

Short Term Mission Trip

Leaders Planning Guide

Name:



SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 1

- Introduction

INTRODUCTION

The purpose of this notebook is to assist the short-term team leader as you prepare for outreach. Many of the articles are taken from various books and resources. Look through the data to find the information that is most helpful but feel free to modify the materials in order to best meet the needs of your team.

You will also find a list of resources for additional assistance with leading your outreach.

If you have any questions or need additional assistance please feel free to contact "LJ" Laurie Jaworski, Director of Mission at 714.505.6254 x120.

SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 2 – TEAM LEADER RESPONSIBILITIES

- Qualifications for Team Leadership
- Financial Accountability
- Communication & Publicity
- Event Planning Checklist & Timeline

QUALIFICATIONS FOR TEAM LEADERSHIP

1. The team leader should have some familiarity with the culture and the language of the area to be visited. Preferably, the team leader has past experience in culturally related travel.
2. The team leader should have a reputation for spiritual maturity.
3. The team leader should have a reputation for personal maturity. Should know how to treat people fairly, sensitively and responsibly. Should demonstrate strength to shoulder minor and not-so-minor crises that may arise. Must be able to lead capably without being autocratic.
4. The team leader should have a reputation for being good-natured (congenial, relaxed, flexible and possess a good sense of humor).
5. All new team leaders must interview with the Mission Director.
6. The team leader should discuss the guidelines in the planning notebook and establish an ongoing dialog, as needed, with the Mission Director.

ONE LEADER OR TWO?

Each team should have one identifiable leader or two co-leaders . The team leader can choose one or more team members as advisors or prayer partners who can be counted on for support and assistance.

1. Each identified leader should have a clearly defined role. (Ex. one may be responsible for all the logistical aspects of the trip, coordinating the details and working with the hosts, while another handles the spiritual side, coordinating the team's devotional times and the presentations in churches. One may be the team's primary liaison with the foreign nationals, while the other interacts mainly with the team members.)
2. The team leaders should thoroughly understand the division of roles and communicate them clearly to the team.
3. The team leaders should demonstrate servanthood and humility in their interactions with one another.
4. One of the leaders should have final responsibility for all decisions.

OBJECTIVE – LEADING A TEAM

To effectively organize, prepare, and lead team members. The leader is responsible for the overall team experience while in the country and will serve as a liaison between team members and the missionaries and/or nationals with whom the team is working.

TEAM LEADER GUIDELINES

1. Lead as a servant. It is the leader's primary responsibility to do all he or she can to ensure that each team member has a positive experience while serving on the team.
2. Lead by delegation. The emotional and physical demands of taking a group on a short-term mission trip can be a tremendous responsibility for a leader to bear alone. Therefore, the leader must be committed to delegating tasks and authority to team members. A single-handed leadership style robs others of the rewards of shouldering team responsibility. (Note: While many of the following steps can be delegated, you will have the ultimate responsibility for seeing that each step is followed properly.)
3. Plan an itinerary for the team. The leader should work with the contacts and/or staff of the sending church as well as the host community.
4. Schedule, organize, and hold team preparation meetings. We suggest prior to leaving, each team should have three to six required meetings aimed at orienting and preparing the team for the project.
5. Encourage team member preparation spiritually, emotionally, and logistically. Be sure each team member is informed as to the pre-departure details.
6. Encourage team members in their fund-raising efforts. You are not responsible for raising their money, but you need to offer suggestions on fund-raising as well as keep tabs on each member's financial progress. If donations for team members come to the church office, be sure to tell them who these donors are and encourage team members to write donors while on the trip.
7. Attempt to learn as much as possible about your host country before leaving.
8. Follow up on any medical requirements and passport or visa requirements for each team member.
9. If you are working with other leaders, maintain open and honest communication during the preparation time. Once in the country, hold a brief daily meeting for all leaders. It is essential that you model teamwork for the rest of the team.
10. Make sure all team leaders follow the rules set down by anyone in authority for the team. Those rules or guidelines may include those given by the mission agency, the national church, or the home church.
11. Maintain regular group devotions during the course of the trip. Allow for informal team meetings so team members can share about the day's experiences and what God is teaching them. The team should have a devotional and/or team meeting every day.
12. Draw out of the team members the things they are learning while on the team. Think through the events of the day and how God may have used those experiences in the people's lives.
13. Get the team members to the destination site and home again. This includes arranging transportation to and from your home airport.
14. Prepare for possible emergencies. Be aware of the medical training of people on your team. Discuss with your host the availability of medical care. Obtain emergency phone numbers for each team member. And don't forget a well stocked first-aid kit.
15. Handle all logistics involved in travel. Be sure to confirm airline and ground transportation reservations, and make sure all baggage meets airline requirements and is properly identified.

16. Be a problem solver. When a problem seems too large to handle, don't be afraid to ask for help. Keep an accurate list of possible sources of help.
17. Go through the debriefing material with the team while on the field.
18. Be debriefed after your return. With a select group from your church/group, meet to discuss the successes and failures of the trip. Spend time reviewing the team's evaluations and the leaders insights, frustrations, and perspective. Can you identify the future leaders on your team? What experience has been gained that would be helpful to future leaders?
19. Schedule, organize, and conduct post-trip follow-up meetings.
20. Schedule a meeting with the Mission Director to report on the outreach.
21. Pray. Both before and during the trip.

CHALLENGE

The challenge for the leader can be summarized in the following exhortation:
Pray for vision!

- Vision for self: How can you grow personally during the trip?
- Vision for team: What can be accomplished as a team?
- Vision for each team member: What can God do in each one's life?
- Vision for the sending church: How can God use this experience to enhance the life of the church and the witness of its members?

LEADER'S COVENANT

I agree to lead the team going to _____
 on _____, 20____ through _____
 20____. Relying on God, I will lead to the best of my ability and will
 comply with the responsibilities outlined in the above job description.

Signature: _____

Date: _____

† Taken and adapted from, "Vacations with a Purpose."

FINANCIAL ACCOUNTABILITY

TEAM FUNDRAISING

Please consult LJ Jaworski, Mission Director, for assistance before beginning to raise funds.

1. The team leader is responsible for:
 - Keeping track of each team member's funds that have been sent in. Let team members know on a bi-weekly basis their total amount raised.

- Getting deposit slips from the Mission office and turning in the completed deposit slip and 2 copies of the checks to the Missions office on a bi-weekly basis.
2. All checks need to be made out to Trinity United Presbyterian Church.

REIMBURSEMENTS

There are several ways to cover team expenses on a Mission Trip:

1. Request a Trinity check from the Mission Department (Janis) to be sent to the provider of services. Tickets are often purchased in bulk for the group and paid for by a single check from the church. Check requests need to be submitted by Tuesday morning-- checks are typically ready on Thursday. You can also pay by credit card and be reimbursed before your statement is due. The preferred method is to request a check for the Travel Agent.
2. Pay the provider of services yourself and bring receipts to the Mission Department (by Tuesday morning).
3. A cash advance can be requested for large amounts such as airline tickets, VBS supplies etc. Please call the Missions Department if you are unsure.

TEAM EXPENSES DURING THE TRIP

A minimum of one week before leaving (preferably two weeks), the team leader needs to submit a check request for a cash advance for the amount of money needed for team expenses during the trip. The check will be made out to the team leader. Be aware that banks put a hold on the money so you may not be able to get the cash immediately on presenting the check to your bank. Please call your bank to see how long the hold will be so you can plan accordingly.

FINANCIAL ACCOUNTABILITY SHEET (green sheet)

Before departing on the trip:

1. Pick up a green sheet for the Missions Department. You will need to record all of your expenses on this sheet and attach the receipts in order to the green sheet. Please number receipts. We realize there are times when you cannot get a receipt but please keep track of the money spent regardless.
2. Make an appointment with the Missions Department to reconcile the green sheet one to two weeks after your return date. Please bring any leftover cash after you return to deposit. Make sure you have converted receipts into US Dollars.

Order Food

- Please be budget conscious when ordering food. It may be a good idea to have a hospitality person(s) assigned on your team to be in charge of the food/decorations etc.
- The church will provide the basic paper products (all white – napkins, plates, cups utensils, etc). If you want colors you will need to purchase them.
- Please keep receipts and turn them into Janis as you receive them. Checks are processed every Wednesday. Please have receipts to Janis Tuesday morning for Wednesday processing. Checks can be picked up or mailed on Thursday.

COMMUNICATIONS & PUBLICITY

AS SOON AS YOUR EVENT IS CONFIRMED

As soon as your event is confirmed, it must be put on Trinity's on-line calendaring system. Contact Janis Kerr in the Mission Office (Janis@tupcsa.org, 714.544.7850 ext. 158) to communicate the details of the event. Having the event on Trinity's calendar means that it will automatically be listed on Trinity's website in the calendar section.

Reserve Meeting Rooms

Reserve rooms for your team meetings by completing a Room Reservation Form and turning it in to Janis Kerr in the Mission Office. The form can be obtained on TrinityConnection.com or by picking one up in the Mission Office. A copy is included in this manual. (The earlier you reserve the better.) Think through the event/meeting and decide what you need:

- Room set up details (**all room set-ups are listed on the Room Reservation Form**).
- Audio Visual needs –AV cart, microphone, PowerPoint, TV/DVD player is available to reserve on the Room Reservation Form. If you require a technician to run the equipment, this will be charged to the team putting on the event.

Publicize Your Event

There are various ways to publicize your event/meeting at Trinity:

- A "blurb" in the Trinity Connection (distributed weekly with the Sunday bulletin)
 - Write up a two to three sentence blurb describing the event (who, what, where, when). Email the blurb to Janis (Janis@tupcsa.org). Editing may be necessary and is at the discretion of the Mission Department. We can run the blurb twice in the Connection prior to the event. The deadline for submission is Monday at noon for the following Sunday.
- 8-1/2 x 11 Flyer
 - Have a team member design a flyer that can be posted around Trinity's campus. Email the flyer design (in Publisher, Microsoft Word or pdf) to Janis (Janis@tupcsa.org). She will print in color and make sure it is posted. If you need help designing a flyer, Janis can help depending on her time.
- Trinity's Website
 - Your event will be put on the Trinity website by the Mission Department.
- Advertising on Church Patio
 - Please reserve patio tables 4 weeks in advance by contacting Janis (Janis@tupcsa.org). State the weekends you would like to have a table set up. You will need to provide everything for your table: tablecloth, decorations etc. No free standing easels are allowed in the patio. You may have a small table easel. **It is the responsibility of the team leader to find staff for the table on the weekends.**

Your other ideas for publicity are welcomed! Please discuss with LJ and/or Janis, but PLAN AHEAD. Last-minute requests can rarely be accommodated.

