

IN THIS ISSUE:

INSIDE THE BBFI MISSION OFFICE

SERVING CHURCHES AND MISSIONARIES SINCE 1950



GLOBAL PARTNERS

A PUBLICATION OF THE BBFI MISSION OFFICE

THE ROLE OF THE MISSION OFFICE

By Jon Konnerup / BBFI mission Director

The role of BBFI Mission Office is clearly defined in our mission statement:

“The BBFI Mission Office exists to serve churches and their missionaries as they endeavor to fulfill the Great Commission.”

The BBFI Mission Office is not a missionary sending organization. Rather, as your local church’s helping hand, we aid you in your mission work by coming alongside the missionary and the sending church. The impact of your financial support to the Mission Office directly affects your missionary. The services we provide, including keeping abreast of regulations governing missionary’s finances as well as providing on-field legitimacy, save both the missionary and the church countless hours. The time saved makes it possible for your missionary to be a missionary.

The care and concern of the BBFI

Mission Office does not stop there. We pray for our missionaries daily, read their letters, visit them on the field, and enjoy it when they visit our office. Events happening in world news draw our minds and hearts to our missionaries serving in the affected regions. We love their children and know how difficult it can be to raise a family on the foreign field. We experience a wide range of emotions when it comes to our missionaries and their children. Let it be said — missionaries are always on our hearts.

The Mission Office strives to serve churches with efficiency as we come alongside them. Every effort is made to maintain an open and ongoing relationship with pastors as we work with the national leadership, missions committee, field representatives, as well as the supporting and sending pastors of each missionary.

We desire to be responsible stewards of the people and funds sent through our office. This has been our specialty for 67 years. Your missionaries are our greatest asset. The Mission Office operates just as your missionaries — by faith. Your faithful financial and prayer support enables us to help your missionaries. As you know, 100 percent of what comes in for a missionary goes to that missionary. This is unheard of in the world of missions and non-profits. One pastor stated it this way:

“There is not another mission agency that does more for your missionaries for less cost than the BBFI Mission Office.”

Your support of the Mission Office also impacts the Fellowship as a whole, as we endeavor to serve all the churches with their missionaries. This issue of *Global Partners* will show many of the services the Mission

FAQ

\$4.50

Why do you recommend churches support the Mission Office at \$4.50 per missionary per month?

Is the BBFI Mission Office a missionary sending organization?

FIRSTHAND:

My wife typically drives about 100 miles a week. So thirteen years after we bought her vehicle, we finally had to purchase a new set of tires. Like a fool, I complained. Then I was reminded we bought the car when George W. Bush was in his first term as president. A new set of tires every thirteen years is actually better than I bargained for. It’s just the cost of doing business.

In the Baptist Bible Fellowship, we

have innovative, effective, committed, and passionate missionaries doing a great job pushing the Gospel outward and onward. However, without a supporting infrastructure in place, they just wouldn’t be as effective. It’s just the cost of doing business.

Our Mission Office is primarily tasked with processing funds securely and maintaining records accurately. In an age where international digital transactions are

$$\text{\$4.50} \times \text{NUMBER OF MISSIONARIES} = 100\%$$

Office provides for your missionaries and your church. As you read about the services we provide and meet the people who provide these services, we hope this information is insightful into all the Mission Office does to help bring glory to God through your church and your missionaries.

Since I became Mission Director in 2005, the number of supporting churches has decreased from 940 to 721. However, this past year we have seen new churches begin to support the Mission Office and others have increased their support. Statistically, only 30 percent of churches that use our office as part of their missionary endeavors support our office financially.

I pray, that in the years to come, we can truly partner together to help get your missionaries to the field and keep them there till the Lord comes.

The founders of the BBFI wanted every dollar given to a missionary to go to that missionary. This means, the Mission Office raises its own support, by faith, just as missionaries do. Churches are asked to support our services on a voluntary basis.

Now, for the explanation into how \$4.50 per missionary, per month was derived – take the total monthly budgeted operating expenses divided by the number of transactions per missionary. When I came to the Mission Office as an Associate Director in 1998, the goal Dr. Bob Baird had set was \$3.50. This amount was raised to \$4.50 in 2012.

There are some clearinghouses and service centers that pass their operational expenses on to their missionaries, the churches, and sometimes both. Some entities withhold a flat monthly fee from the missionary's support. Others charge a per transaction fee or deduct anywhere from 5 up to 17 percent of the support processed through their organization.

- Jon Konnerup

*Doesn't **every** missionary-supporting church support the Mission Office?*

“The BBFI Mission Office exists to serve churches and their missionaries as they endeavor to fulfill the Great Commission.”

frequently targeted by criminals, we must sustain highly secured procedures with professionally trained personnel in order to see God's work go forward. It's just the cost of doing business.

