

EXIT INTERVIEW WORKSHEET

Current percentage level of support: _____

Choose one: Preliminary Exit Interview: _____ (85%) or Final Exit Interview: _____ (95-100%)

Name (First and Last): _____ Date: _____

Conducting Field-Service Team Member: _____

Others present: _____

I. Your foundation

A. Spiritual

Your sending church (with city and state): _____

Your sending church pastor: _____

Your relationship with them (any existing, anticipated, or potential situations that could affect you, your family or work)? _____

How involved are they, or do they plan to be, with regard to your family and ministry? _____

How can our FBMI team best work with them in order to support your work on the field?

B. Legal

Your home of record for legal and tax purposes (supported by your W-4, driver's licenses, auto insurance, voter registration, library cards, etc.):

<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

Are you ordained? _____ If yes, have you "opted out" of Social Security? _____

Status of passports and visas: _____

Current visas and anticipated/target visas? _____

Any unresolved legal, personal or financial concerns that must be addressed before departure? _____

C. Personal

Please mention any long-standing personal relationship situations that are potential hindrances to your work on the field (unsettled financial disputes, health problems, obligations to provide care, etc.): _____



II. Your family

A. Transition

What is your departure date to the field? _____

What is the last date you will be attending a church service at FBC? _____

What will be your initial housing situation (planned or anticipated) on the field? _____

Once you are established, what would be your goal regarding housing? _____

Has the shipment of personal goods to the field been addressed? _____

B. Communication

What is your anticipated field address? _____

Primary phone number and type with country/area codes *Backup phone number and type with codes*

FBMI E-Mail Address *Personal E-Mail Address*

Website address

How would you prefer that we should contact you on the field (e-mail, messaging apps, etc.) and what time generally would be best? _____

Please provide name and address of the person who will be receiving and reviewing your mail: _____

First and last name *Street address*

City *State* *Zip Code* *Primary phone number with area code*

Who is your emergency point of contact? If we can't reach you or if something should happen to you, whom do we notify?

First and last name

Street address *City* *State* *Zip*

Primary phone number with area code *E-mail address*



C. Records and resources

Who has access to your important papers, including your wills and living wills?

<i>First and last name</i>			
_____		_____	
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
_____		_____	
<i>Primary phone number with area code</i>		<i>E-mail address</i>	

What is the location of your safe deposit box or other repository for important documents?

<i>Location</i>			
_____		_____	
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>

Who has access to this safe deposit?

<i>First and last name</i>			
_____		_____	
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
_____		_____	
<i>Primary phone number with area code</i>		<i>E-mail address</i>	

Please list the contents you plan to place in the box (Example: original birth and marriage certificates, wills and living wills, original life insurance policies, ordination certificates, tax forms, DD-214 if a veteran, etc.):

D. Education

What is your schooling plan for your child/children while on the field (accountability, curriculum, etc.)?

How do you and your family plan to learn the language? _____

What language school do you plan to use? _____



III. Ministry

A. Financial

What has been your level of support over the last three months?

Target support level: _____

Monthly income: _____

Percentage of goal: _____

B. Planning

What are your short-term goals on the field? _____

Long-term goals? _____

How do you plan to meet these goals? _____

C. Resources

What program, materials and supplies do you have for soul-winning? _____

For discipleship? _____ For church-planting? _____

D. Accountability

Have you been getting your prayer letters proofread? _____

Do you use the FBMI e-prayer letter service? _____

Do you use, or plan to use, FBMI's Prayer Letter Services? _____

What is the anticipated timeframe for furloughs or other returns to the United States? _____

IV. Employee services

A. Financial

What will be your determined monthly personal salary once you are on the field? _____

If ordained, have you filled out your housing/utility allowance form? _____

Do you have any questions with regard to the EOM or monthly FBMI financial reports? _____



B. Benefits

Have you met with Laura Goodall regarding the NRHCSM (Sharing Ministry) coverage? _____

When did you, or will you, start coverage? _____

Have you made the deposit of \$400 into the emergency fund? _____

C. External resources

Do you have additional life and/or disability insurance? _____

Who is your agent? _____

Do you have prepaid legal service or a designated personal attorney in the USA?

Do you have a financial planner or advisor? _____

Do you have a will? _____

We recommend that you save/invest 15% of your salary if you have Social Security or 20% if you do not have Social Security Do you have plans in this regard? _____

We recommend that all missionaries obtain accounting and legal consultants on the field to facilitate compliance with national and local laws. Do you have plans in this regard?

D. Tax Preparation

Please be reminded:

FBMI cannot give tax advice, even to tax accountants or advisors.

If a missionary moves, he needs to make sure that he fills out another W-4 so that he will get his W-2 at his new address and not previous addresses.

If a missionary has an EOM question, he should watch the EOM training video on the website, then reach out to his FSC, and lastly to Bro. Snipes if the problem is more complicated than what that FSC can help with.

Who is your accountant or tax advisor to help with your tax returns while overseas and to help represent you should questions arise?



V. Medical and Dental

Has your family had a final medical and dental checkup with clearance from your family doctor and family dentist prior to departure? _____

Family doctor: _____ Family dentist? _____

Have you obtained pre-travel medical consultation and are immunizations (routine and travel) up to date?

Have you reviewed the diseases and medical problems of your field of service; and, if so, are there any specific preventative or treatment measures that should be taken? _____

Will malaria be a concern? _____ Yellow fever? _____

Do you have First Aid kits for the field? For the vehicle? For the home? For the church and ministry?

Any medical references or supplies you are taking to the field? _____

Are there opportunities to open doors of influence by addressing areas of great need and human suffering?

VI. Feedback and Information

Have you encountered any churches who treated you in an exemplary, extraordinary fashion? If so, which church and what aspect of their church set them apart as being exemplary?

Were there any aspects of deputation you feel you and/or your family were inadequately prepared for?

