

Share Him

INTERNATIONAL CAMPAIGN HANDBOOK

JANUARY 21, 2011 VERSION



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A HIGH CALLING

Congratulations on your decision to participate in a ShareHim international evangelistic campaign! ShareHim volunteers are Seventh-day Adventist Christians eager to share God's love and fulfill Christ's commission to "...go and make disciples of all nations." This handbook will help you prepare for your campaign and know what to expect. If you have any comments or suggestions about this handbook, please email them to handbook@sharehim.org.

The Mission of ShareHim

The mission of ShareHim is to develop in "first-world" Seventh-day Adventists a renewed ownership of this movement's message and mission, to instill confidence that God will work through each person to achieve His objectives, and to make evangelism a lifestyle in every church congregation. In a ShareHim campaign, Share Him is exactly what you'll do—share Jesus and what He's done in your life.

In preparation for your campaign, you should study to be sure of what you believe as a Seventh-day Adventist Christian, and why you believe it. As you conduct your campaign, you'll see the Lord working in powerful ways to turn people's hearts and minds to Him. After returning home, you'll share your experience and reflect on how God has blessed. You'll reconsider His place in your life and your role in His plan to proclaim an urgent message in the closing days of this earth's history.

Your Mission Continues at Home

The sharing doesn't stop when you return home, because God's power and blessings are just as real at home as they are in the campaign country. Your greatest mission field is your home area. Christ calls us to "...return home and tell how much God has done for you."

ShareHim, in partnership with over thirty local conferences in North America and Europe, is helping create an environment for laypeople, with the guidance of their pastors, to take ownership of their churches' evangelistic outreach. Thousands of campaigns have already been scheduled by teams of laypeople within their local churches. To assist these teams, ShareHim provides resource materials for both sowing and reaping, as well as conducting evangelism rallies and training sessions, all at no cost to the local church or conference. To get your church involved, speak with your local conference.

Supporting ShareHim

The ministry of ShareHim is made possible by individual Christians who believe strongly in lay-evangelism and support it with prayer, time, and money. If you feel called to support ShareHim financially, you can make a tax-deductible contribution by calling 866-900-0123. You can also donate by credit card on our website, www.ShareHim.org, or send a check to:

ShareHim
Carolina Conference of Seventh-day Adventists
P. O. Box 43234
Charlotte, NC 28215

GENERAL INFORMATION

Using the ShareHim Website

The ShareHim website, www.ShareHim.org, is the primary method for posting information about upcoming ShareHim campaigns and reports from past campaigns. Because critical information will also be distributed by email, **you must have an email address to participate in a campaign.** As a last resort, you may use the address of a reliable friend who will agree to print out and deliver email messages to you.

After you apply to participate in a campaign, you'll receive an email reminding you of your website username (normally the same as your email address) and your password. If you applied to be a speaker, someone from ShareHim will contact the reference you stated in the application and you'll receive an email when your application has been approved.

On the website you can view information about upcoming campaigns and read or submit reports and testimonies from past campaigns. You can also maintain your personal, group, and flight information; state your hotel room sharing preference; see what material has been shipped to you; and view a copy of this handbook. In addition, you can email any other people on the website by clicking on their names.

When you log in to the website, you'll see your list of upcoming and past campaigns on the left side of the screen. You can view the overview webpage for a specific campaign by clicking on the "Overview" button next to an event.

The overview webpage will be your source for most campaign details. It will list the campaign manager's email address and phone number, the orientation date and location, the individual campaign sites and hub city hotels, and the campaign participants. Near the bottom of the overview page you'll find links to information about the campaign country's electricity, time zone, and currency exchange rate.

NOTE: When using the website, please be sure to read all instructions, including the fine print, before seeking help from the campaign manager.

Sharing Your Story

In the Reports and Stories section of the ShareHim website you can share your campaign experience and photos with others. You can share a specific story of how God blessed or a general campaign site report. After the campaign has ended, log in to www.ShareHim.org and click on either "Story: Add personal testimony" or "Story: Add campaign site report" in the right-hand menu. You'll then be prompted to enter your story along with any pictures you wish to upload. After being reviewed and edited, your story will be posted on the ShareHim website and made available for publication by other church media.

NOTE: If you have registered for multiple campaigns, check that the correct campaign is displayed in large, bold letters on the left side of the screen. If not, click on "Change active event" in the event menu and follow the instructions before submitting your story.

Your Cost to Participate

Most ShareHim international campaigns require the speaker to raise or donate \$500 USD to help fund the direct cost of the campaign, \$100 USD of which must be submitted at the time of application. Your church, Sabbath School class, family, or friends may also choose to

help with this financial commitment. These funds must be sent to ShareHim. We will then send the entire amount to the appropriate host conference or mission responsible for the campaign.

The funds will be used for needs such as pre-campaign preparation, advertising, transportation, site construction or rental, equipment purchase or rental, translation, and campaign follow up. Naturally, there are some administrative expenses for the conference or mission hosting the campaigns. In addition, some campaign sites require more funding than others, depending on size, location, and so on.

In order to prepare for the campaign, the local site committee must receive the funds well in advance. Because of this, **the full \$500 USD donation for your campaign must be received by ShareHim no later than the Wednesday six weeks before the campaign begins, or your name will be dropped.** Donations can be made online at www.ShareHim.org; by phone at 866-900-0123; or by sending a check to ShareHim, Carolina Conference of Seventh-day Adventists, P. O. Box 43234, Charlotte, NC 28215.

In accordance with IRS tax-deductibility requirements, all donations will be non-refundable, and ShareHim will exercise full control and discretion over the use of any donated funds. If you find that you will be unable to participate, we will attempt to apply the funds to a future campaign in which you can participate. Otherwise, the funds will be used to help fund a college/university student's campaign.

Support team members and associate speakers should bring \$100 USD each to orientation to assist with in-country daily transportation. Those age 10 or under may bring \$50 USD each.

