



## Checklist for Visiting Missionaries or Evangelists

When hosting a missionary or evangelist, give this checklist to your appointed host. They may also want to read Gene Roncone's article on hosting missionaries and evangelists to get behind the spirit of these efforts. The article is available at [this link](#).

- 1. Confirm and clarify expectations.** Clarify expectations, times, dates, length of presentation, and venue two separate times. Once when you invite them, and then a week out from their visit. Here is an example of the kind of communication that will create a win/win situation for all involved.

Dear \_\_\_\_\_,

We are excited to host you for a missions report on (insert date) during your (10-minute window or 30-minute sermon). Our people are so generous to our missions fund and will be encouraged to hear how our partnership is furthering the Kingdom.

I wanted to follow up on our phone conversation by reviewing how you can best help us. I am basically looking for you to help with the following three things.

- **Motivate the heart.** Motivate our people to understand the urgency of the Great Commission and why obedience requires all believers to collaborate.
- **Educate the mind.** Briefly explain what you do in the foreign field and tell one short story about how God used your work to change someone's life.
- **Activate the will.** Inspire them to give to the church's missions fund so that you and other missionaries may go to those who have never heard the Gospel even once.

Please let me know if you have any questions.

Pastor Bill

- 2. Pre-arrival reservations.** After confirming a date with a missionary or evangelist (guest):
  - Make or request a staff member to make hotel reservations (preferably one that serves breakfast and has a coffee bar).
  - Prior to the guest's arrival, become familiar with their biographical information as a good introduction is critical for building rapport with the people.
  - Recruit a few families to pray for the guest on a daily basis.
- 3. Pre-visit communication.** One month before their scheduled arrival, communicate the following through email:
  - Hotel accommodations (include the physical address and confirmation number).

- The time to arrive at the church as well as the physical address of the church.
- Appropriate attire.
- Amount of time allotted for their presentation.
- The number of times they are to speak.
- The type of setting (church service, small group, etc.).
- Plans for them following the service.
- The name and cell number of the host that is assigned to them.
- Provide any media information and details to the guest and who they should send their files or videos to.

**4. Appoint guest host.** Assign a guest host with responsibilities to:

- Meet the guest at the door and assist them in locating the pastor, bathrooms, children's classes (as appropriate), and any other needs associated with their visit.
- Sit with the guest and their family during church to make them feel comfortable and to monitor their welfare and needs.

**5. Day of arrival.** On the day the guest arrives, have someone (pastor's wife, board member or other designated person) to:

- Check the hotel room to make certain it is clean and presentable.
- Arrange for a gift basket to be placed in their room as a warm welcome. Water bottles, fruit, snacks, cracker packages, mints, and candy are great ways to welcome those whose ministry keeps them on the road.
- If possible, check the guest into the hotel and pick up the card key(s) to give to them upon arrival so they can go straight into the hotel and bypass the check-in process.

**6. Cut check and prepare thank you card.** Cut a check for the guest's love offering/financial support.

- Have a check ready to present to them when they leave. If that is not possible, tell them when they can expect it.

**7. Sending them off.** Prior to the departure of the guest:

- Introduce them to those who committed to pray for them.
- Take them to lunch or dinner.
- Fill their gas tank.
- If they have several hours of layover before their next service or destination, offer to extend the hotel room for another day should they need a place to rest.

**8. Preparing for the unexpected.** Be prepared to adjust your plan in the event of an unexpected change.

- If the pastor has had a change of schedule and will not be in attendance, inform the guest of who will be in charge of the service instead.

You can also access other resources to help your church be more effective in missions at [this link](#).