

SHORT TERM MISSIONS MANUAL

Adams Farm Community Church

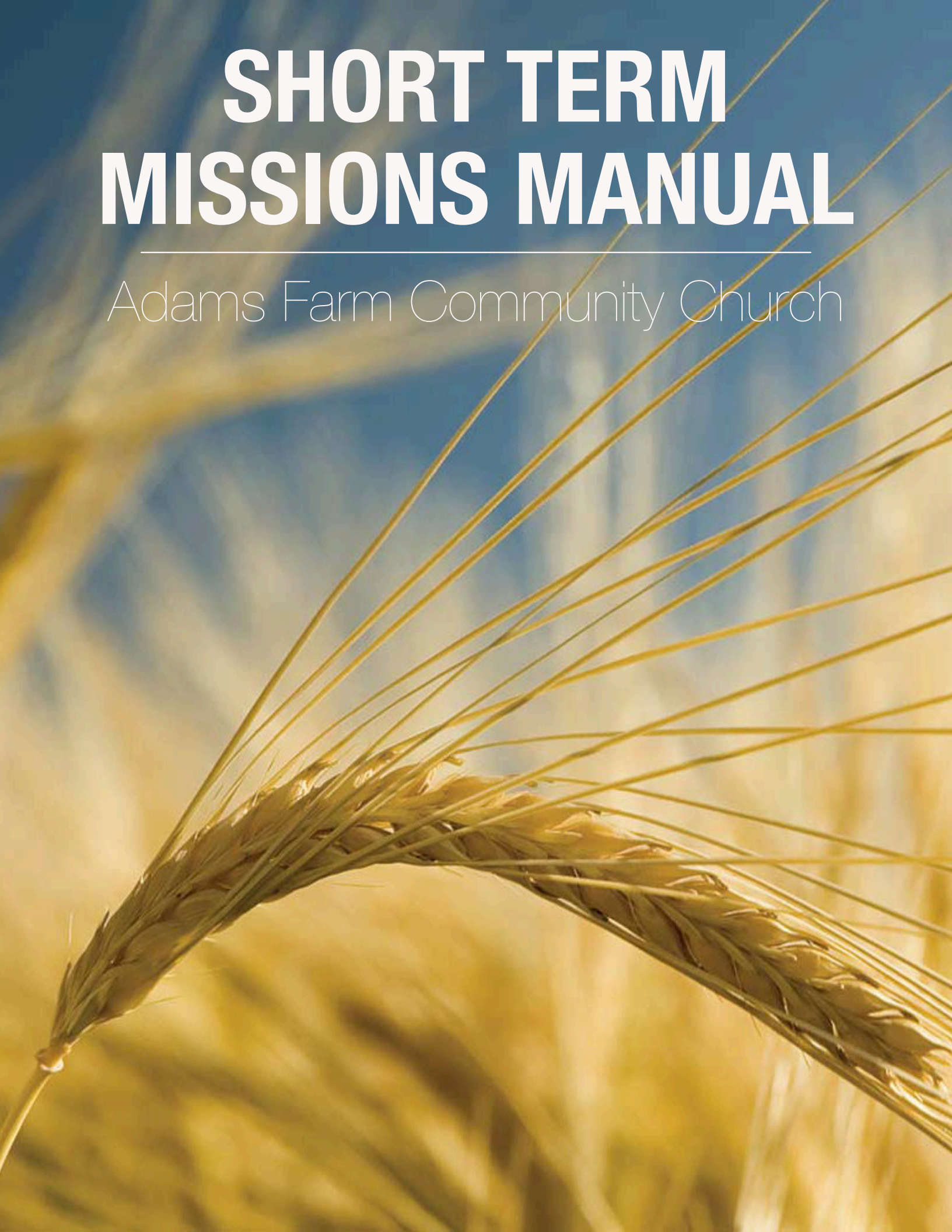


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Short Term Mission Planner

Pre-Mission

24 - 12 months in advance

(The further ahead you plan, the more flexibility you have)

- Approach missions team with your trip plans
- Determine purpose of mission & Establish Organizing Committee
- Plan and set meetings for Organizing Committee
- Identify potential ministry sites
- Contact potential host(s)

12 - 9 months in advance

- Team leader meet with missions team to discuss more concrete plans of trip and set dates for mission
- Identify Team Leaders
- Determine size of Team
- Determine cost of mission
- Publicize mission
- Begin recruiting Team (give applications to those interested)
- Choose interview date with missions team
- Set dates for Pre-mission Team Meetings

9 - 6 months in advance

- Conduct interview with missions team and confirm Team Members (leaders and participants)
- Invite facilitators for Pre-mission Team Meetings
- Plan content of Pre-mission Team Meetings

6 - 3 months in advance

- Schedule Commissioning Service for the Sunday before you leave
- Schedule Post-mission Team Meetings
- Schedule Post-mission ministry moment for the first Sunday you return (additional sharing time can be done at a later date)
- Plan fund-raising events
- Consider making reservations and purchasing tickets
- Have Team Members secure passports + visas as needed (make copies of passports)
- Secure supplies/equipment
- Prepare legal paperwork – age 18 and over
- Take care of immunizations and other medical issues
- Research overseas medical facilities/evacuation
- Explain the important of writing support letters and give examples
- Begin Pre-mission Team Meetings with Team Members
- Consult with host(s) re: local culture, giving gifts/money to nationals
- Update missions team on your progress and any concerns you have

3 – 1 months in advance

- Purchase plane tickets and arrange for transportation to / from airport
- Purchase travel insurance
- Plan for On-site Team Meeting (for debrief) with host(s)
- Make sure your team has sent Support Letters
- Raise support (prayer and finances)
- Prepare Travel Contingency Plan forms
- Collect Emergency Information (including medication and medical restrictions from team members)
- Research weather/climate, culture, etc. in preparation for packing
- Update missions team on your progress and any concerns you have

- Provide copies of Travel Itinerary
- Inform team about airport restrictions / security / etiquette
- Confirm with host about transportation from airport to ministry location
- Talk about immigration “rules”, baggage claim, customs, etc.
- Connect with host about transportation / where to meet / fares
- Check with airline for time allotted for check-in
- Pack your bags
- Collect emergency information on each team member and give copy to missions team

Last week

- Commissioning Service
- Review packing list
- Be sure passports, emergency info and ID info are all in order and copies are made
- Hand out team T-shirts (optional)

Mission

On-site

- Coordinate daily schedule
- Communicate with host re: coordination of times, places, etc.
- Keep team apprized of what to expect
- Communicate frequently w/ supporters: answers to prayer; requests; updates.
- Daily individual “check-ins” with team members
- Daily Team Meetings with devotions, prayer, Q&A, feedback
- Encourage Team in personal development and learning
- Keep ministry priorities and mission purpose at forefront
- Stay alert for situations that need your leadership/attention
- Plan Post-mission presentations (apart from the ministry moment the first Sunday you return)
- Before returning home, conduct first Debriefing session (make sure each member completes a debriefing evaluation of the trip before you return home)

Post-Mission

First week home

- The first Sunday you return have a few team members briefly share about the trip and announce date for longer sharing time
- Submit full accounting summary
- Communicate with supporters - thank you notes
- Hold first Post-mission Team Meeting (Debriefing)

Second week home

- Publish report in church bulletin
- Present Post-mission presentations

A month after coming home

- Hold last Post-trip Team Meeting (Debriefing)

Application

Personal Information

Name as listed on passport _____
Address _____

City, State, Zip _____
Email _____
Cell Phone _____ Home Phone _____
Date of Birth m m / d d / y y y y (Current Age) Gender male / female
Marital Status *Single / Married / Divorced / Widow*

Passport Information

Place of Birth City, Country Citizenship _____
US Citizen YES/NO If No, Visa Status _____
Passport No. as listed on passport _____
Expiration date d d / m m / y y y y

Please attach a photo copy of passport to application.

Church Information

Church Name _____
Address _____

City, State, Zip _____
Pastor's Name _____ Role _____
Email _____

Educational Information

Name of Institution

Graduation Year

City, State

Degree

Work Information

Employer

City

State

Start Date m m / y y y y

End Date m m / y y y y

Title

Duties

Spiritual Life

In a few paragraphs please describe your personal testimony and walk with Christ. Describe your church and ministry involvement:

-If more space is required please attach a separate piece of paper-

Trip Information

Which Short-Term mission are you applying for?

