentary for use in business setting.

<http://www.adventistmission.org> Adventist Mission information.

<http://www.haverford.edu/psych/ddavis/p109g/kohlberg.stages.html> Any search using Kohlberg's Moral Development will get you a number of good resources. This site has a good summary and description of Moral Development Theory. Every person dealing with teaching Bible truth would do well to understand these principles and how they impact a person's readiness to hear different Bible teachings.

<http://www.islamworld.net> Information from Islamists about Islam.

<http://www.buddhanet.net> Information from Buddhists about Buddhists.

<http://www.hindunet.org> Information from Hindus about Hindus.

<http://www.transition-dynamics.com/reentry.html> An excellent article related to career more than to religious aspects of re-entry.

<http://www.transition-dynamics.com/resources.html> Transition dynamics specializes in people who move globally and their issues. This is a good resource for those considering international travel.

<http://peacecorpslibrary.org> The Peace Corps Library is a collection of articles mostly from Peace Corps workers. There are many things of value for one seeking information on international living. The Peace Corps does not focus on the spiritual motivations that drive mission programs sponsored by various church groups. However, issues such as culture shock and re-entry are told from the pen of those who have experienced it. You need to use this with your filter of seeing things from God's point of view.



APPENDIX B — Bibliography

Passport to Mission 1999, Edited by Erich W. Baumgartner, Institute of World Mission, Berrien Springs, MI 49104 (Also includes Video presentations).

Go! A Manual for Student Missionaries 1984, Nancy J. Vyhmeister and Madeline S. Johnston, Department of World Mission, Berrien Springs, MI 49104.

Hope for the Thirsting 2003, Compiled by Rebecca and Jeff Scoggins, General Conference of SDA Global Mission, Euro-Asia Division (Photos and stories of church planters).

Peace Child 1974, Don Richardson, Gospel Light, Ventura, CA 93006.

Eternity in their Hearts 1981, Don Richardson, Gospel Light, Ventura, CA 93006.

Lords of the Earth 1977, Don Richardson, Gospel Light, Ventura, CA 93006.

Cross-Cultural Ministry 1986, Sherwood G. Lingenfelter and Marvin K. Mayers, Baker Book House, Grand Rapids, Michigan.

The Re-entry Team, Neal Pirolo, Emmaus Road International, San Diego, CA 92111.

On Our Way Rejoicing 1976, Ingrid Trobisch, Harper and Row, NY. Inspirational mission family story.

Prepare Your Heart 2000, Cindy Judge, Campfire Resources, Inc. ,www.camfireresources.com, 630-682-3122.

Essential Guide to the Short Term Mission Trip 1998, David C. Forward, Moody Press, Chicago.

MINISTRY AND DEVOTIONAL

Setting Men Free 1967, Bruce Larson, Zondervan, Grand Rapids, MI.

Prayer, Finding the Heart's True Home 1992, Richard J. Foster, Harper, San Francisco.

VIDEOS

GO PREPARED, A Production Of Teams Commissioned For Christ International, Inc.
<http://www.tcci.org> (6 Sessions-Laying the Foundation, Spiritual Preparation, Capturing the Team Spirit, Cross Cultural Training, Ministry without Dependency; and Re-Entry).

Re-Entry, Making the Transition from Missions to Life at Home, Peter Jordan, YWAM Associates International (Youth With a Mission) Box 1295, Sumas, WA 98295 (4 Sessions—Blast Off, In Orbit, Re-Entry, and Touchdown).

APPENDIX C — Quotations by E. G. White

“The home missionary work will be farther advanced in every way when a more liberal, self-denying, self-sacrificing spirit is manifested for the prosperity of foreign missions; for the prosperity of the home work depends largely, under God, upon the reflex influence of the evangelical work done in countries afar off.” *6 Testimonies*, page 27.

“Those who take up their appointed work will not only be a blessing to others, but they will themselves be blessed. The consciousness of duty well done will have a reflex influence upon their own souls.” *Ministry of Healing*, page 148.

“Angelic agencies, though invisible, are cooperating with visible human agencies, forming a relief association with men. Is there not something stimulating and inspiring in this thought that the human agent stands as the visible instrument to confer the blessings of angelic agencies? As we are thus laborers together with God, the work bears the inscription of the divine. With what joy and delight all heaven looks upon these blended influences, influences which are acknowledged in the heavenly courts! Human agencies are the hands of heavenly instrumentalities, for heavenly angels employ human hands in practical ministry. Their acts of unselfish ministry make them partakers in the success which is a result of the relief offered. This is Heaven’s way of administering saving power. The knowledge and actions of the heavenly order of workers, united with the knowledge and power which are imparted to human agencies, relieve the oppressed and distressed.” *My Life Today*, page 305.

“Human agencies are called to be hand helpers, to work out the knowledge and use the facilities of heavenly angels. By uniting with these powers that are omnipotent, we shall be benefited by their higher education and experience... . Such a cooperation will accomplish a work which will give honor and glory and majesty to God. “. . .heavenly angels employ human hands in practical ministry. . . This is Heaven’s way of administering saving power. . . Human agencies are called to be hand helpers. . .” *My Life Today*, page 305.

“When you are troubled with doubts, and darkness compasses your own soul, the very best course you can pursue to get out of this darkness is to help someone else who is discouraged. As you try to lift others up, you lift yourself into close connection with God.” *In Heavenly Places*, page 283.

“If Satan comes to cast his shadow between you and God, accusing you of sin, tempting you to distrust God and doubt His mercy, say: I cannot allow my weakness to come between me and God; for He is my strength. My sins, which are many, are laid upon Jesus, my divine substitute and Sacrifice.” *1 Selected Messages*, page 332.



“When we surrender ourselves wholly to God and fully believe, the blood of Christ cleanses from all sin. The conscience can be freed from condemnation. Through faith in His blood, all may be made perfect in Christ Jesus. Thank God that we are not dealing with impossibilities. We may claim sanctification. We may enjoy the favor of God. We are not to be anxious about what Christ and God think of us, but about what God thinks of Christ, our Substitute. Ye are accepted in the Beloved. The Lord shows, to the repenting, believing one, that Christ accepts the surrender of the soul, to be molded and fashioned after His own likeness.” *2 Selected Messages*, page 32.

“It is the student’s privilege to have clear and accurate ideas of the truth of the word, that he may be prepared to present these truths to other minds. He should be rooted and grounded in the faith. Students should be led to think for themselves, to see the force of truth for themselves, and to speak every word from a heart full of love and tenderness. Urge upon their minds the vital truths of the Bible. Let them repeat these truths in their own language, that you may be sure that they clearly comprehend them. Be sure that every point is fastened upon the mind. This may be a slow process, but it is of ten times more value than rushing over important subjects without giving them due consideration. It is not enough that the student believe the truth for himself. He must be drawn out to state this truth clearly in his own words, that it may be evident that he sees the force of the lesson and makes its application.” *Counsels to Teachers*, page 434.