When you participate in a ShareHim international campaign, you'll be responsible for your own travel expenses, which include passport and visa, airline ticket, hotel and meals, and transportation from the orientation city to the campaign city. (In some cases, this may require a continuing airline ticket.) You'll pay these costs personally and handle your own money. In addition, speakers are responsible for providing the necessary graphics equipment for the campaign as discussed in the "Campaign Equipment and Supplies" section of this handbook.

Plan your budget carefully so you won't run out of money. You'll find the approximate cost for hotels and meals on the campaign website. Once you are assigned to a specific campaign city—normally a month or two before the campaign begins—you'll be able to view the cost for single and double rooms at your hotel. Your costs may be a bit higher, since the exchange rate you receive will normally be slightly worse than shown. **You should bring at least twenty percent more than the estimated hotel and meal costs to pay for incidentals and unexpected expenses.**

Some participants choose to bring additional funds or other items such as Bibles, books, pens, etc. to distribute at their campaign site. Your campaign manager will discuss in orientation how to give gifts discretely. Please realize that while such gifts are permissible, they are neither required nor expected.

Tax Issues

In many cases, US taxpayers who itemize deductions may claim a charitable contribution deduction for some or all of the travel expenses they incur while participating in a ShareHim campaign. Deductible travel expenses include the cost of meals; lodging; airline, bus, or train

tickets; transportation to and from the airport; and out-of-pocket expenses for your car, including parking fees and tolls. To claim a deduction, you must keep reliable written records of your expenses.

To qualify for a deduction, you must have genuine and substantial duties throughout the duration of the campaign, either as a speaker or as a participating support team member. Also, there must not be any significant element of personal pleasure, recreation, or vacation in your travel. For example, if after a ShareHim campaign in Africa you went on a ten-day safari, your entire trip would likely be disqualified for deductibility purposes. However, if you spent one afternoon during the campaign visiting a nature preserve, then only the costs related to that outing would be disallowed for purposes of deductibility.

Those who contribute to your ShareHim campaign may also be able to claim a charitable contribution deduction, though the contribution cannot be made directly to you or earmarked for your exclusive use. Instead, your church's board should vote to make your mission trip an official church project and establish a fund for contributions. For contributions to be deductible, they must be spent furthering the church's charitable purpose and not for tourism.

It is important to inform contributors that the church will exercise full control and discretion over the use of any donated funds. The church should establish the budget for the trip and require an accounting of how the funds are spent. Donors should not write a specific participant's name on their check, and the church should not establish separate funds for each participant. In addition, the church should not agree to return a contribution if someone is later unable to participate.

NOTE: Please be aware that the information in this section should not be considered tax advice. You should consult with a tax professional regarding your specific situation.

Support for Your Campaign

ShareHim helps support your campaign in several ways, including a pre-campaign planning visit to the campaign country by the manager, administration of the ShareHim website, and creation of campaign materials and sermons. In addition, ShareHim distributes funds to the local church organization to aid in conducting the campaign and other soul-winning activities.

ShareHim provides each speaker with a DVD-R containing the ShareHim evangelistic series graphics and computerized sermon notes, along with a DVD-R containing the Presentation Synchronizer software. ShareHim has prepared a set of sermons for African, Hindu, and international audiences. Each set has been translated into several languages. For maximum impact, speakers will preach the sermons in the order planned by ShareHim. Each speaker will also be provided with a copy of The JESUS Film. Finally, each participant will receive 21 days of short-term mission insurance coverage.

The local church organization will use the funds from ShareHim to prepare for the campaigns. This will include making arrangements for a campaign site with a stage, screen, and PA system; planning with local churches; and arranging for a translator if needed. Also, the local church organization will provide transportation to and from the airport, daily transportation to and from the campaign site, decision cards, and other necessary campaign materials.

Withdrawing from a Campaign

If you will be unable to participate in an upcoming campaign, **please remove yourself from the campaign as soon as possible to make room for others and to avoid disappointing an expectant congregation.** To remove your name, log in to the ShareHim website, www.ShareHim.org, using your login (normally the same as your email address) and password. Click on “Remove my name from a campaign” in the left-hand event menu and follow the instructions.

NOTE: If you have registered for multiple campaigns, check that the correct campaign is displayed in large, bold letters on the left side of the screen. If not, click on “Change active event” in the event menu and follow the instructions before removing your name.

Leaving Feedback

ShareHim is a rapidly growing ministry, and we value your feedback and ideas to help make this ministry even more effective. To access the campaign feedback form, log in to www.ShareHim.org and click on “Fill out the ShareHim Survey” in the right-hand menu. Note that this option will only be accessible after the campaign has ended. If you have registered for multiple campaigns, check that the correct campaign is displayed in large, bold letters on the left side of the screen. If not, click on “Change active event” in the event menu and follow the instructions before completing the survey.

PLANNING YOUR TRAVEL

Buying Airline Tickets

You are responsible for buying your own airline ticket. The campaign webpage will state the date for orientation—normally the Wednesday or Thursday before the campaign begins. You should arrive in the orientation city no later than the night before orientation and return home no sooner than Sunday evening after the campaign. Buy your ticket early, since fares increase as the departure date nears.

You may buy your ticket wherever you choose, though we encourage you to get a competitive bid from Julia Reid at Mission Travel. She has years of experience arranging travel at the General Conference, and she has access to discounted fares with several airlines. Contact Julia at 240-568-6300 ex. 14, fax 301-725-6492, or email missiontvl@juno.com.

For groups, we also encourage you to contact Travel 2 Give, an agency that regularly books group travel for several Adventist ministries. Their group fares are highly competitive, and a portion of the commission from each sale goes to benefit Quiet Hour Ministries, a ministry partner of ShareHim. Contact Sandra D'Arcy at Travel 2 Give at 877-442-4483 ex. 705.