How did you learn about this mission?

Why are you interested in this particular mission?

What do you hope or expect to gain from this experience?

What do you feel you can contribute on this mission?

What specific skills / abilities / and talents do you have that will help your team and those on the ground?

Cross-Cultural Experience

What contact have you had with other racial, cultural and religious groups?

(Please list those as best you can and include any training or courses you may have also taken in the area of cross-cultural learning.)

Do you have any foreign language proficiency?

(Please list each noting fluent, conversational, etc.)

In what mission/work trips or service project(s) have you participated in?

(Please describe including when, where & length of project)

How open are you to God calling you to full time missions?

(Please share if you have sensed a call to go and if so, what has kept you from following up with this?)

Personal Character

How would you describe yourself to someone who has never met you before?

What are your strengths?

What are areas in your life where you see a need for growth?

Describe a group or team experience you have had and what you learned from that experience.

Personal References

(Church staff member (preferably a Pastor); a teacher, employer, or co-Worker; and a spiritual mentor/friend)

Reference Number One

Name _____

Address _____

City, State, Zip _____

Relationship _____

Phone _____

Email _____

Reference Number Two

Name _____

Address _____

City, State, Zip _____

Relationship _____

Phone _____

Email _____

Reference Number Three

Name _____

Address _____

City, State, Zip _____

Relationship _____

Phone _____

Email _____

Emergency Contacts

Please inform your emergency contact that you have listed them and let them know the dates you will be away and where you will be.

Emergency Contact One

Name _____
Address _____
City, State, Zip _____
Relationship _____ Phone _____
Email _____

Emergency Contact Two

Name _____
Address _____
City, State, Zip _____
Relationship _____ Phone _____
Email _____

Emergency Physician Contact

Name _____
Address _____
City, State, Zip _____
Office Number _____ Phone _____
Email _____

Medical Information

Please check box if you suffer from any of the following:

- | | | | |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Hypertension | <input type="checkbox"/> Hypoglycemia | <input type="checkbox"/> Bleeding Disorders | <input type="checkbox"/> Heart Disease |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Insect Allergies | <input type="checkbox"/> Asthma | <input type="checkbox"/> Anxiety |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Glaucoma | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Nervous Disorder |
| <input type="checkbox"/> Migraines | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Travel Sickness |
| <input type="checkbox"/> Other; | | | |

Physical Limitations _____

Medications _____

Medical or Food Allergies _____

Last Date of Tetanus Shot _____ Blood Type _____

Surgical History _____

If Pregnant, due date _____

(please attach a list and specify any details)

In the event that the named individuals cannot be reached, I hereby give my permission to the physician or dentist selected by Adams Farm Community Church, to hospitalize, to secure proper treatment, and/or to order an injection, anesthesia, or surgery as deemed necessary.

I authorize Adams Farm Community Church sponsors to administer medical aid as required for illness or injury under a physician's orders.

Signature _____

Print Name _____ Date _____

Parent/Guardian; If applicant is under 18 years old.

Signature _____ Relationship _____

Print Name _____ Date _____

Notary

Notary _____ Date _____

Team Covenant

As a member of this team, I agree to:

- i. Remember that I am representing Jesus Christ as well as Adams Farm Community Church. I will model Jesus in my behavior and attitude.
- ii. Remember that I am a guest working at the invitation of my hosts.
- iii. Remember that we have come to learn as well as to teach. 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.
- iv. Respect the host's view of Christianity recognizing that Christianity has many faces throughout the world and that the purpose of this trip is to experience faith lived out in a new setting.
- v. Develop and maintain a servant attitude toward all nationals and my teammates.
- vi. Respect my team leader(s) and his or her decisions.
- vii. Refrain from gossip.
- viii. Be receptive towards constructive criticism and advice from others.
- ix. 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.
- x. Attend all team meetings before the trip as well as any follow-up meetings including being commissioned the Sunday before we leave and reporting back the first Sunday we get back.
- xi. Remember not to be exclusive in my relationships. If my boyfriend/girlfriend or spouse is on the team, we will make every effort to interact with all the members of the team. If I am attracted to a teammate, I will not attempt to pursue a relationship until after we return home.
- xii. Refrain from any activity that could be construed as romantic interest in a national or teammate.
- xiii. Refrain from illegal drugs and abstain from consumption of alcoholic beverages or the use of tobacco products while on this mission.
- xiv. Refrain from teaching or practice of any belief that would not be endorsed by Adams Farm Community Church.
- xv. I agree to abide by the fund-raising procedures endorsed by Adams Farm Community Church and will personally thank all financial donors that contribute to my mission.
- xvi. Remember that I can be sent home if I do not adhere to this Covenant or if my Team Leader believes it is in my best interest or the interest of the team to send me home.

Signature: _____

Date: _____

Release and Indemnification Agreement

Adams Farm Community Church
Jamestown, NC

In consideration of the acceptance of the undersigned's application for participation in a short term mission sponsored by Adams Farm Community Church of Guilford County, North Carolina, Inc. (the "Church") and as an inducement to organizing the mission to **[insert destination]** ("Mission") and permitting the undersigned's participation therein, the undersigned agrees as follows:

The undersigned hereby fully and forever releases and waives and agrees not to bring or cause to be brought any and all claims, demands, actions, or causes of action of every possible kind and nature whatsoever the undersigned might assert, including, without limitation, claims for personal injury, wrongful death, or property damage, whether or not absolute, known or unknown, or otherwise against the Church or any of its elders, officers, employees, representatives, agents and volunteers (collectively referred to herein as the "Releasees") by reason of, arising out of or relating to the undersigned's participation in the Mission . The undersigned releases the Releasees and waives all such claims against the Releasees for any injuries or damages caused in any manner whatsoever whether or not any such liability is attributable to the absence of ordinary or even slight care by the Releasees arising out of the Mission .

The undersigned further agrees to indemnify, defend and hold the Releasees harmless from any kind of compensatory or punitive damages sought to be recovered from the Releasees and all losses sustained by the Releasees independent of claims asserted by others, including, without limitation, general damages, property damage, special, incidental and consequential damages, losses or expenses suffered or paid, directly or indirectly, as a result of any and all claims, causes of action, suits, proceedings, demands, judgments, assessments, and liabilities, including reasonable attorneys' fees incurred in litigation or otherwise, assessed, incurred or sustained by or against the Releasees by reason of, arising out of or relating to the undersigned's participation in the Mission .

The undersigned further agrees that this Release and Indemnification Agreement (the "Agreement") is binding upon the undersigned's heirs, executors, administrators, assigns and legal representatives; that this Agreement releases all successors, assigns and legal representatives of the Releasees; and that this Agreement is to be governed by the laws of the state of North Carolina.

The undersigned further agrees that the execution of this Agreement is continuing in nature; it is the undersigned's knowing and voluntary act; the undersigned does not intend to participate in the Mission until and unless the undersigned has had full opportunity to the undersigned's satisfaction to inspect and determine the scope of the Mission , independently investigate the political climate and inherent dangers in the country of the destination of the Mission and receive all information from the leader or Church Missions team which might bear on the undersigned's decision to participate; and the undersigned is under no duress or undue influence to execute this Agreement or participate in the Mission . The undersigned agrees that his/her participation in the Mission is not a condition of employment and participation is in a solely individual capacity and not in his/her capacity as an employee, agent or representative of the Church. The undersigned further agrees that the payment of certain expenses by the Church does not create a principal/agent relationship or grant any authority to the undersigned to speak for or act on behalf of the Church on the

Mission . The Undersigned acknowledges that the Church’s agreement to pay certain expenses on behalf of the undersigned is not an inducement for the undersigned to participate in the Mission and that the undersigned's decision to participate in the Mission is the result of a decision independent of the payment of such expenses.

The undersigned hereby grants full permission to the Church to use any photographs, video tapes, motion pictures, recordings, or other records or documents of the Mission and to do so without notice or compensation to the undersigned. The undersigned acknowledges that the Church has made available applications for travel insurance and agrees that it is the undersigned's responsibility to purchase travel insurance. Any and all costs or expenses - - other than travel costs, food and lodging - - incurred by the undersigned during the Mission , including, without limitation, costs due to health problems, emergencies and death, are the full responsibility of the undersigned or estate of the undersigned.

