

AGWM Contact List

CATEGORY	ITEM	DEPARTMENT/AREA	STAFF MEMBER
Accounts	Account listing	Financial Services	Ann Bull
Accounts	Opening or closing of missionary accounts	Financial Services	Regional/IM accountant
Accounts	Payments of AGWM invoices charged to cost centers	Divisional Accounting	Tami Hestand
Accounts	Payments of AGWM invoices charged to subledgers	Divisional Accounting	Donna Handy
Accounts	Reviews of AGWM financial accounts	Administration	Sherry Carson
Action Sheets	Requests requiring ELT approval	Executive Office	Kim Partin
Address Changes	Donors	U.S. Relations	Sheila Kiser/Henrietta Drake
Address Changes	Missionaries (AF/AP/EA/EU)	Missionary Services	John Matei
Address Changes	Missionaries (IM) and all associates	Missionary Services	Debbie Bain
Address Changes	Missionaries (LAC)	Missionary Services	Cheryl Handley
Address Changes	Missionary and associate applicants	Mobilization and Development	Kyrie Brown
Address Changes	MKs (college and alumni only)	Member Care	Wendy Wright
Address Changes	Short-term ministers abroad	Mobilization and Development	Sabrina Dearing/Jon Good
Address Changes	Short-term volunteers abroad	Mobilization and Development	Kyrie Brown
Address Changes	Staff	Administration	Tami Coble
AGWM Catalog	Promotional items for sale to individuals and churches	U.S. Relations	Sheila Kiser/Henrietta Drake
AGWM Memorial Fund	Setup, requests, maintenance of accounts	U.S. Relations	Roseann Witherspoon
Allowances	Setup of missionary or associate allowances	Financial Services	Regional/IM accountant
Allowances	Verification of missionary and associate income	Divisional Accounting	Lisa Ward/Tami Hestand
Annual Reports	AGWM district reports	U.S. Relations	Roseann Witherspoon
Annual Reports	Annual Personnel Report preparation	Business Services	Colleen Price
Annual Reports	State of the Mission	Communications	James Wright
Applications	Associates and MAPS workers	Mobilization and Development	Kyrie Brown
Applications	Missionaries	Mobilization and Development	Kyrie Brown
Applications	Short-term ministers abroad	Mobilization and Development	Sabrina Dearing/Jon Good
Applications	Teams	Mobilization and Development	Sabrina Dearing/Jon Good
Archives	Missionary, country, and ministry archival records	Business Services	Missy Blakely
Bank Accounts	AGCU work accounts	Assemblies of God Credit Union	AGCU staff
Bank Accounts	Commerce accounts, overdraft processing, wire transfers	Financial Services	Regional/IM accountant
Bank Accounts	Imprest checking account information	Divisional Accounting	Donna Handy
Bank Accounts	Overdraft inquiries	Financial Services	Ann Bull
BGMC	Disbursement approvals	Region/IM	Administrative assistant
BGMC	Disbursement of funds	Financial Services	Regional/IM accountant
BGMC	Financial tracking/reports	Financial Services	Donna Duncan
BGMC	Liaison	Administration	Sherry Carson
Budgets	Capital and departmental for AGWM	Divisional Accounting	Lee-Ann Hahn/Kris Taylor
Budgets	Itineration-related for associates	Mobilization and Development	Brad Englund
Budgets	Itineration-related for missionaries	Mobilization and Development	Susan Carroll
Budgets	Ongoing for missionaries and associates	Financial Services	Regional/IM accountant
Cash Receipts	AGWM account adjustments, monthly reports	Financial Services	Regional/IM accountant
Cash Receipts	Monthly report distribution	Missionary Services	Pam Niebes
Cash/Checks Received in AGWM	For deposit through Central Mail	Missionary Services	Sheri Thomas
Certification	Missionary appointments or assignment	Missionary Services	Regional/IM specialist
Child Safety	Protocol, inquiries and reports, resources	Member Care	Cara Tyler
Children's Schooling	Disbursement of funds	Financial Services	Regional/IM accountant
Clearance to Depart to Field	Final	Mobilization and Development	Josh Cochran/Kyrie Brown

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Clearance to Depart to Field	Financial—associates	Mobilization and Development	Brad Englund
