



MISSIONARY TRAINING AND RENEWAL 2022

Need-to-Know Information

EVENTS

Please be prepared to attend all events for which you are scheduled. Refer to the Event Schedule for times, locations, and attendees per event.

- MT/PFO iClassrooms Modules: May 2–June 4
- Pre-Field Orientation (PFO), June 12–23
- Missionary Training (MT), June 12–23
- Reentry, June 20–23
- Financial Planning Seminar, June 24
- Retirement Seminar, June 24
- Missionary Renewal (MR), June 24–30
- Security Training I, June 24–26
- Security Training II, July 1–3
- Islamic Studies, July 5–15
- Additional gatherings and trainings at the discretion of your regional/IM office

MAIN VENUE

The main sessions and the nursery/toddler program will be held at **Central Assembly of God**, 1301 North Boonville Avenue, Springfield, MO 65802.

- Some event sessions occur elsewhere in Springfield or the surrounding area.

The MK program (excluding nursery/toddler) will be based at **Evangel University**, 1111 North Glenstone Avenue, Springfield, MO 65802.

- Some aspects of the MK program will be held elsewhere, but the MK office will be responsible for this transportation.

TRAVEL AND TRANSPORTATION

All attendees are responsible for arranging travel to/from Springfield and to/from daily sessions.

For assistance with flight arrangements, contact [Adelman Travel](#) (417-888-4488). If you choose to drive, retain all travel receipts for reimbursement.

HOUSING

All attendees are responsible for arranging their own lodging.

- **Evangel University** has a limited number of dorm rooms available with two twin beds each. A suite is two rooms with shared bathroom; families booking a suite would pay for both rooms.
 - \$20/night, \$100/week, or \$300/month
 - Guests must supply bedding and linens.
 - To book rooms, contact Rebekah Leathers, LeathersR@evangel.edu.
- **Several area hotels** offer discounts. Please contact them directly to inquire about the Assemblies of God corporate rate.
 - [DoubleTree](#): 417-831-3131
 - [Extended Stay America](#): 417-823-9100
 - [Fairfield Inn](#): 417-833-9599
 - [Home2 Suites by Hilton](#): 417-864-6632

MEALS

Several regions and departments will host meals during events. **Attendees are responsible for all other meals.** Please retain your receipts.

- **Evangel University** may be offering meal plans.

EXPENSE REIMBURSEMENT

All event-related expenses are eligible for reimbursement, including travel (airfare, taxi/rideshare, rental car, long-term parking), lodging, meals in Springfield and in transit, childcare, and books from the recommended/required reading list.

Missionary associates and new missionaries—retain all receipts, and report expenses accordingly:

- Missionary associates: Associate Expense Report
- New missionaries: Itineration Report

Veteran missionaries—direct-billed charges (registration fee, MK program) will be deducted from your (00) account with your August or September statement.

Registration Fee:

- Missionary associates: No fee
- New missionaries: \$150/adult
- Veteran missionaries: \$150/adult

CHILDREN

Childcare and age-specific programs will be provided during all sessions. Parents will receive further information from the MK office.

- Missionaries: \$100 per child per day
- Missionary associates: \$300 per child total for PFO (\$900 max per family)

DRESS GUIDELINES

Most sessions are business casual.

- Jeans, capris, or khakis are acceptable.

The Commissioning Services (MA and New Missionary) are business professional:

- Men: suit/sports jacket, slacks, tie (optional), and dress shoes
- Women: dress or suit, skirts, blouses, slacks, and dress shoes/sandals

INTERNET/ELECTRONIC DEVICES

Wi-Fi will be available at all event locations. Be prepared to operate devices on **battery power**. Access to outlets may be limited during sessions.

HEALTH AND WELLNESS

To maintain a healthy and safe environment, please remember these guidelines:

- Masking is recommended in indoor public settings.
- Maintain CDC-recommended social distancing of 6 feet when possible.
- Wash hands frequently and thoroughly.
- Cover coughs and sneezes.
- Monitor your health daily.
- If you feel symptoms of illness, do not attend sessions.

CONTACTS

Registration and event: [Janela Meacham](#)

iClassrooms: [Anthony Carter](#)

MK program: [Rachel Clanton](#)

Security Training: [Ed Nye](#)

Financial Planning/Retirement/Reentry: [Lucy Donaldson](#)