The undersigned acknowledges that the area in which the undersigned will participate in the Mission is in an extreme state of political and social unrest and is commonly considered to be inherently dangerous for travel by persons from the United States. The undersigned acknowledges having carefully and completely read and reviewed the attached United States State Department Travel Warnings for [name of country of destination and countries traveling thorough and dates of warnings]. The undersigned acknowledges that the United States State Department [“strongly warns U.S. citizens against travel to Afghanistan” and “reaffirms its warning to U.S. citizens to evaluate carefully the implications for their security and safety before deciding to travel to Pakistan.” – insert specific warning language here].

The undersigned certifies that the information provided in the undersigned's application for participation in the Church Mission is true, complete and correct and acknowledges that the undersigned has read and understands this Agreement; that the undersigned has not relied in signing this Agreement on any statement or writing, oral or otherwise, by the Church; and that it is the undersigned's intention with this Agreement to make a complete, general and unconditional release of any and all claims whatsoever against the Releasees as set forth above.

IN WITNESS WHEREOF, the undersigned hereby executes this Agreement on the date set forth below.

APPLICANT

Signature _____

Print Name _____ Date _____

DESIGNATED CHURCH LEADER

Signature _____

Print Name _____ Date _____

Note: Initial every page to acknowledge your understanding and agreement.

Reference Information

Thank you for your assistance in evaluating those who apply for short-term missions. Your answers are confidential. Please complete this form and return it to:

Example Name, 5113 Mackay Rd, Jamestown, NC, 27282 or you can send it to example@adamsfarmchurch.com

Applicant	Full Name	_____
Your Name		_____
Address		_____
City, State, Zip		_____
Relationship	Phone	_____
Email		_____

1. How long have you known the applicant?
2. How would you describe this person's relationship with Christ?
3. How have you seen the applicant grow and mature in their faith during the past year?
4. Are you aware of struggles or special circumstances concerning the applicant that might interfere with participation in this trip?
5. On the field, the team will be living and working in close proximity to one another. How do you think this will affect the applicant? What might stress the applicant in this regard?

Packing Checklist

You may want to add to or subtract from this list, just keep in mind the volume and weight.
Try to pack things you can leave behind as useful gifts!

General Items

- Wash N Dri
- Anti-Bacterial Hand Cleaner
- Soap / Shower Gel / Razor
- Shampoo / Shower cap
- Fingernail Clippers / Tweezers
- Blow Dryer
- Travel Iron
- Deodorant
- Hand and/or Body Lotion
- Laundry Detergent
- Toilet Paper (2 purse-size rolls)
- Toothbrush / Paste / Floss
- Mouthwash
- Comb / Brush / Makeup
- Feminine Products / Band-Aids / Antiseptic/Tissues

Medical Items

- Ibuprofen / Tylenol/ Lip Balm
- Maalox / Tums
- Q-Tips
- Cold / Allergy Medicine
- Sunscreen / Sunburn Lotion
- Contact Accessories / Glasses / Repair Kit
- Pepto Bismol/Immodium AD
- Malaria Rx (See Doctor)

Carry-On Items

- Passport
- Airline Tickets / Itinerary
- Pen / Pencil
- Reading Material
- Teaching Material / Sermons
- Camera (Pack Extra Batteries)
- Bible / Journal
- Washcloth in Baggie
- Clean Underwear
- Snacks/Empty water bottle
- 2-3 Complete Outfits (minimum)
- Prescription Medicines

Clothing

- Underwear
- Flip Flops/Socks / Shoes
- Sleepwear
- Return Flight Outfit (Comfortable)
- Dress clothes for church service

Food (Suggestions)

- Crackers and/or Cheese & Crackers
- Peanut Butter/Nuts
- Granola Bars/Energy Bars
- Breath Mints
- Plastic Ware (just a couple & reuse)
- Baggies

Extra Items

- OFF Mosquito Spray / Bug Spray
- Pens/Pencils/Markers/Highlighters
- Writing Paper
- Reading Material
- Dirty Clothes Bag (Plastic Trash Bag)
- Umbrella / Sunglasses / Sunhat
- Sewing Kit / Safety Pins
- Camera - Extra Batteries and Flash Card
- Watch (not expensive)
- Small Electric or Battery-Operated Fan
- Flashlight / Extra Battery
- Spot Remover
- Converter / Adaptor
- Alarm Clock
- Gift List

Packing Tips

Don't worry! We've come to your rescue with these handy packing tips that will help you save space and pack efficiently.

Tip Number 1

Make a list. This may seem a bit old school, but making a list of necessities for your mission before you start packing can really save you a lot of time and hassle. It may also help you realize that you do not need as much as you thought you did. Go ahead and add anything and everything you may need or want to your list, because you can always change your mind later.

Tip Number 2

Lay out the items you want to pack, then remove half of them. This might seem impossible, but this will force you to identify essentials and non-essentials. Speaking from experience, the most annoying discovery is when you have lugged a heavy suitcase around during your mission only to realize there were many items you never used.

Tip Number 3

Color coordinate outfits. Plan your outfits so that each clothing item matches with others, which may mean including clothing that are neutral colors. Make sure your tops and bottoms can match with the others. This will allow you to pack fewer clothing articles while still being providing the versatility of different outfits. Of course, it is worth considering that many missions organizations will provide t-shirts and other items that you can wear repeatedly. In which case, you can pack even less, as long as you pack essential travel items like detergent and clothesline.

Tip Number 4

Take advantage of layers. Layers are a great way to ensure that you not only pack efficiently, but also have adequate clothing for different kinds of weather. Tank tops and T-shirts can be worn over or under long sleeved shirts, a hoody can be added to a cooler outfit if the sky turns gray, and so on.

Tip Number 5

Take only one or two pairs of shoes. Shoes are heavy and take up a lot of space. You really only need one pair of comfortable shoes for walking and one nice pair for dress, should you have to attend any more formal occasions like church services.

Tip Number 6

Roll your clothes instead of folding them when packing. Rolling your clothes is great if you want to save a lot of space. However, keep in mind that if you roll your clothes you will probably end up with a heavier suitcase than if you folded them, because you can fit more into your suitcase this way.

Tip Number 7

Take advantage of all spaces. Pack smaller items into shoes, things like socks, underwear or hair accessories. Make sure you wedge items in the corners of your suitcase, as that space is often neglected. It is far better to look and see where you can squeeze in anything more when in the process of packing, rather than piling it up then having to sit on your suitcase to get it closed.

Tip Number 8

Remember to save space for souvenirs. If you plan to bring back souvenirs from your mission, it is advisable to fold your clothes on the way over and then roll them for your return. This way, you should save yourself a little extra room for gifts and souvenirs. If you have decided to fold your clothes to save on weight, you can still bring gifts home with you by packing an extra carry on bag inside your suitcase for use on the flight home.

Tip Number 9

Packing fragile items. You probably will not have a lot of fragile items to pack on your way out of the country but you may have a few that you have not thought of as fragile, such as bottles of shampoo and body wash. Make sure you pack these in bags in case they pop open during travel. Anything else breakable should be packed near the middle of your suitcase, surrounded by soft things to protect it.

Tip Number 10

Pack miniature toiletries, not the full size ones sitting in your shower. Unless you are going on a long-term mission in a rural area that has no supplies, you will not need a 3 month's supply of shampoo or soap. Head to the grocery store and stock up on the miniature versions of shampoo, conditioner, soap, hairspray, etc. most of which cost a dollar or less.

Tip Number 11

Prepare for the X-rays! Of course you will not be taking anything prohibited through airport security, but sometimes perfectly innocent items can appear not-so-innocent when stuffed into a full a suitcase in just the right way. In case you need to unpack your bag for a security check, pack things so that they are easy to access and re-pack should you have your suitcase or carry on examined during security screening. This makes it easier on you and everyone behind you.

Passports and Visas

A current passport is **required** for overseas travel. Be sure passports are valid for the duration of the trip with an expiration date of at least 3 months beyond the end of the mission. Some countries might question admitting a person into their country if the passport is close to expiring.

Research information about passports and entry visas at <http://www.travel.state.gov> (US Citizens).

