

Guidelines for Sharing Information About International Workers in Creative Access Countries

1. **Names.** When sharing about International Workers (IWs), you may use first names when communicating orally, (e.g. during a church service), but use only initials when communicating in written form (e.g. church bulletin, mission bulletin boards, email, flyers, etc.).
2. **Countries.** Never refer directly to the county in which the IW is serving. Instead simply use continents (e.g. Asia, Africa, Europe, South America, etc.).
3. **Pictures.** Pictures of IWs may be printed for church use (e.g. bulletins, missions bulletin boards, etc.), but may not be made available publically (e.g. newspapers, neighborhood flyers, etc.).
4. **Internet.** Nearly everything that is posted online can be “crawled” by internet search engine bots. This means that if it’s online, it can probably be found. Therefore, it is best practice to not post anything, written or audio/visual, on any internet platform. This includes:
 - a. Church website – even if it’s just a file in storage and not visible to the public.
 - b. Online storage – such as Google Drive, Dropbox, etc.
 - c. Social media – Facebook, Instagram, YouTube, Sound Cloud, iTunes
5. **Email.** When emailing information about IWs (e.g. a church newsletter or update), include the following disclaimer: DO NOT POST ANY OF THIS INFORMATION ON ANY INTERNET PLATFORM. If you use a mass email platform to communicate to with your church, please check with that service to ensure that the email cannot be accessed via a weblink (for more questions on this, contact the District Office).
6. **Recording.** If you record your worship services and post the audio online, please trim any part of the audio in which you speak about IWs. If IWs are speaking at your service, please do not post any part of the audio.
7. **Documents.** Any written materials containing information about IWs should be discarded by shredding rather than simply being recycled or thrown in the trash.

Guidelines for Communicating With International Workers in Creative Access Countries

There are many inappropriate words and subjects that should not be used in communication with our International Workers (IWs). The correspondence guidelines which follow are to assist you in **all** your correspondence with them. The single most important communication mode requiring discretion is email. One has to assume that all email sent to and from an IW is downloaded, opened and/or saved by someone other than the intended recipient. This is reason for caution and vigilance.

1. Do not criticize the host country's government in any way.
2. Do not mention missions, missionary activity, evangelism, witnessing, giving out Bibles, the host country's church, support raising, etc. The C&MA does send missionaries; however, while they are abroad, their identity is often that of a teacher, business person, medical professional, development worker, consultant, or other professional. Removing the title of "missionary" does not remove their purpose. They will continue to share Christ with others, discipling new believers, and helping them to join or form a local church.
3. Do not send missionary prayer letters, tracts, church bulletins, missions magazines, Bibles, district or church newsletters, etc.
4. Do not send letters on church stationery, or send support information traceable to church sources into the host country. Any audio recordings sent should be labeled or titled only with the speaker's first and last name. Do not send packages with church labels.
5. Do not mention your worker's friends in the host country by name, or in any way identify people who might be interested in Christianity.
6. Limit your use of Christian language to talking about your own spiritual life and growth. You can quote Scripture. Just remember that moderation is the key.
7. Do not send bulk email.
8. Only give out an IW's email address or mailing address after obtaining permission from that worker. When you do give out their address, please make sure that you also give that person a copy of these guidelines.
9. Do write letters to IWs. Mail is a cherished and needed encouragement. Even if you can't say all you'd like to, please do write. A letter about what's happening in your life could make an IW's day.
10. Do not encrypt or code emails or letters to and from IWs, as this can bring unwanted attention to the sender and receiver.

These guidelines should be followed for all phone calls, e-mails, letters and packages. First class mail, in most cases, can take 2-3 weeks to reach an IW, so be sure to send mail early!