Additionally, our Mission Office gives great attention to the emotional and spiritual care of our missionary force. The staff are uniquely qualified to understand the needs our missionaries face. Ongoing

communication, as well as special events and gatherings, help minister to every member of the missionary family. These are just some of the ways the Mission Office supports and encourages our missionaries. Again, it's the cost of doing business.

Our Mission Office is a bit like my wife's car – long on service and short on maintenance. The driving philosophy of our Fellowship has been to keep our overhead

minimal so the bulk of our missionary giving goes directly to the field. The necessary services of the Mission Office always carry a monetary cost. Our support of the Mission Office facilitates the structure that directly assists an army of missionary personnel. It's just the cost of doing business, God's business.

TIM ADRIAN
BBFI VICE PRESIDENT (MISSIONS)
PASTOR • HUTCHINSON, KS

HOW THE MISSION
OFFICE SERVES:

THE LOCAL CHURCH

1.2

Amount processed for missions since 1950

BILLION DOLLARS

Average number of transactions conducted per year

297,598

MISSION CONFERENCE DESIGN PACKS

*By Mike Esquibel
Media Manager*

The purpose of our Mission Conference Design Packs is to provide pastors, staff, and leaders the resources to promote missions within the local church. With editable graphics and video elements, churches can customize the look and theme to fit specific needs and help promote missions throughout the entire year.

Four Design Packs are already available to churches that support the BBFI Mission Office at \$100 per month. Since we launched the Design Packs in May 2017, pastors have expressed how thankful they are for access to a great-looking, well-thought-out, and time-saving resource. For more information, contact me and I'll be happy to share how you can utilize these designs within your church.

KIDZ4MKZ

*By Jill Wolf
Project Manager*

The Kidz4MKz program was launched in 2017 to connect children attending VBS or another children's program, with BBFI missionary kids around the world. Using videos, MK Collector Prayer Cards, and Prayer Reminder Bands, over 4,000 children were given insight into the life of an MK and challenged to be a missionary to the world in which they live.

Offerings collected during these programs were sent to the BBFI Mission Office MK program and used to help MKs purchase equipment and musical instruments for their own ministry. Funds were also used to provide MKs a special financial gift on their birthdays.

The Kidz4Mkz component can be added to Awana, children's church, mission conferences, camp, kids choir – literally anytime you have children gathered for a structured program. Plans are underway to add a mission's lesson component within the 2018 Kidz4MKz program.

ONLINE GIVING

*By Tammy Fite
HR/Accounts Payable*

In 2011, the Mission Office created a platform for churches and individuals to submit their contributions online. The donor has full control over how their donation is dispensed, thereby reducing the margin for errors resulting from incomplete or missing information. Donors have the ability to give one-time gifts, duplicate previous donations, or set up recurring transactions through the secure site. Electronic donation receipts also reduce the Mission Office's printing and postage expenses.

Processing of online gifts is not finalized until the funds have been received by our bank – generally 3 to 5 business days. Missionaries will not be able to view gifts until the transactions are posted. Please keep in mind that in order for donations to be posted to missionary accounts, funds must be received by the third to the last business day of the month. As always, 100% of each contribution is given to missionaries.

****The Mission Office encourages all donors to first give through their local church.***

WITH A STAFF OF 20

1970

- STAFF OF 20
- SERVED 380 MISSIONARIES
- IN 32 COUNTRIES
- PROCESSED \$17 MILLION

2017

- STAFF OF 20
- SERVED 772 MISSIONARIES
- IN 83 COUNTRIES
- PROCESSED \$35 MILLION

FIRSTHAND:

I could tell he cared. That's what I remember most about the call.

We were missionaries in Mexico in the age before *WhatsApp* and easy international smartphone calling, when my wife became critically ill. It was a time of uncertainty and it felt like our network of supporting churches was a million miles away. Then, Steve Bender from the Mission Office managed to reach us at the hospital. It meant the world to us, and we were delighted to share the good news with Steve and the rest of the Mission Office team when God intervened and Charise recovered.

When we returned to the United States a

year later, I saw the Mission Office through the perspective of the senior pastor.

The relationship changed, but the care did not. They were always ready to serve. Whether dealing with prospective missionaries, veteran missionaries with ambitious ministry projects, or those enduring a crisis on the field, the care, integrity, and professionalism of the Mission Office has never changed. They are always ready.

It's an extraordinary relationship, and I am so glad to be part of it.

BRUCE GARNER

PASTOR • HUNTINGTON BEACH, CA

The Mission Office cares for three families sent out from our church. It brings great peace to our church knowing that there is a team in place assisting our missionaries with any needs that might arise.

As a sending pastor, I feel the Mission Office provides the best care, assistance, and protection available. Any time there is a safety concern on one of the fields, I am immediately contacted and my missionaries are informed.

As a supporting pastor, I know BBFI missionaries have been interviewed, prayed over, and chosen from the best candidates. The Mission Office also provides speakers, artwork and media presentations, statistics,

and information when we need it.