EVENT PLANNING CHECKLIST & TIMELINE

This checklist is to be used by the team leader as a guideline for the planning, coordinating, and implementing of your trip. Please refer to this checklist frequently and check off the items as they are completed. It is strongly recommended that you plan for 4 to 6 meetings in addition to the training that the team will receive from the Missions Department.

SIX MONTHS PRIOR TO DEPARTURE

- Consider establishing a planning committee.
- Explore and plan itinerary with Trinity's Missions Director
- Confirm location (this includes project, R&R portion, lodging, ground transportation).
- Contact travel agency or airline regarding flight arrangements and price (if traveling with ten or more, ask for group fares or missionary discount). The Missions Department has travel agency recommendations. Do not pay for airfares without Mission Department approval.
- Check into necessary documentation or travel to country.
- Check into necessary shots and preventive medication.
- Order team member study books and/or devotionals.
- Design promotional material and give to the Missions Department for approval. The Missions Department may be able to assist with production of materials.
- Begin promoting the team. Announcement for the Trinity Connection bulletin are due before noon on Tuesdays to Mission's administrative assistant.
- Schedule announcement in church classes through the administrative assistant.
- Distribute applications.
- Schedule information meeting through Mission's administrative assistant.
- Establish a budget unless you are given one from selected agency.
- Establish a per person price.
- Set payment dates with Trinity's Missions Director
- Have information meeting.

FOUR TO FIVE MONTHS PRIOR TO DEPARTURE

- Begin collecting application and deposits.
- Schedule team preparation sessions and select locations for meetings in coordination with the Missions Department.
- Schedule commissioning service with church through the Director of Missions.
- Select team.
- Have first team meeting to do the following.
 - Discuss necessary documentation.
 - Cover financial obligations/fund-raising
 - Discuss immunizations
- Inform team members of team preparation meetings.
- Plan fund-raising ideas.

TWO MONTHS PRIOR TO DEPARTURE

- Reconfirm with mission agency and/or host community the size of team and any special arrangements.
- Have another team meeting.
 - Discuss medical requirements.
 - Handle special medical requirements.
 - Discuss fund-raising letters.
 - Confirm passport applications.
 - Pass out team roster with addresses and phone numbers.
- Get emergency contact phone numbers in country and give to the Missions Department.

FOUR WEEKS PRIOR TO DEPARTURE

- Have another team meeting.
- Assign team members responsibilities.
- Begin identifying people who will pray for team members.
- Arrange for team transportation to and from airport.

THREE WEEKS PRIOR TO DEPARTURE

- Have another team meeting.
 - Discuss packing list.
 - Review packing tips.
 - Check on team members' finances.
 - Encourage team members who buy new shoes to begin breaking them in to avoid blisters.
- Contact Missions Administrative Assistant regarding the procedure for obtaining necessary cash for team trip.
- Put together medical kit or borrow from Missions Department

TWO WEEKS PRIOR TO DEPARTURE

- Have another team meeting.
 - Review importance of journaling.
 - Check on team finances.
 - Check on necessary documentation and ask team members to make on copy.
 - Schedule post-trip meetings for team members/reserve rooms.
 - Schedule post-trip team presentation for congregation through the Missions Department (recommended 4-6 weeks after the trip).
 - Purchase any necessary supplies.

ONE WEEK PRIOR TO DEPARTURE

- Have final team meeting.

- Inform group for time and meeting place for flight.
- Collect final payment.
- Pass out emergency numbers.
- Pass out flight itinerary for team.
- Distribute any items team members need to pack.
- Obtain church check for travel if needed
- Have team commissioning service.
- Reconfirm travel details with contact in country.

ON-FIELD CHECKLIST

Review this checklist at least three days before the team's departure from home and/or at least one day before departure from the host community. As you complete each of the items, check them off. Then review this early on the day of the team's departure.

- Reconfirm team's flight reservations with the airlines from forty-eight to seventy-two hours prior to departure time.
- Discuss distribution of items (e.g., shoes, clothing, flashlights, etc.) the team will be leaving behind with the missionary or the church pastor.
- Confirm transportation and arrangements for R & R portion.
- Confirm transportation to the airport on day of departure. Be at the airport a minimum of two hours prior to departure for an international flight.

FOUR TO SIX WEEKS AFTER THE TRIP

- Team Report/Lunch Meeting - It's a great idea to have a slideshow with music, posters, pictures, artifacts from the country, etc. Be creative and stir up interest so that others may want to participate on next year's trip.

SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 3 – PLANNING YOUR TRIP

- Short-Term Mission Teams: Logistics from Start to Finish
- Short-Term Destination
- Destination Set-Up
- Planning your Itinerary
- Recruiting your Team
- Establishing A Per Person Price for the Team

SHORT-TERM MISSION TEAMS: LOGISTICS FROM START TO FINISH

START BY ESTABLISHING A PLANNING TEAM AND ASKING QUESTIONS

What are we shooting for?

What are our dreams (not only for this year, but down the road)?

What do we want to accomplish?

- In the area of leadership development
- In terms of contact with/support for missionaries
- In terms of team dynamics and personal growth of your team members
- In terms of exposure to/relationships with nationals

Who can put you in touch with foreign nationals or mission agencies?

Who speaks a foreign language?

Should you plan the logistics yourselves, or seek assistance of an agency?

CHOOSE THE LEADER – The leader sets the tone for the whole team!

4 Qualifications of the leader

1. The team leader(s) should be spiritually mature.
2. The team leader(s) should have personal maturity.
3. The team leader(s) should have a reputation for being good-natured.
4. The team leader(s) should have some familiarity with the culture and language of the area to be visited. (The exception to this is when working with an agency.)

CHOOSE THE SITE

Questions to ask in choosing

- What are our cost limitations?
- Do we have a preference for a particular country or region?
- Who are the human resources available to us?
- What about language?
- What time constraints exist?
- Do we need to consider the political situation in the country?

SELECTING THE TEAM

- Who selects the team?
- Recruiting your team
- The application – What to watch for in applications
 - o Medical or health problems
 - o Wrong motives
 - o Financial difficulties and potential trouble getting the time off work
 - o Negative experiences on previous team opportunities
 - o Emotional or psychological difficulties
- Interviews
- Involving others in your team
- Commissioning the team

FINANCING THE TEAM

Raise money as group, alone or through the whole church. Leader's Role During Fundraising:

- Review all fundraising ideas before they are implemented.
- Regularly monitor how each team member's finances are coming in.
- Run the funds through the church.
- Let team members know from the start exactly what the costs are and what they are responsible for.

PREPARING THE TEAM

Goals of team preparation:

- To communicate to the members they are a team. Define what teamwork is and how it works.
- To heighten the team's awareness of the other culture. Illuminate the team member's perceptions of the other culture as well as their own culture.
- To prepare everyone to enter the host culture as a servant. Communicate the importance of learning and serving.
- To erase the burden of the hosts. Provide enough information to lessen the likelihood of embarrassing and harmful cultural gaffes. Provide the team members with the willingness and tools to communicate with nationals.
- To assist each person in preparing for the spiritual implications of the experience. Show them the experience will teach them a variety of things about others, themselves, and the person of God.
- Prepare to gather info, reflections over there to share back home. Reflect on how you will mend this

TRAVEL DETAILS

Important Tips:

- Stress flexibility!!
- Don't assume anything!
- Involve the whole team in travel responsibilities

PERSONAL/SPIRITUAL GROWTH ON THE TRIP

Ideas for promoting growth:

- Team leader talk one-on-one with each team member
- Team members active in journaling
- Keeping a team journal
- Daily prayer partners
- Nightly team meetings
- Team devotionals

REST & REFLECTION PORTION

Group reflection exercises:

- Debrief material
- The empathy circle
- Teammate affirmation
- Evaluate the trip

FOLLOWING UP

Team leader to debrief with Director of Missions

Activities with team:

- Back-at-home team meeting
- Slide/photos/videos
- Presentation planning meeting
- Team to help with informational meeting for next year's team

† Taken and adapted from, "Vacations with a Purpose."

SHORT-TERM DESTINATION

QUESTIONS TO ASK YOURSELF

- What time constraints exist? Are prospective team members limited by their jobs? (People who get only two weeks of vacation per year don't always like to use it all at once. Often, their companies won't let them.) Can we plan a longer trip and give ourselves more travel-time leeway?
- Do we need to consider the political situation in the country? If the government has a history of instability, can we avoid trouble by staying out of the certain cities? Has our country published a travelers' advisory for that country?
- How much of our time should we spend in travel? If, for example, we would like to go to a remote mountain village, how much time will be spent simply getting there and back? If a trip is nine days long, four days traveling may be a poor use of the team's time.
- What type of accommodations are we looking for? Will we be staying with families? In tents? Dorms? Schools? What about meal and laundry arrangements? How close is the nearest medical care?
- Finally, do we have a particular type of project in mind? Would we like to work on a construction site? With children? In a medical or dental clinic? Do we have professionals in our congregation whose participation we want to attract?

[†] Taken and adapted from, "Vacations with a Purpose."

DESTINATION SET-UP

PROPOSED DESTINATION:

Country
City/Area
Project

NAMES & PHONE/ADDRESS OF CONTACT

Proposed Dates
Proposed Team Size

WORK:

1. What work is specifically needed?
2. What specific skills would be helpful?
3. What finances are needed to do the work?
4. What tools or supplies are available? What else should we try to bring?
5. Who will be overseeing the work? In the case of construction teams should we provide a contractor, or will there be one there?
6. If there is a need to hire laborers, who is responsible for their pay? How much per day for the paid labor?

FACILITIES

1. Sleeping: what are the sleeping facilities? What bedding do we need to bring? Mosquito or insect nets or other safety provided?
2. Bathing: what are the facilities:
3. Power supply: Is there electricity? If not, would we have access to a generator?
4. Meeting rooms: What are the facilities for team meetings? Are the meeting rooms available at all times? Are there lights for evening meetings?

COOKING

- What are the kitchen facilities?
- What are the dining facilities?
- What utensils are available?
- Will the team prepare its own food?
- Total number of breakfasts, lunches, dinners.
- Availability of help? Cost?
- Is local food/water available and safe? If not, what preparations do we need to make?
- Is there refrigeration? Ice?
- List foods and beverages readily available
- What is the estimated cost of food per person per day? (Answer this question if you will be responsible for preparing or paying for the preparation of the team's food.)

LAUNDRY

- Will the team have facilities available? Would hiring nationals be appropriate?