- Apply for your passport at least 3 to 6 months in advance
- Applicants must apply in person for a passport
- Application forms are available at the following website: <http://travel.state.gov/content/passports/en/passports/apply.html> or at selected Post Offices. If this is your first time applying for a passport we advise you to go into the post office and speak to someone to make sure you fully understand the process.
- Proof of citizenship, identity, two photographs and fee are required
- Leave a photocopy of your Passport in your home country
- Take a photocopy of the ID page of your passport with you, carrying it in a separate place from the real thing. The reason for two copies at separate places is in the event the passport is lost or stolen, it is much easier to have it replaced if you have proof that a previous one existed.
- After the length of your stay is determined, check the visa requirements for the country you are going to at <http://www.travel.state.gov> (US Citizens). Remember, each country is different. Many countries require authorization to enter their countries. Most countries grant a tourist visa upon arrival.

Team Roles

It is important that members of your team develop leadership skills. These roles are designed to not only grow team members but also help relieve some of the tasks that you as the team leader need to oversee. This list is just an example and many more roles could be added if necessary. Always remember to explain your expectations of each role and check in regularly to ensure that the role is being done. Use this as a discipleship opportunity and do not give up if it takes a few times to explain how each role should be done.

Example Roles

- Leader
- Back-Up Leader
- Leader of the Day
- Secretary
- Treasurer
- Devotion Leader
- Debriefing Leader
- Photographer
- Luggage Captain
- Activities/Project Coordinator
- Research of History and culture Leader
- Games Leader
- Materials Leader
- Fundraising Leader

Financial Instructions for Short-Term Teams

When raising funds, checks must be made payable to Adams Farm Community Church and have **ONLY** the team name on the memo line.

Note: Putting a team member's name on the check causes the check to no longer be tax deductible. When the name of the individual is on the check, the IRS sees the check as a pass-through gift and therefore is not tax-deductible. Since the teams are considered ministries of the church, putting the team name on the check is not viewed as a pass-through gift and therefore tax-deductible.

Correct Example: Payable to: Adams Farm Community Church
Memo: For Appalachian 2016 Team

Two Incorrect Examples: Payable to: AFCC – Moldova Team
Memo: for Moldova 2015 Team – John Smith

Therefore, the following sentence **MUST BE** in your team support request letters:
“To be tax-deductible, the checks must not include my name, but must be payable to “Adams Farm Community Church” and the memo lines should say “- team name-“.”

This paragraph **MUST BE** a part of your Support Letter:
“Adams Farm Community Church makes every attempt to utilize all donations directly for the mission to which they are designated. However on occasion we will have short-term missions that are over funded or are cancelled at the last moment. Therefore, Adams Farm Community Church reserves the right to transfer any excess donations from this team to another short term team if this mission is over funded or if this mission is cancelled.”

Neither the Team Leader nor his/her spouse may be the Treasurer for a team. The Team Leader must assign a team member to be the Team Treasurer. Team Leaders have found it helpful to have someone else handling the money, record keeping, etc.

Team Treasurer

- Verify all checks are made payable correctly (see above) and are all signed
- If checks are incorrectly made payable, ask Mission Team Treasurer how to process
- Total all the checks, write down the total, and bring bundles of checks (and a copy of the total) to the Mission Team Treasurer weekly
- Ask Mission Team Treasurer for checks needed for trip –airfare, on-field expenses, etc. Allow a minimum of 5 business days to process the check requests(s), add 5 days to cash the checks.
- Get the record keeping forms and any necessary instructions from the Mission Team Treasurer prior to the trip.
- Keep records of all expenses while on the field. Using attached forms provided by Mission Team Treasurer.
- Following trip (within one week) – reconcile all field expenses against the advance, bring Field Expenses Report (including all records/receipts in chronological order) to the Mission Team Treasurer and review the report with the Mission Team Treasurer.

If the report is not clear, the Mission Team Treasurer may require the Team Treasurer to re-do the report. (Remember – the report needs to be clear enough so that the end-of-the-year audit or anyone not on the trip can clearly see and understand how the money was used.)

Mission Team Treasurer

- Process deposits for each team weekly and record income or expenses on the Short Term Mission Expense Record (STME Record)
- Distribute a copy of the STME Record to the Team Leader, Team Treasurer, and Mission Team Leader every time the STME Record is updated
- Provide a Monetary Field Expenses Advance for the Team Treasurer only
- Issue checks as needed for the team (airfare, insurance, materials, etc) and give to Team Treasurer
- Meet with Team Treasurer after the trip to review Field Expenses Report

A monetary advance for field expenses can be given to the Team Treasurer only. The Team Treasurer will sign the Receipt for Disbursement of Team Funds form and then keep records of all expenses during the trip and submit all receipts/records following the trip.

Keeping Receipts

The receipts/records are extremely important. If the advance is not offset by the receipts/records then a 1099 Tax Form will be issued at end of year and the recipient (Team Treasurer) will be required to pay taxes on the monies received. The records should be detailed, thorough, and easy to understand for an auditor to review. In some countries, receipts are not readily available. In those situations, the Team Treasurer should:

- Keep a detailed list of daily expense amounts for food, transportation, lodging, miscellaneous, etc.
- Use the “Receipts for On-Field Use” form(s)
- Ask the Missionary of Team Leader to co-sign all expenses that are recorded on the “Receipts for On-Field Use” form(s). Two signatures/initials are required for each form.

Budgeting

Sample Budget Worksheet

Category	Expenses	Cost
Airfare	Total Airfare for team	
	Airport Tax	
Lodging	Lodging	
Transportation	Van Hire	
	Trailer Hire	
	Other	
	Gas	
	Public Transport	
Other Expenses	Supplies	
	Medication	
	Meals	
	Groceries	
	Interpretors	
	Other	
	Sub-Total	0
Category	Raised	Cost
	Scholarship Funds	
	Support	
	Fundraising	
	Sub-Total	0
	Total Raised - Expences	0
	Total Team Members	1
	TOTAL COST PER PERSON	0

Payment Receipt

Amount _____ Currency _____

Paid To Person or Company _____

For _____

Signature Person receiving payment _____ Date _____

Paid by Signature of person giving payment _____

Amount _____ Currency _____

Paid To Person or Company _____

For _____

Signature Person receiving payment _____ Date _____

Paid by Signature of person giving payment _____

Amount _____ Currency _____

Paid To Person or Company _____

For _____

Signature Person receiving payment _____ Date _____

Paid by Signature of person giving payment _____

Amount _____ Currency _____

Paid To Person or Company _____

For _____

Signature Person receiving payment _____ Date _____

Paid by Signature of person giving payment _____

Travel Contingency Plan

Trip Name _____
Team/Church _____
Date of Departure _____ Return _____

Please attach a copy of itinerary for air travel- when/where departing and arriving.

Contact Person upon arrival to Location; *If delayed or change of plans*

Church/Organisation _____
Phone Number _____
Contact Person _____ Phone _____
On-Site Team Leader _____

Contact Person upon arrival back home; *If delayed or change of plans*

Church/Organisation _____
Phone Number _____
Missions Team Leader _____ Phone _____
Person Meeting Team _____ Phone _____
On-Site Team Leader _____

Please complete and give to missions team before leaving.

Preparation for the Trip

Sharing your Faith

There is in the heart of each man a god-shaped vacuum, which cannot be filled by any created thing; but only by God the Creator, made known through Jesus Christ.

-Blaise Pascal

Why do we witness? Why do we need a verbal one?

We witness first of all because of who God is. Many Christians have an anemic concept of God. They try to fit God into their schedule and into their life rather than fitting their schedules and their lives into God's plans. They act as though they made God to love and serve them, when, in actuality God made people to love and serve Him. God is the sovereign and almighty Creator! We need to understand the full extent of His sovereignty in order to re-evaluate our concept of who God is. In our culture, we place ourselves at the center, but God is the Creator, Sustainer and Ruler of the universe. He must be the very center of our attention, our desires and our purposes. We must begin to live out the truth stated in our confession that "I am not my own, but belong—body and soul, in life and in death—to my faithful Savior Jesus Christ." Furthermore, "Because I belong to him, Christ, by His Holy Spirit, assures me of eternal life and makes me whole-heartedly willing and ready from now on to live for Him" (Heidelberg Catechism, Answer #1). God desires our worship and the worship of others from every linguistic background and from every corner on this earth. The apostle Paul in his letter to the Christians at Corinth said, "Since, then, we know what it is to fear the Lord, we try to persuade men" (II Corinthians 5:11). A very large part of following Jesus is witnessing to the lost.