As a field representative, I am allowed the privilege to interview new missionaries, hear their heart for their field, and be reinvigorated by their passion.

As a member of a BBFI church who personally gives to Faith Promise Missions, knowing that 100% of all giving goes to the missionaries without a processing fee or percentage is still the greatest testimony for the Missions Office. I appreciate Director Konnerup and his team for all the hard work they do on behalf of our missionaries.

NATHAN BURCH

PASTOR • AURORA, MO

As the pastor of a church which makes it a priority to train and send missionaries, I have come to know and value our Mission Office and its gifted and faithful leadership.

They provide world-class support and care for our Graceway missionaries, which gives me, our mission committee, and our entire church great peace of mind. When you send your very own to the far reaches of this dangerous world, many times into harm's way, it's a good feeling to know there is someone to come alongside in a support role. Our Mission Office provides counsel and assistance that is invaluable.

As the pastor of a church that makes it a priority to support missionaries, I appreciate

the tools our Mission Office makes available to the local church. From faith promise commitment cards and brochures, to entire missions conference media packs and logistical support for mission trips, the Mission Office really is a one-stop shop for the missions-minded church and pastor.

I commend and recommend our Baptist Bible Fellowship Missions Office to any missionary seeking a missions agency, and to any pastor and church looking to do a better job of fulfilling the Great Commission around the world.

ROBERT STEPHENSON

PASTOR • SPRINGFIELD, MO

85

Number of Fellowship-owned homes the Mission Office maintains around the world

HOW THE MISSION OFFICE SERVES:

MISSIONARIES

HEALTH CARE

By Mike Duff
Medical Plan Manager

The Mission Office maintains a self-funded Medical Plan for all Career and Retired Missionaries. The Medical Plan is administered by International Medical Group (IMG) and covers our missionaries stateside or on any mission field around the world. Over the past three years, IMG has processed a yearly average of \$3.68 million in medical claims for our missionaries.

The current plan has a \$750 deductible and an 80/20 co-insurance for the first \$5,000 in services. There are two deductibles and co-insurances applied per family. The maximum family out of pocket for contracted services is \$3,500 per year. For treatment received outside the United States the \$750 deductible is not applied.

For stateside coverage, the Medical Plan works with First Health Network as a Preferred Provider Organization (PPO). Last year through contracted and negotiated discounts, First Health saved the Medical Plan over \$1,200,000.

The monthly deduction also includes

Emergency Medical Evacuations managed through Intana. International medical evacuations are incredibly complex and can cost over \$150,000. With our plan, Intana can execute an evacuation from almost any country in the world at no additional cost to the missionary. Intana's services protect our missionaries physically and financially.

If a missionary experiences critical or chronic health issues, IMG offers Large Case Management. This service assigns a Case Manager (doctor/RN) to the missionary to monitor all claims and treatments and is available for consultation, if needed. Our missionaries have noted this service to be very beneficial. One was quoted to say, "They really cared about me."

The monthly Medical Plan deduction also includes a basic life insurance policy through Standard Life.

Over the last nine years wherein we have worked with IMG, they have done an incredible job of caring for our missionaries around the world.

International medical evacuations are incredibly complex and can cost over

\$150,000.

With our plan, Intana can execute an evacuation from almost any country in the world

AT NO ADDITIONAL COST TO THE MISSIONARY.

MISSIONARY KIDS

By Jill Wolf
Project Manager

In order to support and strengthen the well-being of the missionary family as a whole, and foster their success in ministry, the Mission Office MK Team works to:

- initiate an encouraging relationship with MKs through a welcome gift at the onset of Missionary Approvals
- connect and nurture our BBFI MKs with an established identity
- tutor parents on tips for parenting MKs
- train and deepen bonds during the Annual Missionary Reunion

As teens, MKs may begin to look toward transitioning to the United States. We provide educational materials that address college selection and preparation, managing finances, finding employment, choosing a church, establishing residency, and understanding US culture. This year we also assisted incoming college freshmen by providing them with a workbook and mentorship, gift cards to help with expenses, and we have connected with them on multiple college campuses through personal visits and social media.

An adult MK has a great deal to offer mission efforts, faith organizations, international businesses, government, diplomacy, and education. We encourage you to financially partner with us to assist them in successfully navigating their many transitions and reach their full potential.

MAIL SERVICES

By Mike Duff

Mailroom Manager

The Mission Office mail room is a conduit between the States and the mission field for mail from family, churches, and businesses.

Each morning we receive several sacks of mail and packages to sort, looking for envelopes containing contributions and “request to catch items” from missionaries.

A mail file is maintained for each missionary family. Their mail is placed in the file and sent to them twice a month. The average cost of providing this service to our missionaries each year is over \$30,000.

