



**May 25, 2009**

**Re: Introduction Letter and Next Steps for Mid-Term Missionaries**

Dear fellow traveler,

So you want to go! Congratulations on taking the next step. Wrestling with the initial idea of going to work 'on the mission field' is difficult enough; the rest should be easy ... shouldn't it? The truth is - if you hope to engage with your host culture at a deeper level than your average tourist - you are going to find many more wrestling matches ahead.

Your intention to spend some extended time in international work is probably not a step you have taken lightly; you may already be familiar with some areas of cross-cultural preparation. Chances are good you have already spent some time on the field in one capacity or another. You may have been involved in your church missions program, a YWAM team, or perhaps a relative or a family friend is on the field and has invited you to come join them.

It is also possible that you do not have any prior missions experience or expertise at all, you may be overwhelmed at this point - wondering if you are doing the right thing. Whatever the circumstances are that have brought you to this place, we trust that the next steps will be interesting and instructive as you prepare to go.

Please read through the following information carefully, if you have any questions about the application process or would like to chat further regarding mid-term missions please feel free to contact us.

En Route (but aren't we all?)

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## **SECTION I: 4 STEP APPLICATION PROCESS**

It is our goal to respond to all steps of the application process within one week of receiving your completed application. In some cases, applicant approval may take longer.

The following outlines the application steps that every Mid-Term Missionary candidate will take:

### **Step 1: Initial Application**

- Go to [www.stopover.ca](http://www.stopover.ca), click on MTM and complete the initial MTM application
- There is no cost for the initial application

### **Step 2: Reference Check and Assessment Interview**

- You will be matched with an experienced *STMnetwork Facilitator* who will review your application and your references.
- Your *STMnetwork Facilitator* will then arrange an assessment meeting in order to get to know you and learn more about your heart for ministry. The meeting will also explain the goals and requirements of the training process. At your Facilitator's discretion, this assessment meeting may happen over Skype, the phone or in a face-to-face meeting.
- Following this meeting further information may be required.

### **Step 3: Complete the Disclosure Forms and Forward Training Fees**

- All MTM candidates will need to complete a Covenant and Disclosure form. This form will require careful consideration. Complete the form and forward to your Facilitator: [www.stopover.ca/mtm/](http://www.stopover.ca/mtm/)
- This is the stage where potential MTM must carefully determine their willingness to participate any further in the process. Once they make the decision to continue, they inform their STMnetwork Facilitator and Host and submit a non-refundable Fee Payment (Payable to the STMnetwork). See section #: Employment Information below for more detail.
- Pre-Travel (International) Health Screening – Using the services of International Health Management ([www.ihm.ca](http://www.ihm.ca)), some candidates may be required to complete a PKC® medical and socio/emotional assessment. Your Facilitator will review this step and applicable service fee if necessary.

### **Step 4: Approval, Delay or Denial of Status**

- After a MTM candidate completes the necessary Disclosure forms and forwards all appropriate training fees. MTM candidates will be informed by phone or email if they are approved, delayed, or denied MTM status (*this process may take up to one month*).
- While all attempts will be made to place MTM in the appropriate field, participation in the MTM training process does not guarantee missionary host approval or placement.

## **SECTION II: 9 STEP PREPARATION, ON-FIELD AND RETURN PROCESS**

The first goal of the MTM preparation process is to enable properly qualified MTM participants to healthy involvement on the field.

The STMnetwork intends to appropriately prepare all MTM candidates within approximately 3 to 4 months of receiving your application. Pre-departure preparation may occasionally take a maximum of 6 months; In rare cases, depending on numerous factors (previous experience, field, job description) and at the discretion of the STMnetwork Facilitator, a few focused applicants may be able to be approved within a couple of weeks.