Other recommended sources for low-priced airline tickets include:

Butler Travel (Adventist owner)	email: ellen@butlertravel.com	503-879-5005
Travel Chalet (Adventist owner)	email: travelcafe@comcast.net	269-473-4567
Aviation & Travel Consultants	email: atraelny@aol.com	914-747-4775
Orbitz.com	www.orbitz.com	800-228-7162

Consolidator Networks	www.airvalues.com	888-346-5795
Raptim (Refundable missionary fares)	www.raptimusa.com	800-777-9232
Individual Airline Websites	(often have the lowest nonrefundable fares)	

Entering Flight Information

Once you buy your airline tickets, it is critical that you **post your flight arrival and departure information to the ShareHim website as soon as possible**. This will enable church leaders in the orientation city to reserve your hotel room and arrange to pick you up and drop you off at the airport. In addition, if you'll be flying from the orientation city to the campaign city, you'll need to post that flight information as well. To post your flight information:

1. Log in to the ShareHim website using your email address and password.
2. If you have registered for multiple campaigns, check that the correct campaign is displayed in large, bold letters on the left side of the screen. If not, click on "Change active event" in the event menu and follow the instructions.
3. Click on "Maintain flight information" in the right-hand menu.
4. Enter your flight arrival and departure information for the orientation city.
5. If you'll also be flying from the orientation city to the campaign city (the "hub city" where you'll stay during the campaign), enter the flight information in the lower half of the form.
6. Click on "Save."

NOTE: Please be sure your flight information is correct. Someone will be waiting for you at the airport based on the information you post. If you do not post accurate arrival information, you will not be picked up.

Selecting Room Sharing Preferences

Another item you must post on the website is your hotel room sharing preference for the orientation and campaign cities. **This is necessary regardless of whether you plan to reserve a private room or share a room with someone else**. Once you are assigned to a specific campaign city—normally a month or two before the campaign begins—the local church organization will reserve your room based on the sharing preference you posted. **While participating in a ShareHim campaign, you are expected to stay in the hotel selected by the campaign manager.**

On the website you can create a room for others to join, create a room to stay alone, or join a room already created by someone else. To select your preference, log in to the website, click on "Select hotel room preferences" in the right-hand menu, and follow the instructions. If you have registered for multiple campaigns, check that the correct campaign is displayed in large, bold letters on the left side of the screen. If not, click on "Change active event" in the event menu and follow the instructions before selecting your room sharing preference.

NOTE: You do not need to reserve your room with the hotel. You need only select your room sharing preference. The local church organization will make the reservation with the hotel.

Obtaining a Passport

You must have a valid passport before traveling to almost any foreign country. As of January 2007, US citizens of any age must have a passport even to fly to Mexico or the Caribbean. **Many countries require your passport to be valid at least six months beyond your arrival date.** If you need a new passport, apply immediately, since the process takes several weeks. In the US, rush delivery is available for a fee.

For information on obtaining a US passport, call 877-487-2778 or visit travel.state.gov. For Canadian passport information, call 800-567-6868 or visit www.ppt.gc.ca.

Visa Requirements

Many countries require arriving visitors to have a visa (permit to enter the country). Some countries allow visitors to purchase the visa upon arrival at the airport, while others require that a visa be placed in your passport by the country's embassy or consulate prior to arrival.

The requirements for obtaining a visa vary widely from country to country. Specific information for your destination country, including whether visas are available upon arrival, will be stated on the campaign webpage. Note that even if visas are available on arrival, regulations may require you to hold a standard passport, not merely a temporary residence permit. **Be sure you know the visa requirements of the campaign country.**

To obtain a visa from an embassy or consulate, you'll likely have to submit multiple copies of an application form along with a few passport-style photos and pay a fee. Some countries also require a letter of invitation from an organization within that country. If so, ShareHim will help secure the letter. Country-specific visa requirements for US travelers can be found at travel.state.gov or www.traveldocs.com, or by calling the country's embassy or consulate directly.

Remember, you may need more than one visa. If you plan to leave the airport in a second country while en route to or returning from your campaign country, you may also need a visa for that country.

Applying for a Visa

While you are free to apply for your visa directly, Diana Jo Beeler at the General Conference's Visa and Passport Office has graciously volunteered to help process visa applications for ShareHim participants. Because some visas take several weeks to process, **apply for your visa at least two months before departure, or sooner if instructed by the campaign manager.**

NOTE: If you are going to India, you should not apply through Diana Jo's office. Contact the campaign manager for more information.

Visa applications can be downloaded from www.traveldocs.com or from the embassy website's consular page. In some cases the necessary application must be obtained directly from the embassy—a process Diana Jo can help with.

You may be required to list the name and address of a contact within the destination country—normally the conference or union coordinator shown on the campaign webpage. Unless instructed otherwise, you should request a tourist visa. Some countries may require speakers to have a business visa. If so, this will be noted on the campaign webpage. If you

have questions about the application process, please contact Diana Jo Beeler at 301-680-6258; fax 301-680-6290; or e-mail: beelerd@gc.adventist.org.

Please remember that the General Conference is doing you a favor by assisting with your visa, so please be patient and submit your application in plenty of time.

When you complete your application, send by FedEx (not mail):

1. The application forms
2. The necessary passport-style photos
3. Your passport
4. A copy of your flight itinerary
5. Any other required documents
6. A self-addressed prepaid return FedEx mailer, and
7. **A check for the visa fee plus \$40 USD** to cover the cost of courier delivery and processing, payable to the General Conference of Seventh-day Adventists to:

Diana Jo Beeler
General Conference of Seventh-day Adventists
12501 Old Columbia Pike
Silver Spring, MD 20904

PLANNING FOR YOUR STAY

Learning About Your Destination

It's important to learn about the history, culture, and background of the people who will attend your campaign. A good method is to obtain a travel guidebook, such as one of the Lonely Planet series, and study the cultural and historical sections. When you are in the campaign country, ask questions of the locals to learn what their lives are like and the issues they face, both temporally and spiritually. Remember, good listeners make good teachers.

Climate and Weather

For a general idea of the climate to expect in your destination country, visit www.climate-zone.com. For international weather forecasts and current conditions, visit weather.yahoo.com or www.intellicast.com.

Dress

Men: A suit is always appropriate for preaching. In warmer areas, a shirt and tie without a jacket is acceptable, though some members may still prefer that the speaker wear a jacket, at least on the first night of the campaign. Comfortable, casual dress is appropriate during the day, though shorts may not be considered proper outside of the hotel.

