

Missions Presenter Guidelines - World Missionaries

Thank you for representing WELS World Missions as a Missions presenter! Please review the following guidelines and best practices to assist you in your preparation. All resources can be found at wels.net/missionspresenters.

FURLOUGH REQUIREMENTS

As a reminder, all world missionaries home on furlough are required to complete a minimum of four speaking events OR participate in a formal course(s) of study. If you have planned your own speaking events, please provide the Missions Promotions office with the location, date, topic, and event organizer's contact information. There is a spot on the furlough form where you can indicate what events you have already scheduled, or you can e-mail the details of your events to missionspromotions@wels.net. If you have not scheduled your own events, Missions Promotions will assist you in coordinating your presentations.

Per the BWM Missionary Field Manual (Section H.7.b) The Mission Advancement and Promotions (MAP) team coordinates with missionaries on the scheduling, travel, and accommodations for deputations. To help with this coordination, missionaries are asked to share their furlough dates and plans with MAP by utilizing the Furlough Information Form as early as possible.

HONORARIUMS

We have included WELS' recommended honorariums based on level of service for guest preachers and speakers for your convenience – these amounts have also been shared directly with congregations. NOTE: These amounts are only a suggestion; please discuss your preferences with the event organizer. In appreciation of your services, the WELS Missions office encourages you to accept an honorarium. However, if you choose to forego an honorarium, please inform the event coordinator prior to the event so the congregation can include the honorarium along with their gifts.

	2023-2024
One Sermon	\$132
Sermon Repeated	+ \$26
Sermon & Liturgy	\$152
Extra Service	+ \$53
Bible Class or Presentation	\$92

TRAVEL EXPENSES

Please note that for LWMS rallies, school presentations or mission presentations for other organizations, the guidelines for Travel Expenses below do not apply. In these circumstances, the hosting organization is responsible for these expenses. If you use your corporate credit card and then receive reimbursement from the organization, please submit the reimbursement to the WELS Missions office to offset the charges.

If your Mission Festival is scheduled through the Missions Office and you do not receive travel compensation from the congregation, WELS Home or World Missions will help cover your travel expenses. The goal is to ensure every church can host a Missions speaker, regardless of cost. These expenses will come from the Home or World Divisional fund.

If you schedule a Mission Festival outside of the Missions office, and then request reimbursement, your travel expenses will come out of your Administrative Committee, District Mission Board, or local budget. Please consider good stewardship of these resources when accepting speaker requests.

To ensure the expenses are charged to the right fund, please identify travel expenses related to Missions speaking events on your WELS credit card or expense requisition using the following naming standard: Mission speaker travel - {Date} – {Location}.

If you receive travel reimbursement from a congregation but have already charged the expenses to your WELS credit card, please send the reimbursed amount to the Missions Office so that your expenses are not covered twice.

MISSIONS SPEAKER REQUEST FORM

If you receive a direct request to speak at a Mission presentation, please share that request with missionspromotions@wels.net. Please ask the host congregation to fill out the speaker request form at wels.net/speaker-request, indicating in the notes that they have scheduled the event with you directly. You are also welcome to fill out this form for your host. This information helps the Missions Office track which congregations have been visited by missions speakers. It also streamlines the communication process and allows us to share valuable planning information and ship promotional materials to the congregation or group that is hosting.

GIFT OFFERINGS

Please do not accept any gift offering directly from a congregation. The event organizer will be given instructions prior to the event on how to send in their gifts. Checks should be made out to: "WELS" with the mission designation (example: World, Home, or specific mission field) on the memo line. **Note** – Any checks made out to "WELS Missions," with no specific designation, automatically go to the synod's general operating fund. Please encourage congregations to send all gifts directly to the WELS Mission Office at:

WELS, ATTN: Missions
N16W23377 Stone Ridge Dr.
Waukesha, WI 53188

INTEREST SIGN-UP SHEET

Every event organizer is mailed a physical copy of and/or has been given information to request or download the Interest Sign-Up Sheet. Please encourage your hosting organization to make use of the Interest Sign-Up Sheet during your Missions presentation. Attendees can sign up to receive Missions Blogs, Missions Update e-Newsletters, and information on how to give a gift. This is a valuable tool the Missions Promotions office uses to provide timely updates to WELS members.

TECHNOLOGY REQUIREMENTS

Please communicate with the event organizer to determine what kind of technology is available for your presentation (Projector, laptop hookup, audio etc.). It is always best practice to have back-up options available such as keeping a flash drive on hand or saving your presentation to the Cloud in case of technical difficulties.

POWERPOINT SLIDES AND PROMOTIONAL RESOURCES

Professionally branded PowerPoint slides that talk about specific ministries and promotional pieces can be found at wels.net/missionspresenters. Please add these slides to the end of your presentation to bring attention to the many ways members can stay connected with WELS Missions. Notes are included to help you speak directly to the various

slides and incorporate them into your presentation. General World Missions PowerPoints, videos, photos, and other resources are available to assist you in your presentation at missions.welsrc.net.

Thank you!

Thank you for your faithful service to WELS World Missions! Your work sharing the story as a Missions speaker helps us engage fellow WELS members, connect with supporters, and encourage congregations to continue proclaiming the good news about our Savior, Jesus Christ in their own communities and around the world.

QUESTIONS?

Call the Missions Promotions office at 414-256-3238 or email missionspromotions@wels.net. We're here to help!