The following outlines the application steps that every Mid-Term Missionary candidate will need to take:

### **Step 1: Determining your Budget and Fundraising**

- If host and field have already been determined, your Facilitator will inform you of *fundraising policies* as well as help determine *your budget*. As of 2009, an average budget is \$800 per person/month plus airfare.
- If field and host have not yet been determined, this step will be delayed until Step 3
- If you require financial support from your church, friends and/or family, you may begin to fundraise at this time. Both a template for writing a fundraising letter as well as a sample copy of such a letter can be found at [www.stopover.ca/mtm/fundraising](http://www.stopover.ca/mtm/fundraising)
- A donor form must be used for *all* donations to your trip (including your own). All donations requiring receipt will require a completed donor form. A copy of the donor form may be found at [www.stopover.ca/mtm/DonorForm](http://www.stopover.ca/mtm/DonorForm)
- \*\*\* NOTE \*\*\* All fundraising (request letters and direct requests) will clearly identify that *all* funds raised for a MTM trip that are *not* used for the trip (e.g. the MTM removes themselves from the process), will be deposited to the "Where Most Needed" budget line of PAOC Missions.

### **Step 2: Survey**

- After approval, MTM candidates will complete the initial survey. Go to <http://stopover.ca/prepare-to-go-survey/surveyed-enough-to-be-dangerous-preparing-mid-termers/> to complete the online survey.
- The survey will take between 15-30 minutes to complete. Once complete, submit it.
- Within five business days of completing the survey, your Facilitator will review your survey responses and determine an appropriate course of guided self-preparation for your specific and unique mission.
- Your STMnetwork Facilitator will get in touch with you (usually through Skype) in order to walk you through your plan for preparation.

### **Step 3: Determination of Field and Communication with International Host**

- Your Facilitator will either confirm or help you find a place of international participation. This may involve conversation with several host missionaries or presentation of host options. If you already have a relationship with a missionary we will try to connect you with that field.
- While the STMnetwork will make their best effort to evaluate and prepare every Mid-Term Missionary (MTM) candidate who participates in the full process, it is ultimately up to the missionary host to accept or reject a MTM. The host determination may include: MTM maturity, skills, mutual held spiritual understanding as well as host capacity.
- If Budget and Fund-raising has not already begun, it will need to initiate at this time.

#### Step 4: **Facilitator Directed Training**

- The STMnetwork will work as closely as possible with each MTM in developing a preparation plan for their specific cross-cultural engagement. Ultimately a potential MTM is responsible for their own participation in the preparation process
- The Mid-Term training process involves the potential MTM, Host and a trained STMnetwork Facilitator to tailor-make a training program for each MTM.
- Using the initial survey and the corresponding sections in *Prepared Just Enough To Be Dangerous: The Mid-Termers Guide To Mission* as a guide, the facilitator will develop a preparation process specific to the MTM participant.
- Preparation may include some or all of the following: Readings, written reflection, Facilitator review (in-person or phone), seminars, movies, cultural events, contact with host and more.
  - The Facilitator will send the appropriate section of materials to the MTM candidate for review and reflection.
  - The MTM will complete the work and send it back to the Facilitator
  - The Facilitator will review the material in preparation for review
  - The Facilitator and MTM Participant will get in touch (Skype, phone or live) to review the material.
  - The process will repeat until the appropriate materials are appropriately completed by the MTM candidate
- The potential MTM is expected to initiate and maintain a regular connection with their Missionary Host during this process.

#### Step 5: **Referral**

- Upon completion of the preparation process, the STMnetwork Facilitator will provide a written referral to the MTM participant. The referral will provide a transparent evaluation (see Section III below) to both MTM and Host. No part of the procedure is anonymous.
- The success of a MTM participant is based on involvement in the learning process, personal engagement in cross-cultural experiences, willingness to engage and ask questions, self-reflection, and communication with the Facilitator. Success is NOT based on 'exams' on the material.

#### Step 6: **On-field Support**

- During time on the field, primary care will take place within the relationship between the Missionary Host and MTM.
- The STMnetwork Facilitator will continue to maintain relationship with the MTM while on the field. This is intended to provide additional support.
- Pre-approved and on-going fund transfer may continue through the PAOC office.
- There is a \$50/month maintenance fee to offset the monthly on-field support costs.

#### Step 7: **Debriefing and Return**

- Pre-departure Debriefing. During the last month on-field, the Facilitator will provide return and debriefing support to the MTM
- Within one month of return, the MTM participant and Facilitator will walk through a home return and debriefing process (up to five hours)

### Step 8: **Assessment**

- MTM, Host and STMnetwork Facilitator will complete a short assessment of one another. Issues will include: Value of the process, mentorship, availability, 'feeling' ready to go, professionalism, and breadth and depth of mission awareness.
- Assessment tools are found at [www.stopover.ca/MTM/Assessment](http://www.stopover.ca/MTM/Assessment)

### Step 9: **Future Possibilities**

- Some MTM candidates may be trained as facilitators for future MTM candidates
- Some candidates may enroll in the PAOC three year International Missions Apprenticeship (IMA) program
- Other MTM candidates may desire long-term mission opportunities. Some successful MTM be fast-tracked for Long-Term Missions assignments.