Women: A dress or skirt that reaches below the knee is appropriate for preaching. The culture of many developing countries is quite conservative, and most congregations do not accept women wearing slacks or pant suits while speaking publicly. Casual dress, including slacks, is appropriate in the day. Shorts may be considered improper outside of the hotel.

Both Men and Women: Please be aware that jewelry, including engagement rings, will be a distraction in most parts of the world where campaigns are held, though a simple wedding band is accepted in some areas. Also, **hair worn in dreadlocks, cornrows, or spikes is considered inappropriate in most countries** in which ShareHim holds campaigns. If you have any questions, please email your campaign manager.

Things to Pack

As you pack, keep in mind your airline's baggage weight allowance. In addition to clothing, toiletries, and personal medications, you may wish to include:

1. Sunscreen
2. Insect repellent
3. Hand soap
4. Emergency toilet paper
5. Small flashlight
6. Bag of powdered laundry soap
7. Antibacterial gel for hand washing
8. Dual-voltage travel iron
9. Dual-voltage hair dryer
10. Extension cords at least 16 ft (4 m) long for hotel and campaign site
11. Snacks, such as dried fruit and nuts, granola bars, wheat crackers, etc.
12. First Aid supplies (bandages, antibacterial cream, aspirin, etc.)
13. Charcoal tablets, Imodium, and Cipro (See the Health and Safety chapter.)

Meals

Normally you will eat in the restaurant of the hotel where you stay. You will be responsible for the cost of your meals. The campaign webpage will list the average cost per meal and whether any meals are included in the cost of the room. Often participants choose to eat only two meals a day. If you find the meals unsatisfactory or too expensive, you'll probably be able to find alternatives. A few rooms may even have a refrigerator to store food, which will be noted on the campaign webpage.

Money and Credit Cards

Currency exchange rates can be found at www.xe.com/ucc/full.shtml. Be aware that the rate you actually receive will normally be a bit worse than shown on the website. Ask for advice during orientation before exchanging large amounts of money. The local church organization may be able to change for you at a favorable rate.

Banks normally provide better exchange rates than hotels. You'll always receive the best rate when changing clean, recently printed large bills. In fact, you'll be unable to change worn, old, or low denomination bills in many countries. The exchange rate for cash is normally better than for Travelers Cheques, which sometimes can only be changed at banks for a fee.

Credit cards are accepted in most major foreign cities, and ATMs are available at many banks. Outside of larger cities, however, there is often no access to these financial services. The campaign webpage may state whether credit cards are accepted at specific hotels, though that information is sometimes hard to obtain. If in doubt, bring cash. If you do bring a credit card, be sure to inform the issuing bank about your travel plans. Otherwise they may deactivate your card to prevent fraud.

It is safer to use a money belt rather than a purse or wallet. Ask your hotel if they have a safe for guests to keep their money, and considering paying most of your bill in advance so you won't have to hold as much cash. You should also protect your return airline tickets and passport as if they were cash.

Internet Access and Phone Calls

Email is an easy way to maintain contact with family and friends while traveling. Internet access at local "internet cafés" and some hotels is surprisingly widespread in most campaign countries, though connections can be very slow. If you don't have a web-based email account, you can create a free account with Yahoo at mail.yahoo.com. If you must use your own computer, you'll need to either have the internet café attendant connect your computer to their network, or contract with an internet service provider, such as iPass, that has dialup access numbers in your campaign country. To contact iPass, call 650-232-4100.

Many internet cafes also provide international telephone service. The per-minute rates are low—often cheaper than any other calling method—though the connections are not always solid. A more reliable, though more expensive option is to buy a local prepaid calling card.

You may also be able to use a calling card provided by your home long distance carrier, however this method can be quite expensive. For toll-free international access numbers for the major US phone companies, see the following websites.

AT&T www.usa.att.com/traveler/access_numbers/view.jsp

MCI consumer.mci.com/international/english/resources/accessnos.jsp

Quest www.qwest.com/residential/oor/products/callingcards/res_dial_guide.html

Verizon <http://www22.verizon.com/foryourhome/ld/walletguideEast.pdf>

Appropriate Conduct

At ShareHim, we consider it a privilege to be invited to work in many Divisions and Unions around the world. Similarly, you must realize that participation in a ShareHim campaign is a privilege, not a right. ShareHim reserves the right to accept or deny applications at our discretion. As a campaign participant, your conduct should be appropriate for one representing Christ and His church. Inappropriate conduct or conduct that threatens to undermine the mission of ShareHim may result in cancellation of your campaign, suspension of your insurance coverage, and even recommendation for deportation.

HEALTH AND SAFETY

Vaccinations and Antimalarial Drugs

Though it is rare to contract a disease during a short trip, it is wiser to be cautious and think preventatively. Consult your physician or local public health department about which vaccinations to receive before traveling. Recommendations can be found at www.tripprep.com and www.cdc.gov/travel. Note that vaccinations may be less expensive at your public health department than at a physician's office. Also, note that several African and South American countries require visitors to provide proof of Yellow Fever vaccination.

Malaria is a potentially fatal disease that is endemic in many warm parts of the world. Country-specific information is available at the websites listed above or from your local public health department. If malaria is a risk in your campaign country, see your physician about a prescription for a prophylactic drug such as Larium or Malarone. Remember to take these drugs with food.

Please take your antimalarial drugs as prescribed. The risk of potential side effects is far less than the risk you face if you contract malaria. Of course, the best defense against malaria is to avoid mosquito bites. Bring repellent and use it liberally, especially at dawn and dusk.

Food, Water, and Upset Stomach

Food that is cooked or peeled is normally safe. Beware of salads, fruit juices mixed with unpurified water, and ice cream that may have thawed and been refrozen. Assume all tap water is unsafe, including ice in drinks. Drink only purified water or prepackaged drinks. Bottled water can be purchased in most countries.