The Mission Office absorbs the cost of sending first class mail such as letters and cards. Each missionary has a bulk mail form on file to indicate any magazines or catalogs they would like forwarded to them at their own expense.

We also mail packages (at their cost) to the field for our missionaries. Most missionaries can access the internet to order supplies from companies like Amazon, but often these companies will not ship overseas or will greatly upcharge to do so. Through our business relationship with FedEx, we can get legal documents or packages anywhere in the world in 1-3 days at discounted prices.

The cost of mailing prayer letters from the field has increased dramatically. One missionary was paying over \$4.00 each to mail prayer letters from the field. We encourage missionaries to box their letters each month and ship them to the Mission Office where we can process them for \$0.46 each. A dramatic savings when you are talking about 100 letters.

The Mail Room also processes and ships orders for Faith Promise materials and mails 4,000 – 6,000 contribution receipts each month.

The yearly cost of providing these services (and more) exceeds \$150,000.

FIRSTHAND:

We are so grateful for the Mission Office for a variety of reasons. A year and a half ago, we came to candidate school, knowing next to nothing about the BBFI, and knowing no one in the home office.

During our time there we were blown away at what a helpful, caring, loving organization we were joining. We were amazed at how the singular focus of every person in the office was to care for and help the missionaries so that they could focus on spreading the gospel all around the world.

We are so grateful you take time every day to pray for us as we serve around the world. Your investment into training us, efforts to help us avoid problems with the IRS, and provision of opportunities to learn and grow, all make the BBFI Mission Office one of a kind. We are so grateful to be a part of this organization and to be partnered with you in spreading the Gospel in Bolivia and around the world.

JEREMY EULBERG
MISSIONARY • BOLIVIA



WEB SECURITY

By Kena Mann

IT Manager

Web security contains many layers and when one is forgotten, it leaves a catastrophic hole into which attackers gain access to internal network information. Protecting a website against a denial of service attack, locking down user data or restricting parts of your website to authorized access are only a few steps to take. Web security also includes guarding public assets with firewalls, educating employees, implementing strong policies, data encryption, and so much more.

The Mission Office has devices in place that perform the security functions listed and more. Internal systems can be monitored down to the driver level with network device reports and logs reviewed daily. External network scanning is also performed with the findings remediated as quickly as possible. Our top goal is to stay ahead of the threat landscape.

While no company is free from attacks, we take the securing of our assets as a serious responsibility.

Kena has worked in the IT industry since 2001 and has held several IT certifications over the years.

TRAINING AND DEVELOPMENT

By T. Long
Associate Director

CANDIDATE SCHOOL Our missionary candidates come from a variety of backgrounds, so the development of qualifications in Bible, doctrine, and ministry made at the local church level are key prerequisites. Candidate School is two intensive one-week segments designed to prepare new missionary candidates for the many areas of ministry they will encounter. During this time, the Mission Office staff evaluates the candidates to determine if there are any gaps in preparations before moving forward in the application process.

Topics range from personal spiritual development to Mission Office procedures to deputation challenges. A large portion of time is spent explaining how the Mission Office helps missionaries with finances and the reporting process. Candidate School classes focus on challenges such as learning a new language, children's education on the field, and handling security threats and assessments. We believe these practical helps better prepare our missionaries for the journey ahead of them.

PROFESSIONAL DEVELOPMENT As the world has changed, so have the challenges for missionaries as they travel. The Mission Office offers safety and security training for foreign travel as one more way of preparing and protecting our missionaries.

When it comes to continuing education, many missionaries can now do courses online through colleges. Similarly, the Mission Office is currently considering ways to provide practical continued education for our missionaries. For example, governmental and banking changes in the States and abroad take place on a continual basis. With each change, missionaries need to be updated and educated.

It is common practice in many professions for individuals to continue their studies in order to stay up to date and be the best at what they do. Should any less be expected of God's servants who carry the greatest message of divine hope to the nations? The Mission Office desires to be a valuable tool in preparation and continued development for BBFI missionaries and churches.



28

*Average years of
service for all current
BBFI career missionaries*

FIRSTHAND:

We have been missionaries now, for almost 33 years, and in that time the talented team at the BBFI Mission Office has literally kept us on the field on four separate occasions when hostile governments were poised to send us out of their particular countries. With their many years of experience on the mission fields of the world and their legal and professional knowledge, they were able to provide the many requested documents and information needed to keep us on the field winning souls and establishing churches.

Not only that, but I have personally benefited from their spiritual guidance and counsel. Twice, I have been so discouraged by the lack of tangible results, that I seriously thought about leaving the field. On two other occasions, we have been confronted by

challenges that we could not resolve. In every one of these situations, the staff guided me through the word of God and with their vast experience in the ministry to help me not only stay on the field, but advance forward in the cause of Christ. Their godly counsel and decades of experience are treasures that should not be squandered or taken for granted.