## **SECTION III: STMnetwork FACILITATOR ROLES**

It is the role of the STMnetwork Facilitator to make a clear way forward for potential MTM candidates. The intended purpose of the STMnetwork Facilitator is to function as educators, Facilitators with practical experience, and to provide transparent evaluation of the potential MTM both to the MTM candidate as well as the Missionary host.

An STMnetwork facilitator will spend with each participant, an average of:

- 20 hours pre-trip
- 2 hours per month while on field
- 5 hours post-trip

STMnetwork Facilitators are not gatekeepers who "pass or fail" candidates, although they examine the readiness of potential MTM candidates - they are not examiners.

Transparent Evaluation intends to:

- Provide a clear picture to the potential MTM of their readiness level: Novice, Starter, Standard, and Advanced.
- Provide a clear objective picture of strengths and weaknesses of a MTM candidate according to: character, personality, team-dynamic, cultural awareness, teachability, and skills.
- Provide a clear subjective picture of the facilitator's evaluation of the MTM participants: suitability, readiness for the specific field, spirituality.

## SECTION IV: MEDICAL INFORMATION

### Vaccinations

Visit [www.phac-aspc.gc.ca/tmp-pmv/travel/clinic\\_e.html](http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic_e.html) for a list of Travel Clinics in your area. Please be aware that vaccinations may be costly and may need to be administered weeks in advance of your departure date.

Also, visit <http://www2.ncid.cdc.gov/travel/yb/utls/ybDynamic.asp> for a list of recommended vaccinations from the Center For Disease Control (CDC).

### Provincial Health Legislation regarding Overseas Assignments (2009)

<u>Province</u>	<u>Minimum # of Days in Province</u>	<u>Days Permitted Out of Canada</u>	<u>Province Requires Written Notice</u>
<b>British Columbia</b> Medical Services Plan (MSP)	183 days in 12 Mos. to keep coverage	up to 12 months every 5 Yrs.	Online Address Change prior to departure for continued coverage
<b>Alberta</b> Health Care Insurance Plan	183 days in 12 Mos. to keep coverage	Less than 6 months.	Apply - up to 48 Mos. for continued coverage
<b>Saskatchewan</b> Health Registration	183 days in 12 Mos. to keep coverage	Up to 24 months.	Advise absence details for continued coverage
<b>Manitoba</b> Health	183 Days in 12 Mos. to keep coverage	Up to 24 months.	Apply Provide Contract for continued coverage
<b>Ontario</b> OHIP	153 days in 12 Mos. to keep coverage	Length of Contract	Apply for Extension for continued coverage
<b>Quebec</b> Regie de l'assurance maladie	183 days in 12 Mos. to keep coverage	1 year in 7 away	Apply Provide Contract for continued coverage
<b>New Brunswick</b> Dept. of Health & Wellness	183 days in 12 Mos. to keep coverage	1 year in 3 away	Apply for NB Medicare contract worker' status for continued coverage
<b>Nova Scotia</b> <b>Medical Services Insurance</b>	183 days in 12 Mos. to keep coverage	1 year in 6 away	Apply for extension of Up to 2 year contract
<b>Prince Edward Is.</b> Hospital & Medical Services	183 days in 12 Mos. to keep coverage	extensions possible	Apply for < 1 month absence from PEI
<b>Newfoundland &amp; Labrador</b> Medical Care Plan	160 days in 12 Mos. to keep coverage	Up to 12 months.	Apply for extension Certificate/Contract Required

\* Most provinces state: Applicant must provide overseas work contract.