Even if you are careful, upset stomach is still likely at some point during your travel. Remember to keep drinking plenty of fluids. Foods like bananas, rice, and apples, and natural remedies like charcoal can often help. Imodium or similar medications can stop diarrhea temporarily, though a complete course of an antibiotic such as Cipro is generally a more effective treatment. Consult your physician about these and other remedies before leaving home.

Sickness and Emergencies

In case of sickness or accident, seek treatment locally and save any medical expense receipts for insurance reimbursement. If you become more than mildly ill, alert the campaign manager immediately.

Travel Insurance

ShareHim purchases Short-Term Travel Insurance from Adventist Risk Management for all participants age 84 or under who are listed on the campaign webpage. To be listed, you must complete the application process on the ShareHim website, and ShareHim must approve your application. **If your name is not on the campaign webpage, you will not be insured.**

The length of coverage is 21 days, from the Tuesday before orientation through the Monday after the final meeting. It is possible to extend your coverage in advance. If you need to do so, contact your campaign manager. Also, if you should need to file a claim, your campaign manager can help you secure the necessary forms. Even though insurance coverage is not available for those over age 84, several such individuals have participated in ShareHim campaigns. Everyone of any age is welcome.

For more information on the coverage provided, visit www.ShareHim.org/insurancepolicy and take note of the benefits listed for the Basic Plan A. Note that the coverage is not valid for travel to the United States, Canada, or their territories. Below is a summary of the coverage and plan limits. If you desire additional coverage, feel free to make other outside arrangements as needed.

Coverage	Plan Limit (USD)
Accidental Death & Dismemberment	\$ 5,000
Basic Medical (Excludes Pre-existing Conditions)	140,000
Personal Affects / Baggage	1,500
Emergency Evacuation / Repatriation	25,000 / 10,000
Trip Cancellation	800

Loss or Theft of Valuables

As you travel, be especially careful to guard your valuables at all times. When flying or traveling by bus, carry valuable items with you rather than in your checked luggage. In case of loss or theft of valuables, you should attempt to obtain a police report of the incident. If this is not possible, collect signed statements verifying the loss from responsible witnesses, such as other trip participants. The report or statements will help prove the loss for insurance reimbursement purposes. If the loss is significant, contact the campaign manager immediately.

Safety

You must heed the safety tips given at orientation. Perhaps the greatest potential risk you will face in many countries is being struck by a vehicle. Be extremely careful when crossing the street. Also, we discourage making any side-trips without prior consultation with local pastors and church members. As in all countries, some areas are safer than others and accurate information is essential.

Risk is an inherent part of travel, and ensuring absolute safety under all circumstances is simply not possible. ShareHim cannot be responsible for your safety. **Realize that you travel and participate at your own risk, and you alone are responsible for your safety.**

CAMPAIGN EQUIPMENT AND SUPPLIES

Sermons and Software

ShareHim will send each speaker, at no cost, a DVD-R containing the ShareHim evangelistic series sermon notes and graphics and a DVD-R containing the Presentation Synchronizer software. Presentation Synchronizer is a program that allows you to view the notes on your laptop screen while simultaneously projecting the audience slides. Installation instructions are included and will also be emailed to you when the discs are mailed. **For technical assistance with Presentation Synchronizer, please call 870-342-5341 from 7:00 am to 7:00 pm, Central Time.**

The sermon disc you receive will contain audience graphics in the language for the country where you will preach. If you wish to purchase sermon discs with other languages, go to the ShareHim website, www.ShareHim.org, click on “Resources” in the left-hand menu, and follow the instructions under “Buy Sermon Notes and Advertising Materials.”

Graphics Equipment

Each speaker will need three pieces of equipment to preach a campaign:

1. A video projector
2. A Windows-based laptop computer with Microsoft PowerPoint (requirements below)
OR a DVD player (A good option for the extremely computer-phobic)
3. A remote control to advance the picture

Another valuable piece of equipment is an inverter. With an inverter, you can power your laptop and projector using only a standard car battery. You can find more information on inverters in the “Electricity” section of this chapter.

NOTE: You must set up, test, and become completely familiar with the operation of your equipment and the ShareHim sermons before leaving home. Practice preaching with your equipment, including leaving a pause for the translator after each sentence or statement. Also, practice editing the sermons in case this is necessary. **Please don’t arrive at orientation having never used your equipment or practiced preaching!**

Several excellent training videos are available for viewing on the ShareHim website, www.ShareHim.org. The videos cover topics such as setting up equipment, installing software, preaching with a translator, and more. To view them, click on “Training Videos” in the left-hand menu. **For technical assistance with Presentation Synchronizer software, please call 870-342-5341 from 7:00 am to 7:00 pm, Central Time.**

1) Video Projector: Because of the high cost, you may wish to try borrowing a video projector before renting or buying one. Any projector with a brightness of 1,000 Lumens or more is adequate, so most projectors made in the past few years will work fine. Naturally, the more powerful the projector, the easier it is to see the picture. Very powerful projectors, however, with a brightness of 3,000 or more Lumens sometimes cannot be powered by backup generators. Be sure to verify that your projector can operate on both 120 and 240 volt electricity. For more information, see the “Electricity” section of this chapter.

Two recommended dealers of quality projectors are:

- **RTZ Audio Visual Associates, Inc.** – Contact the Seventh-day Adventist owner, Gary Lunsford, at 800-543-0582, 443-757-0480, or visit www.ritzav.com.
- **Slide & Sound Corporation** – Contact Rick Boer at 503-615-0402, or visit www.slideandsound.com.

2) Laptop Computer: Most Windows-based laptop computers with a DVD-R drive should be able to send the sermon graphics to a projector. Two programs must be installed—Microsoft PowerPoint and Adobe Acrobat Reader. In order to install and use the Presentation Synchronizer software, the computer must have PowerPoint 2003 or newer. Macs must have an Intel processor and Leopard with Bootcamp—Parallels will not work. (Presentation Synchronizer allows you to view the sermon notes on the laptop screen while simultaneously projecting the audience graphics.)

DVD Player: A DVD player may be used in place of a computer to send the graphics to the projector. Those who are apprehensive about working with a computer may find this

to be the best option. In addition, a DVD player is much cheaper than a laptop computer, though you will need to print and use paper notes.