TRANSPORTATION

1. For the following purposes, what transportation is available on a daily basis?
 - a. To and from the airport
 - b. For grocery shopping
 - c. For sightseeing
 - d. For construction materials (if team is responsible for bringing large quantities or heavy supplies)
 - e. For medical emergencies
2. What is the estimated cost of the necessary transportation?

SERVICE

1. Aside from work responsibilities, what other areas are there in which the missionaries/hosts wish to utilize the team?
2. Would they like us to participate in church services (singing, puppets, testimonies, etc.)? How many services occur during the week? How many would they like us to attend?

RECREATION

- What options are available for recreation (e.g., soccer or softball with host community, swimming, restaurants)?
- What sightseeing is recommended for this team? How can team members best be exposed to this culture?
- What destination is recommended for the rest and recreation portion of the trip? Is going there time and cost effective?

CULTURAL/RELIGIOUS STANDARDS

1. Are there any cultural or religious practices team members need to be aware of?
2. What is appropriate dress? Are shorts appropriate for men? For women? Are long pants permissible for women?
3. What should not be worn?

EMERGENCIES

1. What medical facilities are available?
2. How far is the nearest hospital, doctor and nurse?
3. Can we be reached by telephone? What is the telephone number?
4. Cell phones available for inside country plus from the country to the U.S?
5. If traveling to a remote area, will we be in radio contact with anyone?
6. Can we communicate with our home city if necessary? How? Internet availability?

LOCAL ASSISTANCE

1. Will anyone from the national church or mission agency assist us with the labor (meal preparation, laundry, on the job)?

2. Will anyone from the national church or mission agency assist us with the outreach (songs, mimes, evangelism)?

† Taken and adapted from, "Vacations with a Purpose."

PLANNING YOUR ITINERARY

You cannot begin to plan an itinerary without talking to your host and understanding his or her expectations. Using the information you have collection sheet, you can begin to plan a daily itinerary. The following are suggestions to keep in mind as you get started.

1. Remember to be flexible in your planning. Many things may change once you arrive in the country. If you are inflexible or rigid you will only be frustrated.
2. Keep in mind the overall goals of your team when planning the team's schedule. For example, if the team feels strongly that they are there to work on a "project," they will expect to do all they can to finish the project. If the project is not the goal, be sure to communicate that clearly prior to the trip.
3. It is your responsibility to expose the team to the particular culture and people. If team members simply went to the site and worked without experiencing the area or its people, they would leave without a real sense of the church and country and their needs. Plans should enable team members to get a feel for the country they visit. This can include visits to historical sights, cathedrals, restaurants, markets, homes and the host community, church services, etc.
4. Plan for the participants who have never been on a short-term mission trip before. Think from the perspective of a first-timer. Remember the first time you made a big trip? Remember the new sights and sounds, the emotional overload? Take time to recollect your initial thoughts and emotions. Things that now seem predictable, ordinary, or rather obvious to you may not seem so to the first-timers on your team! Just because you have visited certain historical sights two or three times is no reason to delete these from the itinerary. First timers need the benefits you began with.
5. Keep within the budget you have established. Be flexible with your budget: various items may exceed budget; others may not. For example, you may budget to rent a van while in the country, but once there find that someone is willing to loan you theirs. Great! You came in under budget for transportation. But food prices may increase dramatically since you set the trip up. So you will spend more on food. Estimating your budget on the higher side is wise. The rule of thumb is to add about 20 percent to your estimates.
6. It is best to have the leadership decide how to use the available time. Working with adults naturally lends itself to group decision-making. However, allowing the team to vote on every decision may only lead to disagreements and disunity. You don't have to run the perfect democracy. Lead lovingly, but don't be afraid to use your authority and make decisions.
7. It is not necessary to fill every second of free time. The team members need time to sit around talking with one another and the nationals. Often this unstructured time becomes the most significant and memorable of all.
8. Allow time for shopping and touring. People enjoy seeing the historical aspects of the country, such as cathedrals and museums. Many team participants intend to bring back souvenirs from the county, so be sure to schedule time for shopping.
9. Bring phone numbers or emails of local contacts – have lists of alternate sites or ministries.

10. We suggest planning the vacation portion of the trip for the end of your stay. The team will feel like they have “earned” it and will enjoy it more. This time also allows the participants to reflect on what they have learned and digest their experience.
11. Schedule the itinerary with input from the hosts, but balance that with the needs and interests of the team. The hosts may have many good ideas for ways your team can spend its time, but they do not understand the team as well as you do. For example, your hosts may want to schedule so many activities that the team has no time for journal writing or team devotions.
12. Allow for some R&R time each day. You don’t need to “kill” the people physically in order for them to develop a vision for the world. Team members often complain that their busy days do not leave them enough time for journaling and time alone.
13. Do not feel obligated to go to church services every night. The nationals we have worked with have always understood the team’s need for some time along. It is the leader’s responsibility to protect that time.
14. Think through which touring times you will want to share with nationals. Simply leaving the door open may create some logistical difficulties.
15. Balance your activities. Do not expose people to everything on the first day. Stagger the events over the duration of your stay.

† Taken and adapted from, “Vacations with a Purpose.”

RECRUITING YOUR TEAM

To receive applications, you have to get the word out about the opportunity. Even though we have organized numerous teams in our own groups, we find that each trip has to be promoted as though it were the first trip. It is important to understand some of the barriers people face when making a decision to apply.

- Fear of the unknown: foreign travel, foreign language, foreign diseases.
- Misconceptions about missions. (Many people hold a narrow view of what missions are and what missionaries do. They do not feel they fit into the narrow view.)
- Viewing these kinds of trips as only for "super Christians."
- The cost of the trip.
- Getting time off work.

Ideas for promoting your team are shown below. In light of the barriers outlined above, be sure to cover the following points:

- Allay travel concerns by communicating the logistics and the relative safety people feel when traveling as a group.
- People don't have to be missionaries or even inclined toward lifetime mission service to participate in this trip.
- Team members are "ordinary" Christians; you don't have to be a spiritual giant to sign up.
- Fund-raising opportunities are available to help potential team members meet the financial obligations of the trip.
- In addition, be sure to capitalize on the positive issues that make a mission trip so appealing to many of today's adults.

SUGGESTIONS FOR PROMOTION

Information Flyer

It helps tremendously to put all the important information on one sheet of paper or in an attractive brochure that people can take home and look over. This also eliminates having to answer many of the same questions over and over again. Information the sheet should include:

- Country description
- Project description
- Housing arrangements
- Price of trip, and what is included
- Other things the team will do or see
- Application procedure and deadline
- Phone number to call with questions

Slide/Video Presentation

If possible, present a brief and fast-moving slide or video presentation. There is no need to show every aspect of the country and/or project.

One group sets the slides from a former trip to the music of a popular song. The lyrics often deal with people making a difference in the world around them. The slide show causes people to see themselves as participants.

Testimonies from People Who Have Gone Before

In your recruiting, utilize testimonials from former participants who are good communicators. When possible, use people who have something in common with their audience. For example, if you are promoting an opportunity to adults in their twenties and thirties, arrange for testimonies from individuals in that age range. When the potential applicants hear the testimony of someone with who they identify, they are more likely to overcome the perception that the trip is not for them. After your first team returns, this will be your most effective promotional tool.

Word of Mouth

The team leader's own enthusiasm for the upcoming trip is another good promotional tool. Team leaders (and former team members) can make phone calls initiate conversations with people in their social circle. The credibility and respect they command sometimes has a greater impact than slides and brochures.

Informational Meeting

Hold an informational meeting about one month before the final deadline for applications. The purpose of this meeting is twofold; to explain the trip's details to those interested in participating, and to interview prospective team members. With peoples' busy schedules, individual interviews are hard to manage, so a gathering of possible participants is really a must. Show slides or a video of the country and project if you have them. Discuss the expectations for the team participation and the financial obligations of team members. Allow for questions/answer session.

THE APPLICATION PROCESS

We highly recommend using an application process for team selection. Applications yield essential information; the person's skills, experience, and background. They are useful, not only in selecting members, but also in informing the hosts of who is coming.

Once the applications are turned in and a team member is accepted, make a copy of the application for each of the team leaders. The leader(s) should carry these applications with other team information. We also recommend sending copies to the agency personnel on the field, as this will help familiarize them with the team and its skills.

The application asks for basic biographical information. The request for a birth date is important for selecting intergenerational teams. Try to have more than one representative from each age group if possible (a twenty-two-year old may feel uncomfortable on a team made up solely of people her parents' age).

It is vital in learning each person's background, Christian commitment and motives for making the trip.

What to watch for on applications

Medical Problems: Would a person with special medical needs create difficulties on the trip? Would you need to make special provisions for the person? Issues may include dietary restrictions, physical limitations, and necessary medications.

Wrong Motivations: Does the application indicate that the person is motivated by reason which conflict with the trip goals. For example, is the person looking to escape some major problem at home (e.g., broken relationship, job loss, death in family)? Is the person going because he or she wants to be with someone who is on the team? Is he or she just looking for an opportunity to travel?

Financial Difficulties: This and potential trouble getting time off work are problems that should be self-explanatory.

Negative Experiences on a Previous Team: If the applicant states previous short-term mission experience, contact the previous team leader to find out if there were any difficulties. Contact references and read any evaluations that may be on file. A previously negative experience does not necessarily preclude a person's participation, but be sure to talk together and help the person think through the negative reactions to the last trip. How will these reactions affect the next endeavor?

Emotional or Psychological Difficulties: These problems may not surface on the application, but they must be addressed. The interview process and referral to references can help expose psychological and emotional difficulties. Occasionally it is necessary to refuse an applicant on the basis of conditions diagnosed as problematic or detrimental to the well-being of all concerned (e.g., kleptomania, sociopathy, suicidal behavior). However, we have allowed persons to go who were considered socially awkward, difficult, or immature by many who knew them. In this situation, the team leader and church leaders must agree that the potential harm the person might bring the team and the host community is far outweighed by the possible benefit to the applicant. The "inconvenience" of having this person on the team is minor compared to the possibilities for personal growth and development.

Application Fee: We suggest you require a nonrefundable deposit upon acceptance to the team. Cash on the barrel head causes people to become serious about participating. In these days of "holding out for better options," the deposit is the team member's commitment to you (and to himself!) to follow through. A non refundable deposit is also preventative medicine for the ulcers that can develop in planning for an unknown quantity of participants. (Note: The deposit is generally equal to the amount of money that will be lost if the person decides not to make the trip. For example: the penalty for canceling or changing an airline reservation.)