## **COMPARISON OF MEDICAL COVERAGE**

### **Viator (the PAOC medical insurance provider)**

#### A. Cost

Family: \$265 p/month

Single: \$106 p/month

#### B. Benefits

Competitive Premiums

No Proof of Wellness Required

No denial for Pre-Existing Conditions

For Premium surcharges 3/6 Rule Applies\* ask for more detail

No Location Surcharges

Furlough Charges after 90 Days

Coverage for applicants of any Nationality

Claims History Posted on the Web

Coverage during travel on the field – away from field residence

Annual premium including dental – Family \$4280 – Single \$1672

### **CAA (Canadian Auto Association)**

#### A. Cost

0-29 years of age: \$2.67 p/day; \$82.77 p/month

30-49 years of age: \$2.96 p/day; \$91.78 p/month

50-64 years of age: \$3.05 p/day; \$94.55 p/month

\*Medical report is required for applicants over 55 years of age

#### B. Benefits

Emergency Medical Travel Insurance

Semi-private hospital services

Physicians and surgeons

Lab fees

Private duty nurses during hospitalization

Ambulance services

Drugs

Repatriation with limits

### **The Benefits of Medical Coverage with Viator**

1. Full emergency evacuation.
2. Diagnostic services are covered.
3. Full drug coverage included.
4. Optional 'Life and ADD' insurance.
5. Emergency dental coverage included.

#### Please Note:

- Provincial Health Coverage MUST be in place
- All mid-term missionaries must purchase medical insurance
- We require the signing of a release waiver should a person choose coverage other than Viator

## SECTION V: ADDITIONAL INFORMATION

### Terms

- Mid-term missionary appointments range from 2 months to 12 months
- The STMnetwork and PAOC assume no financial or legal responsibility for Mid-Term Missionaries.
- All Mid-Term Missionaries must have medical coverage. If you choose medical coverage other than the PAOC medical insurance provider, you will be required to sign a waiver. See Section IV (above) for more information.
- If the Mid-Term Missionary desires, they may provide content for a small profile (destination, ministry involvement, prayer requests, etc.) on the [www.paoc.org](http://www.paoc.org) website.

### Financial Policies:

#### A. Fundraising:

- Applicants are permitted to raise financial support following acceptance of the initial application ('Section 1' above).
- If The STMnetwork/PAOC receives funds for an approved MTM and the project prematurely ends (e.g. applicant does not make it to the field, or participant is removed from the field), all funds will be deposited into the International Missions (IM) department "Where Most Needed" budget line.
- Applicants must show they have raised 100% of their budget before departing for the field.
- 100% of receipted funds will route through The STMnetwork/PAOC including all funds provided by the MTM participant.
- Funds raised over and above the approved budget will be deposited into the International Missions (IM) department "Where Most Needed" budget line.

#### B. Budget:

- Pre-departure preparation
  - Prepared Just Enough to be Dangerous – The Mid-Termer's Guide to Mission preparation process – one time fee of \$500 per individual (*or couple participating at the same time*). This training fee can be raised as part of the MTM's budget.
  - This fee covers training, time with facilitator, administration help, financial covering (receipts for approved donations), budgeting assistance, and debriefing & evaluation upon returning home.
  - There is a \$50/month maintenance fee to offset the monthly on-field support costs.
  - Potential fees for a current police check (BackCheck™) and/or pre-trip health screening (PKC®) will approximate \$135.00
- On-field Personal Support
  - Mid-Term Missionaries will operate on a minimal budget for housing, transportation, food and ministry funds.
  - An average budget may approximate \$800 per person/month plus airfare and ministry support.
  - All funds must be raised prior to departure.
    - For on-field engagement of three months or less, all funds must be deposited prior to departure.
    - For on-field engagement of more than three months, the funds for the first three months must be deposited prior to departure. Written commitments from donors must be submitted for all subsequent funding.
- On-field Project Funds

- Your international host may request certain project funds to support your work in your host country.
- Project fund budgeting may include banking fees, wire transfer fees, and PAOC service fees (up to 10%)
- Mid- term missionaries may raise the following amounts tax-free:
  - i. Up to \$50.00 per person per day for food and incidental living expenses
  - ii. Housing expenses
  - iii. 'Ministry related' transportation expenses
  - iv. Airfare
  - v. Ministry expenses to support ministry involvement
  - vi. MTM Preparation (Training and Debriefing)

Account Deficits:

- At no time will a Mid-Term Missionary's account be allowed to go into deficit. A MTM may be requested to leave the field if their budget goes into deficit.