That is why we have supported these dear servants of Christ for many years in prayer and financial support. They are the unsung heroes of the strong right arm of the BBFI. Let's pray for them on a daily basis and support them financially on a monthly basis! It is an investment that will produce eternal dividends!

MARK HALE
MISSIONARY • PORTUGAL

“This retreat was a huge encouragement to us! We really feel that this retreat came at the exact right time for us.”

1,819

Missionaries approved since 1950

BBFI REGIONAL ASIA RETREAT

*By Steve Bender
Associate Director*

Thirteen years after the world witnessed a landscape of tsunami destruction in Phuket, Thailand, the beautifully rebuilt destination became the location for the second BBFI missionary regional retreat, September 25-29, 2017. Thirty-two missionaries from six countries gathered for a week of encouragement, inspiration, and relaxation. Thanks to churches and individuals who contributed to the Missionary Care Offering, the only cost to the missionaries was their travel to Phuket. All their other expenses for the retreat were covered.

By keeping the attendance for this week smaller, Jenell and I, along with pastor Carl Hughes and his wife, Melanie, were able to interact with the missionaries on a more personal level. While we ministered to the adults, Sydney Bender, Lyndsey Jones, and Javier and Tiffany Hidalgo ministered to their children.

We spent time studying God’s Word, hearing testimonies, in prayer and, of course, ample amounts of relaxing, shopping, and beach activities. Because of the generous investment of a few churches and individuals, we could give “fun money” to each

missionary to spend as wisely or frivolously as they desired. Our missionaries were so appreciative of all who gave to make this time meaningful for them and their families.

Those who invest in the Missionary Care Offering and those who responded to my special request to finance the “Recreation Fund” enabled the Mission Office and me to invest in the lives of these fellow servants as a part of missionary care. Who knows, your investment may have just saved a marriage, a family, or a ministry. Thank you for expressing your care in a tangible way by giving to the Missionary Care Offering.

“I was tremendously exhausted. My sole purpose of going to Phuket was to see other missionaries. Going to the mall was a bonus.”

“The first day we were tired, we just wanted to sleep without feeling guilty.”

“Honestly, the month leading up to the retreat was the hardest month I have experienced on the field. I was emotionally, physically, and spiritually drained but this retreat came at the most perfect time so that I could go back to my ministries truly refreshed and encouraged to continue on.”

“We knew we needed to get away and refresh but we didn’t realize how badly we needed it until we were there. It was such a blessing to be around “family” who is facing some of the same issues we are and can encourage one another. Thank you for arranging and financing this time away.”

“We have nothing to say but great things! Success! So generous! Very refreshing! Encouraging!”

BBFI MISSIONS APP

By Kena Mann
IT Manager

Available for Apple and Android devices, the *BBFI Missions* app easily connects users to the Mission Office and the BBFI missionaries with four main tabs at the top of the app.

Events. Here you can find all Mission Office events, contribution cut off dates, and hours of operation (including holiday closures).

Connect. Under this tab you can contact the Mission Office, search missionaries by name or country, search missionaries by using

a map, and find links to the Mission Office websites. Under the “Connect” tab, each missionary has a profile that includes a picture, field of service, sending church, and email address. Some missionary profiles have a short bio, along with questions and answers, to get to know them better – their favorite books, where they like to eat or shop, why they surrendered to missions, what their favorite verse is, etc. Users can “favorite”

missionaries to connect quicker via the pop-out menu.

Watch. See videos about the Mission Office and missionaries around the world.

More. Here you can find the Mission Office’s purpose statement along with contact information.

App notifications can be found under the pop-out menu in case a user has either turned off notifications or missed a notification.

Quick links to our Facebook, Twitter, and YouTube channel are listed at the top of the app to allow users to connect quickly to our social media.

SAVE THE DATE

COSTA RICA
BAPTIST BIBLE FELLOWSHIP INTERNATIONAL
GLOBAL FELLOWSHIP MEETING
JULY 2020



WORLD MISSION FORUM

By Craig Stevenson

In April 2017, the Mission Office challenged the students and faculty of Baptist Bible College to think “Beyond Borders” at the World Mission Forum. Breakout sessions, main sessions, and special events were all hosted at the Mission Office. Matt Keller,

pastor of Calvary Bible Baptist Church in Columbus, OH, was the main speaker and his series through the story of Jonah challenged the students to renew their desire to be involved in world missions. One evening was themed International Prayer Night and

included messages on why we pray and how to pray for our missionaries. The night was capped off with prayer and an international food sampling. The Mission Office staff is proud to partner with Baptist Bible College for the World Mission Forum each Spring.

FIRSTHAND:

7 REASONS

I AM THANKFUL FOR THE MISSION OFFICE

MISSION TRIPS

By Craig Stevenson

The BBFI Mission Office has five areas of importance that drive all mission trips.