Clearance to Depart to Field	Financial—missionaries	Mobilization and Development	Susan Carroll
Clearance to Depart to Field	Medical	Region/IM	Administrative assistant
Clearance to Depart to Field	Visas/travel—associates	Missionary Services	Debbie Bain
Clearance to Depart to Field	Visas—missionaries	Missionary Services	Megan Englund
Commitment Certificates	Certificates for churches	Mobilization and Development	Jessie Steward
Commitment Support Lists	Missionaries and associates	Mobilization and Development	Jessie Steward
Computer Support	Applications/programs for missionaries	Technical Services	Bob Lafon
Conference Room	Scheduling—5th floor Executive Conference Room	Executive Office	Shauna Price
Conference Room	Scheduling—6th floor south and AGWM Chapel	Administration	Tami Coble
Contact List	Updates	Administration	Tami Coble
Contracts	Independent contractors (individuals and businesses)	Administration	Sherry Carson
Cost-of-Living Index	Maintenance, process for missionary accounts	Divisional Accounting	Lee-Ann Hahn
Counseling	Missionaries	Member Care	Lana Uskokovich
Countries	AGWM Countries and Ministries list	Executive Office	Kim Partin
Countries	Countries Where We Do Missionary Work sensitized list	Business Services/Research	Weston Tuttle
Countries	Information on foreign countries	Region	Administrative assistant
Credit Cards	AGWM company card payments	Divisional Accounting	Donna Handy
Credit Cards	Annual fee for missionaries	Financial Services	Regional/IM accountant
Credit Cards	Donations	Contributor Services	Debbie DiFonzo
Customs/Duty	Disbursement of funds	Financial Services	Regional/IM accountant
Customs/Duty	Missionary shipments	Missionary Services	Regional/IM specialist
Death in Staff Member's Family	Notification	Administration	Tami Coble
Death of Missionary or Associate	Contact donors	Mobilization and Development	Kyrie Brown
Death of Missionary or Associate	Final commitment lists	Mobilization and Development	Itineration specialist
Death of Missionary or Associate	Final shipment	Missionary Services	Regional/IM/associate specialist
Death of Missionary or Associate	Finances	Financial Services	Regional/IM accountant
Death of Missionary or Associate	Flowers	Region/IM	Administrative assistant
Death of Missionary or Associate	Insurance benefits (death/repatriation)	Missionary Services	Cheryl Handley
Death of Missionary or Associate	Liaison	Region/IM	Regional/IM/associate specialist
Death of Missionary or Associate	Memorial video preparation	Business Services/Archives	Missy Blakely
Death of Missionary or Associate	Notifications	Region/IM	Administrative assistant
Death of Missionary or Associate	Personnel record change (approvals)	Region/IM	Administrative assistant
Death of Missionary or Associate	Personnel record change (entry)	Missionary Services	Regional/IM/associate specialist
Death of Missionary or Associate	Systems/Directory	Technical Services	Bob Lafon
Death of Missionary or Associate	Taxes/MBA	Divisional Accounting	Brandy Nearns
Disbursements	From AGWM accounts	Financial Services	Regional/IM accountant
District Contacts	District lists of superintendents, DMDs, and WM leaders	U.S. Relations	Roseann Witherspoon
Donor Letters	Notification of missionary or associate change of status	Mobilization and Development	Susan Carroll
Educational Studies	Approval—missionary; filing form	Region/IM	Administrative assistant
Educational Studies	Disbursement of funds	Financial Services	Regional/IM accountant
Email	AGWM staff addresses	Administration	Tami Coble
Email	Missionary and associate addresses, issues	Technical Services	Bob Lafon
Emergency Checks/Disbursements	Approval to process, preparation	Financial Services	Ann Bull
Emergency Checks/Disbursements	Issuance	Divisional Accounting	Lee-Ann Hahn
Equipment	AGWM purchases and inventory	Divisional Accounting	Tami Hestand

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CATEGORY	ITEM	DEPARTMENT/AREA	STAFF MEMBER