INTERVIEWS AND REFERENCES

The purpose of the interview is to ascertain whether or not the applicant will learn and grow from the experience and to ensure that his or her participation will not be detrimental to the team. This is also the time to look at “wrong” motivations. Are they due to a lack of exposure to trip goals? Or do they come from deeply held views that will negatively affect the experience of others? Because applications cannot reveal everything, interviews are strongly suggested for selecting your team.

Interviews can be arranged individually or as part of the informational meeting described previously. For the latter, ask people to bring a completed application to the informational meeting. After the question/answer period, have the selection committee sit down with one or two perspective team members for a more in-depth conversation.

To learn more about the interested person, ask if he or she has further questions. The type of questions the person asks may offer insight into motives for participation and his or her capacity to assimilate the many experiences of the trip. In addition, other helpful information may include the person’s prior travel experience, reaction to adversity, attitudes about unusual or uncomfortable situations, and experience living in close contact with others for several days or weeks. Interviews of this nature enable you to identify those applicants who may have a negative or detrimental effect on the team.

The selection committee may not always know the people applying for the trip. In this case, we strongly suggest asking for references. When possible, references should be people who are known and respected in your church or ministry. When contacting references, explain the purposes and objectives of the trip. Describe travel conditions, group living situations, and other potentially difficult situations. Ask the contact if he or she has any concerns about the applicant’s participation on the trip. Is he a team player? Is she open and enthusiastic? What does the contact know about the person’s faith? Questions like these eliminate some of the unknown factors that might present problems later.

INVOLVING OTHERS ON YOUR TEAM

Selecting participants is only the beginning of building a team. Many others who are not traveling to the host community can be a part of the “team” as well.

One evening we were meeting in a restaurant with a Canadian group that was preparing to go on a trip to Haiti. As we stood in the waiting area, the team leader apologized that the majority of the team was late. He assured us they’d all be along at any time.

Shortly, the rest of the team arrived in one large group. I heard the team leader ask one of the team members how Bill was doing. The team member, Greg, said Bill was doing well and had appreciated the visit. Curious, I asked if Bill was a member of the team. “Well, yeah,” said Greg, “I guess he really is. He’s a friend of mine who was paralyzed in a farming accident. He’s come to all of our team meetings but couldn’t come tonight

because fighting bedsores from his wheelchair. We all stopped by his place for a cup of coffee before the meeting.” Greg later explained that the entire trip would be videotaped since Bill’s quadriplegia would prevent him from traveling with the team to Haiti.

As the group from British Columbia demonstrated, there are many creative ways to invite others to be part of the team. Some good ideas are explained here:

- Once the team completes the “Prayer Partners” form, the team leader gives it to prayer partners who remain anonymous until the team returns home. During the trip these prayer partners pray for their particular team member. After returning, team members are matched with their prayer partners. Team members often show their appreciation by bringing a souvenir as a gift of thanks.
- Remember to involve others in the team preparation sessions to teach language, culture, history, and so on.
- Ask volunteers to drive the team to and from the airport or to act as an emergency contact person. On one occasion, a person volunteered to stay by their phone on the days the team traveled so that if any team members got separated they would be able to contact someone who could help them, relaying messages back and forth.

COMMISSIONING THE TEAM

After the team has been selected, and sometime before they leave on the trip, the whole group should be brought before the congregation to be commissioned. (Provide a team photo to the Missions office to be shown during the commissioning.) The book of Acts describes how all ministers, missionaries, and even financial gifts from particular congregations were commissioned for service by the laying on of hands by the elders (Acts 6:6). We follow this example by asking those about to embark on a mission or other ministry to stand before the congregation and receive prayer and commissioning from a representative number of pastors, elders, and other interested church members and friends.

After you have completed these steps, you will have identified the team—not just those who will make the trip, but also those who will join you with the prayer and logistical support. In the next chapter, we’ll explore the ways you can involve others in the financial support of your trip.

† Taken and adapted from, “Vacations with a Purpose.”

ESTABLISHING A PER PERSON PRICE FOR THE TEAM

Counting the costs – where do you begin? Setting the price can be a daunting task given the many variables: fluctuating airline prices, emergency funds, food budgets, lodging costs, and so on. If you are working with the agency they may establish the cost for you. But if you're working along, the place to begin is with the short-term set-up sheet (see prior page). Once that sheet is completed, you will know where you will lodge, who will provide the food, project funds needed, and much other budgetary information. Next, contact a travel agent to find out what seasonal or group discounts may apply. Even though you are planning early, see if you can get a fairly concrete idea of what airline fares will be. Do you plan to rent ground transportation as well? Contact rental companies who operated in the area. (Note: Most rental car companies will not allow you to take vehicles rented in the United States very far into Mexico. Be sure you know each company's policy.)

Once you have gathered the necessary information, use the chart below to establish the per person cost. It is better to overestimate your cost by about 20 percent so you definitely have enough to cover expenses. Since it is unfair to ask team members for more money in the field, the leadership needs to establish with the mission agency who will be responsible for additional emergency costs (e.g., the church or the mission agency).

COST PER PERSON	
Group Costs	
Ground Transportation	\$ _____
Lodging **	\$ _____
Project Materials	\$ _____
Total Group Costs	\$ _____
Number of Team Members	\$ _____
Average Cost Per Team Member	\$ _____
Individual Costs	
Airline*	\$ _____
All Meals**	\$ _____
Lodging***	\$ _____
Country Tax	\$ _____
Touring Costs	\$ _____
Mission Agency Fee	\$ _____
Total Individual Cost	\$ _____
Total Per Person Cost	\$ _____
*Check with airline; it is possible that one or more may fly free.	
**Includes "project" and R&R portions.	
***May be individual or group, depending on accommodations.	

essary

mail

SECTION 4 – FORMS

- Short-Term Trip Application
- Volunteer Waiver and Release



**TRINITY UNITED PRESBYTERIAN CHURCH
SHORT-TERM TRIP APPLICATION**

PERSONAL DATA:

Name (as it appears on your passport): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (home) _____ (cell) _____

Email: _____

Gender: Male Female
Birthdate: ____/____/____ Birthplace: _____

Passport Information:
Date of Issue: _____ Place of Issue: _____

Passport Country & Number: _____

Expiration Date: _____ Birthplace: _____

HEALTH INFORMATION:

General Health: Excellent Good Fair

Do you have any allergies? Yes No
 No

Dietary restrictions? Yes

Physical challenges? Yes No
Yes No

Emotional challenges?

If yes, explain: _____

Are you currently under a physician's care and or receiving prescribed medication of which we should be aware? € Yes € No

If yes, please explain and list medications:

It is recommended that you purchase travel insurance.

Are you covered by illness and accident insurance? € Yes € No

Does it cover out of state/country travel? € Yes € No

Name of your insurance Company:

Policy Number:

Emergency Insurance Contact Number:

Are there any other special considerations we should know about in processing your application? If so, please list:

In case of emergency, please notify:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

QUESTIONS:

- A. Are you adaptable to simple accommodations, often including dormitory-style living? Yes No
- B. Do you speak any foreign languages?
- C. Do you agree to participate in the orientation and debriefing and travel with the group at all times during the mission trip? Yes No

Check any of the skills below that apply to you. Give further explanation if necessary:

Construction

- Carpentry
- Masonry
- Plumbing
- Electrical

- Arts/Crafts
- Food Service
- Other:

Medical

- Doctor
- Nurse
- Dentistry
- Nutrition
- Other

Personal Ministry

- Bible Study
Leader
- Evangelism
- Singing
(soloist)
- Musical
Instrument
- Children VBS

Computer

- Programming
- Data Entry
- Word
Processing

Business

- Accounting
- Management
- Marketing

Other

- Horticulture
- Agriculture

On a separate sheet of paper please write one or two paragraphs on each of the following:

1. Describe your relationship with Jesus Christ. Are you willing to give your testimony?
2. Why do you want to be on this mission trip?
3. What are the realistic roadblocks that might keep you from going on this trip?
4. Any short-term teams you have been on before.

Trinity United Presbyterian Church

VOLUNTEER WAIVER AND RELEASE

As a volunteer for a Trinity Mission Ministry Activities, I understand, acknowledge, and agree to the following:

1. Participation may include travel to and work in areas of the world characterized by hazardous conditions, possibly including risks such as land mines and unexploded ordinances, sniper fire, unstable governance and security, damaged buildings, exposed electrical wiring, contaminated food and water, disease, and poor medical care. Furthermore, in light of recent acts of terrorism in the United States, the State Department has issued a public announcement, dated September 12, 2001, entitled, "Worldwide Caution," in which U.S. citizens are urged to maintain a "high level of vigilance and to increase their security awareness" while traveling abroad. The public announcement further warns that U.S. citizens may be targets of terrorist acts.
2. My life and medical insurance coverage may have exclusions for death, illness, or injury occurring in high war-risk or international destinations. I acknowledge that I am responsible for and have been advised to acquire appropriate travel or war-risk life and health insurance for the duration of the project activity and that I am responsible for my own medical and life insurance coverage.
3. I understand and hereby fully assume all risks and liabilities which may result from my participation as a volunteer. I release and forever discharge and hold harmless Trinity United Presbyterian Church, it's employees, representatives, and agents from any and all actions, claims, and liabilities arising out of injury to or damage sustained by me. Further, in the event of injury to me, I hereby consent to and authorize medical treatment and tests considered advisable or necessary in the judgment of any qualified medical personnel.

Signature: _____ Date: _____

MEDICAL RELEASE

I hereby agree to release Trinity United Presbyterian Church from responsibility and liability for any injury or illness that may occur during my volunteer service, including medical and hospitalization costs.

Signed:

Applicant: _____ Date:

***Parent or Legal Guardian: _____ Date:

(***if applicant is 21 years or younger***)

SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 5 – FINANCIAL INSTRUCTIONS

- Green Sheet Instructions
- Fundraising Policies / Reimbursements
- Mission Trip Financial Policy Contact
- Fundraising Ideas (article)

GREEN SHEET INSTRUCTIONS

1. Team leaders should pick up green financial accountability sheets from the Administrative Assistant in the Mission Office (it is also in the ST leaders training manual) when requesting the final cash advance for the trip.
2. While on the trip please get receipts for all expenses and number the receipts as you receive them. (The team leader may delegate this responsibility to another member on the team that has good attention to detail.)
3. Fill in the appropriate date, what you purchased and reason for purchase as well as the cost in US dollars. (Please convert any foreign currency into U.S. dollars before turning in the sheet.) Subtract each entry from the remaining balance from the prior entry. In the receipt column write the number of the receipt and if you don't have a receipt (some situations you may be unable to get one) put No in the receipt column and the reason.
4. At the end of the trip, total up the columns and have an amount to be returned to Trinity at the top of the form. Please have this money into the Mission Office within a week of returning from your trip so it can be deposited to accounting.