We also witness to praise God. Simply put, we were created in God's image and as true image-bearers our greatest responsibility on this earth is to reflect and reveal the God who made us. Listen to Ephesians 1:11-12: "In Him we were also chosen, having been predestined according to the plan of Him who works out everything in conformity with the purpose of His will, in order that we, who were the first to hope in Christ, might be for the praise of His glory." His glory is seen in the love the Father has for the Son and for His children. However, because of sin His glory is not seen or known by those living without the light of truth. God sent His Son, therefore, to seek and save the lost, so that they might see Him in the light of His glory, experience His love, and worship Him. This is exactly what every Christian is called (commissioned) to do. We are to "go and make disciples of all nations" (Matt 28:19), and to be "witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth," (Acts 1:8). True, because of sin, our witness is often imperfect and a poor reflection of the love the Father has, but in our best moments of reflecting, our witness seems to bubble up from inside of us. We cannot help but praise Him.

Some of you engaging in inter-cultural mission work for the first time may be thinking, “Yes, I see how the proper response to Jesus and praise to the Father results in witness. But I cannot speak the language of these people, so why should I be concerned about a verbal witness? My deeds will be my witness. I’ll be satisfied if we erect the foundation of this school or dig that well.” It is right that we as Christians dig wells and become involved in income-generating projects. Christ healed, showed solidarity with the poor and the marginalized, lived a life of compassion and justice. But he also announced the Kingdom with His words, calling people to repent and to believe. If we ever ignore the evangelism mandate or fail to connect the work we do (even the good work) with Jesus, the danger is that the focus is put on the doer of the deed rather than on Christ. For the sake of being known as “good people,” we may never compromise Christ. The school or well or whatever ultimately becomes a noose if it does not point to Christ—who alone can truly redeem people and structures and cultural practices.

As mentioned earlier, this present era is an era characterized by mission, by the gathering of folk to the banquet, a symbol for the Kingdom of God. We are not yet to the banquet. But we are called to invite folks in. In fact, according to the New Testament, the beginning of the banquet will be determined by our obedience to faithfully announce it verbally: “And this gospel of the kingdom will be preached throughout the whole world, as a testimony to all nations, and then the end will come” (Matthew 24:14).

What is the Essence of the Invitation? What is this Gospel?

The gospel message is expressed in its most concise form in John 3:16: “For God so loved the world that he gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.” The gospel is very good news. The good news is that although we are sinners and earn death, God is gracious and forgiving and Jesus gave His life to pay for our sin. Through faith in Jesus’ substitutionary death and in His resurrection, we are free from condemnation and we can live full and meaningful lives under Jesus’ rule right now, on earth, and eternally, in heaven.

The three divisions of the Heidelberg Catechism are: Sin, Salvation and Service. This summary also relates the basic gospel message.

1. We have all sinned. There is not one of us who does good. Romans 3:12 says that “All have turned away, they have together become worthless; there is no one that does good, not even one.” Romans 3:23 says, “For all have sinned and fall short of the glory of God.” Moreover, the result of our sin condition is death. Romans 6:23 says that “the wages of sin is death.”
2. Salvation is given as a gift of grace, through faith. Romans 6:23 goes on to say that “the gift of God is eternal life in Christ Jesus our Lord.” Salvation comes to us as an unconditional gift from God. Romans 10:9 tells us that “If you confess with your mouth that Jesus is Lord, and believe in your heart that God raised him from the dead, you will be saved.”
3. When we receive the gift of salvation, we then have the joy of living our lives in thankful service. Ephesians 2:8-9 says, “For it is by grace you have been saved, through faith - and this is not from yourselves, it is the gift of God - not by works, so that no one can boast. For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

Fear and Hesitancy to Witness

Many Christians fear the ministry of evangelism and witnessing because they hold incorrect and negative impressions regarding God's expectations and our participation in the ministry of evangelism. These negative impressions can come from our North American culture, from the media, from fallen tele-evangelists, and even from our own churches. Among the false impressions that cause us to fear witnessing are the following:

1. One needs to be an expert in evangelistic methods to share Christ with another person.
2. We have to have it "together" ourselves before we can witness.
3. Evangelism is confrontational verbal witness.
4. It is up to us to convince the other person and we are responsible for their response or lack of response (fear of failure).
5. We will look foolish if we can't answer a question correctly.
6. People will dislike us and reject us.
7. The pastors, the evangelism committee, and gifted evangelists are supposed to do the work of evangelism.

What are your fears? Look at yourself honestly and write them down below:

Spiritual Warfare in Missions
by Grace Holland

The Spiritual Authority of a Believer

Ephesians 1:18-23 – Wow! Christ is Victor! He is Head of the body – us. We're together in this. Do you believe it?

Look at Ephesians 2:1-7: a new position for us—something new at the cross. The Believer has delegated power like a policeman. It's already there; it needs no special act of faith – just recognize, accept, act and give God the glory.

God does not act in power until we move in obedience; we need to command, not just ask.

But what about ourselves – the relationship of Christians and demons? Satan's influence in our world: he lies about power (his is limited), about truth (Your God is too Small), and about who we are. He can have strongholds in people's lives, even Christians. Scripture and experience show that protection is not automatic –

James 4:7, 1 Peter 5:8-9, 2 Corinthians 2:11, Ephesians 4:27

Degrees of demonization – temptation, oppression, inhabitation (footholds), possession (unbelievers), from unforgiveness, false religions, cultic groups, music dedicated to Satan, careless exposure to demon powers.

What if you find some footholds? Get help in prayer to denounce them. IV. SPIRITUAL

Warfare in the work of Missions

This is the Christian offensive. We go onto Satan's turf not just to repel but to invade – Acts 26:18.

What is the justification for taking “our religion” to others? The “happy savage” is a myth. Power encounter vs. universalism (all religions lead to God) is linked to growth of the church V.

Personal Victory

Daily personal victory is the first and most important point of warfare—control of our thoughts, our attitudes, our words, our actions, our focus on Christ. Some traps of our culture are:

1. Pleasure seeking – hedonism – sex, drink, drugs. “I deserve to be happy and indulge myself.”
2. Possessions – materialism – “I can’t be expected to get along without certain things.”

Keys to Victory – What is my view of God? Do I look first at His authority, then accountability, then affirmation, then acceptance? Or the other way around? I need to walk with Him each day in faith and obedience, confessing sin as soon as I see it.

Prayer is the ultimate weapon – for myself and for others. I must take God at His word. In his farewell, Jesus promised answers six times: John 14:13, 14; John 15: 7, 16; John 16:23, 24. Make prayer a priority – Mark 1:35, learning to persist with faith – Luke 18:1-8.

Support Letters

Why even write support letters?

When you write a support letter, you are doing way more than just asking for money and prayer – you're inviting someone to participate in your mission. While they will not be hopping in the van with you, they will be filling the vital role of providing support in your missions experience. Keep this in mind as you write and send your letters, this is a partnership and these people are the ones who will be investing in the mission with you.

Think about

Timing

A good timeframe for sending out letters is about 3 or 4 months before your trip. You don't want to send letters so early that people forget but you need to consider when you need financial support to arrive and plan accordingly.

People

Do not forward your support letter to all your Facebook friends. Instead, take 10 or 20 minutes to think through to whom you should send your support letter. A few groups of people to consider include family, friends (even if they don't have money to give you), people you know from church, people you know from school, people you want to invite to know you better, etc.

Before you send letters to any members of Adams Farm community church please talk to your leader or the missions team, We do not want overload people with 20 letters at once.

Support Letter Tips

The following are some quick tips, what to avoid, and how to share your mission trip support letter.

Tip Number 1

Keep it short. One page is plenty. Two pages should be your maximum. Quality is more important than quantity.

Tip Number 2

Make it look good. First impressions matter. If designing documents is not your strength, then find a friend who can help. Consider including a picture of you or your team is an easy win.