The DVD player must have a remote control to advance the picture. Make sure that your player can operate on both 120 and 240 volts. (For more information, see the “Electricity” section of this chapter.) Either of the two dealers mentioned above can provide players that will work well.

- 3) Remote Control:** There are two types of remote controls—radio frequency or “RF” (like a car door remote) and infrared (like a television remote). RF remotes are much better for preaching, since they work regardless of which way they are pointed. Recommended units include the Honeywell Mini PowerPresenter and the Logitech Cordless 2.4 GHz Presenter.

Quality RF remotes are available from David Johns at Present Solutions at 870-342-5341 or www.presentsolutionsdirect.com and from RTZ and Slide & Sound. Don’t forget to bring an extra battery for your remote, and as with all your campaign equipment, **be sure to test and practice with your remote before leaving home.**

Renting Equipment

For speakers who are unable to obtain graphics equipment locally, ShareHim has complete graphics systems for rent. Each system includes a video projector, computer, remote control, and a sturdy, hard-sided case. Most of these systems will be reserved from May through September, since priority is given to university students.

During the rest of the year, ShareHim rents the systems to speakers who are unable to purchase or borrow equipment locally. The cost is \$350 USD, which includes round-trip shipping. If you wish to rent a system, you may indicate so on the campaign application or by logging in to the ShareHim website and clicking on “Request graphics equipment rental” in the right-hand menu.

Upon receiving email confirmation that a system has been reserved, send a check payable to “ShareHim” for \$350 USD to ShareHim Equipment Rental Payment, Carolina Conference of Seventh-day Adventists, P. O. Box 43234, Charlotte, NC 28215. Your equipment will arrive about two weeks before the start of your campaign. It will be sent to the shipping address you provided on the website, so please insure it is correct. **The combination 7 0 4 or 0 7 0 4 is used to open the rental equipment case.**

Please treat the equipment as if it were your own by handling it carefully, packing it correctly, and allowing adequate cooling time before unplugging the projector. You should practice setting up and preaching with your equipment as soon as it arrives. Training videos on equipment setup and software installation can be viewed on the ShareHim website, www.ShareHim.org. Click on “Information & Training Videos” in the left-hand menu.

If, after viewing the training videos on the website, you still have questions, you may contact the ShareHim Equipment Department at 423-521-5866 or email equipment@sharehim.org.

When you return home, attach the provided pre-paid return shipping label to the case and lock it. Call FedEx at 800-463-3339 to find your nearest FedEx drop-off location. **You MUST ship the equipment back to ShareHim within FIVE DAYS of the close of your campaign so it can be prepared for upcoming campaigns.**

Paper Notes and Printing

All speakers should bring paper sermon notes. Speakers using a standard DVD player must preach from printed notes. Those using a computer with a DVD-R drive and PowerPoint 2003 or newer can use the Presentation Synchronizer software to display the notes on the computer screen while simultaneously projecting the audience graphics. They should, however, still bring paper notes in case of equipment problems.

The sermon notes are included on the ShareHim sermon disc in Adobe Acrobat PDF format. You must install the notes onto a computer in order to print them. Normally the note files will be installed in the “My Documents” folder under “Truth for Today Sermons \ Adobe Acrobat Format Notes.” You’ll need the Adobe Acrobat Reader program to view and print the notes (download free at get.adobe.com/reader). Please print the notes before you leave home. Don’t bring a printer to the campaign or plan to find a printer in the campaign country.

If you do not wish to print the notes yourself, you may purchase a complete pre-printed set on weather-resistant paper for \$109 USD from Present Solutions at 870-342-5341.

Recommendations for printing the sermon notes:

1. Not all of the sermons on the disc will be used, and you need only print the notes for the sermons that you will preach. You can view the sermon schedule either on the last page of this handbook or at www.ShareHim.org/sermonschedule.
2. Print on only one side of the page. That way you can slide the pages across rather than flipping them, which can distract the audience.
3. Color notes make it easier to see at a glance whether the picture on the notes matches the one on the screen. If you are printing notes only for backup, black and white notes are adequate.

Electricity

Voltage: Most countries use 220-240 volt electricity instead of the 120 volt that is standard in North America. Most projectors, computers, and DVD players can operate on both 120 volts and 240 volts, but **please check your equipment to avoid damage**. Look for a label stating something like “Input 110-240V” on the back of the device, on the transformer that is part of the power cord, or in the user manual. Also, verify that any other appliances (hairdryers, irons, etc.) you plan to bring will operate on both voltages, since many will not. For information on which voltage and plug style is used in your campaign country, see the “Information about...” section near the bottom of the campaign overview webpage.

Surge protectors: A surge protector is strongly recommended to protect your equipment from possible over-voltage. This will be discussed further at orientation. Since surge protectors are normally designed for use with a single voltage, they should be obtained in the campaign country. Beware of power strips or surge protectors purchased in North America. If you try to use them in a country that uses 240 volts, they will likely break.

Adaptors: Adaptors are small devices that make the plug at the end of a power cord compatible with a different style of electrical outlet. Adaptor sets are widely available. You’ll need one for your laptop or DVD player and another for your projector. You may also need one or more in your hotel room for small appliances. Remember, adaptors do not reduce the

electrical voltage. They only allow you to plug your power cord into a different style of outlet. You can find information about which plug style is used in your campaign country in the “Information about...” section near the bottom of the campaign overview webpage.

Converters: A converter does reduce the electrical voltage. Many of the adaptor sets mentioned above include a small converter. Don't depend on these small converters to power anything but your smallest appliances, such as electric razors, small travel irons, and hairdryers. Never use them for your graphics equipment, since your equipment can be damaged!

Transformers: If your campaign equipment operates only on a voltage different than that of the campaign country, you must secure a voltage transformer. Transformers large enough to handle your equipment are quite heavy, so you'll probably want to buy one in the campaign country. Send an e-mail to the coordinator in that country and tell them of your need. The e-mail address can be found on the campaign webpage.