Equipment	Missionary household—approved amount	Missionary Services	Evy McCroskey
Equipment	Missionary household—fund disbursing	Financial Services	Regional/IM accountant
Equipment	Missionary household—purchases	Missionary Services	Regional/IM specialist
Equipment	Missionary inventory	Divisional Accounting	Kirk Metzger
Estimated Tax Payments	Associates and MAPS workers	Divisional Accounting	Ryan Morris
Estimated Tax Payments	Missionaries	Divisional Accounting	Brandy Nearns
Excess Baggage	Approvals, disbursements, logistics for missionaries and associates	Missionary Services	Regional/IM specialist
Executive Committee	Agendas, minutes, listings	Executive Office	Kim Partin
Executive Committee	Distribution/maintenance of minutes	Missionary Services	Debbie Bain
Executive Committee	Scheduling, logistics	Executive Office	Kim Partin
Field Packets	Compilation and distribution	Missionary Services	Regional/IM specialist
Filing	Financial files	Financial Services	Regional/IM accountant
Filing	General correspondence, itineration receipts	Missionary Services	Sheri Thomas
Filing	Personnel files	Mobilization and Development	Margo Carl
Financial Statements	Distribution	Missionary Services	Pam Niebes
Financial Statements	Preparation	Financial Services	Regional/IM accountant
Freight	Missionary shipments	Missionary Services	Regional/IM specialist
Gift Letters	Associates/missionaries	Missionary Services	Megan Englund
Gift-in-Kind Letters	Donated equipment	Divisional Accounting	Lee-Ann Hahn
Given-Direct Credit	Approvals \$5,000-plus	Mobilization and Development	OPEN
Given-Direct Credit	Approvals up to \$5,000	Financial Services	Ann Bull
Given-Direct Credit	Processing	Financial Services	Regional/IM accountant
Giving Plaques	Recognition of church giving	U.S. Relations	Roseann Witherspoon
Giving Reports	Church and district/network giving records	U.S. Relations	Roseann Witherspoon
Global Leadership Team Summit	Agendas, minutes, and logistics	Executive Office	Kim Partin
Good News Fund	Account monitoring and approval to transfer funds	Executive Office	Kim Partin
Good News Fund	Approval of field requests	Region/IM	Administrative assistant
Housing	Approvals	Region/IM	Administrative assistant
Housing	Disbursement of funds	Financial Services	Regional/IM accountant
Housing	Stateside allowance forms, supplement	Divisional Accounting	Lisa Ward
Immigration	Associates	Missionary Services	Megan Englund
Immigration	Missionaries	Missionary Services	Megan Englund
Income Tax	Information for associates, MAPS workers	Divisional Accounting	Ryan Morris
Income Tax	Information for missionaries	Divisional Accounting	Brandy Nearns
Insurance	Associates (medical, pers. prop, life, evac), short-term workers,	Missionary Services	Cheryl Handley
Insurance	Missionary (medical, personal property, life, evacuation, disability)	Missionary Services	Cheryl Handley
Insurance	Shipments (freight)	Missionary Services	Regional/IM specialist
Insurance	Vehicles	Divisional Accounting	Kirk Metzger
Invoices	Approvals in-house	Department making purchase	Department manager
Invoices	Missionary and associate airfare, equipment, freight-related	Missionary Services	Regional/IM/associate specialist
Invoices	Payment (accounts payable)	Divisional Accounting	Donna Handy
Itineration	Logging reports received	Financial Services	Donna Duncan
Itineration	Processing reports	Financial Services	Regional/IM accountant
Itineration	Tracking, reports, receipt book mailing	Mobilization and Development	Itineration specialist
Journey Training	Orientation event each March, June, and October	Mobilization and Development	Tracy Griffin
Journey Training and Missionary Renewal	Annual summer MK programs	Member Care	Rachel Clanton

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CATEGORY	ITEM	DEPARTMENT/AREA	STAFF MEMBER
Language School Packets	Compilation and distribution	Missionary Services	OPEN
Learning Management System	Online learning platform for global workers and staff	Business Services	Ashley DiFonzo