Tip Number 3

Proofread. Have someone help you by reading your letter for any errors before you print it.

Tip Number 4

Be interesting. Share about what you are doing, the place you are going and the people you will serve.

Tip Number 5

Make it personal. People want to support you! Do not send a generic letter from the team when you can send a personal letter from you. While you might share some details about your team, also include what your hopes, fears and needs are.

Tip Number 6

Do not forget the details. Where is the trip? What are the dates? What will you be doing? Is there a send-off service beforehand? How much money are you trying to raise? If they want to donate money, where do they send it and who are checks payable to?

Tip Number 7

Do not just write a “fundraising letter.” Support is so much more than people’s money. At the same time, there is nothing to be ashamed about when offering people the opportunity to be generous. If asking for money is part of the support you need, make it secondary to asking for prayer. Even if people can not contribute financially, they can certainly still support you.

Tip Number 8

Ask for prayer. And be specific when you do. Give them 4 or 5 prayer requests for example: the community and ministries you are visiting, your team, your travels, etc. (If you wrote a team covenant, there is probably some great things to pray for in there!)

Tip Number 9

Be humble and respectful. Do not make the place you are headed seem destitute in an effort to make your trip sound more significant. Remember that Jesus is the hero, not your team. Use language that honors what God is already doing to in the place you are headed. Use phrases like, “serve alongside,” “partner with” and “learn from.”

Tip Number 10

Say thank you. A great way to end your letter is with gratefulness for the people you are asking to partner with you in this mission trip. Thank them in advance for whatever way they choose to support you.

Debriefing

Sorting it Out

Simple Questions for Debriefing Short-Termers

by Marti Wade

When it comes to short-term missions, debriefing may be the key to making sure lessons learned are remembered, tensions and disappointments are dealt with, and best of all, God is given glory for what he has done. Yet, in spite of the best of intentions, teams that meet weekly for months before the trip may find themselves confining debriefing to a Saturday morning with donuts, but not much follow-up or accountability. The debriefing process often gets skipped, slighted, or squeezed.

Consider these simple plans for putting the debriefing opportunities you have to good use. Debriefing can be effective whether it includes the whole team or happens one on one; the important thing is to give the team members the loving attention they need to sort out what happened to them. Anyone committed to listening can do a mission debriefing.

Asking the Basic Questions

If you have just one debriefing session, try this. On paper or in person, in a big group or one on one, ask your short-termers three to six basic questions:

- How was your trip?
- What was the best thing about it?
- What was the hardest part for you?
- What did God teach you?
- What are you going to do about it, and when?

Share an answered prayer.

Taking the time to think through these questions and topics will help short-termers process what happened. Plus, they will be better able to give a meaningful answer when others ask the same questions. It pays to be prepared. A good goal: be able to effectively describe the experience in a sentence or two.

Add a few more sessions to your debriefing plan if you can, especially if you're debriefing a whole team.

Remembering What God Has Done

Have each team member spend twenty minutes journaling: “What have you seen God do for you on this mission? Think about the miracles, answers to prayer, and the ways God worked above and beyond your expectations. Don’t forget how he got you here, prepared you, and brought in your support.”

Ask team members to share their answers with the group so everyone can thank and glorify God for what he has done.

Working through the Hard Stuff

Many troubling things can come to the surface on a short-term mission. Short-termers may come face to face with their own weaknesses and failures. They may feel disappointed or disillusioned about their team or their hosts.

Try to provide a safe environment to discuss things that were difficult, especially if these struggles reinforce lies they may believe about themselves, the world, God, or other people. One-on-one debriefing interviews, conducted by someone who was not part of the team, can also help identify conflicts and relationship problems that still need resolution.

Locking in the Lessons

See the attached worksheet to help short-termers identify and lock in the lessons they are learning and prepare to share them with others. It is a simple, step-by-step process that any of us might find helpful for making sense of a potentially overwhelming experience.

Staying Connected

Chances are the ministry your short-termers were involved in did not begin and end with them. Take a long-term view and ask: “What are the ongoing needs and opportunities? How can you, your family, or your church continue to contribute or stay connected with this ministry?” If you spend time talking about next steps, make sure to include an invitation to stay connected with the field.

One good way to encourage participants to take those next steps is to have them write themselves a letter reminding them what they experienced and what they intended to do about it. Provide some designated time to compose these letters. Then collect them, with a promise that you will mail the letters back to them in six months. Other debriefing sessions might focus on reentry and reverse culture stress, team affirmation and prayer, mobilizing others, preparing a presentation or report, and evaluating the program.

The longer the mission, the longer the debriefing should be. A ten-day trip merits a full day of debriefing, and several months on the field deserve a multi-day debriefing. Is there that much to talk about? Once you get started, you’ll usually discover there is.

Telling Your Story¹

Most short-term missions leave team members overwhelmed by the wide range of new experiences. The hectic schedule and flurry of activity make it difficult to sort through the events that God is using to initiate lasting spiritual change within us. No matter how many times one has been involved in cross-cultural ministry, careful evaluation and meditation is necessary to fully process the events experienced. The following outline is a step-by-step process that has proven effective for many short-termers.

Step 1

List below all the main events or activities that had a significant impact on your life during this mission. List them randomly as they come to your mind; maybe read your journal entries to jog your memory. Walk through each day or week.

Keep in mind that God works in unique ways and what may be significant for one team member may not be for another. Work individually without discussing your thoughts with other team members until you feel your list is complete.

Significant Moments:

¹ Excerpted and adapted from *Living for the Long Haul: A Debriefing Manual for Short-term Missionaries*. © 1996 Steve Moore, all rights reserved.

Step 2

Review your list and star the top four of these experiences. Prioritize them, starting with the most significant one, and write them in the boxes below. Then, think about the basic lesson God taught you through each of your top four experiences and write about this in the boxes below.

Ask: How should I BE different or what should I DO differently because of this experience?

Key Experience

Lesson or Significance

#1

#2

#3

#4

Dominant Theme:

One-Sentence Statement:

Step 3

Share your entire list with the rest of the group beginning with the top four. Take note of items you may have overlooked as others share. Pay attention to the different ways God is working in the lives of your teammates.

Step 4

Look for themes in the lessons you learned. Pray and ask God to show you what the dominant lesson may be. Is there a correlation between this theme and other things he has been teaching you even before the mission began? Write out the dominant theme.

Step 5

Write out an answer to the following question, in not more than one sentence: "I heard you went on a short-term mission. How was it?" Briefly describe the dominant theme that arises from the lessons God taught you. Be careful to focus on the theme, not the event. Be disciplined; do not go over one sentence. When someone asks a follow-up question, use your top four experiences to illustrate this theme.

Step 6

Take turns sharing your sentences with each other by answering the question, "I heard you went on a short-term mission. How was it?" As each person shares, take a minute for feedback to make sure the main lesson is communicated effectively.

Step 7

Memorize your concise response to this question. It may be the most common one you face on your return home. Every time you repeat your answer you will reinforce in your own life the central theme God is working into you.

Re-Entry

Your mission has ended. You have learned so much from the people you served. Your specific assignment is over, but another journey is beginning. You have seen the masses and experienced tight quarters—and suddenly your worldview is much larger. Mission living was simpler, stripped often to the essentials—and now you feel guilty walking into the shoe store and wonder, “Who else can use the \$80.00 for shoes?” You were frequently singled-out and treated as a royal guest—now you are ordinary and your stories are often of superficial interest to acquaintances back home. In short, the mission experience has ended but now you are feeling foreign back home!! Your thinking has been softened, however, and God has a larger place in your life—as do people.

People respond in a variety of ways to these emotions. Some are so excited they feel the urge to sell everything they own. Others, reflecting on what is not right with North America and North Americans isolate themselves somewhat for a time. A few work hard to blend into the mainstream. They just want to get back to normal. The mission opened their eyes and hearts, it changed them in ways they never imagined, but it just doesn’t “fit” with life back home. They don’t know what to do with it.

The best response, however, is neither to isolate nor to blend but to look for ways to integrate the experience you’ve had into your life back home. Think about this for a moment. If God is really God, then He is working in all of your life all the time. There is a link or links between your mission and your life at home, even if these links are not immediately apparent. You may be full of all kinds of dissonant feelings, but this does not mean there is no connection between the mission experience you had and your life from now on.