Inverters: An inverter produces household-style electric current when attached to a 12 volt battery, such as a car or truck battery. With an inverter, you can power your laptop and an average-intensity projector using only a standard car battery, as long as the battery is fully charged before the meeting each night. An inverter will also protect your equipment from electrical surges. Inverters are especially useful in areas where electrical service is unreliable or sporadic. Inverters can also be purchased at electronics stores, RV supply stores, and truck stops.

Extension cords: The building codes of some countries, especially former British colonies, prohibit full-power electrical outlets in bathrooms. If you want to use a hairdryer in the bathroom, you'll need to bring an extension cord and run it into the bathroom from another room. In any case, the multiple outlets on most extension cords make them handy to have on a trip.

PLANNING FOR YOUR CAMPAIGN

Patience and Flexibility

Before the campaign, ask the Lord for an extra dose of patience and flexibility. In many parts of the world, the concepts of preparation and scheduling have very different meanings than you may be accustomed to. Drivers may occasionally be late, translators may have trouble understanding you, and appeals may not always go smoothly.

Frustration normally does little to help the situation. A better approach is to explain clearly and calmly just what you would like to happen and why. Also, realize that people in many cultures don't expect the kind of clockwork perfection you may prefer. In fact, in their country, their way will often work better than your way. At times you may simply need to stop, take a deep breath, and remember that this is the Lord's work and the results belong to Him. He can and He will do the job, even if we don't always understand the details.

The Campaign Manager's Role

ShareHim will assign at least one experienced campaign manager to each international campaign. The manager will work to help your campaign run as smoothly as possible. Several months before the campaign, the manager will travel to the campaign area to meet

with the local church organization, pastors, and evangelism teams. During the campaign, the manager will conduct the orientation and visit the campaign sites to observe the speakers, translators, and the setup of the sites. The manager will meet with the speakers and support team members at each campaign city to give encouragement and suggestions.

Orientation

Orientation for all participants is scheduled from 8:00 am to 4:00 pm on the Wednesday or Thursday before the campaign. The location and date will be shown on the campaign webpage. Please arrive in the orientation city no later than the night before orientation. **All participants—both speakers and support team members—must attend orientation, regardless of previous experience. If you cannot attend orientation, you should remove yourself from the campaign.**

Topics discussed in orientation will include safety, health, cultural differences, emergency contacts, and money exchange. You'll also cover issues such as sermon preparation, preaching technique, use of equipment, making appeals, working with a translator, visitation, baptismal classes, closing Sabbath activities, and more.

In some cases, orientation will be held in the campaign city. In other cases, following orientation you will travel to your campaign city, sometimes several hours away. The schedule provides time for you to settle into your hotel, meet the local campaign committee and translator, and visit your campaign site before Friday evening.

Campaign Schedule

Your campaign will begin on Friday evening. Speakers will preach nineteen sermons during sixteen evening meetings and three Sabbath morning meetings. You can view the complete international campaign sermon schedule on the last page of this handbook or at www.ShareHim.org/sermonschedule. **Note that only some of the sermons on the disc will be used, and they will not necessarily be preached in numerical order.**

Occasionally, church members or pastors have asked speakers to modify the sermon schedule, shorten the sermons more than recommended, or preach without slides. Such changes are strongly discouraged and can only be made with approval from the campaign manager.

On the closing Sabbath, a local pastor will baptize candidates who are ready either at a local site or at a mass baptism with candidates from other campaigns. Where possible, it's advisable to also have one or two willing candidates give testimonies and be baptized during the second Saturday evening meeting. The sermon that night is about baptism, and many people are encouraged to be baptized when they see someone else make that decision.

The final meeting on Saturday night is a meaningful time for bonding and farewells, and is often one of the highlights of the campaign. At the close of the campaign, you may wish to give a small gift to your translator, pastor, and driver to show your appreciation. Also, in past campaigns, some participants have arranged to purchase Bibles for those who are baptized. While this is permissible, you should not feel that it is expected or required.

On Sunday morning, most participants head for home, while others choose to take a few days to enjoy the sights of the country. Each local church organization is asked to provide

the e-mail address of a local travel agent who can help arrange sightseeing trips. Remember, ShareHim rental graphics equipment must be returned five days after the closing meeting.

The Mentorship Program

One of the most important parts of a ShareHim campaign is the mentorship program. The program is a structured way for an experienced speaker to guide and encourage others who may have less experience. In each campaign city, one of the speakers will be designated as a mentor for the group and will be mailed a packet of mentorship materials from ShareHim. In daily morning meetings, the mentor will lead the speakers and support team members through a discussion of the key themes to emphasize in each sermon.

During the morning meetings, you will also have a chance to share experiences from your site and spend time praying together for the success of the campaign. In some cases, local church workers will join you for these meetings. Because of the essential nature of the morning mentorship meetings, **punctual attendance is mandatory for all speakers and support team members.**

Making the Sermons Your Own

It is expected that you may want to make a few changes to the ShareHim sermons in order to make them your own. For example, you may wish to occasionally substitute a personal illustration for one in the sermon. If you decide to shorten the sermons, however, be very careful. While it may be okay to leave out some details, it is far too easy to unintentionally cut out important parts of the message. **As a rule, you should never shorten the sermons more than ten to fifteen percent.**

Some speakers find it difficult to preach the sermons with translation in one hour or less. Generally this happens because either the speaker is adding unnecessary details or the speaker and translator have not had enough time to prepare together. Don't assume that cutting slides will shorten the length of your presentation. A sermon with many slides can be preached in a reasonable time if you don't spend too long on any one slide. In addition, a sermon with very few slides is less likely to hold the audience's attention.

NOTE: By applying to preach a ShareHim campaign, you are agreeing to preach the sermons provided in the order given by ShareHim. You can view the sermon schedule on the last page of this handbook or at www.ShareHim.org/sermonschedule. **If you do not feel you can preach the sermons provided in the order given, please return your sermon disc and remove yourself from the campaign.**

Support Team Members

Though most ShareHim campaigns are conducted by a single speaker, some campaigns may involve one or more support team members in a variety of roles. For example, support teams conduct children's programming, present health lectures, perform music, and so on. These all can be effective means of evangelism.