FUNDRAISING POLICIES

1. Please consult the Mission Director for assistance before beginning to raise funds.
2. You as the team leader will be responsible for keeping track of each team member's funds that have been sent in. You may recruit a team member to serve as a book keeper who will maintain a spreadsheet of incoming funds.
3. You'll be responsible for letting team members know on a bi-weekly basis their total amount raised.
4. Turn all funds into the administrative assistant in the Mission Department who will deposit donations with Trinity's Finance Department. The administrative assistant will maintain a file of deposit slips and copies of incoming checks.
5. All checks need to be made out to Trinity United Presbyterian Church. If a check is sent by a supporter, please make sure they do not include the team member name or destination in the memo line. The donation will not be tax-deductible if an individual's name is on the memo line. Donors should include team members' information on a separate note.
6. As the team leader, you will clearly communicate to team members that all incoming funds are non-refundable.
7. Inform Missions staff of all deadlines for trip expenses.

REIMBURSEMENTS

There are two ways to cover team expenses on a Mission Trip:

1. Request a check from the church to be sent to the provider of services. Allow 1-2 weeks in advance of your deadline. Plane tickets, for example, are often purchased in bulk for the group and paid for by a single check from the church.
2. Pay the provider of services yourself and submit receipts to the Mission Department so we can generate a check request so you will be reimbursed. Checks turn around in one week.
3. A minimum of one week before leaving, the team leader needs to submit a check request (cash advance) for the amount of money needed for team expenses while on the trip.

MISSION TRIP FINANCIAL POLICY

All funds received for mission trips shall be made payable to Trinity United Presbyterian Church with NO notations in the MEMO line and will be considered tax deductible. Please make sure that your donors send their support check to Trinity to the attention of the Missions Department. Please note: when building a support team, you are raising money for Trinity United Presbyterian Short-term Missions for a specific ministry, not for personal use. The IRS does not recognize gifts to or for individuals. When you ask for support do not say, "I need \$1,000 to go on this trip", but instead say, "My team and I are raising funds for Trinity United Presbyterian Church to go to _____ (country). My portion of the team expenses is \$_____."

Due to our tax-deductible status and issues related to IRS law and charitable contributions, all funds you raise will go into an account for you for the intended mission trip. If you have difficulty raising adequate funds you must contact the Team Leader to discuss your specific situation. You must show adequate effort in raising funds before assistance is given. If you raise more than the required trip cost, any excess funds will be retained by the church for use in future ministry.

All funds received are non-refundable because they are considered church donations.

When donating toward an individual's own mission trip or the mission trip of an immediate family member, contribution credit will not be granted by the church. For the purposes of this policy, an immediate family member is defined as a spouse or a dependent. Such donations are considered by the IRS to be "indirect expenses." Indirect expenses are defined by the IRS as "payment(s) to the charitable organization and the organization pays for your travel expenses." While indirect expenses are normally considered by the IRS to be charitable deductions on an individual's tax return, it is not possible for the church to list such expenses on a contribution statement. The burden of proof for claiming a deduction for these expenses is the responsibility of the taxpayer, not with the church. Each taxpayer must decide whether the monies donated towards the individual's or immediate family member's mission trip meet the IRS requirements for charitable donations, and should be prepared to defend the deduction. For more information, please refer to IRS Publication 526, Charitable Contributions, which can be found at www.irs.gov.

If for any reason an individual is unable to fulfill their commitment to go on the mission trip, they will be responsible for all pre-paid expenses incurred on their behalf (i.e. airfare, lodging, training expense, etc.). It is your responsibility to communicate to your support team regarding your inability to participate in the mission and to assure them that the funds will be used for the intended mission trip.

By signing this contract I admit that I have read through the Mission Trip Financial Policy and agree to adhere to the guidelines. I understand that I am responsible for full payment.

Name: _____ Date:

FUND-RAISING IDEAS

This is an excerpt from "The Essential Guide to the Short-Term Mission Trip" by David C. Forward, ©1998.

There are many ways a church can raise funds for its mission team. All of them can be fun, and during their promotion, they can make church members and attenders aware of the group's goals and needs. For example, the youth of Miami Shores Presbyterian Church of Florida sells share in their mission trips, mimicking the way investment partners raise money. "Shareholders" receive a postcard from the team during the trip, reports youth director Ruben Velasco. When the team returns, members mail invitations to a special dinner and slide presentation. They present each shareholder a small gift from the region they visited.

Before we look at several fund-raising ideas, a word of caution. The fundraiser can be a key means to help the church pay for the entire team without disturbing the general fund. But it may not be the most effective. Some churches ask for financial support from the congregation, then divide the total receipts by the number of mission trip participants. This may be democratic, but is it fair? Should the trips of those who do not need financial help be subsidized while reducing only slightly the cost for others who can barely afford it? It may be wiser to apportion the congregation's gift to those who have asked for scholarships.

Twenty Fund-Raising Ideas

Many fundraising events can involve fun, low-key yet competitive sports, such as a golf tournament.¹ Also consider the following twenty fundraising ideas:

- | | |
|-----------------------------|--|
| 1. Dinner a la Heart | 11. Square Dance |
| 2. Talent Show | 12. Quilt Raffle |
| 3. Church-wide yard sale | 13. Circus |
| 4. Trivial Pursuit marathon | 14. Amusement Fair |
| 5. Road Rally | 15. Pancake Breakfast |
| 6. Mystery Trip | 16. Spaghetti Dinner |
| 7. Chili cook-off | 17. Treasure Hunt |
| 8. Bake Sale | 18. Murder Mystery |
| 9. Sell Cookbooks | 19. Gift wrap table at mall or large store |
| 10. Craft Fair | 20. Babysitting |

...And Six More

1. Jail-a-thon: Volunteers show up at a jail cell you have installed in a popular local spot, such as a restaurant. Dressed in jail fatigues, they are given a telephone and directory and told to come up with bail money. During the typical two-hour stint, some of the conversations are quite amazing: "Joe, this is Pastor Pat. I'm calling from jail and need you to help bail me out." That usually gets people's attention! Then explain the purpose, of course,

- and take pledges, which your team then collects by mail, with a thank you note and fuller explanation of where their pledge is going.
2. Auction of donated goods and services: Ask local merchants, restaurants and members to donate products, services, and gift certificates that can be auctioned at a special gathering. A private plane ride followed by dinner sold for \$250 at one event – and had three people wanting it at that price! Don't overlook youth: many of them will donate an evening's babysitting or a half-day of yard work, which together can contribute hundreds of dollars. Gift certificates at restaurants almost always sell at face value.
 3. Duck race: Buy (or have someone donate, or have a sponsor buy) a bunch of yellow bathtub ducks. Carefully number each one and "sell" them off. Buyers can even name their duck. On the appointed day, release the ducks into the creek together and the first rubber ducky to cross the finish line wins! (Typically, a donated dinner at a nice restaurant makes a good prize.)
 4. Theater party: A local semiprofessional theater will often offer a very low rate if you buy out the entire theater for one of their musical or dramatic shows. You can then make it "(Your group name) Night at the (XYZ) Theater" and charge the normal price.
 5. Car wash: I know, a car wash sounds common, but...instead of the typical youth car wash, make it a professional job. Talk with a local car wash and ask them if they would give you, say 30 percent of the face value if you sold tickets good for a month or two. They might want to exclude Saturdays, but then you have a much more salable product because you are not depending on a day's weather and attendance, and can sell more than one ticket to someone.
 6. Buy a brick: People like to envision where their money is going. Asking for "money toward our trip" fails to create that clear vision. Suggesting \$50 to buy ten bags of cement for the Habitat house, \$200 for the front doors of the church you are building, or \$100 to buy a calf that will supply the family with milk, lets donors feel their money is doing specific good and involves them mentally in your mission. In that way they can visualize buying the components to construct the building, almost like buying a brick.

Tips for Team Leaders

Habitat for Humanity, with affiliates in 50 countries, knows a thing or two about how its volunteer work teams can raise funds. Here is an excerpt from their tip sheet for team leaders on the subject. I am grateful to Habitat and John Yeatman of their Global Village Department for permission to pass on the advice, much of which can be adapted to your own project's needs:

Getting Started:

Very few people enjoy fund-raising and some are even down-right intimidated by the thought of asking people for money. Nevertheless, do not worry – being a little uneasy with the idea is perfectly natural. Experiment with different approaches until you find one that is comfortable to you. Once you get into it, you will be surprised how easy and fun it can be.

So now what? Get psyched and try it! Here are a few tips to consider...

- Almost everyone you ask will support you; most people will give simply because you are asking!
- Be prepared, know how [the mission will] work and be prepared to answer questions; the more informed you are, the better your chance of getting sponsored.
- Start with people you know well; they will probably be open to what you are doing and want to support your efforts. Then move onto anyone and everyone you can think of.
- If someone says “no” to your request, it is not a reflection on you.
- Many people make the mistake of not asking for a specific amount; people are most likely to give more if you offer categories (for example, \$50, \$100, \$250) or average the cost per day (for example, @\$100/day, ask folks to sponsor a day or a half day). Don’t try to decide how much you think they will be able to help—let them decide how much to pledge.
- Developing financial help from a network of supporters builds a base for those who will uplift you in their prayers for the work you are doing.²

Habitat for Humanity gives a lengthy list of people team members can ask for support. In addition to friends, family and people at church, the agency recommends asking coworkers, people with whom you do business (some of whom would love to support a charitable outreach involving someone they know), service groups, men’s fellowship groups, etc.³

Habitat for Humanity recommends three approaches to fundraising, though it emphasizes that “personal contact is the key”: (1) face-to-face, (2) a conversation on the telephone, and (3) having a mail campaign. Clearly, face-to-face would be the most effective of the three. But whether talking face-to-face or over the phone, “tell them they can help in one of two ways: they can come along with you or they can pledge money to send you.”

Similarly, if sending an appeal letter, “Do not forget to ask them to make a commitment or write a check and send it back to you as soon as possible. Include self-addressed envelopes, pre-stamped. Make it easy for them.” Follow up with your contacts with a call “to be sure they got your letter and answer any questions the mailing may have created.”⁴

A sample fundraising letter from Global Mission Fellowship concludes this chapter; it contains several of these elements.