You will most certainly face one surprise and one temptation upon your return. You will be surprised at how much you have changed—even over the course of a couple weeks or a summer. And you will perhaps be tempted to think, “Hey, I have done my task. I have completed the job. Now it is time to get back to my life.” If you view your short-term mission experience as something disjointed from the rest of your life, as something that you gave but from which you are not likely to receive, then you will also miss a lot of the grace which could be yours.

Building on What God Has Begun

The following are suggestions to help you begin to integrate the mission experience you had with the life that God has given you:

1. Make preparations to share your mission experience with your church upon your return. Take photos. When people ask how your mission went, have one or two highlights ready to share as well as a more detailed account for family, close friends, people in your congregation who supported you, etc. Try to be patient with those who seem only superficially interested. Recognize that change comes slowly.
2. “Being confident of this very thing—that He who began a good work will complete it. ...” Take some time to reflect on Philippians 1:6. Our confidence is in God, not in our own emotions or our ability to make sense of things. God—in His time—will reveal His intentions for your life if you ask Him to lead you.
3. Hold off on making any drastic changes. Instead, focus on one or two things that you will do differently. You may now return as a teacher with a different sensitivity to your students. Maybe your mission experience can be the opener to friendships with strangers and internationals back home. Get involved in your church’s missionary efforts at home.
4. Tell God you are ready for Him to transform you. Ask Him where He wants to use you and to make it clear to you. Do you sense God calling you to long-term mission work? Do you have gifts for intercultural ministry?
5. Take some time to reflect where you want to be 5, 10, and 15 years from now. Recognizing that you are not there yet, how will you get there?
6. Write a mission statement for your life. Live it.

Thank the Lord for the opportunity you had to be involved in this mission effort, for the ways in which your understanding of Him and of His creation have broadened, for the personal growth you have experienced.

And be confident in this:

“...that He who began a good work in you will carry it on to completion until the day of Christ Jesus” (Philippians 1:6).

Culture Shock and Conduct

Beware of "culture shock"! Delays in clearing customs, red tape you may encounter, scenes of poverty, language difficulty, missionary methods, --- all may tempt an outcry from you. Be careful in your outward reactions. Remember that you do not see the whole picture. Beware of demeaning comparisons and unconscious "put-downs". Demonstrate your appreciation of what you are seeing and experiencing. When you go as a fellow Christian and a friend, you are more than a tourist - you are a brother or sister who will be judged on the same basis of those serving you.

Be alert to their cues. We don't always like to think of it, but it is true that some of our ways are offensive to people in other lands. North Americans with their warm, outgoing manner, their natural curiosity and freedom, are not always understood by citizens of other countries. Many people in other countries think we are loud and boisterous. Try to keep your voice down lest you appear to be crude when you don't mean to be. This is especially important when traveling together in public places and on public transportation.

Some words are distasteful to people of other countries. It is wise to avoid using them if possible. Don't use the term "native" or "national" when the term [Colombian, Indian, African, Navajo, etc.] is best. Do not speak of huts or hovels - it's a home no matter how humble, and the best the person can afford. Dirty, squalid, filthy, etc., may come to mind, but you do not have to say so.

Colloquialisms can get you into trouble. They are frequently not translatable in other languages in a way that will keep the meaning. For example, to "make a pig of yourself" is a common expression in North America, but in some lands calling a person a pig, even in jest, is a serious insult. It could take months to undo the damage caused by the careless use of this or similar phrases.

Please be aware that some gestures have different meanings in different countries. (For example, the "OK" sign, made by forming a ring with thumb and forefinger is vulgar in Colombia; sitting with your foot pointed toward another person is offensive in Thailand.) Use the "thumbs-up" sign to indicate agreement or enthusiasm about an idea.

A sympathetic spirit, as well as an adventurous one, will enable you to take the different surroundings, strange foods, and unfamiliar customs in stride. Missionaries and nationals welcome visitors who are a blessing and encouragement. Bring them good news from the home church. Reassure them of the church's prayers and interest. It is no help to them to hear discouraging news, either real or imaginary - they have enough of their own.

Try to understand that the missionaries are working under different conditions than you are used to. They have adapted their lives to the customs of the country to win its people to Christ. Avoid the temptation to question their way of ministering, or their way of dealing with the nationals. Don't compare mission with mission, or missionary with missionary. Everyone has his/her particular capacity and talent. Much may be involved that doesn't appear on the surface. Encourage the missionaries and nationals. Express your appreciation of what is being done. Avoid criticism or gossip. Confiding some mishap or indiscretion of another missionary or national to those you are with is poor judgment. They will not appreciate you for it. Stay away from attempts to discuss field policy, finances, or problems with the missionaries or nationals. They would rather you would come as an interested friend than as an investigator.

You will encounter many situations to which you are not accustomed. Always think of the people you are going to minister to. Do not complain about conditions, food, travel, etc. Always try to smile, be cheerful and show love as we are instructed to do: "Above all love each other deeply, because love covers a multitude of sins" I Peter 4:8. Do not expect to be catered to.

For an extra dividend, try to learn a phrase or two of greeting in the language. The people will be delighted to hear you greet them in their language, even if you stumble. A simple "good-morning" or "good evening" in the language may make a deeper impression than a 15-minute testimony in English.

Appendix

Sample Financial Tracking Sheet

Date	Description of Expense	Receipt No.	Foreign Amount	Exchange rate	US Dollar	Balance
	Opening Balance					1200.00
1/1/15	Bus Ride	678210-27	32.00	4.0	8	1192.00
1/2/15	Team Meal	98721230	100.00	4.0	25	1167.00

Sample Support Letters

Dear friends and family,

Can you envision a land where cows are holy, animal sacrifices are a weekly occurrence and human cremations take place daily? I want to share with you a challenging ministry opportunity God has presented to me. During March 28 - April 10, I will be going to Bangkok and Nepal with a team from First Christian Church.

Our two-week trip will focus on Hindu and Buddhist cultures in this area of the world that is often referred to as 'the heart of darkness.' The purpose of our trip is fourfold:

- First, we will be allowing God to work in our lives through the personal enrichment that comes from this type of a mission trip.
- Second, this Prayer Journey will help us focus our individual prayers by traveling to a foreign land and praying 'on-site with insight.' We will pray for the Hindu and Buddhist people that God may open their eyes and hearts to the message of Jesus.
- Third, we will be visiting an 'unreached people group' of which less than 1% is Christian. First Christian Church has adopted the Newar people group and is assisting in bringing them the gospel. We will be working with some Newar churches to help them grow in their Christian walk.
- Fourth, we will encourage local Christians in Bangkok and Kathmandu. Our presence will bolster their spirits and support their work. We will visit many small villages in Nepal where we will develop relationships with the Christians there.

I'm excited about the opportunity and experience that lie ahead. I hope you see the value in what we will accomplish. As you can imagine, a trip like this requires financial support from a number of people. I need to raise \$3,000 by March 20th. If you can support me in a financial way, I would be very grateful. And, most importantly, I also need your prayer support. Prayer is the fuel that will allow us to be successful as we follow God's leading in ministry in these countries. Without prayer, nothing will happen.

If you would like to be part of this mission through your financial support, send a check to: [insert church address here]

Envelopes are enclosed for your convenience. Please make your check payable to First Christian Church and write "Nepal" and my name on the memo line. All contributions are tax deductible.

While money is important, it comes in a distant second to my need for your prayer support. Since prayer support is so important to the success of this mission, I would like to know if I can count on you in that area. Enclosed is a bookmark that you can put in your Bible, on your bathroom mirror, on the "fridge", or anywhere else you will see it at least once a day. Please pray daily for the areas listed.

Because they haven't heard,
(Signed)

Devotional

Day 1 –Welcome!

So, why did you come on this mission?

You are in for perhaps one of the greatest weeks of your life! You'll be hanging with friends, and getting to know a lot of new people. The question is why are you here? I hope you are here because you have sensed God calling you to a deeper commitment. The challenge for you this week is to look for God? Maybe you will find God in a surprising place? This devotion is designed to help you take time to reflect and search for how God is present with you and the group in this place.

Activity: What are your expectations for the week?

- _____
- _____
- _____
- _____
- _____
- _____

What are your fears?