Legal Documents	Letter preparation for missionaries and associates	Missionary Services	Megan Englund
Letters of Business and Travel, Etc.	Missionaries and associates	Missionary Services	Megan Englund
Letters of Insurance	Associates	Missionary Services	Cheryl Handley
Letters of Insurance	Missionaries	Missionary Services	Cheryl Handley
Letters, General	Business letter formatting and editing; mail merges	Business Services	Colleen Price
Light for the Lost	Disbursement approvals	Region/IM	Administrative assistant
Light for the Lost	Disbursement of funds, financial tracking, reports	Financial Services	Regional/IM accountant
Light for the Lost	Liaison, steering committee agenda	Administration	Sherry Carson
Litigations	Financial file preparation	Financial Services	Regional/IM accountant
Litigations	Liaison	Administration	Kevin Donaldson
Mail/Mailings	AGWM package mailing	U.S. Relations	Sheila Kiser/Henrietta Drake
Mail/Mailings	Bimonthly first-class mailing	Missionary Services	Regional/IM/associate specialist
Mail/Mailings	Digital mailings	Business Services	Business communications specialist
Mail/Mailings	Inter-AGWM route mail distribution	Missionary Services	Mail clerk/file and project specialist
Mail/Mailings	Promotional direct mailings	Advancement	Tim Smith
Maintenance Issues	In-house maintenance reporting/tracking	Administration	Sherry Carson
MAPS Workers	Applications	Mobilization and Development	Kyrie Brown
MAPS Workers	Disbursement of funds	Financial Services	Regional/IM accountant
Media Hub	AGWM photos and videos for churches	Communications	Tim Schirman
Medicare	Reimbursement of premiums	Divisional Accounting	Brandy Nearns
Medicare/Social Security	Sign-up information for missionaries	Member Care	Lana Uskokovich
Ministers Directory	For church and district/network publications	Missionary Services	Evy McCroskey
Minutes	Entries	Executive Committee	Staff of EC member
Minutes	Managing and archival, MIN application	Missionary Services	Debbie Bain
Missionary Associates	Accounts	Financial Services	Regional/IM accountant
Missionary Associates	Applications	Mobilization and Development	Kyrie Brown
Missionary Database Applications	MFA liaison	Financial Services	Ann Bull
Missionary Database Applications	MIA codes (personnel status, country codes, etc.)	Missionary Services	Evy McCroskey
Missionary Database Applications	MIA data entry of MA/MAPS applicants	Mobilization and Development	Kyrie Brown
Missionary Database Applications	MIA data entry of missionaries and associates	Missionary Services	Regional/IM/associate specialist
Missionary Database Applications	MIA data entry of missionary applicants	Mobilization and Development	Kyrie Brown
Missionary Database Applications	MIA photo updates	Business Services	Starla Hoffman
Missionary Database Applications	MRA monthly reports, program training	Missionary Services	Pam Niebes
Missionary Handbooks	Editing	Business Services	Colleen Price
Missionary Handbooks	Policy	Administration	Rick Wislocky
Missionary Profiles	Information and photo gathering for profiles	U.S. Relations	Jodi Harmon
Missionary Training and Renewal	Annual summer events for missionaries	Mobilization and Development	Tracy Griffin
Missions Conventions	Materials	U.S. Relations	Sheila Kiser/Henrietta Drake
Missions Conventions	Reporting	Financial Services	Mark Harmon
MK Care	Birthday/Christmas/graduation/wedding cards, mailers, events	Member Care	Rachel Clanton
MK College Visits	Travel to meet with and counsel stateside	Member Care	Wendy Wright
MK Discipleship	Materials and resources	Member Care	Kevin McGee
MK Education	Educational counseling/resources and TCK International Academy	Member Care	Austin Hines
MK Pastoral Care	Discipleship, reentry coaching, mentoring	Member Care	Austin Hines

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CATEGORY	ITEM	DEPARTMENT/AREA	STAFF MEMBER
MK Resources	Support and resources	Member Care	Kevin McGee