- *Be a blessing to the host missionary and their family.*
- *Be challenging and spiritually impactful for trip participants.*
- *Be focused on relationships with people regardless of the type of ministry.*
- *Be focused on spreading the Gospel.*
- *Be focused on the history and culture of the country with an understanding of how that impacts the Gospel.*



**WATCH VIDEO
RECAP FROM
ROMANIA**

With those in mind, the BBFI Mission Office led a team of 28 individuals from six states on a mission trip to Romania in July 2017. Our team served in a VBS and a family carnival in the church in the village of Rogova that saw close to 150 kids hear the Gospel, play games, and get connected to believers in their community. We also had the privilege of clearing out the backyard of the church for use as an outdoor play area for children, as well as finishing a youth room that will be used to reach teenagers for years to come.

In the city of Severin, our team provided a family carnival and had over 100 children (plus family members) attend. They heard the Gospel, played games, and connected with our missionaries and other believers in the church.

After five days of ministry, we drove to the central part of Romania to visit several famous places including the Bran Castle (Dracula's Castle), the city of Brasov, and the Peles Castle. It was an incredible trip that we trust will have a lasting impact on the Romanian people as well as the American team that came together for the purpose of reaching people with the Gospel of Jesus Christ.

The older I become, and the more I become involved in ministry, the more I am thankful for the work of the Mission Office Staff. Here are seven reasons why I am thankful.

They are friendly. Every time I go there, I am greeted warmly. One of the ladies even baked me a pie!

Their advice is helpful. When I was trying to solve a serious problem, advice from Jon Konnerup guided me in the direction of the best solution.

They are efficient. Whenever I ask for their assistance, they are quick to comply with my requests. When the Kokura church applied for a loan for our new building, the staff processed the loan immediately.

They are encouraging. Every month, Jon Konnerup sends a letter of encouragement that always seems to arrive when just when I need it.

The Missionary Care ministry is excellent. Recently I had a chance to witness this with my own eyes when Steve Bender and I visited missionary Bill Neel in the hospital just a few days before he went home to be with the Lord.

They keep me connected with my missionary friends. I have not seen some of my missionary friends in years, but the Mission Office sends regular updates that keep me informed about their health and prayer requests.

Their spiritual ministry is a blessing. When the Kokura church celebrated its 30th anniversary, Bro. Konnerup was our guest speaker and brought two excellent messages. Steve Bender and his wife, Jenell, were our special speakers for this year's Summer Camp, and their ministry was a great blessing to the churches in Kyushu.

By the way, I show my thanks by sending monthly support to the Mission Office.

