



# Missionary Information Packet

# Joining the His Voice team

We know you desire to use your talents, passion, and experience for something more. The problem is, you're not sure how or where to connect your gifts to the needs of others. At His Voice Global, we are committed to raising up leaders among the vulnerable, using one-on-one discipleship and holistic care to make a sustainable impact. When you join His Voice Global's staff, you'll be a part of redeeming, restoring, and renewing the broken, one individual at a time.



# AN OVERVIEW

The next few pages will cover some of the basics of what it looks like to be a missionary with His Voice.

# The Path to Arua



# Employment Status

-All His Voice missionaries are classified as Employees. You will have a specific job description and will receive an annual W-2.

- ▶ The IRS asks businesses to determine the classification of an employee by establishing the “degree of control and independence”. These degrees fall into three categories:
  1. Behavioral - Does the company control or have the right to control what the worker does and how the worker does his or her job?
  2. Financial - Are the business aspects of the worker’s job controlled by the payer? (these include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
  3. Type of Relationship - Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?
- ▶ Based upon a review of these categories it has been determined that the best classification for our missionaries is as Employees.

# Benefits

- As an employee you are entitled to the following benefits

\*Access to Traditional 401(K) retirement plan

\*\*Rent for housing and proportionate share of utilities and food will be covered by HVG

Costs incurred on behalf of Thrive Program students will be reimbursed

Paid vacation per the terms of your agreement

Financial assistance with approved counseling while in country

Financial assistance with reentry counseling and debrief costs

Access to Member Care Fund

\*\*\*Insurance premiums from a qualified provider can be deducted pre-tax

\*HVG does not currently contribute to the 401(K) plans of any of its employees in Uganda or the US.

\*\*Proportionate share of food and utilities is only applicable to family mentors

\*\*\*HVG does not currently offer insurance to any of its employees.

# Missionary Family Cost of Living

**Missionary Budget for Fundraising Purposes**

<u>One Time Expenses</u>		<u>Recurring Monthly Expenses</u>	
Flights	\$ 4,500	Utilities	\$ 150
Luggage	\$ 4,000	Water	\$ 100
House set up	\$ 10,000	Internet	\$ 150
Vehicle and repairs	\$ 20,000	Phone	\$ 200
<b>Total:</b>	<b>\$ 38,500</b>	TV	\$ 75
		Car Insurance and maintenance	\$ 300
		Food	\$ 750
		House Help	\$ 500
		Medical Insurance	\$ 600
		Homeschool	\$ 150
		<b>Total:</b>	<b>\$ 2,975</b>

- ▶ This budget is meant to give those interested in working with HVG an idea of the transition costs and general cost of living in Arua.
- ▶ This budget IS NOT meant to be used as a financial planning tool.
  - ▶ Each family will have unique financial circumstances and preferences that they will need to account for when creating their own personal budget and fundraising plan.
- ▶ Please note that all funds raised by missionary are subject to a 3% administration fee.

# TAX-PAYROLL EXAMPLE

	Monthly	Annually
<b>Employee Payroll</b>		
Gross Salary	\$ 5,416.67	\$ 65,000.00
Foreign Earned Income Exemption	\$ 8,966.67	\$ 107,600.00
Social Security 6.2%	\$ 335.83	\$ 4,030.00
Medicare 1.45%	\$ 78.54	\$ 942.50
Federal Tax	\$ -	\$ -
	\$ 414.38	\$ 4,972.50
Net Employee Paycheck	\$ 5,002.29	\$ 60,027.50
<b>Employer Payroll Taxes</b>		
Social Security	\$ 335.83	\$ 4,030.00
Medicare	\$ 78.54	\$ 942.50
FUTA (6% on first \$7k per employee)	\$ 35.00	\$ 420.00
	\$ 449.38	\$ 5,392.50
<a href="https://www.irs.gov/individuals/international-taxpayers/figuring-the-foreign-earned-income-exclus">https://www.irs.gov/individuals/international-taxpayers/figuring-the-foreign-earned-income-exclus</a> Requires living overseas for 330 of the year.		

- ▶ While we are happy to answer questions you may have regarding your tax planning, please consult your own tax accountant for submission of your tax documentation and complex tax advice.
- ▶ Your salary will be established based upon your proposed budget subject to the approval of HVG
- ▶ We will withhold taxes from your paycheck and submit them to the IRS on your behalf.
  - ▶ You are responsible for determining the amount of taxes to withhold from your monthly paycheck.
- ▶ Foreign Earned Income Exemption
  - ▶ As denoted, to earn this exemption you must live overseas for 330 days out of the year.
- ▶ **This example does not estimate state income tax withholding.** Please refer to your local state income tax laws for a more complete estimate.