MK Task Forces	Regional/IM retreats, other events	Member Care	Wendy Wright
MK Thanksgiving Retreat	Annual retreat for college-aged MKs	Member Care	Wendy Wright
MK Training Curriculum	Beginner through youth; CO/PFO/MT/MR/Reentry	Member Care	Rachel Clanton
MK Updates	Annual updates of MK information	Member Care	Rachel Clanton
MOUs	501(c)(3) organizations partnering with AGWM	Administration	Sherry Carson
Notaries	Document notarization	Administration	Sherry Carson
Notaries	Document notarization	Administration	Tami Coble
Notaries	Document notarization	Missionary Services	Debbie Bain
Notaries	Document notarization	Missionary Services	Evy McCroskey
Notaries	Document notarization	Mobilization and Development	Tracy Griffin
Office Space Restructuring	Approvals	Administration	Kevin Donaldson
Office Space Restructuring	Consultation	Administration	Sherry Carson
Passports	Associates	Missionary Services	Lily Belbin
Passports	Missionaries	Missionary Services	Megan Englund
Personnel Records	AGWM staff	Administration	Tami Coble
Personnel Records	Missionary application files	Mobilization and Development	Margo Carl
Personnel Records	Missionary newsletters	Business Services/Archives	Missy Blakely
Petty Cash	Cash box	Divisional Accounting	Lisa Ward
Phone and Fax Numbers	AGWM staff	Administration	Tami Coble
Photos of Missionaries	Archived digital and hard copies	Business Services/Archives	Missy Blakely
Photos of Missionaries	Current digital copies (internal requests)	Business Services	Starla Hoffman
Photos of Missionaries	Current digital copies for commitment certificates	Mobilization and Development	Jessie Steward
Photos of Missionary Work	Publication resources	Communications	Linda Gonzalez
Pipeline	Recruitment of new personnel	Merge Business Solutions	Leslie Thomas
Policy Changes	Change in AGWM policy from EC	Administration	Sherry Carson
Power of Attorney	Field fellowships and AGWM business only	Missionary Services	Megan Englund
Pre-Field Orientation	Financial tracking	Financial Services	Regional/IM accountant
Pre-Field Orientation	Logistics/planning	Mobilization and Development	Tracy Griffin
Presentations	Design	Business Services	Colleen Price
Projects	Approvals for field projects	Region/IM	Administrative assistant
Projects	Collating, mailings, document assembly	Missionary Services	Sheri Thomas
Property Files	Real estate on the field	Missionary Services	Megan Englund
Purchases	Supply orders and requisitions	Divisional Accounting	Tami Hestand
Receptionist	AGWM main reception	Missionary Services	Bez Benson
Reentry	Annual seminar for returning missionaries	Member Care	Lana Uskokovich
Research	Missionary and field historical files	Business Services/Archives	Missy Blakely
Research	World stats, Vital Stats, surveys, other data	Business Services	Colleen Price
Retired Missionaries	Accounts, including Retired Missionary Fund (RMF)	Financial Services	Donna Duncan
Retired Missionaries	Christmas letter and checks/deposits	Executive Office	Kim Partin
Retired Missionaries	Guidelines, letters, checklist, plaques, work agreements, events	Member Care	Lana Uskokovich
Retired Missionaries	Monthly mailing	Missionary Services	Debbie Bain
Retired Missionaries	RMF cash receipt monitoring	Mobilization and Development	OPEN
Retired Missionaries	Short-term travel	Region/IM	Regional offices
Retirement Accounts	AG Financial (MBA) deferrals	Divisional Accounting	Brandy Nearns
Revolving Loans	Accounts/reports	Divisional Accounting	Lee-Ann Hahn

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Revolving Loans	Approvals	Region/IM	Administrative assistant
Safe	AGWM safe	Divisional Accounting	Lee-Ann Hahn
Scanning	Missionary correspondence files to Optika	Missionary Services	Sheri Thomas
Scanning	Missionary historical files	Business Services/Archives	Missy Blakely
Security Training/Global Security	For missions personnel	Member Care	Ed Nye
Senders Fund	Account monitoring	Administration	Sherry Carson
Senders Fund	Approval to transfer funds	Administration	Kevin Donaldson
