

Mid Atlantic District for July 2018 through June 2019

- ✓ \$50 missions fee for the 12 month period. Payable to the District Office in July of 2018
- ✓ Travel expenses for an IN-state International Worker (reported on a travel expense form):
 - Mileage factored at .25 per mile roundtrip payable at the time of the IW church visit and paid to the IW.
 - Food and tolls during travel payable upon the church receiving a travel expense form from the IW and paid to the IW.
- ✓ Travel expense for an Out-of-state International Worker (reported via a district invoice):
 - This is initially paid by the District and then reimbursed to the District by dividing all the costs among the churches visited. Costs include all travel expenses from airfare to food to parking tolls, etc. This is paid by the church upon receipt of the invoice and paid to the District Office.
 - Each church will be responsible to help transport the IW both from the previous IW's location and to the next IW's location.
- ✓ Love offering for all International Workers:
 - It is expected that each church visited will collect a love offering during the visit of the IW. This is to be paid to the IW at the end of the church visit. The amount of this should be no less than the customary honorarium provided to guest speakers. The church may choose to write an honorarium check instead of collecting a love offering.
- ✓ Specific International Worker Specials:
 - Each International Worker is given permission from the District Office to ask the Pastor if they can present specific work related special needs. If the Pastor approves, the church may then hear about the special and collect another offering other than the love offering. This offering is sent the National Office and is marked with the title of their special.
- ✓ Room and Board while visiting:
 - The church is to provide appropriate room and board for the entire International Worker's visit. Please consider the gender of the IW in providing room and board. All churches are provided with a fact sheet regarding the visiting IW that contains information such as pet or food allergies.