If you wish to participate as a support team member, you must work with a specific speaker. If you don't have a speaker to work with, you can try emailing the speakers for a campaign and requesting to join their support team. Remember, to send email to people on the website, simply click on their names. Someone may be thrilled to have you join his or her support team.

The JESUS Film

About one month before departure, each speaker will be mailed a DVD of The JESUS Film, a powerful two-hour film based on the Gospel of Luke. The film will be in the language most widely understood at your campaign site and is an integral part of a ShareHim campaign.

You'll show the film in short segments before each meeting using either your computer or a separate DVD player. Some participants have chosen to bring a low-cost DVD player for this purpose and leave it with the local church as a gift. The audio should be played through the locally-provided sound system.

The DVD is divided into fifteen segments—one for each evening of the campaign, except the last. The final segment is intended to be shown after Friday's sermon followed by an appeal during the film's closing scenes. On the closing Saturday evening, some speakers preach a short version of the final sermon and show the film again in its entirety. After the campaign, you should leave the DVD with the local church.

NOTE: The ShareHim sermon disc should not be copied or left with the local church. ShareHim provides all Divisions in which campaigns are held free copies of the sermon notes and slides on DVD. Churches may obtain copies from the local ShareHim coordinator.

Appeal Songs

Appeal songs are an important part of evangelism, since the Holy Spirit uses music to touch hearts and minds. Each ShareHim sermon should be followed by a song sung either by the speaker, another soloist, or a local choir. Be sure to communicate clearly with your local campaign committee about how and when the songs will be used.

The sermon schedule includes a suggested song for each sermon. (View the sermon schedule on the last page of this handbook or at www.ShareHim.org/sermonschedule.) Songs have less impact if the audience is unfamiliar with them, so talk with the campaign committee and musicians to select more familiar songs if necessary. Sheet music for the suggested songs may be downloaded in both English and Spanish at www.ShareHim.org/appealsongs.

Decision Cards

Decision cards allow attendees to respond to the message in a tangible way and enable the local church to contact them. The cards are used only on specific nights, as shown in the sermon schedule. You can view a copy of the decision cards in various languages at www.ShareHim.org/decisioncards.

The best method of distributing the cards will be explained at orientation, since it varies from country to country. As with appeal songs, be sure to communicate clearly with your local campaign committee how the cards will be used. The local church organization is responsible for printing the cards, but occasionally cards are not available. If so, plan with the committee an alternate method for registering decisions.

Abundant Living Health Talks

If you wish to present health talks at your meetings, Wildwood Lifestyle Center and the ASI Medical Advisory Group have prepared two excellent sets of illustrated 12-minute health

talks in multiple languages entitled “Abundant Living.” The lectures are in PowerPoint format. The Western series has 26 talks targeted to industrialized areas, while the Village series includes 25 talks intended for developing countries.

The combination of all 51 talks can be purchased from Health Education Resources at www.healthexpobanners.com for \$99 USD. The Western series alone costs \$79 USD. Contact Health Education Resources at 423-949-8211, 423-421-4193, or email sales@HealthExpoBanners.com.

Truth 4 Youth Children’s Program

You may wish to present a children’s program in conjunction with your nightly meetings. Young Disciple Ministries has teamed with ShareHim to produce a children’s evangelistic series entitled “Truth 4 Youth.” This 26-part series is available in DVD and PowerPoint formats and combines Bible stories, mini-sermons, songs, simple crafts, and other activities. The programs correlate with the adult messages presented in a ShareHim campaign.

You can view a sample program at www.youngdisciple.com/truth-4-youth.aspx. The series is available in English and Spanish for \$129.95 USD. French and Swahili versions are planned. For more information, contact Young Disciple Ministries at 509-722-4300.

ShareHim Sermon Schedule

ShareHim International Campaign Sermon Topics				
<i>Week One</i>				
Day	Ser #	Sermon Title	Card	Appeal Song (Suggested)
Fri	2-B	The Strange Man of Mud and Metal (Dan. 2)		Turn Your Eyes Upon Jesus
Sat A.M.	3-C	Sleeping Through the Sirens (Christ's Soon Return)		Amazing Grace
Sat P.M.	4-D	Why So Much Suffering? (The Great Controversy)		Precious Lord, Take My Hand
Sun	5-E	Move Your Hand (The Gospel)	X	My Jesus, I Love Thee
Mon	8-H	It All Adds Up (2,300 Day Prophecy)		The Savior is Waiting
Tues	9-I	Your Day in Court (Judgment)	X	I'd Rather Have Jesus
Wed	10-J	Whatever Happened to Right and Wrong?		Jesus, Keep Me Near The Cross
Thu	11-K	Memory Lapse and Monkey Business (Sabbath)		I Will Follow Thee, My Savior
Fri	12-L	Mister One-Day-Late (Dan. 7)	X	I Have Decided to Follow Jesus
Sat A.M.	27-AA	How to Prosper in Health (Health / Tithe)		Jesus, I Come to Thee
Sat P.M.	16-P	How to Start Life Over Again (Baptism)	X	Lord, I'm Coming Home
<i>Week Two</i>				
Sun	15-O	Where Do We Go When We Die?		It May Be At Morn
Mon	14-N	A Thousand Years in Jail (The Millennium)		Have Thine Own Way, Lord
Tue	17-Q	Who Framed God? (Hell)		Take My Life and Let It Be
Wed	19-S	Why So Many Denominations?		He Leadeth Me
Thu	21-U	Survivors of the Longest War (Rev. 12)	X	More About Jesus
Fri	25-Y	The Holy Spirit and the Unpardonable Sin	X	Just As I Am
Sat A.M.	7-G	Don't Be Fooled (Christ's Second Coming)		All to Jesus I Surrender
Sat P.M.	26-Z	Is Heaven Real?	X	When We All Get to Heaven
An "X" in the card column indicates that a decision card is prepared for this sermon.				