Habitat for Humanity cites these four fundraising commandments:

1. Thou shalt make it easy as possible to give.
2. Thou shalt not allow fundraising efforts to monopolize your time.
3. Thou shalt remember to be cost-effective.
4. Thou shalt always keep the big picture in mind.⁵

There is no right or wrong way to fund mission trips; each has certain advantages and drawbacks. Just be sure that whether a team member underwrites the entire trip herself, or twenty supporters each send in \$100, always have checks payable to the church. A check payable to individual

participants is not tax deductible, even when it is to support their mission work.

TAKING MONEY WITH YOU

Team leaders should ask the mission specialist or host missionary how much additional money team members should take for out-of-pocket expenses. The leaders should also learn whether credit cards, ATM cards, and travelers' checks are widely accepted in the host community. Do not assume they will be! Many less-developed countries (LDCs) do not accept credit cards and travelers' checks outside of the large cities.

You should also ask your host for advice on where to exchange money. Avoid asking over the telephone or by letter if you wish to exchange money "privately" with him. Although this is widely done, it is still illegal in many countries. Beware of street hustlers. They are easy to find (actually, they will find you), and will greet you with a "Psst! Wanna change dollars?" This practice is illegal—it is also a racket usually run by con artists. Stories abound of tourists who thought they got an extra few cents on the dollar, only to find the wad of bills they received had double-folded currency, or even blank pieces of paper all through it.

Take several one dollar bills with you. If you do have to tip a baggage handler or table server in a foreign country and have yet to exchange money, a twenty-dollar bill will not be much help! Here is a quick guide on the advantages and disadvantages of how to take your spending money.

Cash dollars are the easiest to exchange (although certainly don't bring hundred-dollar bills). Avoid taking bills that are torn or have writing on them, however. Banks in foreign countries often will not accept any bills not in mint condition. You can buy some foreign currencies from your hometown bank before you leave. The big disadvantage is you have no protection if you lose your money.

Credit cards are good for larger purchases in stores. They also give you full protection if the card is lost, provide you quickly report it. (Your maximum liability is only 50 dollars.) However, credit cards often are not accepted in rural areas and LDCs.

ATM cards give you quick access to cash when you need it (so you don't carry a lot on you at any one time and can have access in an emergency). ATM machines offer the best exchange rates, and they are now found in most large cities around the world, even in many overseas airports. Again, the disadvantage is machines and banks may not accept the card in your destination (they are generally not accepted in rural areas and LDCs), and you may need a new PIN number for international use. Overseas, these cash cards don't always seem reliable. (I tried vainly for three days to use my card in Australia, then just as suddenly it worked again. In Hong Kong it refused to work the first two attempts, then immediately complied with my third request without hesitation.)

Travelers' checks feature complete replacement if you lose them. For easier acceptance, try to buy them in the currency of your destination. Some institutions, such as credit unions and some auto clubs, waive the service

charge. There are some financial disadvantages to buying them. There is often a service charge and they are usually subject to higher exchange fees and a worse exchange rate than cash. Nor are they always accepted, especially in rural areas and LDCs.

When it comes to exchanging money for foreign currency, you should consult your missionary hosts for the best places. Generally, the following institutions reflect the order of best exchange rates: (1) ATM machines, (2) banks, (3) currency exchanges (often called Bureaux De Change overseas), (4) hotels and travel agencies, and (5) retail stores.

THE COLOR OF MONEY

The color of money sometimes is red. Many people, including husbands and wives, become angry or defensive when the subject is spending or finding money. Members of the mission team can begin to feel this way too. Short-term mission team leaders have heavy fiscal responsibilities.

As a team leader, be careful and deliberate during the planning stage. Think slowly through every event, every day, listing each activity that will cost money so that you can include it in your projections. Pay attention to interim payment due dates so you do not find something such as your flights canceled because you did not send in a timely payment. Follow the currency conversion tips in this chapter (if this is an international mission), and always add a "miscellaneous" amount for safety.

Be prepared to discuss fundraising options with your team, but if possible, delegate the ultimate responsibility for raising their prorated trip cost to the participants. Include a "Fundraising update" segment in each team meeting as you plan for the trip. Be scrupulous in the accounting of every penny coming in and out of the account, preferably by appointing a treasurer and some form of safety net such as vouchers or double signatures required for each expenditure.

SAMPLE GLOBAL MISSIONS FELLOWSHIP TEAM MEMBER FUNDRAISING LETTER

Dear (name):

(Make first paragraph a personal greeting & introduction.)

God has opened the door for me to go on a short-term mission trip to Panama with Global Missions Fellowship July 18-15, 19xx. We will be working with existing churches in the city of Colon, which are starting new baby churches there. I will be teamed up with one or more Panamanian Christians as we go door-to-door telling people about Jesus Christ through translators and bilingual literature.

Your help is needed! This is a team project, and you are needed on the team. First, we need y our prayers for the spiritual battles ahead. Second, your help is needed to help cover part of the cost for this trip.

The total cost is \$_____. Please consider investing \$_____ or \$_____ in the project. Much of this amount is due by _____.

If you would like to join us in this, please make your check payable to "Global Missions Fellowship," and return it to me in the enclosed envelope. GMF will then send you a tax receipt.

If I do not hear from you by _____, I will attempt to contact you to see what you have decided. I can answer any questions you may have at that time.

You are very important to me. Thank you for praying about being a part of our team.

Sincerely,

(Your name)

NOTES

1. Of course, there will be a fee to enter the tournament. Other sports contests to consider are (1) a bridge tournament or marathon, (2) a basketball tournament, (3) a tennis tournament, (4) a celebrity golf/tennis outing, and (5) a ski trip. In addition, a walk-, run-, swim-, bike-, or bowl-a-thon, in which participants sign up sponsors to pledge so many dollars per mile (or games played), also keeps the athletes busy, happy and contributing.
2. Elizabeth Earle, "Get Rolling...Build Your Support," booklet published by Habitat for Humanity (Americus, GA, 1996), 1-3.
3. For other suggested contacts, see chapter 9 of William P. Dillon, People Raising (Chicago: Moody, 1993).
4. Earle, "Get Rolling," 4-5.
5. Ibid., 6.
6. ©1997, Global Missions Fellowship, Inc., of Dallas, Texas. Letter used by permission of Global Mission Fellowship with "attribution to the glory of our Lord and the advancement of His Kingdom."

SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 6 -- PREPARATION

- Immunizations
- Passport Information
- Health & Safety (article)
- Short-Term Trip Covenant (optional)

IMMUNIZATIONS

Passport Health

15455 Red Hill Ave

Tustin, CA 92780

(714) 258-7196

www.passporthealthusa.com

Orange County Health Care Agency

Travel Clinic

1725 W. 17th Street

Santa Ana, CA 92706

Call 1-800-914-4887

http://www.ochealthinfo.com/mcah/immuniz_travel.htm

The Orange County Health Care Agency is usually much cheaper but you might have a long wait. You can schedule an appointment.

Passport Health is more expensive but requires less waiting – you can schedule an appointment.

If you know of other options, please inform your trip leader.

Using your local, primary care doctor is not recommended. A specialist in this area is required.

You can find out additional information regarding health issues for your destination at:

Center for Disease Control and Prevention

1600 Clifton Rd, Atlanta, GA 30333, U.S.A.

Switchboard: (404) 639-3311 /

Public Inquiries: (404) 639-3534 / (800) 311-3435

www.cdc.gov

Remember to fill out the World Health Organization yellow card to record immunizations for your own records and to bring this card on the trip.

- A [World Health Organization](#) Yellow Card, or [Carte Jaune](#) is an international certificate of vaccination, containing records of immunizations and vaccinations, dated and certified by the physicians who administered them. It is presented to immigration authorities with one's passport, upon entering countries which are quarantined by reason of disease.

PASSPORTS

Your passport must have at least six months of validity remaining from the end of your trip to be accepted in many countries. Passports are most easily obtained through a U.S. Post Office.

Orange County Passport Offices

Anaheim Main Post Office USPS
701 N Loara St
Anaheim CA 92803

Anaheim City Clerk's Office
200 S Anaheim Blvd Fl 2
Anaheim CA 92805

Fullerton Main Post Office USPS
1350 E Chapman Ave
Fullerton CA 92834

Garden Grove Main Post Office USPS
10441 Stanford Ave
Garden Grove CA 92842

Irvine Main Post Office USPS
15642 Sand Canyon Ave
Irvine CA 92619

Laguna Hills Branch Post Office USPS
24001 Calle De La Magdalena
Laguna Hills CA 92654

Newport Beach Main Post Office
USPS
1133 Camelback St
Newport Beach CA 92658

Newport Beach City Clerk's Office
3300 Newport Blvd
Newport Beach CA 92663

Spurgeon Station Post Office Santa
Ana, CA USPS
615 N Bush St
Santa Ana CA 92702

Santa Ana North Grand Post Office
USPS
2201 N Grand Ave
Santa Ana CA 92711

For the most current information regarding passport and visa policies, refer to:
www.travel.state.gov

You need one passport photograph. There are several places you can obtain photos. Check your local yellow page directory. Kinko's and the U.S. Post Office (that has passport services) can process the photos.

Any time you mail your passport, use priority mail, certified, and return signature required. Enclose a pre-addressed, postage-paid priority mail envelope for your passport's return journey to you.

You can speed up your passport application by paying an additional fee. It is recommended that you do so. You can also go to the Los Angeles Passport Agency home page: http://travel.state.gov/passport/about/agencies/agencies_909.html#. Or, contact the Missions Office at Trinity for information on expeditor services.

Federal Building
11000 Wilshire Blvd. Suite 1000
Los Angeles, CA. 90024-3602
Public Hours of Operation: 7:00 AM to 3:00 PM
Monday through Friday (except Federal holidays)
Inclement weather: Listen to radio/TV

Automated appointment line and general recorded information available at:
1-877-487-2778, or check online.

VISAS

Many countries require visas, which are stamps or stickers placed in your passport to allow you to enter their country.

Some visas you can get when you arrive but many need to be obtained before you leave the USA. Some countries will put you back on the plane if you arrive without a visa (or certain type of vaccination).

Find visa requirements, application, and fees for your destination country by visiting the country's embassy website. Go to www.google.com, put your destination country's name after the words, "Embassy of." Find the embassy nearest you, and print out the instructions and application for obtaining a visa.

You may need or just appreciate the help of an agency that has visa passport services. This type of company will personally hand carry your visa applications to the embassy, see them process, and return them to you. They also take the work off of you for ensuring that each person's visa application is filled out properly, has the correct

supporting documents, and the correct fee. Check on the internet for companies that provide these services.