- _____
- _____
- _____

Read Jeremiah 29:11. What do these verses mean for you today?

Prayer Time: Take Five Minutes:

Ask God to use you in a mighty way this week. Let God know that you will be searching, listening, and looking.

Day 1 Journal Activity

What did you see and learn today? How did you see God at work?

I know that you know where you are right now physically, but do you know where you are spiritually?

Day 2 Where are you right now?

Many times we get so comfortable in our routine, confident even, that we become self-reliant instead of God-reliant. When we get out of our comfort zones and familiar surroundings, we may rely more on God. Then God is able to mold us and form us into new beings. This is a process that takes perseverance and faithfulness in following and trusting God to provide.

What do you think God will have to teach you on this mission? Are you looking for some renewal? Do you want to give back some of what God has given you?

Are there things in your life that you would like to change?

Read 2 Corinthians 5:17... What does this verse mean for you today?

Prayer time: Close your personal devotion time by giving God thanks for this opportunity and by confessing any sins that may be holding you down right now.

Day 2 Journal activity

As I review everything that happened today, these are my thoughts and feelings about what I did and where I saw God at work.

Day 3 What is your role this week?

For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body-- Jews or Greeks, slaves or free-- and we were all made to drink of one Spirit. Indeed, the body does not consist of one member but of many. If the foot would say, "Because I am not a hand, I do not belong to the body," that would not make it any less a part of the body. And if the ear would say, "Because I am not an eye, I do not belong to the body," that would not make it any less a part of the body. If the whole body were an eye, where would the hearing be? If the whole body were hearing, where would the sense of smell be? But as it is, God arranged the members in the body, each one of them, as he chose. If all were a single member, where would the body be? As it is, there are many members, yet one body. The eye cannot say to the hand, "I have no need of you," nor again the head to the feet, "I have no need of you." On the contrary, the members of the body that seem to be weaker are indispensable, and those members of the body that we think less honorable we clothe with greater honor, and our less respectable members are treated with greater respect; whereas our more respectable members do not need this. But God has so arranged the body, giving the greater honor to the inferior member, that there may be no dissension within the body, but the members may have the same care for one another.

(1 Cor. 12: 12-25).

Whether you consider your individual assignment big or small, your part is crucial to the results this week.

What is your role in the group?

What is one thing you have learned or appreciated in someone else in the group?

Prayer Time: Close your personal devotion time in prayer by thanking God for the opportunity to be used by Him this week. Ask Him to continue to show you how you can best serve Him in this setting.

Day 3 Journal activity

As I review everything that happened today, these are my thoughts and feelings about what I did and where I saw God at work.

Day 4 What will you learn today?

You call me Teacher and Lord-- and you are right, for that is what I am. So if I, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have set you an example, that you also should do as I have done to you. Very truly, I tell you, servants are not greater than their master, nor are messengers greater than the one who sent them. If you know these things, you are blessed if you do them.
John 13:13-17

We are servants in this place. But what do we know about genuine servanthood? Servants sacrifice and give without regard for status, rewards or thanks. It's not easy. We may have to swallow our pride when asked to do unpleasant things that make us physically or emotionally uncomfortable. Sometimes we may feel like we are not needed or valued and we have to bend in order to follow someone else. It's not easy but it is the way of Jesus. Often he reminded people by his actions that he came to serve all people with out the promise of reward or higher status. He showed us what God was trying to tell us from the start that all humanity is beloved by God and we are intended to serve one another.
What does it mean to serve?

What does it mean to serve on this trip?

Prayer Timer: Close your personal devotion time in prayer by thanking for this time to serve.

Day 4 Journal activity

As I review everything that happened today, these are my thoughts and feelings about what I did and where I saw God at work.

Day 5 What have you learned this week?

Now he had to go through Samaria. So he came to a town in Samaria called Sychar, near the plot of ground Jacob had given to his son Joseph. Jacob's well was there, and Jesus, tired as he was from the journey, sat down by the well. It was about the sixth hour. When a Samaritan woman came to draw water, Jesus said to her, "Will you give me a drink?" (His disciples had gone into the town to buy food.) The Samaritan woman said to him, "You are a Jew and I am a Samaritan woman. How can you ask me for a drink?" (For Jews do not associate with Samaritans.) Jesus answered her, "If you knew the gift of God and who it is that asks you for a drink, you would have asked him and he would have given you living water." "Sir," the woman said, "you have nothing to draw with and the well is deep. Where can you get this living water? Are you greater than our father Jacob, who gave us the well and drank from it himself, as did also his sons and his flocks and herds?" Jesus answered, "Everyone who drinks this water will be thirsty again, but whoever drinks the water I give him will never thirst. Indeed, the water I give him will become in him a spring of water welling up to eternal life." The woman said to him, "Sir, give me this water so that I won't get thirsty and have to keep coming here to draw water." He told her, "Go, call your husband and come back." "I have no husband," she replied. Jesus said to her, "You are right when you say you have no husband. The fact is, you have had five husbands, and the man you now have is not your husband. What you have just said is quite true." "Sir," the woman said, "I can see that you are a prophet. Our fathers worshiped on this mountain, but you Jews claim that the place where we must worship is in Jerusalem." Jesus declared, "Believe me, woman, a time is coming when you will worship the Father neither on the mountain nor in Jerusalem. You Samaritans worship what you do not know; we worship what we do know, for salvation is from the Jews. Yet a time is coming and has now come when the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks. God is spirit, and his worshipers must worship in spirit and in truth." The woman said, "I know that Messiah" (called Christ) "is coming. When he comes, he will explain everything to us." The Jesus declared, "I who speak to you am he." Many of the Samaritans from that town believed in him because of the woman's testimony, "He told me everything I ever did." So when the Samaritans came to him, they urged him to stay with them, and he stayed there two days. And because of his words many more became believers. They said to the woman, "We no longer believe just because of what you said; now we have heard for ourselves, and we know that this man really is the Savior of the world.

What have you found that you have in common with the people you are serving?

What is different? How do you reconcile these differences?

Prayer time: Close your personal devotion time in prayer by thanking God for creating you and all people and thanking God for Jesus. Ask God to help you remember that his love is for all people and you need God's help you to show that love to all with whom you come in contact.

Day 5 Journal activity

As I review everything that happened today, these are my thoughts and feelings about what I did and where I saw God at work.

I have heard the saying, “God loves you the way you are but God won’t let you stay that way.”

Day 6 How have you been changed this week?

What has God taught you this week?

This week has been a complex experience. How did it challenge you? What did you see in yourself that you would like to develop or change? Where was God? Maybe the gift of my experience is to learn to live in the midst of the mystery of God.

What did I learn about the depth of the human spirit, the pain and suffering beyond what I imagined, the hope in the midst of darkness, lightening others loads, the gifts of love and grace that help us survive and even thrive?

What did I learn about myself? Did I overcome moments of fear, loneliness or weakness? Did I let myself down when I was annoyed, or tired or angry? Or did I remember I am human?

How has God given you what you needed to keep working this week?

How do you feel about leaving? What is easy to leave? What is difficult?

Prayer Time: Close your personal devotion time in prayer by asking God to_____....

Day 6 Journal activity

As I review everything that happened today, these are my thoughts and feelings about what I did and where I saw God at work.

Day 7 What will you do now?

Beloved, I do not consider that I have made it my own; but this one thing I do: forgetting what lies behind and straining forward to what lies ahead, I press on toward the goal for the prize of the heavenly call of God in Christ Jesus. (Phil. 3:13-14)
The mission is almost over, and in a little while you will be home. Did this mission experience leave you with just a few great pictures? Or, has your involvement this week led you to commit to being the Christian that God has called you to be. Will people notice a difference in your life not just over the next few days, but in 6 months to a year from now?

List one or two things that you will change because of this mission:

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Prayer time: Close your personal devotion time in prayer by asking God to help you live out the commitment that you have made in response to his call. Thank him for the faithfulness you know he will exhibit in answer to your request.

Day 7 Journal activity

As I review everything that happened today, these are my thoughts and feelings about what I did and where I saw God at work. Other questions to consider: I saw God working in others around me during mission in the following ways? I saw God working in me during the mission in the following ways? My original prayer requests about this mission were answered in the following ways? My prayer requests as I travel home are the following?