KEN BOARD
MISSIONARY • JAPAN

MISSION OFFICE STAFF

STEVE BENDER

ASSOCIATE DIRECTOR

MISSIONARY CARE
REUNION
RETIREMENT
CHAPLAIN/SMORS PROGRAM



JON KONNERUP
MISSION DIRECTOR



BRIAN GARRISON
FINANCE DIRECTOR



JACQUE BURKHOLDER

ADMINISTRATIVE ASSISTANT

WIRES
TRANSACTIONS
OFFICIAL LETTERS
APOSTILLES
NOTARY FOR MISSIONARIES



MIKE DUFF

MEDICAL/MAILROOM MANAGER
FAITH PROMISE ORDERS



MIKE ESQUIBEL

MEDIA MANAGER
WEB DESIGN & MAINTENANCE
PUBLICATIONS
VIDEOS



TAMMY FITE

ACCOUNTING DEPARTMENT
ONLINE DONATIONS



PAM KONNERUP

OFFICE ASSISTANT

TEACH MISSIONARY WIVES
DURING CANDIDATE
SCHOOL AND REUNION
SEND CARDS
RECEIVE PRAYER LETTERS



VICKI KEEVER

RECEPTIONIST
MAINTAIN MISSIONARY INFORMATION
APARTMENT SCHEDULING



BOB KOTULSKI

FINANCE MANAGER
LOANS
DISABILITY
QUARTERLY REPORTS



TASKS

FOR CHURCHES

FOR MISSIONARIES

GENERAL OFFICE

PROCESS ONLINE CARE TRANSCRIPTS MINUTES CRISIS CONTRIBUTION ACCOUNTS PAYABLE BBFI CONTACT D YEARLY 1099'S M AND COST CENT FUNDRAISER AC ON WEBSITE FINANCIAL TRANSACTIONS F AND RECEIPT CONTRIBUTIONS WIRE FUNDS PROGRAM RESEARCH AND RESOLVE DISC PROBLEMS MANAGE INFORMATION TECHNO DONOR AND CHURCH DATA REMIT QUART WLAN PREPARE DOCUMENTATION REGARDING DONOR CONTRIBUTION REPORTS AVAILABLE SECURITY PROCESS REQUESTS FOR LABELS REQUIREMENTS MANAGE COMPANY PHONE S EMERGENCY FUNDS TO THE MISSIONARY, AS MEDICAL EXPENSE ADVANCES KEEP UP-TO-D MINISTRY MANAGE COMPLIANCE WITH US T SERVICES MAINTAIN FILES AND LISTS OF REPRESENTATIVES MISSION CONFERENCE D POLICY HANDBOOK FAITH PROMISE RESOURC MAINTAIN MISSION OFFICE INSURANCE ADM MEDIA AND PUBLICATIONS MISSIONARY MO OFFICERS ADMINISTER CHAPLAIN PROGRAM AUTHENTICATIONS CREATE AND MAINTAIN A MISSIONARIES VIA EMAILS/CALLS/CARDS E ACCOUNTING MAINTAIN BUILDING AND GRO PROVIDE OFFICIAL LETTERS AS NEEDED PUR WITH MISSIONARY BOOKINGS DEPUTATION FOR REPORTS AND WEBSITE INFORMATION AND GUIDANCE AS NEEDED MISSIONARY CA ACTIVE MISSIONARIES WRITE, MAINTAIN, AN AND OUR WEBSITE KIDZ4MKZ PROGRAM R VARIOUS DATABASE CODES RECEIVE, READ TRIP ASSISTANCE ASSISTANCE WITH THE Q AND CREATE ORGANIZED STORAGE OF ELEC AND FINANCIAL REPORTS MISSION CONFER RELATED TO PERSONAL COMPENSATION OR DATA BACKUP MISSIONARY AWARD TRACKING CHANGES BBFI HOME MAINTENANCE PROGRAM RELIEF OVERSEE RECRUITMENT OF FIELD WORLDWIDE MEDICAL COVERAGE INCLUDING FOR CAN MISSIONARY COMMUNICATION REQ PROCESS FUNDS FOR DISASTER RELIEF LIFE MISSION OFFICE INTERNS ADMINISTRATE B BBFIMMISSIONS.COM PROCESS FIRST-CLASS CREATION OF MISSION OFFICE PROMOTIONAL STAY CONNECTED THROUGH MISSION OFFIC APARTMENTS ANNUAL AUDIT PREPARATION

DONATIONS SCHEDULE CONTACTS FOR MISSIONARY
 BE AND MAINTAIN RECORDS OF NATIONAL MEETING
 S ACTION TEAM AND SECURITY TRAINING PROVIDE
 HISTORY MONTHLY AND YEARLY STATEMENTS
 BLE ORGANIZE INTERNATIONAL REGIONAL RETREATS
 DIRECTORY (ALSO AVAILABLE IN HARDCOPY) PROCESS
 MAINTAIN (5) GENERAL LEDGERS, SUBSIDIARY LEDGERS,
 ERS ANNUAL MISSIONARY CARE GOLF TOURNAMENT
 CCESS TO MISSIONARY PROFILES AND INFORMATION
 OR MISSIONARIES PAYROLL PROCESSING PROCESS
 AS NEEDED DOCUMENT IMAGING ADMINISTER TEAM
 REPANCIES IN DONATIONS RESOLVE BANK ISSUES/
 LOGY AND COMPUTER SYSTEMS MAINTAIN CURRENT
 ERLY TAX PAYMENTS MANAGE COMPANY WAN/LAN/
 G ENDORSEMENTS AND ASSIGNMENTS FOR CHAPLAINS
 UPON REQUEST ACH TRANSFERS MANAGE NETWORK
 ASSISTANCE WITH FOREIGN GOVERNMENT AND BANK
 SYSTEM AND WORLD-WIDE COMMUNICATIONS EXPEDITE
 S NEEDED MINISTRY, AUTO, EMERGENCY LOANS AND
 DATE WITH NEW TECHNOLOGIES MISSIONARY KID (MK)
 AX LAWS NOTARY PUBLIC AND POWER OF ATTORNEY
 NATIONAL DIRECTOR, STATE CHAIRMEN, AND FIELD
 DESIGN PACKS BUDGETING ADVICE UPDATE MISSIONS
 CES FINANCIAL GUIDANCE FOR RETIRED MISSIONARIES
 MINISTRATE USLG/SMORS/STEP PROGRAMS KIDZ4MKZ
 NTHLY REPORTS MAINTAIN HISTORICAL LIST OF BBFI
 M WORLD MISSIONS POSTERS ACQUIRE APOSTILLES
 ACCESS DATABASES COMMUNICATE REGULARLY WITH
 BROCHURES AND VIDEOS CLOSE OUT MONTH END
 UNDS WORK WITH SENDING PASTORS AND CHURCHES
 CHASE SUPPLIES RECRUITMENT IN COLLEGES ASSIST
 I FUEL ASSISTANCE PROGRAM WRITE SQL QUERIES
 VISIT MISSION FIELDS TO PROVIDE ENCOURAGEMENT
 RE ASSISTANCE ADMINISTRATE DISABILITY FUND FOR
 D PUBLISH CRYSTAL REPORTS FOR THE OFFICE STAFF
 ECEIVE/REVIEW/FILE QUARTERLY REPORTS MAINTAIN
 AND STORE MISSIONARY PRAYER LETTERS MISSION
 R APP-TROUBLESHOOTING ANY DIFFICULTIES DESIGN
 TRONIC DATA ONLINE MISSION OFFICE DOCUMENTS
 ENCE SPEAKERS HANDLE QUESTIONS AND CHANGES
 QUARTERLY REPORTS MAINTAIN SECURE ELECTRONIC
 G FOR YEARS OF SERVICE PROCESS SENDING CHURCH
 M COMPILE AND MAINTAIN HISTORICAL DATA DISASTER
 REPS, THEN KEEP THEM INFORMED OF SITUATIONS
 EMERGENCY MEDICAL EVACUATION SECURE NETWORK
 CEIVE AND FILE TRI-ANNUAL REPORTS FOR CHAPLAINS
 FE INSURANCE AND RETIREMENT OPTIONS OVERSEE
 BFI MISSIONS WEBSITES GOBBHMISSIONS.COM AND
 MAIL AND FORWARD DOMESTIC PACKAGES TO FIELD
 L VIDEOS ASSISTANCE WITH MINISTRY PRESENTATIONS
 CE SOCIAL MEDIA ONSITE, AFFORDABLE MISSIONARY
 ORGANIZE CHRISTMAS PROJECT FOR BBC MISSION