HEALTH AND SAFETY: TRAVEL-SMART TRAVELERS

Whether you are traveling to an unfamiliar area in the U. S. or to a foreign country, it is wise to be Travel-Smart! Travel-Smart travelers anticipate potential problems and take preventive action. These measures will reduce the risk to person or property while traveling.

Travel-Smart Travelers:

1. Learn about cultural expectations for dress and behavior before leaving home.
2. Learn about the destination's political, social and economic issues before leaving home.
3. Obtain recommended vaccinations and prescriptions prior to departure.
4. Seek and follow the advice and guidance of local hosts concerning both culturally appropriate behavior and dress and health and safety issues!
5. Leave a copy of the identification pages of their passports with someone at home and carry an extra copy separated from their passport in case of loss or theft of the passport.
6. Take the following in their carry-on luggage: a change of clothes, toiletries, prescription medicines.
7. Carry medical/accident insurance and medical evacuation insurance that is valid outside the United States and take the company's contact and policy information with them.
8. Go out in small groups rather than alone, particularly at night.
9. Get the "lay of the land" as quickly as possible upon arrival. (Where are safe or unsafe areas? Where are safe restaurants? How and where do you get a taxi? Which types are safe?)
10. Travel light, taking only luggage that they can comfortably carry without assistance.
11. Keep extra money, travelers' checks, credit cards, and passport in a special pouch under their clothing.
12. Women Travel-Smart Travelers carry purses with zipper closures close to their bodies (to minimize risk of purse snatching).
13. Carry a small wallet or change purse with a small amount of local currency for transactions, avoiding showing a lot of money.
14. Avoid wearing expensive or expensive-looking jewelry, watches, and clothing. (Gold or gold-colored jewelry often captures the attention of potential thieves.)
15. Register with the local U.S. consulate or embassy, if the situation deems it appropriate.
16. Carry a card with important medical information (blood type, allergies to medications, etc.) on their persons.
17. Avoid demonstrations, protests, strikes, or similar large gatherings of people where violence can quickly erupt.
18. Avoid all use of illegal drugs! Remember that in much of the world, a person GUILTY until proven innocent. Regulate use of any legal drugs (such as alcohol, where legal) so as not to endanger themselves or others.
19. Avoid behaviors and clothing that make them stand out or call attention to themselves or their group (e.g. loud voices or music, identical clothing).

20. Avoid publicizing or talking about their itinerary and routes in public places or with people other than their hosts.
21. Comply with requests from hosts and the trip leader to ensure the well-being of the group and all its members.

Travel-Smart Trip Leaders

1. Take a list of the home emergency contacts for each participant and leave one with a responsible person at home.
2. Make and carry a list of the medical insurance coverage carried by each participant and medical release forms in the event of a medical emergency requiring treatment. Obtain the assistance of the hosts in negotiating the medical system.
3. Make a list of each person's room number when staying in hotels (for quickly locating persons).
4. Avoid ground transportation marked "Tourist" or otherwise denoting a foreign group.
5. Avoid publicizing their itinerary and routes, especially via the internet or email.
6. Monitor group and individual behavior for risk and takes preventive steps.

When traveling to places with potential health risks, Travel-Smart Travelers:

1. Take a bottle or canteen of water into the area with them (so some is handy immediately upon arrival and they're not rushing to exchange money and find a vendor of bottled water).
2. Remember to brush their teeth with bottled or treated water and not the tap water!
3. Eat only cooked vegetables or fresh fruits that they have peeled themselves.
4. Remember to take their medications with them!

(See other health measures above and on the Centers for Disease Control web site for health recommendations for particular countries at www.cdc.gov)

† Taken from, "When God's People Travel Together: A Trip Leader's Planning Manual."

SHORT-TERM TRIP COVENANT

I realize that the following elements are crucial to the effectiveness, quality and safety of our trip together. As a member of this short-term team I agree to:

1. Remember that I am a guest working at the invitation of a local missionary, pastor, medical clinic, etc.
2. Remember that we have come to learn. I may run across procedures that I feel are inefficient, or attitudes that I find closed minded. I'll resist the temptation to inform our hosts about "how we do things." I'll be open to learning about other people's methods and ideas.
3. Respect the host's view of Christianity. I recognize that Christianity has many faces throughout the world, and that the purpose of this trip is to witness and experience faith lived out in a new setting.
4. Develop and maintain a servant attitude toward all nationals and my teammates.
5. Respect my team leader(s) and his or her decisions.
6. Refrain from gossip. I may be surprised at how each person will blossom when freed from the concern that others may be passing judgment.
7. Refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. Instead of whining and complaining, I'll be creative and supportive.
8. Respect the work that is going on in the country with the particular church, agency, or person(s) that we are working with. I realize that our team is here for just a short while, but that the missionary and local church, are here for the long term. I will respect their knowledge, insights, and instructions.
9. Attend all team preparation classes and follow-up meetings.
10. Fulfill all logistical requirements. I will comply with all requirements regarding passports, finances, shots and so on.
11. Refrain from negative political comments or hostile discussions concerning our host country's politics.
12. Remember not to be exclusive in my relationships. If my sweetheart or spouse is on the team, we will make every effort to interact with all members of the team, not just one another.
13. Refrain from any activity that could be construed as romantic interest toward a national. I realize certain activities that seem innocuous in my own culture may seem in appropriate in others.
14. Abstain from the consumption of alcoholic beverages at our host country unless otherwise stated by team leaders.

Signed: _____ Date: _____

SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 7 – THE JOURNEY & DEBRIEFING

- Growing as a team
- Debriefing the Team Questions & Suggestions
 - o 50 Questions
 - o Re-entry Questionnaire
- What to Say Back Home (article)
- Building a "Missions-Minded" Church
- Team Report
- Short -Term Mission Team Evaluation
- Evaluation Form

GROWING AS A TEAM

There are a variety of ways to encourage personal growth in your team members. One group uses a "team journal," which is left in an accessible area during the entire day. Throughout the day, team members slip by to jot down a thought or prayer. The team journal is also used to record significant issues discussed or shared in the daily team meetings.

Other teams have "daily prayer partners." In addition to ensuring that team members spend time with all the other team participants on a one-on-one basis, praying together also enhances the sense of community within the team. Each morning, put all the team members' names into a hat and draw them out in pairs. Encourage each pair to meet once that day to talk and pray with each other.

Team Meetings

Time spent alone as a team, away from your host families, the local congregation, and the missionaries, is essential for a healthy team. These team meetings also provide an important time for processing the spiritual implications of their experiences.

It's important that you clearly communicate to the hosts the need for daily private team meetings. Ask if they can provide a suitable meeting place for the team. Most teams find meeting in the evening is best. The team can gather after a day's work or activities to recap the day, discuss important matters, and have a team devotional.

TEAM DEVOTIONALS

Team devotions can be handled any number of ways. The nature of your particular team will determine how your devotions operate. Three suggestions are listed here.

Buddy System

Before departure choose devotion teams of two or three. New Christians and non-Christians should not be excluded: pair them with a more mature Christian. Each devotion team is responsible for organizing an evening's sharing, prayer, and praise. It is their responsibility to bring thought-provoking questions for discussion, and then keep the group from digressing, complaining, or gossiping during the group's interaction. The delightful benefit of team led devotions is the diversity that each evening's team can bring. We've had everything from hymns to spirituals, from communion to M&M's. This is also a great way to give the quieter member a real sense of their importance to the team.

Rotation

This format is the same as above, except that, instead of teams, different individuals lead each night's program. This alternative is necessary when pairs of team members do not have a chance to prepare and coordinate a devotional. When something is weighing heavily on the collective heart of the group, one team member may be asked to lead a spontaneous sharing time. Diversity can be wonderful: We've heard a

storyteller dramatize the book of Esther, and cried together as a team member shared the fear and pain he felt because of the poverty around him. Devotions are a time to see the gifts of the Body at work. There are samples of Devotion books in the Missions Office. These must be ordered 1-2 months prior to trip.

Team Pastor

The format works well when the "pastor" is thoroughly prepared. One person is chosen well ahead of time to prepare a series to be taught each night of the trip. Any member of the team who has maturity as a Christian, the will to do the preparation, and a good teaching style can be chosen. (Remember, the devotions often take place at the end of a long day, so a low-key, unprepared session can mean trouble.) Choose a series that will relate directly to the experiences of the trip and provide ample fuel for your discussion. The Bible study portion should help team members see how they can integrate their new experiences into their lives as Christians.

While time alone as a team is important, so is taking advantage of what your hosts can teach you. Some teams have invited the missionary or pastor to join them for one of their team meetings so they could hear the pastor's testimony, or the missionary's dreams. Keep an eye out for opportunities to invite a special guest to one of your meetings. Are there other things you can do to help team members grow in their faith and knowledge of the Lord Jesus Christ.

† Modified and taken from, "Vacations with a Purpose."

WHAT TO SAY BACK HOME

When your group returns from the field, your memories of the experience will probably be vivid for the first several months. The high points of the trip may well hunt you for a lifetime. Many people will have made your experience possible; what will you tell them about it? What will you tell others who need to hear about it?

At a bare minimum, your group will want to communicate with those who helped send them. However, you may want to seek an even broader audience to hear about your missions experience.

Benefits

By proving yourself accountable, you lay the groundwork for further missions work. Supporters will feel that their money and prayers were well-invested and will feel good about making a similar investment in you or others sometime in the future.

- Good manners along require an adequate "thank you."
- When God blesses you, the Bible says you should give a testimony of the fact ("Let the redeemed of the Lord say so...")
- Doing so is an act of obedience.
- Your testimony may inspire others to consider a call to the mission field.

Who Needs to Hear?

Offer to share testimonies with:

- Sunday school classes
- Civic groups
- Youth groups
- Church congregations
- Contact your local newspaper

How?

Be creative in how you share:

- Letters (individual or written as a team)
- Powerpoint (15 minutes maximum)
- Songs (especially if foreign)
- Skits (write your own)
- Tell stories from the trip
- Give listeners a chance to ask questions
- One or two team members report of each aspect of ministry

BUILDING A MISSIONS-MINDED CHURCH

One of the catch phrases in missions circles today is “mobilizing the church.” How can we get the church, which seems intent on spending an even greater proportion of its income on its own needs, to begin looking more seriously at the needs of the world? What can you do to impact your church?

Traditional answers invoke the strategy of heightened awareness: More conferences, more books, better speakers are what is needed to build a missions-minded church. However, we contend that this is a rabbit trail. The real answer as to how to mobilize the church is rooted in an understanding of how people learn.