# INTEREST EXPRESSED

- ▶ After you've expressed an interest in joining His Voice as a missionary you will:
  1. Interview with our National Director
  2. Interview with our stateside Executive Staff
  3. His Voice will meet with your sending Church
  4. If all parties are in agreement, (you, your sending church, and His Voice) we will move forward.



# EXTENDED INTERVIEW AND TRAINING

After your initial interview with our National Director and members of our executive staff you will enter the Extended Interview and Training process.

This process consists of:

- ▶ Periodic meetings with various members of Uganda and US staff to discuss His Voice values, culture, strategy, and policies.
  - ▶ These meetings will also feature pastoral care and serve as a way for all parties to become familiar with one another.
- ▶ Reading and working through pertinent books and training materials with His Voice Uganda Staff
- ▶ Completing required assessments

While the time to complete the extended interview and training process will vary from candidate to candidate, we estimate that most will be able to complete all aspects in no longer than 5-6 months.



# ASSESSMENTS

To better understand your strengths, giftings, personality and how all these fit within our existing team you will take the following assessments:

- ▶ Strength Finders
- ▶ Enneagram
- ▶ Workstyles

Additionally, in order to ensure your psychological health and ministry readiness for the rigors of working overseas we will ask that you go through the assessment protocol administered for us by Campion, Barrow & Associates.

- ▶ [www.campionbarrow.com](http://www.campionbarrow.com)

# REQUIRED READING

Part of your training will be comprised of reading and working through the following books with different members of our staff:

- ▶ [When Helping Hurts](#)
- ▶ [Foreign to Familiar](#)
- ▶ [The God Ask](#)



# 3 WEEK IN- COUNTRY PRACTICAL

## Your in-county practical will consist of:

- Uganda Office and Staff orientation
- Attend a Staff Meeting
- Tour the city of Arua
- Spend time with family mentors and students at home
- Visit students at their various schools
- Attend a staff meeting
- Participate in any scheduled events
- Meet community members that are taking part in our Shine and Alive programs
- Sightseeing in Kampala

# APPLICATION FEE

The following is a breakdown of what will be referred to as your “Application Fee”.

The entirety of this fee will need to be paid to His Voice prior to beginning the Extended Interview and Training process.

ITEM	DESCRIPTION	ESTIMATED COST
Strength Finders	Personal development tool	\$50
Workstyles	Tool utilized to determine most proficient way of working	\$5
Enneagram	Personality Test	\$15
When Helping Hurts and Foreign to Familiar	Required reading for training	\$25
Campion, Barrow & Associates	Psychological health and ministry readiness assessment	\$480
3-Week In-Country Training	*All costs associated with short-term trip to Arua to meet the team	\$6500
		<b>\$7075</b>

\*Estimated cost is for a family of 5



# Official Offer

After completing the Extended Interview and Training process you will be issued a formal Offer Letter. Once signed we will begin working through your launch timeline and start your onboarding so that you can start raising funds.

# Onboarding

- ▶ Your stateside onboarding will consist of:
  - ▶ Establishing your profile on our website
  - ▶ Getting your email and other operational accounts set up
  - ▶ Meeting the His Voice Board and Stateside Staff
  - ▶ Connecting us with care partners from your church
  - ▶ Visas, passports, immunizations etc. required for travel
  - ▶ Ongoing meetings with Uganda Staff

The specifics of the onboarding process are more thoroughly detailed in our "Onboarding Checklist" which will be distributed along with your Official Offer Letter.





# GO TIME!!!

After you've completed the stateside onboarding process and met the financial requirements detailed in your work agreement it is time to purchase plane tickets.

While this may feel like the end of a process, we would rather think of it as the next step. Your onboarding with His Voice will continue in earnest as you acclimate to your new home and establish work and life rhythms with your new colleagues.

**CONGRATULATIONS AND WELCOME ABOARD!**

# RESOURCES

## BOOKS

- [Raising Up a Generation of Healthy Third Culture Kids](#)
- [A Spirituality of Fundraising](#)
- [The Gift and The Giver](#)
- [Becoming Whole](#)
- [African Friends and Money Matters](#)
- [Looming Transitions](#)
- [Serving Well](#)
- [Leading with Cultural Intelligence](#)
- [Third Culture Kids](#)

## WEBSITES

- [Go, Serve, Love](#)
- [Seeing the Hearts of the Hurting](#)
- [A Life Overseas](#)
- [Third Culture Thriving](#)
- [Liturgies for a Life Abroad](#)

## PODCASTS

- [Third Culture Thriving](#)
- [It's Teatime Somewhere](#)
- [Real Dictators - Idi Amin](#)