Senders Fund	Fundraising and appeals	Advancement	Tim Smith
Sensitive Countries	Information (see also Countries and Ministries list)	Region/IM	Administrative assistant
Sensitive Countries	Sensitizing documents	Business Services	Colleen Price
Shipping	Missionary shipments	Missionary Services	Regional/IM specialist
Short-Term Ministers Abroad	Accounts	Financial Services	Mark Harmon
Short-Term Ministers Abroad	Applications and trip approvals	Mobilization and Development	Sabrina Dearing/Jon Good
Short-Term Volunteers Abroad	Accounts	Financial Services	Regional accountant
Short-Term Volunteers Abroad	Applications and trip approvals	Mobilization and Development	Kyrie Brown
Social Security	Deductions and quarterly payments for missions personnel	Divisional Accounting	Brandy Nearns
Special Disbursement Reports	Maintenance/preparation/processing of SDRs	Financial Services	Regional/IM accountant
Speed the Light	Account listing	Divisional Accounting	Kirk Metzger
Speed the Light	AGWM liaison, block grants	Divisional Accounting	Kirk Metzger
Speed the Light	Application approval	Region/IM	Administrative assistant
Speed the Light	Disbursement processing	Financial Services	Regional/IM accountant
Student Loans	Public Service Loan Forgiveness (PSLF)	Divisional Accounting	Ryan Morris
Teams	Accounts	Financial Services	Mark Harmon
Teams	MAPS team registration	Mobilization and Development	Sabrina Dearing/Jon Good
The Cottage	Rental	Member Care	Lana Uskokovich
Toppers	Original offering source/distribution	Missionary Services	Sheri Thomas
Travel	Disbursement of funds for missionaries	Financial Services	Regional/IM accountant
Travel	MAPS workers	Mobilization and Development	Merle Harmon
Travel	Missionary and associate assistance with air travel	Missionary Services	Regional/IM/associate specialist
Travel	Missionary and associate travel approval	Region/IM	Administrative assistant
Travel	Retired missionaries on short-term trips	Region/IM	Regional/IM specialist
Travel	Short-term ministers abroad	Mobilization and Development	Sabrina Dearing/Jon Good
Unreached People Groups	UPG information and statistics	Business Services/Research	Weston Tuttle
Vaccinations—Missionary Application	Foreign travel information	Mobilization and Development	Kyrie Brown
Vaccinations—Travel/Visa	Foreign travel information	Missionary Services	Megan Englund/Lily Belbin
Vendors	Approval of changes to list	Divisional Accounting	Lee-Ann Hahn
Verification—Income	Field-based needs—associates	Missionary Services	Megan Englund
Verification—Income	Field-based needs—missionaries	Missionary Services	Megan Englund
Verification—Income	U.S. loans (mortgage, auto, etc.)	Divisional Accounting	Lisa Ward/Tami Hestand
Verification—Personnel	Personnel debt forgiveness requests, etc.	Mobilization and Development	OPEN
Visas	Associates	Missionary Services	Lily Belbin
Visas	Missionaries	Missionary Services	Megan Englund
Websites	MemberCareOnline.com	Technical Services	Andrew Wilson
Websites	Missionary websites	Technical Services	Bob Lafon
Websites	WideOpenMissions.org	Mobilization and Development	Shane Casey
Websites	World Missions sites	Communications	James Wright

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World Ministries Credit	Approvals \$5,000-plus	Mobilization and Development	OPEN
World Ministries Credit	Approvals up to \$5,000	Financial Services	Ann Bull
World Ministries Credit	Processing	Financial Services	Regional/IM accountant
World Missions Board	Agendas, minutes, and listings	Executive Office	Kim Partin
World Missions Board	Distribution/maintenance of minutes	Missionary Services	Debbie Bain
World Missions Board	Scheduling, logistics	Executive Office	Kim Partin
World Missions Connect	June event for district/network leaders	U.S. Relations	Roseann Witherspoon
WorldView	Bimonthly AGWM magazine	Communications	James Wright
WorldView: A Call to Prayer	Weekly prayer request email	Communications	James Wright