



## Home Assignment Clarification

*Please note: these details are different than the official home assignment policy discussed in the Missionary Handbook. Please follow these instructions for the 2022 Conference.*

For 2022 Conference, staff are encouraged to incorporate partnership development travel with conference. In order to make it easier for you to plan, we have provided the following accommodations for this summer.

Stateside staff may take one month, and overseas staff, including Hawaii and Alaska, may take three months away from their ministry around conference. This time will not count towards vacation and does not require a home assignment request, but it is to be used primarily for partnership development.

**Example (Stateside Missionary):** During conference season, a Stateside missionary takes a total of four weeks away from their ministry. The four weeks are broken down in the following way: four weeks = Ministry and rest (conference + MPD extra time + rest). Anything over four weeks must be considered vacation (refer to the Missionary Handbook for guidance).

**Example (Overseas Missionary):** During conference season, an overseas missionary takes a total of twelve weeks away from their ministry. The twelve weeks are broken down in the following way: twelve weeks = Ministry and rest (conference + MPD extra time + rest). *Anything over twelve weeks requires an HA planner.*

Please work with your field leader with arranging the dates of your time away from your ministry, especially if you have special circumstances or need additional time off around conference.

If you are gone from your ministry for more than six weeks, you may request limited-term staff, or you may recruit your own from outside sources or from within your ministry.

If you are requesting HQ coordination for limited-term staff, please notify HQ (through your field leader) as soon as possible but no later than March 15. If you recruit your own limited-term staff from outside sources, those individuals must apply with Cadence as limited-term staff or Cadence Associate Field Staff (CAFS) through the normal procedure. This is a great opportunity to recruit members from your sending churches or donor base and allow them to experience Cadence ministry first-hand. If individuals from your own ministry are providing coverage, we highly recommend that they apply with Cadence as limited-term staff or Cadence Associate Field Staff (CAFS). Please discuss these options with your field leader.

We consider this conference to be of such importance that if limited-term staff are unavailable you will have your leader's blessing to temporarily close your ministry during all or part of your time away. Sometimes these breaks can create a greater appreciation for the ministry within the military community.

Thank you for coordinating this time thoughtfully with your field leader, supervisor, chaplains, supporters, and sending churches.

If you have additional questions, please contact your field leader directly.