Freud spoke of the subconscious as a great, raging monster—the part of our mind barely held in check by our conscious faculties. Whatever you may think of Freud, he had a point: So much of who we are goes unquestioned and unanalyzed. Consider your philosophy of teaching (or your pedagogy). From where did it come? Unless you went to a Montessori school, you probably grew up learning your ABC’s in a classroom. In fact, most of your formal learning probably occurred in a classroom. You, therefore, have inherited a set of presuppositions about how learning should occur.

Studies show that people remember a small percentage of what they read, slightly more of what they hear, and a substantial majority of what they do. The kind of Bible studies which many youth pastors dish up as the primary focus of their discipleship efforts too often are sad reflections of the school rooms in which they grew up. This kind of pedagogy results in Christians with split personalities. Up to their eyeballs in biblical knowledge which they can’t apply, they are burdened by guilt. They know how they should be acting, yet their lives are a lie.

This is why missions projects are so important. They distill the essence of Christianity into a predetermined time frame. A study on the subject of service remains an abstraction. Dirty fingernails and a humbled spirit are the realities which accompany a service project. A study on the subject of faith never hits the heart until one’s finances come through at the last second. A study on the power of God soon fades from memory, but God’s power demonstrated through the miracle of healing is indelibly stamped.

Jesus taught his disciples principles and then he modeled them. We should trash our outmoded pedagogy of teaching principles without modeling behavior. To make the Christian walk come alive in our churches, we’ve got to bring others alongside us. Our message should be: “Jesus taught us to share our reason for hope’ let’s go share our faith tonight.”

Here’s the bottom line: Classroom-style teaching doesn’t work very well. People must learn their Christianity by doing it. Yes, Bible study is very important, but 15 minutes of hands-on cross-cultural evangelism is worth two hours of Bible study on the subject. Traditional methodologies change minds. They deal in the cognitive realm. Short-term missions, by way of contrast, are experiential and therefore have the power to change a person’s heart. We must ask, “if a picture is worth a thousand words, how much more is an experience worth?”

If you want to begin building a missions-minded church, cultivating awareness may be a necessary place to start. Before you can touch a person’s heart, you may have to reach their mind. However, if our churches are to be prophetic communities, at

some point this must filter all the way down to where we live. Church members must be challenged to get involved in missions work.

Any time you share your own missions experience with those who have never considered missions issues, you start them on a process which may culminate in their involvement either as goers or senders. Don't be afraid to challenge your listeners to move beyond passive interest into active involvement.

Perhaps the best way to begin making an impact in your own church is not through splashy presentations or even through Bibles studies which allow you to display your vast knowledge. Begin quietly by modeling the missions mindset that you hope to cultivate in others. Identify needs in your own community and then ask the Lord to show you how to be a part of the solution.

Minister to Adults in Your Church

Almost everyone sees youth groups as a ministry of the church. How many see the possibility of having a ministry to the church?

What happened in the First Presbyterian Church of Winston-Salem illustrates the potential for ministry by a church's youth to the adults in its congregation. The young people at First Presbyterian had a long history of participating in summer short-term missions projects. When they returned, their parents and others in the church noticed that they were different—their experience on the mission field had changed them. Adults in the church decided that they wanted to have that same experience. In subsequent years, increasing numbers of them discovered the joy of service by taking missions trips of their own.

As a youth pastor, you can do much to encourage the same kind of result in your own church. Here are some steps to take:

- After sharing your experience with other church leaders, challenge them to try a short-term missions trip themselves.
- Have a parents meeting after returning and have the kids challenge parents to make a difference on the missions field themselves.

Scout out who might be advocates for such a trip in the congregation or missions committee. Plant the seed of vision in them, then help to make it practical by researching opportunities with them. Meet with them on a regular basis. Invite other members of your church to join you in your ministry.

TEAM REPORT

The Mission Department requests that each returning outreach team coordinate a team report presentation four to six weeks after they return. Make sure you secure a date as a team for the report prior to the outreach.

The team report needs to be **engaging, quick moving** and have **interesting content**. For additional suggestions please make an appointment to meet with your Mission Director.

THE ACTUAL PRESENTATION

- Should not exceed one hour
- It is always a "plus" to have snacks available and preferably ethnic food from the outreach country
- Video presentations should be approximately 8 to 10 minutes long. The goal of the content of the video, and the presentation, is to expose the congregation to the needs to get other people and get them involved in future mission trips.
- Have a sign-up sheet for a future trip and future trip dates if possible
- Posters are a good tool
- You are creatively displaying your experience for others to catch the vision

TEAM MEMBERS EXPERIENCES

- The team leader or the emcee must keep the presentations moving forward. Do not let a team member ramble – have them prepare a short typed or written highlight of the trip
- Team members should be encouraged to share their experiences (3 minutes maximum per person). Suggestions for presentations:
 - o How did the trip impact them personally?
 - o How has he/she changed as a result of the trip?
 - o How did you better understand the "Great Commission?"
 - o How did you grow spiritually as a result of the trip?
 - o How did this challenge you personally?
 - o Why would you recommend this trip to others?

Trinity United Presbyterian Church Short-Term Mission Team Evaluation

Trip: _____

Name: _____

-
1. Was this your first short-term mission trip?
 2. What do you think was the most significant thing you learned on this trip?
 - How did this come about (i.e. what experiences, people, etc., helped you learn this)?
 3. How did this trip differ from other trips, outreach programs, "missions" endeavors, or ministries that you have been exposed to?
 4. Evaluate your team in the following areas on a scale of 1 (poor) to 5 (excellent). Please elaborate on low ratings. If possible, make comments on all areas.

- _____ Teamwork
- _____ Preparation
- _____ Adventure
- _____ Communication
- _____ Work Accomplished
- _____ Exposure to missions
- _____ Attitudes
- _____ Relationships
- _____ Leadership
- _____ Exposure to culture
- _____ Team devotional times
- _____ Concern for host community

5. Please evaluate the leaders of your team.

6. What aspect of pre-trip preparation was most helpful?

7. How could you or the team have been better prepared?

8. What aspects of the trip did you most enjoy?

9. What aspects did you like least?

10. What would be your suggestions/observations concerning improving future mission teams?

11. Would you recommend a trip to someone else? Why, or why not?

12. Describe some of the ways you feel you grew spiritually as a result of your participation on this trip.

Additional comments:

SHORT-TERM MISSION TRIP LEADER'S PLANNING GUIDE

SECTION 8 – MISSION TRIP RESOURCES

- Websites
- Additional Resources

OTHER RESOURCES

Books:

Barnett, Betty. Friend Raising: Building a Missionary Support Team that Lasts, Seattle:

YWAM, 1991 (SAPC Library # 266)

Beals, Art. When the Saints Go Marching Out!, Louisville, Kentucky: Geneva Press,

2001 (SAPC Library # 266)

Burnett, David. God's Mission Healing the Nations, Kent, England: Operation Mobilization, 1984 (SAPC Library # 269.2)

Dearborn, Tim. Beyond Duty: A Passion for Christ, a Heart for Missions, Monrovia,

California: World Vision, 1989 (Book and Leader's Guide available) (SAPC Library # 266)

Dearborn, Tim. Short-Term Missions Workbook: from Mission Tourists to Global Citizens,

Downers Grove, Illinois: InterVarsity Press, 2003 (SAPC Library # 266)

Eaton, Chris, Kim Hurst. Vacations with a Purpose: A Planning Handbook for your Short-Term

Missions Team, Colorado Springs, Colorado: NavPress, 1991 (Leader's Manual) (SAPC Library # 266)

Eaton, Chris, Kim Hurst. Vacations with a Purpose: A Planning Handbook for your Short-Term

Missions Team, Colorado Springs, Colorado: NavPress, 1991 (Team Member's Manual) (SAPC Library # 266)

Forward, David C. The Essential Guide to the Short-Term Mission Trip, Wheaton, Illinois: Tyndale House Publishers, 1998 (SAPC Library # 266.02)

Gaukroger, Stephen. Your Mission, Should You Accept It: An Introduction for World

Christians, Downers Grove, Illinois: Intervarsity Press, 1996 (SAPC Library # 266)

George, Sherron Kay. Called as Partners in Christ's Service: The Practice of God's Mission, Louisville, Kentucky: Worldwide Ministries Division, Presbyterian Church (USA), 2004 (SAPC Library # 266.5)

Goldsmith, Elizabeth. Getting There from Here: How to Find Your Place in God's

Global Picture, Cumbria, United Kingdom: Operation Mobilization, 1995 (SAPC Library # 266)

Judge, Cindy. Before You Pack Your Bag Prepare Your Heart: Short-Term Mission Preparation Guide with 12 Bible Studies Plus Trip Journal, Wheaton, Illinois: Campfire Resources, 2005 (SAPC Library # 266)

Kamal, Hisham. The Challenge of Islam in the Third Millennium, Temple City, California: Arabic Communications Center, 1999 (SAPC Library # 297)

Kroll, Woodrow. The Home Front Handbook: How to Support Missions Behind the Lines, Lincoln, Nebraska: Back to the Bible, 1994 (SAPC Library # 266)

Lingenfelter, Sherwood. Agents of Transformation: A Guide for Effective Cross-Cultural Ministry, Grand Rapids, Michigan: Baker Books, 1996 (SAPC Library # 266.02)

Munayer, Salim J. Seeking and Pursuing Peace: The Process, the Pain, and the Product, Jerusalem, Israel: Musalaha, 1998 (SAPC Library # 266)

Peterson, Roger, Gordon Aeschliman, R. and Wayne Sneed. Maximum Impact Short-Term Mission: The God-Commanded Repetitive Deployment of Swift, Temporary, Non-Professional Missionaries, Minneapolis, Minnesota: STEM/Press, 2003 (SAPC Library # 266)

Smith, Oswald. The Challenge of Missions, Waynesburo, Georgia: Operation Mobilization, 1999 (SAPC Library # 266)

Verwer, George. Out of the Comfort Zone: A Compelling Vision for Transforming Global Missions, Bloomington, Minnesota: Bethany House Publishers, 2000 (SAPC Library # 266)

Vial, Debby D. When God's People Travel Together: A Trip Leader's Planning Manual, Louisville, Kentucky: Presbyterian Church (USA), 1999 (SAPC Library # 266)

Websites:

Many mission related books can be found through World Vision. They produce a catalog but all their resources are also available online.

World Vision Resources
800 W. Chestnut Avenue
Monrovia, CVA. 91016
1-800-777-7752

www.worldvisionresources.com

Additional books including mission journals can be found at:

www.missionsresources.com

US Center for World Mission at www.uscwm.org