19 YEARS

STAFF (CONTINUED)

**KENA
MANN**

IT MANAGER
COMPUTERS
PHONES
NETWORK SECURITY



**RANDY
MILLER**

**MAINTENANCE
SUPERVISOR**
RECEIVING
SET UP
POSTAL SERVICE



**CAROLE
MILLER**

**ADMINISTRATIVE
ASSISTANT**
MISSIONARY AWARDS
TRAVEL ARRANGEMENTS
MEETING PREPARATIONS



**JOYCE
PIATT**

**ADMINISTRATIVE
ASSISTANT**
QUARTERLY REPORTS
CHAPLAIN/SMORS
MISSIONARY CARE



**HEIDI
QUEZADA**

ACCOUNTANT
MAINTAIN LEDGERS
RECONCILIATIONS
END OF MONTH CLOSING
AUDIT PREPARATIONS



**RACHEL
RUBIO**

**ADMINISTRATIVE
ASSISTANT**
CANDIDATE SCHOOL PREP
NEW CANDIDATE APPROVALS
WORLD MISSION FORUM



**DEBBIE
SCHMACHTENBERGER**

**DATABASE
ADMINISTRATOR**
WRITE/MAINTAIN SQL QUERIES
REPORTS
DATA TABLES
PERSONAL COMPENSATION WORKSHEETS



**LINDA
TURNER**

CONTRIBUTIONS
MAIL RECEIPTS
DONOR UPDATES



**JILL
WOLF**

**PROJECT
MANAGER**
MISSIONARY CONNECTION
MK PROGRAM LEAD
GOLF TOURNAMENT
GLOBAL MEETING
DISASTER RELIEF



COMBINED TENURE OF
MISSION OFFICE STAFF



MISSION OFFICE RESOURCES

MISSIONS CONFERENCE DESIGN PACKS



The new design packs are digital downloads filled with video elements, graphics for printable promotional materials, slides, and editable Photoshop files. Every design pack and monthly video is available to those who support the BBFI Mission Office at \$100 per month. or more. Each church will receive a username and password through their registered email, and will have access to download our latest design packs. If your church does not support the Mission Office \$100 per month or more but are still interested please call the Mission Office at 417-862-5001 and talk with Mike Esquibel to request an individual pack for purchase or for more details about our Missions Conference Design Packs go to bbfmissions.com/designpacks.

KIDS OFFERING RESOURCES



Designate your VBS offerings to benefit the Mission Office MK Ministry to 350+ children of active BBFI missionaries! VBS MK offerings will be used towards MK

money and tools to help them in their ministry. We will provide you with free materials including videos, MK Collector Cards, Prayer Reminder Bands, graphics, and complete Instructions! Contact Jill at mk@bbfmissions.com for more details or go to bbfmissions.com/vbs.

BROCHURES



FAITH PROMISE CARDS



FAITH PROMISE DEVOTIONAL



This four-week devotional emphasizes the concepts and principles behind faith promise missions giving. Ideal to use in the month leading up to a mission conference.

BBFI CONTACT DIRECTORY



The BBFI Contact Directory lists contact information for BBFI-affiliated churches, missionaries, evangelists, chaplains, and other BBFI entities. It is available as a printed copy and as an online subscription.

COUNTRY POSTERS



GO TO BBFIMISSIONS.COM FOR MORE INFORMATION AND RESOURCES!